



**The Handloom Export Promotion Council**  
No.34,Cathedral Garden Road,Nungambakkam,  
Chennai-600 034.

HEPC/MEM-RTE-RENEWAL/2022-23

27<sup>th</sup> June 2022

ALL MEMBERS OF COUNCIL

Dear Sir/Madam,

**Sub: Renewal of your Membership with HEPC for the year 2022-23 -Apply for ERCMC through DGFT Reg.**

\*\*\*\*\*

We would like to draw your attention to the Trade Notice No.35/2021-22 dated 24<sup>th</sup> February 2022 by DGFT (enclosed) regrading Electronic filing of Registration Cum Membership Certificate (RCMC) through the common digital platform w.e.f. 01.04.2022.

In this regard, as directed by DGFT, those who have not renewed their certificate through DGFT is requested to renew their certificate through the link <https://www.dgft.gov.in> (**steps for renewal of RCMC is enclosed in a separate sheet**). Please note that those who have already sent the membership renewal payment for the year 2022-23 to the Council or DGFT, should not send the payment again and there is an option to enter their payment details in DGFT login. Please note the below points before filling the application via DGFT :

1. Import Export Code (IEC) should be updated / linked with DGFT portal before applying for renewal of RCMC using login id and password. Those who have not registered with DGFT may please register through the DGFT site to get login and password.
2. After accessing the link <https://www.dgft.gov.in> with user login and password, navigate to Services → e-RCMC → Apply for RENEWAL OF RCMC and follow the steps enclosed herewith
3. If there are no changes required from the existing RCMC, please upload a copy of RCMC and membership renewal proforma (enclosed) in the attachment column of “Renewal of RCMC”
4. If there is any changes to be made from existing RCMC, please send Rs.590/- amendment charges along with supporting documents (for address change-IEC, partners/directors change – Specimen signature form (format enclosed), Merchant to Manufacturer exporter status– Udyam registration and an affidavit in a Rs.10/- stamp paper duly attested by notary public).Amendment charges may be sent to Council’s account.
5. Those who have already sent the renewal payment to Council is not required to send the payment again and they can register in DGFT with the already sent payment details
6. Those who have not send the renewal payment to Council or through DGFT, is requested to send the payment to Council’s account or through DGFT as per our earlier circular dated 19<sup>th</sup> April 2022 (circular enclosed)
7. Those who are having valid RCMC or expired RCMC is requested to renew their certificate through DGFT

8. Aadhar E-sign or digital signature is required to submit the application. Mandatory details, such as name of the person, etc mentioned in the Aadhar/Pan should be matched with IEC, otherwise system will not accept the application.
9. **Those who have already renewed their certificate through DGFT may ignore this message**

The video has been hosted on DGFT YouTube Page and can be accessed through following link <https://youtu.be/f4ijdmD4X4I> to know the steps for renewal.

Those who are having any queries in submitting the application, please contact the following officials :

Shri M.Sundar, Joint Director (+91-9841144413/044-28276043/28278879)

Smt.Reena, Sr.Executive (011-25826965 / 9873235586)- Northern region

Shri V. Ratheesh, Sr.Executive (9840973073) - Southern region

Thanking you,

Yours sincerely,

**Sd/-**

**(N.Sreedhar)**  
**Executive Director**

**Encl : As above**