



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

HEPC/MEM-RTE-RENEWAL/2023-24

18<sup>th</sup> March 2024

All Registered Weavers (southern region)

Dear Sir/Madam,

**Sub: Renewal of your Membership with HEPC for the year 2024-25 - Reg.**

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

As you are aware, renewal of your Membership/RTE for the year 2024-25 falls due in April 2024. In this regard, it is requested to send us the membership renewal fee of Rs.1180/- (Rs.1000/- + 18%GST) along with **Proforma (format enclosed) by email or courier on or before 31<sup>st</sup> May 2024, so as to continue the benefit of Registration cum Membership Certificate (RCMC). Please note that you have to mention only the Annual Export turnover, if any, in proforma, and not domestic export.**

The membership renewal payment for the year 2023-24, can be made through any one of the following modes of payment.

**Option-1:** Online payment through payment gateway - visit HEPC's website <http://www.hepcindia.com>, where click the option payment – online payment and fill-up the necessary details wherever necessary.

**Option-2:** Payment through RTGS

Beneficiary Name	:	Handloom Export Promotion Council
Bank Name	:	STATE BANK OF INDIA
Branch	:	Thousand Lights
Account No	:	10640562332
IFS Code	:	SBIN0020243

**Note :** In case of payment through RTGS, please mention your **Company Name / RCMC No. in the payment details column for tracking the payment. Also request you to E-mail your UTR Number to [membership@hepcindia.com](mailto:membership@hepcindia.com).**

**Option-3:** Payment through Demand Draft/at par Multicity Cheque in favour of Handloom Export Promotion Council payable at Chennai, if online/RTGS payment is not feasible.

**Hope you are aware that now it is mandatory for all the exporters to file Registration Cum Membership Certificate (RCMC) through new e-RCMC Module on DGFT Portal [www.dgft.gov.in](http://www.dgft.gov.in). Hence, it is requested to renew the Registration cum Membership certificate through the link <https://www.dgft.gov.in> (steps for renewal of RCMC through DGFT portal is enclosed). Hence, you can send the membership renewal**

payment through DGFT also. Those who have already sent the membership renewal payment for the year 2024-25 to the Council, should not send the payment again through DGFT and there is an option to enter the payment details in DGFT login, which you have made already. 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.1180/- amendment charges along with supporting documents (for address change-IEC, partners/directors change – Specimen signature form), 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 are having valid RCMC or expired RCMC is requested to renew their certificate through DGFT
6. 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.

For any further clarification, you may write to [membership@hepcindia.com](mailto:membership@hepcindia.com) (copy to [jd@hepcindia.com](mailto:jd@hepcindia.com)) or contact the following officials of the Council.

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

Shri V.Ratheesh, Sr.Executive (9840973073)

Thanking you,

Yours sincerely,

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

**Encl : As above**