



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

HEPC/MEM-RTE-RENEWAL/2026-27

10th March 2026

All Members of Northern region of the Council

Dear Sir/Madam,

Sub: Renewal of your Membership with HEPC for the year 2026-27 - Reg.

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

As you are aware, renewal of your Membership/RTE for the year 2026-27 falls due in April 2026. In this regard, Graded Membership charges based on **Annual Export Turnover (of total business) for renewal**, is furnished below:

Sl.No	Annual export turnover (of total business) during 2025-26	Membership Renewal charges	Total Renewal fee for the year 2026-27
1	Nil	Rs.6500 + 18% GST	Rs.7,670/-
2	Rs.1 to 1 crore	Rs.8000/- + 18% GST	Rs.9440/-
3	Above 1 crore to 5 crore	Rs.12000/- + 18% GST	Rs.14,160/-
4	Above 5 crore	Rs.15000/- + 18% GST	Rs.17,700/-

It is requested to send us the membership renewal fee as per your **Annual Export Turnover (of total business)** during the year 2025-26 in the prescribed format (Proforma enclosed) by email or courier on or before 1st April 2026, so as to continue the benefit of Registration cum Membership Certificate (RCMC). It is mandatory to submit the proforma with Annual Export Turnovers. Even if, there is no exports, then NIL returns to be mentioned.

The membership renewal payment for the year 2025-26, based on **Annual Export Turnover (of total business)** for the year **2025-26**, can be made through any one of the following modes of payment.

Option-1: Payment through RTGS

BENEFICIARY NAME	HANDLOOM EXPORT PROMOTION COUNCIL
NAME OF BANK & BRANCH	STATE BANK OF INDIA EAST PATEL NAGAR, NEW DELHI-110008
Current Account No.	10964466460
IFS code No.	SBIN0001282

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.

Option-2: Payment through Demand Draft/at par Multicity Cheque in favour of Handloom Export Promotion Council payable at New Delhi to the following address, if online/RTGS payment is not feasible.
Handloom Export Promotion Council,
1004, Padma Tower-1, 5, Rajendra Place, New Delhi-110 008.
Tel: +91-11-25826965

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. 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 2026-27 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

It is mandatory to the members to mention the Handloom Export Turnover, in the membership renewal proforma. Those who have mentioned will be considered for the future election of Executive Committee member of the Council. The actual export turnover mentioned in the membership renewal proforma will be considered for election process. Hence members are informed to mention the exact handloom export turnover and overall export turnover without fail. It is also mandatory to the members who are interested to contest in the Executive Committee or to have voting rights, may send their membership renewal fee on or before 1st April 2026. Those who have not sent the renewal fee on or before 1st April 2026, will not be considered for voting rights.

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

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

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

Thanking you,

Yours sincerely,

(N.Sreedhar)
Executive Director

Encl : As above