



# The Indian Silk Export Promotion Council

(Sponsored by Ministry of Textiles & Supported by Ministry of Commerce, Govt. of India)  
1302-03, Ansal Tower, 38 Nehru Place, New Delhi – 110 019, INDIA

ISEPC Cir No 101/RCMC Renewal/Mem/22-23/

31<sup>st</sup> March 2022

To: Members of the Council,

**Subject: Renewal of Silk Council's Membership for the year 2022-2023 through DGFT portal by selecting the Name of the Council as "The Indian Silk Export Promotion Council": Reg:**

Dear Sir / Madam,

We would like to bring to your Kind Notice that the Renewal of Membership of the Indian Silk Export Promotion Council for the 2022-23 is due for your company wef 1<sup>st</sup> April, 2022. Please Note that we had forwarded Membership Subscription Proforma Invoices for renewal of your Membership with The Indian Silk Export Promotion Council towards the same.

As you are aware the DGFT has made it mandatory to issue / renewal (<https://tinyurl.com/mr9ebs5f>) of R.C.M.C. through their own DGFT portal only. We would like to inform you that the Indian Silk Export Promotion Council has made all arrangements for online renewal of membership through DGFT portal. You will be able to renew your membership online through the website: <https://www.dgft.gov.in> w.e.f. 1<sup>st</sup> April 2022. You may find the complete process for online renewal of RCMC through DGFT by following this link <https://tinyurl.com/dgftrcmc>.

Kindly note that the renewal of Membership annual fee are as under:

Sr. No	Membership having Export Turnover	Basic Fee (in Rs.)	GST @ 18% (In Rs.)	Total Amt. due to be paid (In Rs.)
1	Exporters having turnover <b>upto Rs. 1 Cr.</b>	7,000.00	1,260.00	<b>8,260.00</b>
2	Exporters having turnover Rs. <b>1 Crore and upto Rs. 5 Crores.</b>	9,500.00	1,710.00	<b>11,210.00</b>
3	Exporters having turnover <b>above Rs. 5 Crore</b>	12,000.00	2,160.00	<b>14,160.00</b>

The above said fees also include the G.S.T. charge @ 18%. The Membership fee should be paid latest by 30th April 2022.

We look forward to the renewal of your Membership online through DGFT portal <https://www.dgft.gov.in>. In case of any issue, please don't hesitate to call us.

Thanks n regards,

Sd/-

(Sajneev Kr Sharma)

Sr Director – ISEPC

New Delhi, India

Mobile #: +91-9899573797;

**Encls:** Steps to apply for Issuance of RCMC with ISEPC on DGFT website



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## Steps To Apply For Issuance Of RCMC With ISEPC On The DGFT Website Are As Follows

### **Mandatory Filing / Issuance / Renewal of Registration-cum Membership Certificate (RCMC) of ISEPC through DGFT Common Digital Platform**

To facilitate electronic issuance / renewal / amendment of Registration Cum Membership Certificate (RCMC) with The Indian Silk Export Promotion Council, Directorate General of Foreign Trade (DGFT) has been implementing Common Digital Platform. The objective of the platform is to provide an Electronic, Contact-less Single Window for RCMC related process. **Applicant will register on DGFT Website: <https://www.dgft.gov.in> as Importer/ Exporter to access the Common Digital Platform.**

1. Navigate to <https://www.dgft.gov.in>;
2. Click on Login button on top right corner of webpage;
3. Enter the User Name, Password and CAPTCHA Code and click on Login;
4. Navigate to Services > e-RCMC > Apply for e-RCMC;
5. Click on Start Fresh Application or else to continue with Draft Application select and click on Proceed with Existing Application;
6. A Dashboard with username will be displayed with Basic Details;
7. System would ask Applicant for Declaration whether he/she has updated profile or not;
8. Click on Radio Button then click Yes to make sure you have updated the profile and Save & Next;
9. Now under RCMC Details section Applicant would;
  - a. Select **The Indian Silk Export Promotion Council** and Fee Details
  - b. Select Export Products and click Add button to save the details
  - c. Select Authorised Representatives / Department Heads / Contact Persons for the Councils & click on Add Details button to save the details;
  - d. Select Other Information under this select the countries to which the Company is Exporting and click on Save & Next
10. Applicant after filling all the details now proceed to Attach Documents under Attachments Section by uploading the document from Computer folder then clicking on Upload Attachments and finally Save & Next;

11. Now under the Declaration section read all the Declaration Lines;
12. Click the Check box as acceptance of declaration and Enter the Place and then Save & Next;
13. System would show the filled application along with documents uploaded under Application Summary. Applicant would go ahead with the signing process by clicking Sign button;
14. after that Click Payment for RCMC

### **FEE STRUCTURE**

#### **NEW:**

**WE HAVE ONLY ONE MEMBERSHIP SLAB I.E.Rs. 7000/-+ Rs. 1000 (one time registration Fee for new members) +18% GST = Total Rs. 9440/-;**

#### **RENEWAL OF RCMC OF ISEPC:**

The Management Committee of the Council has decided not to increase the Membership Renewal Fee, hence, they are remain same: You can renew your membership as per the following slabs as per export turnover during previous year, and need not to wait for Performa Invoice:

<b>Sr No</b>	<b>Membership having Export Turnover</b>	<b>Basic Fee INR</b>	<b>GST @ 18% INR</b>	<b>Total Amt. INR</b>
1	Exporters having turnover <b>upto Rs. 1 Cr.</b>	7,000.00	1,260.00	<b>8,260.00</b>
2	Exporters having turnover <b>Rs 1 Cr upto 5 Cr</b>	9,500.00	1,710.00	<b>11,210.00</b>
3	Exporters having turnover <b>above Rs. 5 Crore</b>	12,000.00	2,160.00	<b>14,160.00</b>

15. Applicant would be directed to the Payment gateway for the payment then click Submit;
16. Clicking Submit Applicant will see Payment Response Page with Transaction ID then again click Submit;
17. After Successful Payment Applicant will be receiving a e-Payment receipt;
18. If Members are facing difficulties on DGFT portal, especially with regard to payment gateway, members can pay the membership through RTGS as per bank details:-

<b>A/c NAME</b>	<b>THE INDIAN SILK EXPORT PROMOTION COUNCIL</b>
<b>A/C No</b>	<b>653010100019576</b>
<b>BANK NAME</b>	<b>AXIS BANK LTD</b>
<b>BRANCH NAME</b>	<b>MOHAN COOPERATIVE</b>
<b>BRANCH ADDRESS</b>	<b>B-1 / I – 1, MOHAN COOPERATIVE INDUSTRIAL ESTATE, MATHURA ROAD, NEW DELHI – 110 -044</b>
<b>IFSC CODE NO</b>	<b>UTIB0001771</b>

### **OR Please feel free to contact**

Telephone:	Telephone : +91-11-40154181, 26220134
Mobile:	91-9899573797 Sh Sanjeev Kr Sharma
Email:	<a href="mailto:isepcho@gmail.com">isepcho@gmail.com</a>