

GUIDELINES FOR ISSUANCE ONLINE REGISTRATION-CUM-MEMBERSHIP CERTIFICATE (RCMC) OF CAPEXIL

The applicants are requested preferably to use either Internet Explorer 7.0 (IE7) or higher or Firefox browser to apply online for procuring RCMC from CAPEXIL.

1. The applicant has to enter his IE Code and at least first three characters of name of his organisation to access his company details at CAPEXIL website. The Name must match with the Name as registered in DGFT while procuring the Import Export Code (IEC).
2. The applicant is required to enter the requisite details in the prescribed form after entering the IEC and the first three characters of the company's name.
3. The applicant has to scan and upload the requisite document as per the criteria of CAPEXIL. For **Manufacturer Exporter** the following document need to scan and upload:
 - a. Self Certified copy of Import Export Code (IEC) issued by the licensing authority.
 - b. Self Certified copy of Personal Account number (PAN).
 - c. Self Certified copy of Industrial License / Manufacturing License issued by the licensing authority.
 - d. Self Certified copy of "Self Declaring that the firm is not black listed by any Government Department or Government Organisation"

For **Merchant Exporter**:

- a. Self Certified copy of Import Export Code (IEC) issued by the licensing authority
- b. Self Certified copy of Personal Account number (PAN)
- c. Copy of Chartered Accountant's Certificate mentioning Export Turnover / Domestic Turnover in respect of CAPEXIL's item for the last two years.
- d. Self Certified copy of "Self Declaring that the firm is not black listed by any Government Department or Government Organisation"

While scanning the documents the file has to be in **jpg/jpeg/gif/tif** format and the file must be legible for the purpose of verification for issuance of online RCMC.

4. **All the documents along with the requisite payment must to be sent the respective regional office of CAPEXIL for the purpose of verification.**
5. The requisite fees for the registration is as follows:
 - a. Rs. 3000.00 for admission fees for registration as Small Scale category and Rs. 5000.00 for Large Scale category + Service Tax @ 10.3%
 - b. Subscription fees Rs. 5500.00 per year for Small Scale category + Service Tax @ 10.3%
 - c. Subscription fees Rs. 11000.00 per year for Large Scale category + Service Tax @ 10.3%
 - d. Additional panel 1000.00 per panel + Service Tax @ 10.3%
 - e. Rs. 1000.00 for Dual RCMC for once in every five years + Service Tax @ 10.3%
6. The criteria for Small Scale category is as follows:
 - a. Turnover of a Merchant firm should be less than 25 Lacs
 - b. Manufacturing firm has to be a SSI holder
7. The criteria for Large Scale category is as follows:
 - a. Turnover of a Merchant firm should be more than 25 Lacs

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- b. Manufacturing firm has to be IEM or SIA (Secretariat for Industrial Assistance) certificate holder issued by Ministry Of Commerce. Govt. of India
8. The payment should be made in Demand Draft, Cheque in favour of CAPEXIL, payable at Kolkata, or through RTGS.
9. Once the applicant furnished all the above information an application number will be generated and will be informed for future correspondence. RCMC will be issued from the respective Regional Office of CAPEXIL situated at Kolkata, New Delhi, Chennai and Mumbai.
10. Once the RCMC will be issued an exclusive username and password will be generated and informed to the applicant through the email address provided by them at the time of filling up the application.
11. **While apply for the RCMC online if the applicant faces any problem and the process gets stuck in between pages the system will not allow the applicant to reapply for that and it will show an error message "You have Already applied". In such case the applicant is requested to contact the respective region of CAPEXIL for the deletion of their incomplete application. The detailed contact details of all the regional offices are available in the website of CAPEXIL under "Reach Us" section.**

N.B. The Registration is liable to be cancelled in the event of default in payment of yearly subscription to CAPEXIL, the registration authority.

CAPEXIL holds all the rights to cancel the registration if the requisite amount is not paid and also if all the necessary documents mentioned above are not furnished by the applicant.

