

**INSTRUCTIONS FOR ENROLLMENT WITH HANDLOOM EXPORT PROMOTION COUNCIL, CHENNAI**

BEFORE FILLING UP THE APPLICATION FORMS FOR MEMBERSHIP FOR 'REGISTERED' TEXTILE EXPORTERS' (RTE) AND REGISTRATION WITH THE COUNCIL, YOU ARE REQUESTED TO READ THE FOLLOWING INSTRUCTIONS CAREFULLY:

**FEE STRUCTURE**

Admission Fee	-	Rs.2,000
Annual Subscription	-	Rs.6,000
GST @ 18%	-	Rs.1,440
<b>Total</b>	-	<b>Rs.9,440</b>

The applications duly filled in should be sent to the Council along with the following documents:

1. Multicity CTS Cheque / Demand Draft amount may please be incorporated as Rs.9,440/- in favour of "THE HANDLOOM EXPORT PROMOTION COUNCIL" payable at Chennai / New Delhi as per the place of applicant.
2. **Self attested photocopy copy of the Import Export Certificate (IEC) Number** issued by the Jt. Director General of Foreign Trade.
3. **Self attested photocopy copy of PAN card** issued by the Income Tax Department.
4. In the case of **Partnership firm, a self attested photocopy of the entire Partnership Deed.**
5. In the case of Joint Stock Company or a Society of any other Corporate Body, a resolution by the Board of Management of the Corporate Body agreeing to apply for RTE. The resolution should be in the following manner and on letter head of the company/Society.

Extract of Resolution the Board of Directors Resolution meeting held at \_\_\_\_\_  
On \_\_\_\_\_.

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Resolved that Shri \_\_\_\_\_ Director/official be and is hereby authorized as nominated representative under and for the purpose of membership/RTE rules of The Handloom Export Promotion Council.

"Further resolved to agree to apply for membership of the Council and abide by the rules of the Membership/RTE.

Date & seal

Signature

other than the nominated Director

6. According to the Articles of Association of the Council, you have to nominate an authorized representative as indicated below
  - a) Only **one of your partners** in case yours is a **PARTNERSHIP FIRM** and the same should be attested by any other partner than the nominated authorized representative.
  - b) **Only the Proprietor/Proprietix** should be self nominated in the case of **PROPRIETARY CONCERN.**
  - c) Only one of the Directors/Official should be nominated as the authroised representative in the case of limited companies, Joint Stock Companies and Cooperative Societies etc.

Specimen Signature of the nominated representative should be duly filled-in as per the instructions given in **Annexure '1'**.

7. Please state specifically whether you want to get yourself registered as MERCHANT EXPORTER or MANUFACTURER EXPORTER. **In case of Manufacturer Exporter**, you should produce a Self attested photocopy copy of certificate to the effect that you are a Manufacturer of cotton handloom fabrics and made-ups either from the **State in-charge of Handloom of your area or from the SSI authority.**

Please submit the application duly filled in and signed along with the documents required mentioned above so as to take immediate action for issuing the Registered Textile Exporter (RTE) Certificate and Registration cum Membership Certificate (RCMC) within 2 weeks.

Please visit our website <http://hepcindia.com/bodybemem1.php> to download the application form.

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## Form of Application for Registered Textile Exporter(RTE)

The Executive Director,  
**The Handloom Export Promotion Council,**  
Chennai – 600 034.

Dear Sir,

I / We hereby agree, if enrolled, to become a member/RTE of the Handloom Export Promotion Council and undertake to confirm to and be bound by the Memorandum and Articles of Association and the rules for membership of the Council in force from time to time prior to ceasing to be a member/RTE whether by resignation or otherwise.

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1. Name & Address of the Company :  
(In block letters)  
  
Phone No. :  
Fax :  
E-mail :  
Website :
2. Whether person, Joint Stock Company  
or other Corporation or Association :
3. Name of Proprietor / Partners / Directors :
4. Date of Establishment of Business :
5. Annual Business turnover :
6. Bank Reference :
7. State Whether Manufacturer Exporter /  
Merchant – Exporter of Handloom Products :

I / We hereby, if enrolled as a member/RTE, appoint my / our nominated Representative .....under for the purpose of Membership Rules.

Yours faithfully,

Signature of Proprietor/Partner/Director

Place :

Date :

(Members are requested to kindly go through the instructions given overleaf before filling up this form)

Note:

1. The subscription fee is valid from April – March of each year.
2. According to the existing rules of membership of the Council, the nominated representative should be Proprietor / Partner / Director as the case may be.
3. If the applicant is a Joint Stock Company or Association or a Society of any other corporate body, a resolution of the Board of Management of the corporate body agreeing to apply for membership should accompany the application.
4. The specimen signature of the authorized Representative should also be given along with the application, as per Annexure – 1.

**ANNEXURE – 1**

**SPECIMEN SIGNATURE FORM**

- 1. Name of the firm & Address :
  
- 2. Nature of the firm: Proprietary / Partnership / Company / Society :
  
- 3. Membership / RTE Number :
  
- 4. List of Partners in the case of partnership firm and list of Directors in the case of Company / Society :
  
- 5. Name of the Authroised Representative :
  
- 6. The position of the Authorised Representative i.e. Proprietor / Partner / Director :
  
- 7. Specimen signature of the Authorised Representative :

Signature of Partner/Director  
other than the nominated representative with seal

In the case of Proprietary concern, only the Proprietor shall be nominated as the authorised Representative and not anybody else. The specimen signature of proprietor need not be attested.

**PARTNERSHIP CONCERN**

We the partners of M/s.....  
hereby giving the consent to the appointment of Shri .....  
as our nominated Representative under and for the purpose of membership rules of  
**The Handloom Export Promotion Council.**

Name	Signature
1.	
2.	
3.	

4.

5.

6

**Joint Stock Companies / P. Ltd., Companies etc.**

Resolved that Shri.....

Director / Official be and is hereby authorised as nominated Representative under and for the purpose of membership rules of **The Handloom Export Promotion Council.**

“Further resolved to agree to apply for membership/RTE of the Council and abide by the rules of the Membership.”

Dated :

SEAL :

**Signature**

**INSTRUCTIONS**

1. In the case of Proprietary concern, only the Proprietor shall be nominated as the Representative and not anybody else. The specimen signature of Proprietor need not be attested.
2. In regard to Partnership concern, any one of the Partners shall be nominated as the authorised Representative and not any other persons.
3. The signature of the authorised Representative of Partnership concern shall be attested by the other Partners and not the Partner who has been nominated as the authorised Representative
4. The signature of the authorised Representative should be attested only by Directors other than the Director who has been nominated as the authorised Representative.

**FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP  
CERTIFICATE**

To,  
The Executive Director,  
**The Handloom Export Promotion Council,**  
34, Cathedral Garden Road,  
Nungambakkam, Chennai - 600034

Dear Sir,

Kindly register us as Merchant / Manufacturer Exporter of the export product(s) mentioned below:

- 1) Name of the applicant .....
- 2) (i) Address of the applicant .....  
(Registered Office in case .....  
of Limited Companies and the .....  
Head Office for others) .....
- (ii) Name & address of the branch,  
if any .....
- .....
- .....
- (iii) Name and address of the factory .....
- 3) Date of Establishment : .....
- 4) If the registration is required as a manufacturer exporter SSI Registration  
No. .... Date. ....  
Industrial License / IEM: Issuing Authority .....  
Other (specify) .....
- 5) IEC No. .... Date of Issue ..... Issuing Authority  
.....
- 6) Income Tax PAN : ..... Date of Issuer..... Issuing Authority  
.....

7) EH / TH / STH / SSTH Certificate number No.....  
Date..... Valid up to .....

8) Name of export product(s) for: COTTON HANDLOOM FABRICS AND MADE  
UPS which registration is required

9) Details of Directors / Partners / Proprietor / Karta to be given in the following manner

(1) (a) Name .....  
(b) Father's Name .....  
(c) Residential Address .....  
.....  
.....  
.....

(d) Telephone .....

(2) (a) Name .....  
(b) Father's Name .....  
(c) Residential Address .....  
.....  
.....  
.....

(d) Telephone .....

(3) (a) Name .....  
(b) Father's Name .....  
(c) Residential Address .....  
.....  
.....  
.....

(d) Telephone .....

10) I / we hereby solemnly declare that the above stated information is true and correct. I/we undertake, without any reservations, to:

(a) I / we abide by the terms of the registration certificate granted to us on all our exports;

(b) I / we agree to abide by any code of conduct that may be prescribed ;

(c) I / we agree to abide by export price condition that may be stipulated by the Registering Authority;



(d) I / we Furnish, without fail, monthly returns of exports including NIL returns to the Registering Authority by 15th day of the following the quarter.

11) We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.

Yours faithfully,

(Signature)

Name : .....

Designation : .....

Address : .....  
.....

Tel. No. : .....

Fax No. : .....

E-mail : .....

Residential Address : .....

Place : .....

Date : .....