**FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC)**

To

The Deputy Director (Marketing)

Market Promotion Department

Central Laboratory Building

RRII, Rubber Board

Kottayam - 686 009

Dear Sir,

Kindly register us as Merchant/Manufacturer/Merchant-cum-Manufacturer

exporter of the export product(s) mentioned below.

1. i) Applying for : New Licence/ Renewal

ii) If renewal, Existing RCMC No :

valid upto :

2. Name of the Applicant :

3. i) Address of the applicant. (Registered Office

in case of Limited Companies, and the

head office for others)

ii)Name and address of the branches, if any :

iii)Name and address of the factory :

4. i) IEC number

Date of issue..................................

Issuing authority...............................

ii) Date of establishment....................................

5. If the registration is required as a Issuing Authority : No.

manufacturer exporter SSI Registration Date:

Industrial Licence/IEM Issuing Authority:

Others (specify) :

6. EH/TH/STH/SSTH/SHE/ISEH/ISSEH Certificate number

Valid upto

7. 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 No. :

e) Fax :

f) E Mail :

1. a) Name

b) Father’s Name :

c) Residential address :

d) Telephone No. :

e) Fax :

f) E Mail :

1. a) Name

b) Father’s Name :

c) Residential address :

d) Telephone No. :

e) Fax :

f) E Mail :

1. a) Name

b) Father’s Name :

c) Residential address :

d) Telephone No. :

e) Fax :

f) E Mail :

8. (a) Name of export product(s) or its category for which

registration is required

(b) Main line of business of applicant :

9. I/We hereby solemnly declare that the above stated information is true and

correct. I/We undertake, without any reservation, to

(a) abide by the terms of the registration certificate granted to us on all

our exports

(b) agree to abide by any code of conduct that may be prescribed

(c) agree to abide by export floor price condition that may be stipulated

by the Registering Authority

(d) furnish without fail monthly returns of exports including ‘NIL’ returns to

the Registering authority by 5th day of the succeeding month.

10) We further understand that our registration is liable to be cancelled in the

event of breach of any of the undertakings mentioned above

11. We/ I solemnly declare that we have applied to the Export Promotion

Council which pertains to our main line of business. In case we have

applied to any other council, the application has been made within the

purview of the provisions of para 3.12 and 3.12.1 of the Handbook of

Procedures (Vol 1).

Yours faithfully,

(Signature)

Name ...................................................

Address ...................................................

Designation ...............................................

Tele No .......................................................

Fax No ..............................................................

E.Mail Address..........................................

Residential address ......................................

Place :

Date ...........................

Documents to be enclosed with the application form

1. A self attested copy of the IEC number issued by the licensing authority

concerned.

1. A certificate from the bank in support of the applicant’s financial

soundness.

1. A self attested copy of Dealers/Processors Licence or Certificate of

registration of estate issued by the Rubber Board.

*Note* : For new/renewal, RCMC fees of Rs. 5000/- + applicable service charges are to be paid as demand draft in favour of Rubber Board payable at Kottayam).

**Instructions**

1. Application shall be submitted online through [www.rbegp.in](http://www.rbegp.in) and the print out of the same may be send to Market Promotion Department along with prescribed enclosures.
2. All columns should be filled in. In case any column is not applicable to you,

please state “Not Applicable (NA)’

1. A valid dealers licence issued by the Rubber Board is a pre-requisite for

dealing in natural rubber, including export. Application for dealers licence

and details can be had from the Dy. Director(Licensing), Licensing Division,

Rubber Board, Sub Jail Road, Kottayam – 686 002, Kerala, Phone/ Fax :

0481-230121.

1. Application shall be sent to :The Dy. Director (Marketing), Market Promotion Department, 1st Floor,

Central Laboratory Building, RRII Campus, Rubber Board, Kottayam-686

009, Kerala.