

THE PLASTICS EXPORT PROMOTION COUNCIL, MUMBAI

**GUIDELINES FOR SUBMISSION OF DOCUMENTS FOR MEMBERSHIP AND
REGISTRATION WITH THE COUNCIL**

I. DOCUMENTS TO BE SUBMITTED ALONGWITH MEMBERSHIP APPLICATION

1. MEMBERSHIP FEES:

A Demand Draft/Cheque favouring "The Plastics Export Promotion Council" payable at Mumbai as per serial No. a) or b) Outstation firms (outside Mumbai) should send Demand Drafts only.

a) FEES FOR MANUFACTURER-EXPORTER:

Based on average overall sales turnover of the past 3 financial years (including Local Sales, Exports of Plastics and Non-Plastics)			
	Subscription Fees (Financial Year) (Rs.)	Entrance Fees (Rs.)	Total Amount Payable (Rs.)
Rs. 5 Lacs to Rs. 50 Lacs	5000/-	5000/-	10000/-
Above Rs. 50 Lacs	10000/-	10000/-	20000/-

A Chartered Accountant's Certificate certifying overall sales turnover (local sales and exports of All Products) has to be submitted if Sales Turnover of the firm is Nil or less than Rs. 50 Lacs.

b) FEES FOR MERCHANT-EXPORTER

(Based on the average exports of Plastic products for the past 3 financial years)			
	Subscription Fees (Financial Year) (Rs.)	Entrance Fees (Rs.)	Total Amount Payable (Rs.)
Upto Rs. 10 Lacs	5000/-	5000/-	10000/-
Above Rs. 10 Lacs	10000/-	10000/-	20000/-

A Chartered Accountant's Certificate certifying average exports of plastics products has to be submitted if Export of Plastic Products of the firm is Nil or less than Rs. 10 Lacs.

2. List of Names and addresses of Proprietor/Partners/Directors with residential Addresses- in triplicate.
3. A Photostat Certified true copy of IEM Part – II acknowledgement received from DIC/Acknowledgment for Part 'B' Form submitted to SIA confirming actual date of commencement of commercial production if the firm is other than SSI.
4. A Copy of the Memorandum and Articles of Association in case of Private/Public Limited Company.
5. A Copy of Partnership Deed in case of Partnership Company.

II. Documents to be submitted with the application for Registration with the Council.

1. A Self certified Copy of IEC Number issued by the Licensing Authority concerned.
2. A Self certified Copy of PAN Number issued by ITO.
3. In case of Manufacturer-Exporter, Photostat Certified True Copy of the Registration Certificate issued by the Sponsoring Authorities viz. Director of Industries/Secretariat for Industrial Approvals.

**THE PLASTICS EXPORT PROMOTION COUNCIL, MUMBAI
APPLICATION FOR MEMBERSHIP**

To
The Executive Director,
Plastics Export Promotion Council, Mumbai

Dear Sir,

Kindly enroll us as a Member of the Plastics Export Promotion Council. We have read the Rules and Regulations for Membership of the Council and agree to abide by the same. We give below the particulars of our firm.

We enclose our Demand Draft for Rs.....only being entrance fee and the annual subscription.

Thanking you,

Yours faithfully,

Signature
Designation

Seal

1. Name of the Firm :

2. Postal Address :

(A) Office Address :

Street/Road

City : State :

Fax No. : Telex No. :

Telephone No./s : Cable Address:

(B) Factory Address :

Street / Road :

City : State :

(C) Branch Address if any :

Street / Road :

City : State :

3. Date of Establishment :

4. Whether an Individual firm or Joint Stock Company:
- (a) Individual : YES NO
- (b) Partnership : YES NO
- (c) Private Limited Co. : YES NO
- (d) Public Limited Co. : YES NO
- (e) Others : YES NO
5. Capital Invested : Rs.
6. Whether the applicant is mainly a Plastic : (A) EXPORTER YES NO
(B) MANUFACTURER YES NO
7. If a Manufacturer-Exporter, Manufacturing process :
(Moulding, Fabrication, Extrusion, Coating, Lamination etc.)
8. Name of Proprietor / Partner / Directors : Shri
9. Products Manufactured :
10. Production of Plastic Goods (in value) in last year : Rs.
11. Name, Numbers & Sizes of Machines :
12. Total present value of Machinery and Equipment : Rs.
13. Whether the applicant desires to become a manufacturer member or exporter member : (A) MERCHANT – EXPORTER
(B) MANUFACTURER – EXPORTER
14. Name & Address of the Representatives : Name : Shri
Address :
15. (a) Total Sales Turnover in Plastic goods : : Rs.
During the immediately preceding three years: : Rs.
- (b) Overall Sales Turnover (including Plastics) : : Rs.
during the immediately preceding three years: : Rs.
16. Details of exports of Plastic Goods :
- (I) (a) Value of exports during the last year : Rs.
- (b) Articles exported
- (c) Overseas Market to which goods were exported: ()
Names of the countries to be indicated.

- (II) Details of export of goods other than Plastics Goods during the last year : Rs.
- (a) Item of exports :
- (b) Destination :
- (c) C & F Value of Exports : Rs.
17. If a Manufacturer-Exporter
- (a) Export target undertaken under the Import Policy for Registered exporters during the current year and past two calendar years
- (b) Exports actually made in FOB Value in current year and past two calendar years
18. Whether registered with the Secretariat for Industrial Approvals (SIA) or with the Director of Industries or with any other State Authority ? If so, state Registration Number & Date
- (a) SIA/IEM YES NO
- (b) Directorate of Industries YES NO
- (c) Registration No.
- (d) Date
19. Is the applicant getting an essentiality certificate for Raw Materials from the Director of Industries or other Authority : YES NO
20. If exporter only, exports in FOB Value made during the current year & past two calendar years :
21. VAT Sales Tax Registration No. (if any) :
- State Number :
- Central Number :
22. Membership of Chambers of Commerce and other Associations
23. Name and address of Banks : Name: : Address:
24. Does the applicant agree to abide by a code of conduct & discipline that may be drawn up by the Council.

I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/We hereby agree to produce evidence in support of the information given above, if and when the Council requires.

Signature :

Designation :

Name of the Firm or Company :

The above application **was accepted by the Committee of Administration at its meeting held on** _____

Executive Director

Chairman

**FORM OF APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP CERTIFICATE (RCMC)
WITH THE PLASTICS EXPORT PROMOTION COUNCIL**

FOR OFFICE USE

File No.: Date.....

To,
The Plastics Export Promotion Council
Crystal Tower, Gundivali Road No.3,
Off Sir M.V. Road, Andheri (East),
Mumbai – 400069.

(To be filled in by the Applicant)

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 and address of the branches, if any:
- (iii) Name and address of the factory :
3. IEC number Date of issue
- Issuing authority Date of establishment
4. If the registration is required as a manufacturer exporter, SSI Registration/
Industrial Licence/IEM Others (specify) : No. Date
- Issuing Authority
5. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISSEH certificate number : Valid upto
6. 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. :

- (2) (a)..... (3)(a)
- (b)..... (b)
- (c)..... (c)
- (d)..... (d)
- (4) (a)..... (5)(a).....
- (b)..... (b)
- (c)..... (c).....
- (d)..... (d).....

- 7. (a) Name of export product(s) or its category for which registration is required :
- (b) Main line of business of applicant:

8. I/We hereby solemnly declare that the above stated information is true can 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 15th day of the month following the quarter.

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

10. We/I solemnly declare that we have applied to the Plastics 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-certified copy of the IEC Number issued by the licensing authority concerned.

