

## 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.)	Administration charges (Rs.)	Service Tax	Total Amount Payable (Incl. S.T.) (Rs.)
Rs. 5 Lacs to Rs. 50 Lacs	5000/-	5000/-	500/-	10.3%	11582
Above Rs. 50 Lacs	10000/-	10000/-	500/-	10.3%	22612

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 average exports of Plastic products for the past 3 financial years)					
	Subscription Fees (Financial Year) (Rs.)	Entrance Fees (Rs.)	Administration charges (Rs.)	Service Tax	Total Amount Payable (Incl. S.T.) (Rs.)
Upto Rs. 10 Lacs	5000/-	5000/-	500/-	10.3%	11582
Above Rs. 10 Lacs	10000/-	10000/-	500/-	10.3%	22612

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.

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

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

- A self certified copy of down loaded version of IEC Number in duplicate issued by the Licensing Authority concerned to regional offices.
- A Self certified Copy of PAN Number issued by ITO.
- 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.
- All application forms with enclosures should be submitted in duplicate when submitting to the concerned regional offices of the Council.