



Council for Leather Exports

(Sponsored by Ministry of Commerce and Industry, Govt. of India)

Procedure / Guidelines for becoming a Member of the Council.

Apply through online by clicking the MEMBERSHIP heading and NEW MEMBERSHIP sub-heading in CLE 's website: www.leatherindia.org and submit the following:-

1. Membership Application Form
2. Self attested photocopy copy of Import Export Code No. (IEC)
3. Self attested photocopy copy of GST Number.
4. Self attested photocopy copy of PAN number.
5. Self attested photocopy copy of Udyog Adhar Memorandum / Industrial Licence / Industrial Entrepreneurs Memorandum (IEM), in case of Manufacturer Exporter
6. Photo copy of Bank Certificate in case of export.(Format of Bank Certificate hosted in CLE website). In case of Nil export during 2019-20, you need to mention as "NIL" export while filling application online.

Applicants may kindly note the following:

- (I) The Membership Application Form will be scrutinised by CLE and if all the details are found to be in order, a gateway link of SBI for making payment of membership fee will be sent to your e-mail ID given in your application form
- (ii) On receipt of Membership Fee, the RCMC will be issued for 2020-21 to the registered e-mail within 03 working days.
- (III) Applicants will not be allowed to make payment of Membership Fee through SBI Gateway without submission of membership form and Bank Certificate through online if export is mentioned.
- (iv) Manual submission of Membership Application Form and Membership fee through Cheque /DD / NEFT / RTGS shall not be accepted by the Council and if paid shall be returned.

Applicant has to submit the following documents in hard copy through post/courier to concerned Regional Office of CLE within 3 workings days:

- (a) Printed and signed copy of the membership application form duly filled online
 - (b) Original attested Bank Certificate of your export for 2019-20.
- © In the case of Partnership firm, a self attested photocopy of the entire Partnership Deed.
- (d) In the case of those persons Hindu Undivided Family (HUF), firms Joint Stock companies, Public and Private Limited Companies, Cooperative Societies or Corporations, a self attested photo copy of Memorandum and Articles of Associations of your organization.
 - (e) In the case of Proprietor / Proprietix, a self attested photo copy of IT Returns for last 3 years.
