CouncilforLeatherExports
(SponsoredbyMinistryofCommerceandIndustry,Govt.ofIndia)

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Procedure/GuidelinesforbecomingaMemberoftheCouncil.

1. TovisittheDGFTwebsite [https://www.dgft.gov.in](https://www.dgft.gov.in) (byusingyourlog-inandpassword)forsubmission of the New Membership Application Form under sub-heading of SERVICES: E – RCMCMenus.

2. Theneconomic membership feealsohas tobepaidthroughtheaboveDGFTwebsiteonly.

3. CLE will verify the application and issue RCMC online through the DGFT website. In case of anydiscrepancy in the application, the same will be returned to you, requesting to re-submit correctapplication.

4. Thesubmissionof New Membership Application through DGFT website, you may also note thefollowing instructions notified vide DGFT Trade Notice No.27/2021-22 dated 30.11.21.
   a. DigitalSignatureCertificate(DSC)/Aadhar would berequired forthe purpose ofelectronic submission of applications. The digitalsignature would bethesame asused inotnerDGFT applications.
   b. No separate registration is required for availing the RCMC/RC service from the DGFT Portal. Already registered exporters/importers can availservice using the samelogin credentials.

In addition to the details providerin the DGFT website, members also have to provide the data through in CLE website, as the export data is essential for compiling the export data andforselection of export awards of CLE.

Applythrough online by clicking the MEMBERSHIP heading and NEWMEMBERSHIPsub-heading in CLE’s website: www.leatherindia.org and submit the following:

1. Membership Application Form
2. Self-attested photocopy of Import Export Code No. (IEC)
3. Self-attested photocopy of GST Number.
4. Self-attested photocopy of PAN Number.
5. Self-attested photocopy of Udyog Adhar Memorandum/Industrial Licence/Industrial Entrepreneur Memorandum (IEM), incase of Manufacturer/Exporter.
6. Photocopy of Bank Certificate incase of export. (Format of Bank Certificate hosted in CLE website). In case of “Nil” export during 2022-23, you need to mention “Nil” export while filling application through online.

Applicants may kindly note the following:

i. On receipt of Membership Fee, the RCMC will be issued for 2023-24 to the registered e-mail within 03 workingdays.

ii. Manual submission of Membership Application Form & Membership fee through Cheque/DD shall not be accepted by the Council and if paid shall be returned.

Applicants have to submit the following documents in hard copy through post/courier to concerned Regional Office of CLE within 3 working days:

   a) Printed and signed copy of the membership application form duly filled online.
   b) Original attested Bank Certificate of your export for 2022-23.
   c) 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, self-attested photocopy of Memorandum and Articles of Association of your organization.
   e) In the case of Proprietor/Proprietrix, self-attested photocopy of IT Returns for last 03 years.

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