



**Procedure/Guidelines for becoming a Member of the Council.**

1. To visit the DGFT website <https://www.dgft.gov.in> (by using your log-in and password) for submission of the **New Membership Application Form** under sub-heading of SERVICES: **E – RCMC Menu**.
2. The New Membership Fee also has to be paid through the above DGFT website only.
3. CLE will verify the application and issue RCMC online through the DGFT website. In case of any discrepancy in the application, the same will be returned to you, requesting to re-submit correct application.
4. The submission of New Membership Application through DGFT website, you may also note the following instructions notified vide DGFT Trade Notice No.27/2021-22 dated 30.11.21.
  - a. *Digital Signature Certificate (DSC)/ Aadhar would be required for the purpose of electronic submission of applications. The digital signature would be the same as used in other DGFT applications.*
  - b. *No separate registration is required for availing the RCMC/RC service from the DGFT Portal. Already registered exporters/importers can avail the service using the same log In credentials.*

**In addition to the details provided in the DGFT website, members also have to provide the data through CLE website [www.clemembers.com](http://www.clemembers.com), as the export data is essential for compiling the industry's export trend and for selection of export awards of CLE.**

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 Udyam Registration Certificate / Industrial Licence /Industrial Entrepreneurs Memorandum(IEM), in case of Manufacturer Exporter.
5. Photocopy of Bank Certificate in case of export.(Format of Bank Certificate hosted in CLE website). In case of "Nil" export during 2024-25, you need to mention as "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 2024-25 to the registered e-mail within 03 working days.**
- 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.

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

- a) In the case of Partnership firm, a self-attested photocopy of the entire Partnership Deed.
- b) 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 photocopy of Memorandum and Articles of Associations of your organization.
- c) In the case of Proprietor/Proprietrix, a self- attested photocopy of IT Returns for last 03 years.

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