



REF. No. EPCH/RENEWAL-MEM/2016

29th March 2016

ANNUAL MEMBERSHIP SUBSCRIPTION FOR THE YEAR 2016-17 RENEWAL – REG.

Sir/Madam,

With schedules so hectic, we want to make sure you have a continued association with Export Promotion Council for Handicrafts. Your association with EPCH has been of immense pleasure and a matter of pride for us. Your Annual Membership with the Council for the financial year 2015-16 is valid upto 31st March 2016. The Annual Membership subscription for the year 2016-17 will be due on 1st April 2016.

We, therefore, request you to renew your Membership for the year 2016-17 by remitting the amount of **Rs. 2875/- (Rs. Two Thousand Eight Hundred Seventy Five Only) including service tax @15% (w.e.f. 1-6-2016)**, by RTGS/NEFT payment transfer/a Cheque / Demand Draft / Banker's Cheque in favour of "**Export Promotion Council for Handicrafts**" payable at New Delhi. You may forward your payment in enclosed Proforma-A and also forward an essential undertakings in the enclosed Proforma-B. In case payment is made by RTGS/NEFT please inform by E-mail to: renewmembership@epch.com, accounts2@epch.com

We look forward to your continued Membership with EPCH and if you have any query about your Membership, please contact to Council.

Thanking you and assuring you of our best services at all time.

Yours faithfully,

[**RAKESH KUMAR**]
EXECUTIVE DIRECTOR

Encl: Proforma

To,

**THE EXECUTIVE DIRECTOR
EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
"EPCH HOUSE", POCKET 6 & 7, SECTOR-C,
L.S.C., VASANT KUNJ,
NEW DELHI-110070**

Sub: **ANNUAL MEMBERSHIP SUBSCRIPTION FOR THE YEAR 2016-2017 – RENEWAL REGD.**

Name & Address of the Firm:

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TAN: (Tax Deduction Account No.)

PAN: (Permanent Account No.)

Tel: (with STD code)

Fax: (with STD code) Mobile No.

Email

Membership Number: **EPCH/MEM/**..... /**EXPORT PERFORMANCE**

Year of Export	Items of Exports (Handicrafts)	Export Performance (Amount in Rs.)
2013-14 (April-March)	- DO -	
2014-2015 (April-March)	- DO -	
2015-2016 (April-March)	- DO -	

Cheque/Demand Draft/Banker's Cheque No. Dated

Amount **Rs. 2,875/- (Rs. Two Thousand Eight Hundred Seventy Five Only)** in favour of **Export Promotion Council for Handicrafts** payable at **New Delhi** or you can remit above payment through **RTGS/NEFT** as below details.

BANK DETAILS FOR PAYMENT MADE BY RTGS/NEFT

Name of the Beneficiary	Export Promotion Council for Handicrafts		
Beneficiary Address	"EPCH HOUSE" Pocket 6 & 7, Sector-C, L.S.C. Vasant Kunj, New Delhi-110070		
Bank Name	ORIENTAL BANK OF COMMERCE		
Branch Name	MAHIPAL PUR , NEW DELHI-110037		
Current Account No	00291010002970		
RTGS/IFSC Code No	ORBC 0100029		
Branch Code	0029		
Name of the firm against which payment remitted :-			
Your A/C No.	_____		
RTGS/NEFT Code No.	_____		
Branch Code	_____	Bank Code	_____
Amount Rs.	_____		

DECLARATION

I/We hereby solemnly declare that the above-mentioned facts are true and to the best of my/our knowledge. We further declare that our membership is liable to be cancelled in the event of wrong declaration about export performance of Handicrafts given by us.

Dated

Signature with Name & Designation
affixing Rubber Stamp

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

CODE OF CONDUCT FOR THE MEMBERS OF THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

- **It will be the responsibility of the Members to ensure that no child labour, prohibited by the Child Labour [Prohibition & Regulation] Act, 1986 is employed in the production of the handicrafts, either in their own premises or, in case of outsourcing of work, in the premises of the entity to which the work has been outsourced.**
- **In case of violation of the Code of Conduct, a Show-Cause Notice will be issued to the members by giving him/her an opportunity to explain the circumstances under which the violation has been made.**
- **The explanation so received will be placed before the Committee of Administration to enable it to decide action to be taken in respect of that violation.**
- **In case a member is found guilty of violating any of the terms of the Code of Conduct for more than two occasions, the EPCH will put case before the Committee of Administration for a decision regarding de-registration of such members.**
- **The Committee of Administration may de-register a member after giving him an opportunity to appear and defend himself before the Committee.**
- **It will be the responsibility of each member to ensure strict compliance of the Code of Conduct.**
- **The Code of Conduct shall apply to all members of the Council.**

Date

Signature

(Proprietor /Partner/ Director / Authorised

Signatory with rubber stamp)

Place

Name of firm: