

**EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**

EPCH HOUSE, POCKET 6 &amp; 7, SECTOR 'C', LOCAL SHOPPING CENTRE, VASANT KUNJ, NEW DELHI-110070

Tel: 91-11-26135256

Email: [renewmembership@epch.com](mailto:renewmembership@epch.com)

Fax: 91-11-26135518, 26135519

web: [www.epch.in](http://www.epch.in)

REF.NO.EPCH/RENEWAL-MEM/(1)/2023

10 April 2023

Sir/Madam

Your association with EPCH has been of immense pleasure and a matter of pride for us. We want to make sure you have a continued association with Export Promotion Council for Handicrafts. Your Annual Membership with the Council for the financial year 2022-23 was valid upto 31<sup>st</sup> March 2023. The Annual Membership subscription for the year 2023-24 is due on 1<sup>st</sup> April 2023.

The Annual Membership fee of Rs.5000/- + 18% GST is due with effect from 01-04-2023. We, therefore, request you to renew your Membership for the year 2023-24 by remitting the amount of *Rs. 5900/- (Rs. FIVE Thousand Nine Hundred Only) including GST 18% by ONLINE/RTGS/NEFT payment transfer/ Cheque / Demand Draft / Banker's Cheque/IMPS in favor of "Export Promotion Council for Handicrafts" payable at New Delhi. You may forward your payment with enclosed Proforma-'A'. Members are also requested to submit a self-declaration on Code of Conduct of Child Labour at Proforma 'B'. In case payment is made by RTGS/NEFT/IMPS or online payment please inform by E-mail to: [renewmembership@epch.com](mailto:renewmembership@epch.com).*

Online payment link: <https://epchonlineportal.in>

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

**If you have already paid the Annual fees for 2023-24 pl. ignore the mail.****A revised proforma 'A' is attached for submission of mandatory Export performance .**

Thanking you and assuring you of our best services.

Yours faithfully,  
Sd/-**[R. K. VERMA]**

EXECUTIVE DIRECTOR-CUM-SECRETARY

**Encl: Proforma****Note:-You can remit your Annual Membership 2023-24 through ONLINE/RTGS/NEFT/IMPS as details given below:**

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	PUNJAB NATIONAL BANK
Branch Name	MAHIPAL PUR , NEW DELHI-110037
Current Account No	00291010002970
RTGS/IFSC Code No	PUNB0002910
MICR CODE	110024525

Note: As per EPCH circular No.EPCH/MEM/E-FILLING RCMC/22(1-2) dated 26 February & 22<sup>nd</sup> March, 2022 regarding DGFT portal started electronic contactless single window system for Issuance of RCMC or Renewal of RCMC- Please update the Renewal of RCMC and payment status on DGFT portal <https://WWW.DGFT.GOV.IN> >> **Services** >> **E-RCMC** >> **Renewal of RCMC**.

**Pl. see recording for assistance:** <https://www.youtube.com/watch?v=f4ijdmD4X4I>

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**THE EXECUTIVE DIRECTOR-CUM-SECRETARY  
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 2023-24 – RENEWAL REG.**

Name & Address of the Firm: .....

**TAN: (Tax Deduction Account No.)** .....

**PAN: (Permanent Account No.)** .....

**GST NO. (Mandatory field)** .....

**UDYAM REGISTRATION NO.** .....

Tel: (with STD code) .....

Fax: (with STD code) ..... Mobile No. ....

Email .....

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

**EXPORT PERFORMANCE OF HANDICRAFTS (Mandatory field). (Please use separate sheet where ever required)**

Year of Export	Items of Exports (Handicrafts)	Consolidated Export Performance (Amount in Rs.) <b>In case of Nil export mention clearly</b>
2020-21 (April-March)	Kindly fill as per HSN Codes	
2021-22 (April-March)	Kindly fill as per HSN Codes	
2022-23 (April-March)	Kindly fill as per HSN Codes	

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

**MAIN PRODUCTS OF EXPORTS IN HANDICRAFTS**

**As per shipping bills of your exports with HSN Code. Details of HSN Codes of handicrafts along with classification is available on website of EPCH <https://epch.in/policies/hscodes.pdf> Pl. note submission of details is mandatory.**

**COUNTRIES OF EXPORTS**

**(Mandatory field)**

Amount Rs. 5900/- (Rs. Five Thousand Nine Hundred Only) in favour of Export Promotion Council for Handicrafts payable at New Delhi or you can *remit* above payment through RTGS/NEFT/IMPS as below details.

**BANK DETAILS FOR PAYMENT MADE BY RTGS/NEFT**

NAME OF THE BENEFICIARY

BENEFICIARY ADDRESS

BANK NAME

BRANCH NAME

CURRENT ACCOUNT NO

RTGS/IFSC CODE NO

MICR CODE

**EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**

**"EPCH HOUSE" POCKET 6 & 7, SECTOR-C,  
L.S.C. VASANT KUNJ NEW DELHI- 110070**

**PUNJAB NATIONAL BANK**

**MAHIPAL PUR, NEW DELHI-110037**

**00291010002970**

**PUNB0002910**

**110024525**

**Name of the firm against which payment remitted: -**

**Your A/C No.**

**RTGS/NEFT /IMPS Ref. No.**

**Branch Code**

**Bank**

**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 & affixing  
Rubber Stamp  
Designation

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**EXPORT PROMOTION COUNCIL FOR HANDICRAFTS****(TO BE SUBMITTED ON LETTER HEAD OF MEMBER ORGANISATION).****CODE OF CONDUCT FOR THE MEMBERS AGAINST CHILD LABOUR**

- 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.

**Signature**

(Proprietor /Partner/ Director / Authorized  
Signatory with rubber stamp)  
Name of firm:

Place

Date

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