



EPCH
Export Promotion Council
for Handicrafts
Connecting. Empowering. Transforming.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

EPCH HOUSE. PKT. 6 & 7, SECTOR "C", LOCAL SHOPPING CENTRE, VASANT KUNJ, NEW DELHI-110070
Tel: 91-11-26135256 Fax: 91-11-26135518,26135519 Email: renewmembership@epch.com

CINU20299DL986NPL023253
GST NO. 07AAACE1747M1ZJ

Ref. No. EPCH/RENEWAL-MEM/(1)2024

27 March 2024

E-MAIL/REGISTERED

All Members,

SUB: **RENEWAL OF ANNUAL MEMBERSHIP SUBSCRIPTION FOR THE YEAR 2024-25**

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 2023-24 was valid upto 31st March 2024. **The Renewal of Annual Membership subscription for the year 2024-25 is due on 1st April 2024.**

The Renewal of Annual Membership fee of Rs.5000/- + 18% GST is due with effect from 01-04-2024. We, therefore, request you to renew your Membership for the year 2024-25 by remitting the amount of Rs.5,900/- (Rs. Five Thousand Nine Hundred Only) including GST 18% by Online payment on DGFT portal in favor of "Export Promotion Council for Handicrafts" payable at New Delhi.

Members are requested to refer to Trade Notice No.35/2021-22 dated 24-02-2022 issued by DGFT regarding Mandatory filing / issuance of Registration cum Membership Certificate (RCMC) / Registration Certificate (RC) through the DGFT common digital platform from 01-04-2022.

➔ For the Renewal of Annual Membership subscription, it is mandatory for the exporter to login DGFT portal www.dgft.gov.in by using User id (e-mail registered with DGFT) & Password.
Link for the DGFT Registration: **URL: <https://www.dgft.gov.in/CP/?opt=e-rcmc>**

A Link below is for **necessary documents required for Renewal of RCMC / Annual subscription:**
[www.epch.in: https://epchonlineportal.in/addapplicants/renewalInstruction](https://epchonlineportal.in/addapplicants/renewalInstruction)

We look forward to your continued Membership with EPCH and if you have any query about your Membership, please contact to Council on 011-26135256 Ext. 122 or email id renewmembership@epch.com

Thanking you and assuring you of our best services.

Yours faithfully,

[R. K. VERMA]
EXECUTIVE DIRECTOR

[Click here to Download Trade Notice 35/2021-22](#)

Encl :- **Annexure A & B**

**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 2024-25 – RENEWAL REG.**

Name & Address of the Firm:

TAN: (Tax Deduction Account No.)

PAN: (Permanent Account No.)

GST NO. (Mandatory field)

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.) In case of NIL export mention clearly
2021-22 (April-March)	Kindly fill as per HSN Codes	
2022-23 (April-March)	Kindly fill as per HSN Codes	
2023-24 (April-March)	Kindly fill as per HSN Codes	

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 www.epch.in (Resources-Handicrafts Export data for ready reference). Pl. note submission of details is mandatory.	COUNTRIES OF EXPORTS (Mandatory field)

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

(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.

Date

Signature

Place

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