



हस्तशिल्प निर्यात संवर्धन परिषद्

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CIN U20299DL1986 NPL023253

# EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

"EPCH HOUSE" POCKET - 6 & 7, SECTOR - C, L.S.C., VASANT KUNJ, NEW DELHI-110 070

Tel. : +91-11-26135256 (extn.122)

Fax : +91-11-26135518 / 19

E-mail : [renewmembership@epch.com](mailto:renewmembership@epch.com)

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

REF.NO.EPCH/RENEWAL-MEM/2019-20

Date : 11-03-2019

**REGISTERED POST/E-MAIL**

SUB: **ANNUAL MEMBERSHIP SUBSCRIPTION FOR THE YEAR 2019-20 Rs.5000/- + 18% GST w.e.f. 01-04-2019 RENEWAL - REG.**

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 2018-19 is valid upto 31st March 2019. The Annual Membership subscription for the year 2019-20 will be due on 1st April 2019.

The Annual Membership fee of Rs.5000/- + 18% GST is due with effect from 01-04-2019. We, therefore, request you to renew your Membership for the year 2019-20 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 and along with an undertaking in the enclosed 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) and copy to [varun.verma@epch.com](mailto:varun.verma@epch.com).

Online payment link : <http://203.92.33.70/portal>

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.

Yours faithfully,

**[RAKESH KUMAR]**  
DIRECTOR GENERAL

Encl: **Proforma**

**Note:-You can remit your Annual Membership 2019-20 through ONLINE/RTGS/NEFT/IMPS as details given below:**

Name of the Beneficiary  
Beneficiary Address  
Bank Name  
Branch Name  
Current Account No  
RTGS/IFSC Code No  
Branch Code

**Export Promotion Council for Handicrafts**  
**"EPCH HOUSE" Pocket 6 & 7, Sector-C, L.S.C. Vasant Kunj, New Delhi-110070**  
**ORIENTAL BANK OF COMMERCE**  
**MAHIPAL PUR , NEW DELHI-110037**  
**00291010002970**  
**ORBC0100029**  
**0029**

THE DIRECTOR GENERAL  
 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 2019-20 - RENEWAL REG.**

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

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

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

GST NO. ....

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

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

Email .....

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

<b>EXPORT PERFORMANCE</b>		
Year of Export	Items of Exports (Handicrafts)	Export Performance (Amount in Rs.)
2016-17 (April-March)	- DO -	
2017-18 (April-March)	- DO -	
2018-19 (April-March)	- DO -	

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

<b>MAIN PRODUCTS OF EXPORTS IN HANDICRAFTS</b>	<b>COUNTRIES OF EXPORTS</b>

**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 **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/IMPS Ref. 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  
(to be submitted on Rs.10/- Stamp Paper)**

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

1. Export Promotion Council of Handicrafts hereby issues the code of conduct to its member exporters which shall be treated as the guiding document for ensuring complaint behaviors across all the interfaces with the upstream and downstream value chain entities in respective handicraft lines of our member exporters.
2. 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
3. It will be the responsibility of the members to meet all the statutory techno-legal requirements required by overseas buyer to complete the business cycle with the member exporter. The exporters dealing in wood wares are advised to ensure procurement of wood from legal sources and maintain complete chain of custody/ traceability.
4. The member exporter would avoid in full measure the sub-letting of their stalls provided by EPCH for participation in IHGF-Delhi fair / other fairs to other members or non-members.
5. The member exporters would refrain themselves from copying the designs of other member exporters without their agreement and in case of agreement would necessarily undergo the necessary paper work pertaining to the same.
6. 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.
7. 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.
8. EPCH will be the Arbitrator in case buyer and exporters have disputes over payment /quality/ design and patent/environmental compliances (matter related to pollutions from Air/Noise/water/illegal timber trade).
9. 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.
10. The Committee of Administration may de-register a member after giving him an opportunity to appear and defend himself before the Committee.
11. It will be the responsibility of each member to ensure strict compliance of the Code of Conduct.
12. 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