(n)Trade – Online Registration of RCMC

User Manual- Applicant’s Interaction

Version: 1.1

This document contains information of a proprietary nature.
ALL INFORMATION CONTAINED HEREIN SHALL BE KEPT IN CONFIDENCE.
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1.0 GENERAL INFORMATION

1.1 Overview

Purpose of this document is to provide step-by-step explanations of application processes. (n)Trade application is intended to assist Importers/Exporters by providing PKI-enabled online interface to become a member and/or avail Registration-Cum-Membership-Certificate (RCMC) of various Export Promotion Councils. It also provides secured data transfer of digital RCMCs to DGFT so that Importer/Exporter doesn’t need to carry physical RCMC for utilization and DGFT officials can have accurate and quick verification of RCMC.

From IEC holder’s prospective; following are some key benefits of system.

- Online filing of RCMC
- Online review of RCMC [ability to track Application status]
- Receive notifications of RCMC status by Email and SMS
- Online Renewal, Cancellation and Endorsement requests.
- Faster processing of Transactions at all levels
- Reduction of the overall costs
- Totally security from fraud & theft
- Automatic Data transfer to DGFT
- 24x7 Availability and accessibility of information

1.2 Prerequisites

IEC - issued by DGFT
Digital Signature Certificate – Issued by DGFT

1.3 Points of Contact

For additional information, Export promotion council can be contacted through technical staff and helpdesk representative on <PHONE> or <EMAIL>.
## 2.0 ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC</td>
<td>Export Promotion Council</td>
</tr>
<tr>
<td>DGFT</td>
<td>Director General of Foreign Trade</td>
</tr>
<tr>
<td>DSC</td>
<td>Digital Signature Certificate</td>
</tr>
<tr>
<td>IEC</td>
<td>Importer-Exporter Code</td>
</tr>
<tr>
<td>PKI</td>
<td>Public Key Infrastructure</td>
</tr>
</tbody>
</table>
3.0 **(n)TRADE LOGIN PROCESS**

3.1 **Reserve Applicant Page**

Here, an exporter can reserve his/her firm’s name under an EPC before his/her firm gets opened.

![Reserve Applicant Page](image)

NOTE: This application needs a Digital Certificate. Kindly click on ‘Trouble Signing in?’ to make necessary browser settings for the application to run smoothly.
Below information needs to be filled while reserving the firm’s name:

1. User Name:
2. Password:
3. Confirm Password:
4. Email:
5. Preferred Company Name: User can give mention 3 desired names of the firm
6. Remarks

Contact Details:
1. Name: Name of an Exporter
2. Address: Address Details
3. City: City Name
4. State: State Selection
5. Telephone Number: Telephone number

3.2 Name Reservation Fee

After clicking on **Continue** button by filling the necessary information in Name Reservation page, system will route on Name Reservation Fee page where user will have to fill Payment Details.

![Image of Name Reservation Fee page]

Required fields are as below:
1. **Payment Type**: DD/Cheque/Pay Order
2. **Bank Name**: 
3. Branch Name:
4. Cheque/DD Number:
5. Cheque/DD Date:

After clicking on Submit button, system will show below page with confirmation message.

By clicking on Home button, system will show below page. If user wants to check the status then he/she can check by following below steps:

Go to Home Page ➔ Member Login ➔ Select “Apparel Export Promotion Council” ➔ Reserve Applicant Name ➔ Existing User

System will show below screen:
User can check the status by entering Username and Password which he/she had entered while registering for Name Reservation.
Applicant Name Reservation

If you are yet to become an IEC holder and wish to make your membership reservation with Apparel Export Promotion Council, you can now speedup the process by filling reservation form online.

You can provide maximum of 3(three) desired company names you wish to register with Apparel Export Promotion Council. The Council will approve one of the provided names based on availability and other criteria. Status updates (approved or rejected reservations) will be sent to you on the registered e-mail address.

You can also track the status of the same by logging into this interface again. Once you fill up the reservation form, you shall be routed to the payment information page. Please note that charges for company name reservation is Rs.225/- (including applicable Service Tax (@ 12.36%)) and can be paid via DD/PO/Chq.

Kindly note that reservation will be valid for 90 days. You will be asked for username and password at the time of claiming your reservation.

If you require further assistance, kindly contact us at Ph.No.s 01242708103 or e-mail at rnegi@apepcindia.com.

Welcome: ajmehta123

Your Request for Name Reservation has been sent for processing. You will receive a notification email message as soon as member of Apparel Export Promotion Council will take an action on your request.

For View Payment Please Click Here View Payment
3.3 Log-in Page

To be able to login into (n) Trade, you must have valid IEC and DSC issued by DGFT.

Steps for Login: As shown in above figure,

1. **IEC Number**: Enter 10 digit Importer-Exporter-Code (IEC) number issued by DGFT.
2. **Company Name**: Enter Company Name (minimum 3 letters) that is registered with DGFT.
3. **EPC Name**: Select EPC name from list of available EPC for which you want to avail RCMC.
4. **Log In**: After providing all three details, click on Login button for accessing the system.
5. **Reserve Applicant Name**: After Login successfully, system will ask for selecting proper DSC as issued by DGFT.
1. **DSC**: Select appropriate digital certificate from available list as issued by DGFT.
2. **OK**: After selecting DSC, applicant has to press on ‘OK button’ for successfully entering into system and to apply for RCMC.
3. **Cancel**: Press on ‘Cancel button’, if invalid DSC has been selected.
4. **Certificate View**: If applicant wants to view certificate details then he/she has to click on ‘Certificate View button’ as shown in above fig.
5. **Close**: Applicant has to click on ‘Close button’ for closing DSC window.
3.4 Applicant’s Home Page

After selecting valid IEC and DSC, applicant will redirected to home page as show in below figure.

- On this screen there are two panel bars which contain information and required links.
  - Welcome Message
  - Top Panel Bar
  - Side Panel Bar

**Welcome Message**
Whenever user is redirected to home page, welcome message to the system is displayed showing current status of applicant. It also shows EPC Information, Applicant’s Information as well as Digital Certificate’s Information.

1. **EPC Information**: It shows EPC Name, Contact person for EPC, its Contact Number and Email ID.
2. **Applicant’s Information**: It shows applicant IEC number and its Company Name.
4. **RCMC Membership History**: If registered exporter then system will show RCMC Membership History.

5. **Apply for RCMC**: If an exporter is not registered under an EPC and he/she is applying for the membership first time then system will show this link from where an exporter can apply for RCMC. In the case of registered exporter, system will show “Renew Membership” Link from where an exporter can apply for renewal of membership.

6. **Click here to Update Membership**: If an exporter is already registered under an EPC but system doesn’t show the RCMC Membership History then an exporter can claim for Membership.

**Top Panel Bar**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>SignOut</strong></td>
</tr>
<tr>
<td>2</td>
<td>Welcome</td>
</tr>
</tbody>
</table>

**Side Panel Bar**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Home</strong></td>
</tr>
<tr>
<td>2</td>
<td>Apply for RCMC</td>
</tr>
<tr>
<td>3</td>
<td>View Payments</td>
</tr>
<tr>
<td>4</td>
<td>View Invoice</td>
</tr>
<tr>
<td>5</td>
<td>View Guideline/Help</td>
</tr>
<tr>
<td>6</td>
<td>View Email History</td>
</tr>
<tr>
<td>7</td>
<td>Apply For Additional Service</td>
</tr>
</tbody>
</table>
3.5 Update Membership

If an exporter is already registered under an EPC but system doesn’t show the RCMC Membership History and consider that exporter as a fresh member then an exporter can claim for Membership by entering necessary details. By clicking on “Click here to Update Membership” on Applicant’s Home Page, system will show below screen:
An exporter will have to enter below information while claiming for Membership:

1. **RCMC Number**: RCMC Number issued by an EPC
2. **RCMC issue Date**: The date when RCMC issued by an EPC
3. **Subscription valid upto**: Last date of subscription validity
4. **RCMC valid upto**: Last date of RCMC validity
5. **Exporter Type**: Manufacturer Exporter / Merchant Exporter / Merchant cum Manufacturer
6. **Subscription Type**: Member Exporter / Registered Exporter
7. **Currently Registered with which Branch**: Select a branch under which an exporter is registered

**Product/Category**:

1. **Category**: Select category of the product
2. **Product**: Select product for which RCMC has been issued

To enter multiple products, click on **Save** button and select another category and product then again click on **Save** button.

**Attach Document**:

1. **Type**: An exporter can select the document type from the drop down list.
2. **Document Header**: System will by default show the Type as Document Header which an exporter can change.
3. **Attach File**: An exporter can upload a soft copy of a document by browsing it and by clicking on **Upload** button.

By clicking on **Submit** button, an application for Membership Claim will submit to an EPC.
4.0 **APPLY FOR RCMC**

4.1 **Application Form**

After successful login applicant will be redirected to home page as shown in below figure.

To apply for RCMC, applicant has to click on the link as shown in above figure.

1. **Apply/Renew RCMC**: Applicant has to click on this link to Apply for RCMC.

When applicant clicks on above mentioned link, he/she will be redirected to the APPLICATION FORM for applying RCMC as shown in below figure.
Applicant has to provide following information for applying RCMC. Information sent by applicant to DGFT will be automatically reflected in system, so applicant is not required to fill that information. Additional information other than DGFT required by EPC member for registering RCMC needs to be entered.
A. **IEC Number Details:** Applicant has to provide all details regarding IEC. Here IEC number of applicant will be automatically available in system which applicant cannot change. Applicant is not required to enter IEC number.

1. **Date of Issue:** Applicant has to enter IEC date of issue through calendar button and selecting particular issue date.
2. **Issuing Authority:** Applicant has to enter IEC issuing authority name.

B. **Registered Office Address:** Applicant has to provide all details regarding Registered office registered in DGFT. Information sent by applicant to DGFT regarding registered office i.e. Name, Address, Street, Telephone no, Email, City, Pin code will be reflected in system, so only those information which is missing / needs to be changed is only required to be entered by applicant.

3. **State:** Applicant has to select state where he/she has registered head office from the available list.
4. **Fax No:** Applicant has to enter fax no of head office.
5. **Web Site:** Applicant has to enter website name of head office.

C. **Head Office Address:** Applicant has to provide all details regarding Head office.

6. **Address:** Applicant has to enter head office address.
7. **Street:** Applicant has to enter head office street name.
8. **State:** Applicant has to enter head office state name.
9. **City:** Applicant has to enter head office city name.
10. **Pin:** Applicant has to enter head office zip code.

D. **Branch / Factory Details:** Applicant has to provide all details regarding branch / factory. Here branch / factory name information is mandatory which user cannot skip, all other information regarding branch/factory are not compulsory. Applicant can add multiple branch / factory details by clicking on . Below screen will be opened.

- **Branch / Factory:** Applicant has to select branch / factory.
- **Name:** Applicant has to enter branch / factory name.
- **Address:** Applicant has to enter branch / factory address.
- **Street:** Applicant has to enter branch / factory street name.
- **State:** Applicant has to enter branch / factory state name.
- **City:** Applicant has to enter branch / factory city name.
- **Zip:** Applicant has to enter branch / factory zip code.

- **Save:** After providing all details of branch / factory applicant has to click on ‘Save button’ for entering data in the system. If applicant fails to click on ‘Save button’ then no information will be saved in system.
**Cancel**: When applicant clicks on cancel button all the information entered earlier for branch/factory details before saving to system will get erased and user has to provide again new information.

E. **Director Details**: Applicant has to provide all details of Directors/Partners/Proprietor/Karta. Here Directors/Partners/Proprietor/Karta name information is mandatory which user cannot skip, all other information regarding branch/factory are not compulsory. Applicant can add multiple Directors/Partners/Proprietor/Karta name by clicking on . Below screen will be opened.

- **Type**: Applicant has to select type for which they want to provide details i.e. Directors/Partners/Proprietor/Karta.
- **Name**: Applicant has to enter Directors/Partners/Proprietor/Karta name.
- **Father’s Name**: Applicant has to enter Directors/Partners/Proprietor/Karta father’s name.
- **Residential Address**: Applicant has to enter Directors/Partners/Proprietor/Karta residence address.
- **Street**: Applicant has to enter Directors/Partners/Proprietor/Karta street name.
- **State**: Applicant has to enter Directors/Partners/Proprietor/Karta state name.
- **Telephone Number**: Applicant has to enter Directors/Partners/Proprietor/Karta telephone number.
- **City**: Applicant has to enter Directors/Partners/Proprietor/Karta city name.
- **Zip**: Applicant has to enter Directors/Partners/Proprietor/Karta zip code.

**Save**: After providing all details of Directors/Partners/Proprietor/Karta applicant has to click on ‘Save button’ for entering data in the system. If applicant fails to click on ‘Save button’ then no information will be saved in system.

**Cancel**: When applicant clicks on cancel button all the information entered earlier for Directors/Partners/Proprietor/Karta details before saving to system will get erased and user has to provide again new information.

- After providing all above mentioned details, applicant has to click on button to proceed further for applying RCMC.
- When applicant clicks on button all the information entered earlier for above mentioned details before clicking on continue will get erased and user has to provide again new information.

**Note**: All the above mentioned information is not mandatory; applicant can skip any of this information if it does not exist. Information which is mandatory will be shown by * mark.
### Step 1: RCMC Application Form (Page 2/2)

#### Constitution/Exporter/Subcription Details

- **Constitution of firm**: Proprietorship
- **Exporter Type**: Merchant Exporter
- **Subscription Type**: Registered Exporter

#### EH/Star EH/TH/Star TH/Premier TH Details

- **Type**: None

<table>
<thead>
<tr>
<th>No.</th>
<th>Date Valid From</th>
<th>(YYYY) Upto Date Valid To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/04/2023</td>
<td>31/03/2023</td>
</tr>
</tbody>
</table>

#### Address for Correspondence/Contact Person Details

- **Postal Address**: A/104 VAISHNAV APT OPP D K
- **Street**: CORPORATION JAMBI GALLY BORIVALI
- **City**: MUMBAI
- **State**: Maharashtra
- **Office No.**: 280856/28090417
- **Mobile No.**:
- **Website**:
- **Residence No.**:

#### Select AEPC office as Nodal office for registration

- **Branch**: Select

#### Product/Category

- **Category**: Select
- **Product**: Select

![User Manual – Applicant’s Interaction](image)
A. **Constitution/Exporter/Subscription Details**: An applicant will have to enter the data related to Constitution/Exporter/subscription.
   - **Constitution of firm**: Select constitution of firm
   - **Exporter Type**: Select exporter type
   - **Subscription Type**: Select subscription type

B. **EH/Star EH/TH/Star TH/Premier TH Details**: An applicant will have to enter the data related to EH/Star EH/TH/Star TH/Premier TH.
   - **Type**: Select export house type
   - **No**: Enter the export house type no.
   - **Dated**: Enter export house registration date
   - **Valide from**: Select export house registration validity start date
   - **Upto**: Select export house registration validity end date
C. **Address For Correspondence/ Contact Person Details:** An applicant will have to enter their correspondence address and contact person details.
   - **Postal Address:** Enter detailed address for correspondence
   - **Street:** Enter street name
   - **City:** Enter city name
   - **State:** Select State
   - **Pin:** Enter Pin
   - **Office No:** Enter office phone number
   - **FAX No:** Enter office FAX number
   - **Mobile No:** Enter Mobile No.
   - **Email:** Enter Email id
   - **Website:** Enter website
   - **Residence No:** Enter residence No.

D. **Select AEPC office as Nodal office for registration:** An applicant will have to select an EPC’s branch under which, he/she want to get registered his/her firm’s name.
   - **Branch:** Select branch

E. **Product/Category:** An applicant will have to select Category and Product for which he/she want to get registered and want to get RCMC. To add multiple products, click on **Save** button after entering one product.

F. **Authorized Representative for the Council:** An applicant will have to enter the details of Authorized Representative of his/her firm so that EPC can communicate with them.
   - **Name:** Enter name of an authorized representative
   - **Address:** Enter detailed address for correspondence
   - **Street:** Enter street name
   - **City:** Enter city name
   - **State:** Select State
   - **Pin:** Enter Pin
   - **Designation:** Enter designation of an authorized representative
   - **Telephone No:** Enter phone number
   - **FAX No:** Enter office FAX number
   - **Email:** Enter Email id of an authorized representative

G. **Other Information:** An applicant will have to enter other information related to his/her firm.
   - **Total investment made in the Company:** Enter details of investment made in the company
   - **Investment in Plant & Machinery:** Enter details of investment made for plant & machinery
   - **PAN Number:** Enter PAN Number details
   - **PAN Issuing Authority:** Enter PAN Issuing Authority details
   - **PAN Issue Date:** Enter PAN Issue date
   - **PF Number:** Enter PF Number
   - **ESI Number:** Enter ESI Number
   - **Main Line of Business:** Enter the information of main business
   - **Other EPCs Information:** In case of registered unter multiple EPC then provide the details
   - **No. of Employees:** Enter total number of employees in the firm
   - **No. of Machines:** Enter total number of machines in the firm
   - **Countries for Export:** Select countries where an exporter exports
   - **Export Turn Over:** Enter total export turn over per year
- After providing all above mentioned details, applicant has to click on **Save & Continue** button to proceed further for applying RCMC.
- When applicant clicks on **Cancel** button all the information entered earlier for above mentioned details before clicking on continue will get erased and user has to provide again new information.
1. **Attach Document**: Based on selection of Exporter type, attach document summary will be shown to applicant. Documents which are mandatory will be shown by * mark, which applicant has to upload.

2. **Type**: Applicant has to select document type from available list based on selection of exporter type. If applicant is manufacturer then he/she has to attach document of SSI Registration/Industrial License/IEM/Factory License whichever is applicable.

3. **Document Header**: It will be automatically reflected in system as set by admin. Applicant is not allowed to edit this information.

4. **Attach File**: Applicant has to attach document related to selection of document type by clicking on **Browse** button. System will ask for location of document which applicant has to provide by providing appropriate path. Applicant can attach multiple file for same document type.

5. **Save**: After attaching document applicant has to press on ‘Save button’ for uploading document in system. If document is saved properly then system will show message as Attachment saved Successfully.

6. **Cancel**: When applicant clicks on cancel button all the information entered will get erased and he/She has to provide again new information.

7. **List of Attached Document**: System will show list of attached document which contains document type, description and document creation date.

8. **Delete**: If applicant wants to delete any of the attached documents then he/she has to click on **X** button.

9. **Open**: If applicant wants to view any of the attached documents then he/she has to click on **folder** button.

10. **Declaration**: It is a declarative statement by which applicant agrees to abide all rules and regulation of EPC.

11. **Back**: If applicant wants to go back on previous page for applying RCMC then he/she has to press on this ‘Back button’.

12. **Save & Continue**: After providing all necessary details for applying for RCMC and agrees to abide all rules and regulation of EPC, applicant has to click on ‘Save button’ for proceeding further.
**Additional Services Selection:** The next page will be Additional Services Selection page where an applicant will have to select the services which he/she would like to subscribe from an EPC. To subscribe the services, an applicant will have to pay the subscription amount as mentioned in below screen.

**Save & Continue:** After selecting the services and number of copies, applicant has to click on ‘Save button’ for proceeding further and system will rout on the Payment Form.
4.2 Payment Form

Here, system will show bifurcation of various fees and Net Payable Amount including Service Tax. An applicant will have to select valid payment option to pay the fees.
1. **Selected Membership Type:** If an exporter is applying for the first time, the system will default to “Registered Member.” An EPC will decide to upgrade an exporter to “Member Exporter” based on the exporter’s yearly turnover.

2. **Select No. of Years for which you want to subscribe:** An exporter can select the number of years (Minimum 1 and maximum 10) to apply for membership under an EPC.

A. **Calculation of Registration / Subscription Fee:** System calculates registration / subscription fees based on the services subscribed and the number of years selected by an exporter. System will show Net Amount Payable by calculating Service Tax on all the components.

B. **Offline Payment Details:** Applicant has to provide all offline payment details.
   - **Amount:** Enter the amount payable
   - **Payment Type:** Select an applicable option DD/Cheque/Pay Order.
   - **Bank Name:** Enter the Bank Name
   - **Branch Name:** Enter the branch name of the bank.
   - **Cheque / DD Number:** Enter Cheque / DD Number.
   - **Cheque / DD Date:** Enter Cheque / DD Date.

C. **Cheque / DD Details:** By clicking on **Add New** button, system will show the entered “Offline Payment Details” in this section. An applicant can enter multiple Cheque/DD details by clicking on **Add New** button.

D. **Branch Details for sending payment offline:** This section shows the EPC’s branch details to send offline payment.
   - By clicking on **Submit** button, system will show the message: 

   ![Message from webpage](image)
   - **Application is Submitted Successfully**

   - By clicking on **OK** button, system will open below screen where an applicant can see Offline Payment details.
4.3 Application Receipt / Notification

- After providing payment successfully, application status will be updated which will be reflected on applicant Home page.
- When applicant signs in next time its status will be updated on home page as shown in below figure.
1. **Welcome Message:** It shows updated message which shows applicant has been registered and its RCMC application has been sent for processing.

2. **EPC Information:** It shows all details about EPC with which applicant has been registered including EPC Name, Email ID, Contact person name of EPC and its Contact Number.

3. **Applicant’s Information:** It shows Applicant’s detail including is IEC Number and Company Name.

4. **Digital Certificate’s Info:** It shows DSC No which applicant has registered at DGFT.

5. **EPC Branch Contact Details:** It shows EPC branch details where applicant has registered including its address, telephone no, email, etc.

6. **Membership History:** It shows applicant membership history based on no of years which applicant has registered at the time for applying RCMC. It includes membership valid from date and valid up to date.
5.0 APPLY FOR RENEWAL

5.1 Application Form

After successful login applicant will be redirected to home page as shown in below figure.

1. Renew Membership: To renew membership click on this link. System will show below page.
Click on **Save & Continue** button.

**Additional Services Selection**: The next page will be Additional Services Selection page where an applicant will have to select the services which he/she would like to subscribe from an EPC.
Save & Continue: After selecting the services and number of copies, applicant has to click on ‘Save button’ for proceeding further and system will rout on the Payment Form.

5.2 Payment Form
Here, system will show bifurcation of various fees and Net Payable Amount including Service Tax. An applicant will have to select valid payment option to pay the fees.

![Payment Form Diagram]

**Note:** Please write DD/Payorder/Cheque in favour of Apparel Export Promotion Council.

<table>
<thead>
<tr>
<th>Amount</th>
<th>Payment Type</th>
<th>Bank Name</th>
<th>Branch Name</th>
<th>Cheque/DD Number</th>
<th>Cheque/DD Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>₹11300</td>
<td>DD</td>
<td>ICICI</td>
<td>Bandra</td>
<td>456789</td>
<td>28/05/2012</td>
<td>₹11300</td>
</tr>
</tbody>
</table>

Information Saved Successfully

**AEPC Bombay Branch**
Bikal Bhavan, 12th Floor Nariman Point, Mumbai 400021, Maharashtra
Telephone No: 022-22040174 Fax No: 022-22040178 Email: aepcmumbai@aepecolly.com

![Payment Form Diagram]
1. **Selected Membership Type**: If an exporter is applying for the first time, the system will display “Registered Member” by default. An EPC will make a decision to upgrade an exporter to “Member Exporter” based on the exporter’s yearly turnover.

2. **Select No. of Years for which you want to subscribe**: An exporter can select the number of years (minimum 1 and maximum 10) to apply for membership under an EPC.

A. **Calculation of Registration / Subscription Fee**: The system calculates registration / subscription fees based on the services subscribed and the number of years selected by the exporter. It will display the Net Amount Payable by calculating Service Tax on all the components.

B. **Offline Payment Details**: The applicant must provide all offline payment details.
   - **Amount**: Enter the amount payable.
   - **Payment Type**: Select an applicable option (DD/Cheque/Pay Order).
   - **Bank Name**: Enter the Bank Name.
   - **Branch Name**: Enter the branch name of the bank.
   - **Cheque / DD Number**: Enter the Cheque/DD Number.
   - **Cheque / DD Date**: Enter the Cheque/DD Date.

C. **Cheque / DD Details**: By clicking the **Add New** button, the system will display the entered “Offline Payment Details” in this section. An applicant can enter multiple Cheque/DD details by clicking the **Add New** button.

D. **Branch Details for sending payment offline**: This section shows the EPC’s branch details to send offline payment.

   - By clicking the **Submit** button, the system will display the following message.

   ![Message from webpage](image)

   Application is Submitted Successfully

   ![OK button](image)

   - By clicking the **OK** button, the system will open the screen where an applicant can view Offline Payment details.
## Payment Receipt

### View Payment Receipts:
- Membership Payment Details
- Endorsement Payment Details
- Special Case Payment Details
- Name Reservation Payment Details
- WaiveOff Payment Details
- Additional Service Payment Details

### Registration Fee of IEC No. - 0388011386 for year - 2013-14

#### Offline Payment

<table>
<thead>
<tr>
<th>Payment Status</th>
<th>Membership Type</th>
<th>Date of Payment</th>
<th>Payment Type</th>
<th>Bank Name</th>
<th>Cheque No.</th>
<th>Cheque Date</th>
<th>Transaction Amount</th>
<th>Received Amount</th>
<th>Received Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending for Approval</td>
<td>Registered Exporter</td>
<td>28/05/2012, 03:39 PM</td>
<td>DD</td>
<td>ICICI</td>
<td>456789</td>
<td>26/05/2012</td>
<td>11300.00</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Service Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Fee: (For 3 Copies) Additional Service- Apparel India Magazine</td>
<td>₹ 7500.00</td>
<td>₹ 927.00</td>
<td>₹ 8427.00</td>
</tr>
<tr>
<td>(For 2 Copies) Additional Service- Directory of Apparel Exporters(CD)</td>
<td>₹ 732.00</td>
<td>₹ 91.00</td>
<td>₹ 823.00</td>
</tr>
<tr>
<td>(For 1 Copies) Additional Service- Directory of Apparel Exporters(Printed Book)</td>
<td>₹ 500.00</td>
<td>₹ 61.00</td>
<td>₹ 561.00</td>
</tr>
<tr>
<td>(For 1 Copies) Additional Service- Directory of Apparel Exporters (CD Form) by Courier:</td>
<td>₹ 550.00</td>
<td>₹ 66.00</td>
<td>₹ 616.00</td>
</tr>
<tr>
<td>Total Amount</td>
<td>₹ 10830.00</td>
<td>₹ 1018.00</td>
<td>₹ 11848.00</td>
</tr>
<tr>
<td>Total Amount needs to be Paid</td>
<td>₹ 11300.00</td>
<td>₹ 0.00</td>
<td>₹ 11300.00</td>
</tr>
<tr>
<td>Total Amount Received</td>
<td>₹ 0.00</td>
<td>₹ 0.00</td>
<td>₹ 0.00</td>
</tr>
</tbody>
</table>

(Payment Subject to realization)

#### Registration Fee of IEC No. - 0388011386 for year - 2012-13

<table>
<thead>
<tr>
<th>Payment Status</th>
<th>Membership Type</th>
<th>Date of Payment</th>
<th>Payment Type</th>
<th>Bank Name</th>
<th>Cheque No.</th>
<th>Cheque Date</th>
<th>Transaction Amount</th>
<th>Received Amount</th>
<th>Received Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received</td>
<td>Registered Exporter</td>
<td>28/05/2012, 03:47:54 PM</td>
<td>Cheque</td>
<td>ICICI</td>
<td>123456</td>
<td>28/05/2012</td>
<td>12424.00</td>
<td>12424.00</td>
<td>28/05/2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Service Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Membership Fee:</td>
<td>₹ 750.00</td>
<td>₹ 92.00</td>
<td>₹ 842.00</td>
</tr>
<tr>
<td>Entrance Fee:</td>
<td>₹ 1000.00</td>
<td>₹ 124.00</td>
<td>₹ 1124.00</td>
</tr>
<tr>
<td>(For 2 Copies) Additional Service- Directory of Apparel Exporters(CD)</td>
<td>₹ 1000.00</td>
<td>₹ 0.00</td>
<td>₹ 1000.00</td>
</tr>
<tr>
<td>(For 1 Copies) Additional Service- Directory of Apparel Exporters(Printed Book)</td>
<td>₹ 500.00</td>
<td>₹ 61.00</td>
<td>₹ 561.00</td>
</tr>
<tr>
<td>(For 3 Copies) Additional Service- Apparel India Magazine:</td>
<td>₹ 732.00</td>
<td>₹ 91.00</td>
<td>₹ 823.00</td>
</tr>
<tr>
<td>(For 1 Copies) Additional Service- Directory of Apparel Exporters (CD Form) by Courier:</td>
<td>₹ 550.00</td>
<td>₹ 66.00</td>
<td>₹ 616.00</td>
</tr>
<tr>
<td>Total Amount</td>
<td>₹ 11292.00</td>
<td>₹ 1142.00</td>
<td>₹ 12434.00</td>
</tr>
<tr>
<td>Total Amount needs to be Paid</td>
<td>₹ 12424.00</td>
<td>₹ 0.00</td>
<td>₹ 12424.00</td>
</tr>
<tr>
<td>Total Amount Received</td>
<td>₹ 12424.00</td>
<td>₹ 0.00</td>
<td>₹ 12424.00</td>
</tr>
</tbody>
</table>
6.0 APPLY FOR ADDITIONAL SERVICE
If an exporter wants to subscribe for additional service of an EPC then he/she can apply from this link.

6.1 Application Form
- After successful login applicant will be redirected to home page as shown in below figure.
**Additional Services Selection**: The next page will be Additional Services Selection page where an applicant will have to select the services which he/she would like to subscribe from an EPC.

**Save & Continue**: After selecting the services and number of copies, applicant has to click on ‘Save button’ for proceeding further and system will rout on the Payment Form.
6.2 Payment Form

Here, system will show bifurcation of various fees and Net Payable Amount including Service Tax. An applicant will have to select valid payment option to pay the fees.

A. Calculation of Additional Service Fee: System calculates Additional Service fees based on the services subscribed by an exporter. System will show Net Amount Payable by calculating Service Tax on all the components.

B. Offline Payment Details: Applicant has to provide all offline payment details.
   - **Amount:** Enter the amount payable
   - **Payment Type:** Select an applicable option DD/Cheque/Pay Order.
• **Bank Name:** Enter the Bank Name
• **Branch Name:** Enter the branch name of bank.
• **Cheque / DD Number:** Enter Cheque / DD Number.
• **Cheque / DD Date:** Enter Cheque / DD Date.

C. **Cheque / DD Details:** By clicking on **Add New** button, system will show the entered “Offline Payment Details” in this section. An applicant can enter multiple Cheque/DD details by clicking on **Add New** button.

D. **Branch Details for sending payment offline:** This section shows the EPC’s branch details to send offline payment.
   • By clicking on **Submit** button, system will show below message.

![Message from webpage](image)

- Application is Submitted Successfully
  - OK

   • By clicking on **OK** button, system will open below screen where an applicant can see Offline Payment details.
Payment Receipt

View Payment Receipts:
- Membership Payment Details
- Endorsement Payment Details
- Special Case Payment Details
- Name Reservation Payment Details
- Waived/Refund Details
- Additional Service Payment Details

Additional Service Fee of IEC No. - 0388011386

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
<th>Service Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>(For 2 Copies) Additional Service- Directory of Apparel Exporters (CD)</td>
<td>₹ 1000.00</td>
<td>₹ 0.00</td>
<td>₹ 1000.00</td>
</tr>
<tr>
<td>(For 1 Copy) Additional Service- Directory of Apparel Exporters (Printed Book)</td>
<td>₹ 500.00</td>
<td>₹ 0.00</td>
<td>₹ 500.00</td>
</tr>
<tr>
<td>(For 3 Copies) Additional Service- Apparel India Magazine</td>
<td>₹ 732.00</td>
<td>₹ 91.00</td>
<td>₹ 823.00</td>
</tr>
<tr>
<td>(For 1 Copies) Additional Service- Directory of Apparel Exporters (CD Form) by Courier</td>
<td>₹ 250.00</td>
<td>₹ 0.00</td>
<td>₹ 250.00</td>
</tr>
</tbody>
</table>

Total Amount: ₹ 2782.00 | ₹ 91.00 | ₹ 2873.00
Total Amount needs to be Paid: ₹ 2873.00
Total Amount Received: ₹ 0.00

(Payment Subject to realization)
7.0 APPLY FOR ENDORSEMENT

7.1 Endorsement FORM

- If applicant wants to change any information that he/she has issued to EPC during registration of RCMC then applicant has to apply for endorsement.
- Applicant has to click on apply for endorsement link found on side panel bar of home page as shown in below figure.

![Click on this link to apply for Endorsement](image)
System will show below screen. An applicant can open a particular section by clicking on ☑️ to enter the endorsement details.
A. ** Applicant Details: ** All information about applicant will be displayed including its name, address, telephone no and IEC number. Applicant will not be allowed to edit any details accept IEC Number, Establishment Date and Constitution of Firm in this section.

B. ** Registered Office Address: ** System shows Registered Office Address. An applicant can only change Telephone No, Fax No., Email and Website in this section.

C. ** Head Office Address: ** In this section, an applicant can change only the information displayed under “Details to be changed (if any)” heading.
   - ** Address: ** Applicant has to enter head office address.
   - ** Street: ** Applicant has to enter head office street name.
   - ** State: ** Applicant has to enter head office state name.
   - ** City: ** Applicant has to enter head office city name.
• **State:** Applicant has to enter head office state name.
• **Pin:** Applicant has to enter head office pin code.
• **Mobile No.:** Applicant has to enter head office Mobile No.
• **Telephone No.:** Applicant has to enter head office Telephone No.
• **Fax No.:** Applicant has to enter head office Fax No.
• **Email:** Applicant has to enter head office email.
• **Website:** Applicant has to enter website.

**D. Exporter Details:** It shows information about current exporter type and new exporter type if applicant wants to change.

  - **Current Exporter Type:** It shows present exporter type which applicant has filled during registration of RCMC.
  - **New Exporter Type:** If applicant wants to add another exporter type, then he/she has to select from available list which contains Service Provider, Manufacturer Exporter, Merchant/Manufacturer and Merchant Exporter.

**E. Branch / Factory Details:** Applicant can add, edit or delete new Branch / Factory details. Applicant can add multiple branch / factory details by clicking on . Below screen will be opened.

![Branch/Factor Details](image)

  - **Branch / Factory:** Applicant has to select branch / factory.
  - **Name:** Applicant has to enter branch / factory name.
  - **Address:** Applicant has to enter branch / factory address.
  - **Street:** Applicant has to enter branch / factory street name.
  - **State:** Applicant has to enter branch / factory state name.
  - **City:** Applicant has to enter branch / factory city name.
  - **Zip:** Applicant has to enter branch / factory zip code.

  - **Save:** After providing all details of branch / factory applicant has to click on ‘Save button’ for entering data in the system. If applicant fails to click on ‘Save button’ then no information will be saved in system.
  - **Cancel:** When applicant clicks on cancel button all the information entered earlier for branch/factory details before saving to system will get erased and user has to provide again new information.

**F. List of Branch / Factory Details:** It will show list of all existing Branch / Factory details including its type and address.

  - **Edit:** Applicant can edit any of the branch / factory details from list by clicking on this ‘Edit button’.
  - **Delete:** Applicant can delete any of the branch / factory details from list by clicking on this ‘Delete button’.
G. Director Details: Applicant can add, edit or delete new Director Details. Applicant can add multiple Directors/Partners/Proprietor/Karta name by clicking on + . Below screen will be opened.

- **Type**: Applicant has to select type for which they want to provide details i.e. Directors/Partners/Proprietor/Karta.
- **Name**: Applicant has to enter Directors/Partners/Proprietor/Karta name.
- **Father’s Name**: Applicant has to enter Directors/Partners/Proprietor/Karta father’s name.
- **Residential Address**: Applicant has to enter Directors/Partners/Proprietor/Karta residence address.
- **Street**: Applicant has to enter Directors/Partners/Proprietor/Karta street name.
- **State**: Applicant has to enter Directors/Partners/Proprietor/Karta state name.
- **Telephone Number**: Applicant has to enter Directors/Partners/Proprietor/Karta telephone number.
- **City**: Applicant has to enter Directors/Partners/Proprietor/Karta city name.
- **Zip**: Applicant has to enter Directors/Partners/Proprietor/Karta zip code.

- **Save**: After providing all details of Directors/Partners/Proprietor/Karta applicant has to click on ‘Save button’ for entering data in the system. If applicant fails to click on ‘Save button’ then no information will be saved in system.

- **Cancel**: When applicant clicks on cancel button all the information entered earlier for Directors/Partners/Proprietor/Karta details before saving to system will get erased and user has to provide again new information.

H. List of Director Details: It will show list of all existing director details including its type, name and address.

- **Edit**: Applicant can change any of the director information from list by clicking on this ‘Edit button’.
- **Delete**: Applicant can delete any of the director details from list by clicking on this ‘Delete button’.

I. Product / Category: Applicant can add or delete new Product / Category.

- **Category**: Select category from available list.
- **Product**: Select product based on category from the available list.
  - **Add**: After providing category based product details applicant has to press on Add for entering data in the system. If the product is entered successfully then applicant will get message as Product Inserted Successfully.
  - **Cancel**: When applicant clicks on cancel button all the information entered will get erased and applicant has to provide again new information.
J. **List of Product / Category:** It will show list of all existing Products based on category.
   - **Delete:** Applicant can delete any of the product based category list by clicking on this ‘Delete button’.

K. **Address For Correspondence:** System will show current details related to Other Details. Below that an applicant can change below details:
   - **Address:** Applicant has to enter correspondence address.
   - **Street:** Applicant has to enter correspondence street name.
   - **State:** Applicant has to enter correspondence state name.
   - **City:** Applicant has to enter correspondence city name.
   - **State:** Applicant has to enter correspondence state name.
   - **Pin:** Applicant has to enter branch / factory pin code.
   - **Branch:** Applicant has to select EPC’s branch for correspondence
   - **Business No.:** Applicant has to enter correspondence Business No.
   - **Fax No.:** Applicant has to enter correspondence Fax No.
   - **Mobile No.:** Applicant has to enter correspondence Mobile No.
   - **Residence No.:** Applicant has to enter correspondence Residence No.
   - **Email:** Applicant has to enter correspondence email.
   - **Website:** Applicant has to enter website.

L. **Authorized Representative’s Details:** System will show current details related to Other Details. Below that an applicant can change below details related to Authorized Representative.
   - **Name:** Enter name of an authorized representative
   - **Address:** Enter detailed address for correspondence
   - **Street:** Enter street name
   - **City:** Enter city name
   - **State:** Select State
   - **Pin:** Enter Pin
   - **Designation:** Enter designation of an authorized representative
   - **Telephone No:** Enter phone number
   - **FAX No:** Enter office FAX number
   - **Email:** Enter Email id of an authorized representative

M. **Other Details:** System will show current details related to Other Details. Below that an applicant can change below details in Other Details:
   - **Type:** Select export house type
   - **No:** Enter the export house type no.
   - **Dated:** Enter export house registration date
   - **Valide from:** Select export house registration validity start date
   - **Upto:** Select export house registration validity end date

N. **PAN Details:** System will show current details related to PAN Details. Below that an applicant can change below details in Other Details:
   - **PAN Number:** PAN Number of the company
   - **PAN Issuing Authority:** Issuing authority
   - **PAN Issue Date:** Issue Date
   - **No. of Employees:** Current no. of employees
   - **No. of Machines:** Current no. of machines
   - **Countries For Export:** Select the countries in which an exporter exports his/her goods.
After clicking on **Continue** button, system will show Endorsement Verification Page where an applicant can verify the details. An applicant can go back to previous page to make necessary changes else he/she can click on **Apply** button.

O. **Attach Document:** Applicant has to attach documents for the changes they have included in previous information. Applicant can add multiple documents.
   - **Document Header:** Applicant has to enter document subject.
   - **Attach File:** Applicant has to attach document related to changes through **Browse...** button. System will ask for location of document which applicant has to provide by providing appropriate path.
   - **Save** Save: After attaching document applicant has to press on ‘Save button’ for uploading document in system. If document is saved properly then system will show message as Attachment saved Successfully.
   - **Cancel** Cancel: When applicant clicks on cancel button all the information entered will get erased and he/She has to provide again new information.

P. **List of Attached Document:** System will show list of attached document which contains document type, description and document creation date.
   - **Delete** Delete: If applicant wants to delete any of the attached documents then he/she has to click on **x** button.
   - **Open** Open: If applicant wants to view any of the attached documents then he/she has to click on **open** button.
   - **Apply** Apply: After making necessary changes in previous information, applicant has to press on this button to apply for endorsement.
   - **Cancel** Cancel: When applicant clicks on cancel button all the information entered will get erased and he/She has to provide again new information.
7.2 ENDORSEMENT FEE PROCESS

- After filling endorsement form successfully, applicant has to provide endorsement fee. Application will not be considered valid until endorsement fee is paid.

A. Offline Payment Details: Applicant has to provide all offline payment details.
   - **Amount:** Enter the amount payable
   - **Payment Type:** Select an applicable option DD/Cheque/Pay Order.
   - **Bank Name:** Enter the Bank Name
   - **Branch Name:** Enter the branch name of bank.
   - **Cheque/DD Number:** Enter Cheque/DD Number.
   - **Cheque/DD Date:** Enter Cheque/DD Date.

B. Cheque/DD Details: By clicking on **Add New** button, system will show the entered “Offline Payment Details” in this section. An applicant can enter multiple Cheque/DD details by clicking on **Add New** button.
   - By clicking on **Submit** button, system will show below message.
• By clicking on the OK button, the system will open the following screen where an applicant can see the Offline Payment details.
8.0 ENDORSEMENT DETAILS

- Applicant can view status of endorsement list.
- Applicant has to click on side panel bar of home page to view endorsement details as shown in below figure.
A. **Endorse Applications List:** It shows all endorsement list applied by applicant with their date and status as shown in below screen.

- **Endorsement Date:** It shows date at which applicant applied for endorsement.
- **Status:** It shows current status of endorsement application whether it is approved, rejected or on hold.
- **Approved Date:** It shows date at which action taken by EPC member.
- **Approved By:** It shows name of EPC member who has taken final action by approving, rejecting or keeping it on hold.
- **View Endorsed Details:** Applicant can view endorsement in details which shows changes that applicant has applied.
- **Print:** If applicant wants to take print of particular endorsement application then that facility he/she can access through this button.
9.0 VIEW PAYMENTS

- Applicant will get list of all types of payment paid by him/her either for application/renewal/endorsement of RCMC till date.
- Applicant has to click on view payment link found on side panel bar of home page as shown in below figure to view payment details.

1. **View Payment Receipts**: Select a particular option to view the Payment Receipt.
2. Click on the icon to generate the Receipt
3. **Offline Payment**: System shows offline payment details for the selected option.
10.0  **VIEW INVOICE**

- An applicant can view the invoice of payments made by him/her.
- Applicant has to click on View Invoice link found on side panel bar of home page as shown in below figure to view payment details.

![Payment Invoice](image)

**Click on View Invoice link to see invoice details**

- Click on the ![icon] icon to generate the invoice.
11.0 REQUEST FOR CANCELLATION

- If applicant wants to cancel membership then he/she has to send request for cancellation with remarks. This request will be sent to EPC member who will verify all information and will take further steps for processing applicant request.
- Applicant has to click on Request for Cancellation link found on side panel bar of home page to apply for cancellation of membership.

![Click on this link to apply for cancellation](image)

1. **Remarks**: Applicant has to enter remarks mentioning why he/she wants to cancel membership. Applicant will not be able to submit cancellation request without mentioning remarks.

2. **Submit**: After providing proper remarks, Applicant has to click on ‘Submit button’ to apply for cancellation of membership. This application will be forwarded to EPC member who will verify information and will revert back either accepting / rejecting cancellation request.

3. **Cancel**: Information entered for remarks before submitting will get erased and applicant has to provide new information for remarks.
12.0 CHANGE MEMBERSHIP TYPE

- If applicant wants to change already existing membership type with new one then he/she has to click on this change membership type link found on side panel bar of home page as shown in below figure.

1. **Old Membership Type**: It shows applicant already existing membership type.
2. **Old Membership Fee**: It shows membership fee of existing membership type.
3. **New Membership Type**: Applicant has to select new membership type from the available list which he/she wants to replace with old one.
4. **New Membership Fee**: It shows membership fee for new membership type which applicant has selected.
5. **Net Amount Payable**: Net amount is the amount after adding all tax which applicant has to pay.
6. **Remarks**: Applicant has to mention remarks for changing membership type. Without remarks, applicant will not be able to submit request.
7. **Submit**: After providing all details appropriate, applicant has to click on ‘Submit button’ to send request to EPC member.
8. **Cancel**: Previously entered information for above details before submitting will get erased and applicant has to again enter new information.
13.0 **VIEW GUIDELINE / HELP**

- Applicant will get all information about system working in Help file. For this, applicant has to click on View Guideline / Help found on side panel bar of home page as shown in below figure.

Click on this link to view Guideline / Help file
AEPC, CORPORATE OFFICE GURGAON
Mr. R P S Negi  : 0124-2708183 mailto:rpreneg@aepcinco.com
Mr. V R Chamoil : 0124-2708177 mailto:vrchamoil@aepcinco.com
Ms. Sunita Gulati: 0124-2708182 mailto:sugulati@aepcinco.com
Mr. S R Bhardwaj : 0124-2708180 mailto:srbhardwaj@aepcinco.com

AEPC Tirupur Branch  Mr. Sunder/Mr. Venkatesh  : 0421-2232631 mailto:aepctir@gmail.com

AEPC Bangalore Branch  Mr. Vasant Kumar/ Dorababu  : 080-25585975
mailto:aepcbangalore@gmail.com

AEPC Chennai Branch  Mr. K R Prasad/Mr. J Aurn  : 044 - 42655683
aepcmeg@gmail.com

AEPC Mumbai Branch  Ms. Srikala/Mr. Chellur  : 022 - 22040174
aepcmumbai@aepcinco.com

AEPC Kolkata Branch  Mr. R D Gupta/Niloy Goswami  : 033 - 23359820
aepccb_33@rediffmail.com
or visit AEPC official website
http://www.aepcinco.com/

Information/Instruction for endorsement

FOR ANY TYPE OF ASSISTANCE PLEASE CALL OR WRITE TO

AEPC, CORPORATE OFFICE GURGAON
Mr. R P S Negi  : 0124-2708183 mailto:rpreneg@aepcinco.com
Mr. V R Chamoil : 0124-2708177 mailto:vrchamoil@aepcinco.com
Ms. Sunita Gulati: 0124-2708182 mailto:sugulati@aepcinco.com
Mr. S R Bhardwaj : 0124-2708180 mailto:srbhardwaj@aepcinco.com

AEPC Tirupur Branch  Mr. Sunder/Mr. Venkatesh  : 0421-2232631 mailto:aepctir@gmail.com

AEPC Bangalore Branch  Mr. Vasant Kumar/ Dorababu  : 080-25585975
mailto:aepcbangalore@gmail.com

AEPC Chennai Branch  Mr. K R Prasad/Mr. J Aurn  : 044 - 42655683
aepcmeg@gmail.com

AEPC Mumbai Branch  Ms. Srikala/Mr. Chellur  : 022 - 22040174
aepcmumbai@aepcinco.com

AEPC Kolkata Branch  Mr. R D Gupta/Niloy Goswami  : 033 - 23359820
aepccb_33@rediffmail.com
or visit AEPC official website
http://www.aepcinco.com/
1. **Link to Access File**: Applicant has to click on this link to access help file. When applicant clicks on this link another window will open which will ask applicant either to open / save or cancel file.

2. **Open**: Applicant has to click on ‘Open button’ to open help file.

3. **Save**: Applicant has to click on ‘Save button’ to save file. Applicant has to provide location where he/she wants to save file.

4. **Cancel**: Applicant has to click on ‘Cancel button’ if he/she wants does not want to open or save file.

5. **Close**: If applicant wants to close window then he/she has to click on this ‘Close button’.