



## APPAREL EXPORT PROMOTION COUNCIL

Regd. Office : A-223, Okhla Industrial Area, Phase-I, New Delhi -110020  
CIN-U74899DL1978NPL008877,

Telefax : 011-40501798, Website: www.aepcindia.com, E-mail: aepcokhla@aepcindia.com

Head Office: Apparel House, Sector-44, Institutional Area, Gurgaon-122003

Tel : 0124-2708000-03 Fax : 0124-2708004

AEPC/REG/SM/

Dated

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration No \_\_\_\_\_

### **Sub: Conversion from Registered Exporter to Member Exporter**

At the outset greeting from AEPC

We would like to take opportunity to thank you for being registered as Registered Exporter with the Apparel Export Promotion council and allowing us to serve you.

Pursuant to guidelines approved by 191 Executive Committee in its meeting held on 13/06/2006 and Guidelines on registration and Membership, an applicant shall be eligible to become a Member of the Council if:-

- a) Applicant is a registered firm/company or in case of individual for sole proprietor firm, he/she is more than 21 years of age on the date of application for membership.
- b) The aggregate export performance of garments of the firm/company is more than Rs. 1 crore during previous three financial years.
- c) The applicant or any partner/director/karta of the firm/company has not been adjudicated insolvent by competent Court of Law.
- d) The applicant or any partner/director/karta of the firm/company has not been convicted of an offence involving misconduct or moral turpitude.

**Registered Exporters who fulfill the above conditions, may apply to the Council for conversion from Registered Exporter to Member Exporter, along with following documents.**

- 1) Exporter's turnover of readymade garments during the previous three Financial year 2017-18, 2018-19 & 2019-20 duly certified by a Chartered Accountant or from your banker (performa of C.A/Bank Certificate is attached herewith)
- 2) Enclosed Performa of application form duly filled in all respect.
- 3) The certificate with regard to code of conduct. These codes of conducts for members were approved by the Executive committee and the prospective members desirous to be enrolled

as member of the Council, would sign on the space provided and return to the Council along with their request for the Membership.

- 4) Demand draft/Pay order/Cheque of Rs. 8000/- + 18% GST as Annual Subscription for Financial Year 2020-2021. A separate Demand draft/Pay order/Cheque of Rs.1500/- + 18% GST (Entrance fee Rs. 1000/- + Difference amount of Rs. 500/- for conversion from registered exporter to member exporter.)
- 5) If you have already paid the annual subscription for the year 2020-21 as a registered exporter then submit Demand draft/Pay order/Cheque of Rs. 1000/- as Entrance fee+ Rs. 500/- as difference amount of conversion from registered exporter to member exporter. +18%GST.
- 6) Please submit original Registration cum Membership Certificate of Registered Exporter, along-with self attested SSI/MSME/Industrial License/Factory license certificate, if you are a manufacturer exporter.

Online link for conversion is

[http://www.ntrade.in/epc\\_dgft/NewLogin.aspx?epccode=Ep001](http://www.ntrade.in/epc_dgft/NewLogin.aspx?epccode=Ep001)

The application for Conversion from Registered Exporter to Member Exporter along with the above documents may be submitted either at Registered Office/Head Office of the Council or at concerned branches of the Council.

**Thanking you,**

**Yours faithfully  
For Apparel Export Promotion Council**

**Abhinandan Rajpal  
GM (IT & Membership)  
gmit@aepcindia.com**

**Encl: as above**

On Chartered Accountant/Bank letterhead

**TO WHOM SOEVER IT MAY CONCERN**

This is to certify that we have verified the books of accounts and other records produced before us of **M/s** \_\_\_\_\_ situated at \_\_\_\_\_ and as per our verification of the records, we state that the total turnover of **Readymade Garments** of the company for following three years is given below:-

Export Turnover of Readymade Garments (Financial year)	Amount in (Rs.)
2017-2018	
2018-2019	
2019-2020	

We further certify that the aforesaid facts are true and correct to the best of our knowledge and belief.

- **For M/s  
Chartered Accountants**

**Name of C.A**

**Membership No. of C.A /UDIN No.**

**Stamp of C.A**

**Date-**

**Place-**

**Email id**

OR

- **Bank (Name of Bank)**

**Name of the Manager**

**Signature with seal Code**

**Number of officer signing the certificate**

**Date-**

**Place-**

**Email id-**

# APPAREL EXPORT PROMOTION COUNCIL

## MEMBERSHIP APPLICATION FORM

Date: .....

The Secretary  
Apparel Export Promotion Council  
A-223, Okhla Industrial Area,  
Phase-I, New Delhi-110020

Dear Sir,

I/we hereby agree, if enrolled, to become a member of the Apparel Export Promotion Council and undertake to confirm to and be bound by the Memorandum and Articles of Association and the Rules for Membership of the Council in force from time to time prior to ceasing to be a member whether by resignation or otherwise.

I/we enclose herewith a A/c payee Cheque/Demand Draft/Pay Order for the total sum of Rs...../paid through RTGS, details attached herewith (being the admission fee and membership subscription fee as applicable). The particulars regarding our firm are mentioned below:

Yours faithfully,

For and on behalf of  
(Signature)  
(Rubber Stamp)

Name in block letters .....

Designation .....

Residential Address .....

.....

Place .....

Date .....

## Form for Registration as Member Exporter

1. Name of the Firm

2. Date when Registered with the Council as  
Registered Exporter & Regn.No.

Regn. No. ....

Date of Regn. ....

	Regd. Office	Head Office	Branch(s)
3. Name & Address of Registered Office, Head Office and Branches of the firm (in Block Letters)			
Postal Address :			
Telephone No. :			
Fax no. :			
E-mail :			
Unique Identification No.,if any			
4. Whether Proprietor, Firm, Company, Society or a Statutory Organisation.			
5. Name(s) of Proprietor/ Partners/ Directors etc. with Residential Address Telephone, & Fax number			
6. The Name, Father's Name & Address of the Authorised Representative			
7. Date when Business Established			
8. The Name and Address of the Bankers			
9. State Whether a) Manufacturer-Exporter or b) Merchant –Exporter			

10. State No. of people employed											
11. Details of past performance of Exports of garments during the Past 3 years (to be supported With a Certificate from Chartered Accountant/Applicant's bankers)	<table border="0"> <tr> <td style="text-align: center;">Years</td> <td style="text-align: center;">Turnover (Rs. In Lacs)</td> </tr> <tr> <td>1. ....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> </tr> <tr> <td></td> <td style="text-align: right;">Total .....</td> </tr> </table>	Years	Turnover (Rs. In Lacs)	1. ....	.....	2. ....	.....	3. ....	.....		Total .....
Years	Turnover (Rs. In Lacs)										
1. ....	.....										
2. ....	.....										
3. ....	.....										
	Total .....										
12. State whether at any time Firm's Name was removed From Register of Members For Non-Payment of fee or other dues if so, the date thereof.											
13. State whether at any time the Application for Membership was rejected or Membership Refused, , if so date and Reference No. of letter Intimating the same.											
14. Importer's Exporter's Code No.											
15. PAN No/ CIN No.											
16. GSTIN NO.											

**Mandatory detail of Proprietor/all Partners and all the directors of the company**

17.	Proprietor/Partner/Director	Father	Mother	Spouse
NAME				
NATIONALITY				
NAME				
NATIONALITY				
NAME				
NATIONALITY				

**If required please attach additional sheet.**

Please provide following details of Minor:-

Name of Guardian	Date of Birth of Member	Name of Nominee.	Address of Nominee.

Any other interest, if any

Instruction if any, given for sending notice etc.

18. Authorised Representative;	
Name:	
Address:	
Specimen Signature	

Signature of

Prop./Partner/Director of the company

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<b><u>For Office use only:</u></b>	
Application received on .....	Approved by E.C. on.....
Admitted as Member on .....	
Regn. No.....	_____
	_____

## CODE OF CONDUCT FOR REGISTERED / MEMBER EXPORTERS

We, the manufacturer/merchant exporters whose manufacturers and goods are exported from India, do hereby take a pledge that we shall in all our dealings in the International Trade strictly abide by and adhere to principles set out hereunder.

- 1 We appreciate and value the high ethical standards in business and are convinced in our belief only on such standard a permanent and lasting international, trade between any countries can be built up. We give the solemn assurance that we shall abide by and conduct ourselves in a manner that confirms to high ethical standards in business.
- 2 We undertake to strictly fulfill all contractual obligations made in good faith to buyers and through them of their consumers.
3. We agree to continuously strive to improve our manufacturers and goods and subject these to any desired or prescribed inspection before packing and dispatch.
4. We undertake that all our stamping and making on the goods and manufacturers will correctly describe their quality and measure.
5. We agree to adhere to the time of delivery and specifications of our contract as far as it is humanly possible subject to the act of God or force majeure.
6. We agree to adhere to contractual specifications of the basic samples submitted and approved by the buyer within internationally accepted trade tolerance.
7. We shall endeavour our utmost to satisfy the requirements of the buyers. A complaint from the buyer that any of the obligations have not been fulfilled, we undertake to enquire into and settle the complaint as promptly and amicably, using where necessary the good offices of the Export Promotion Council, commodity Board or other Organisation which exists in India for the Export of promoting and assisting authority as arbitrator, in which event we shall abide by the procedure prescribed in the contract.
  - (a) In case of any commercial dispute concerning the garment trade between the members of AEPC, the same shall be referred to and decided by the Committee of AEPC whose decision shall be final and in the event committee shall have the power to have the dispute decided by arbitrator/arbitrators from the Panel of arbitrators appointed by AEPC.
  - (b) And in the case of any dispute between a member of the AEPC with AEPC each party will be entitled to select and appoint one arbitrator and the arbitrators so appointed will decided the disputes under the Indian Arbitration Act, 1948
  - (c) No Court, shall have jurisdiction to entertain any of the disputes, mentioned above. The decision of the Committee/ Arbitrator, Arbitration as the case may be, will be final and binding on the parties concerned.

Yours faithfully,

For and on behalf of M/s.....

(Signature)

(Rubber Stamp)

Name in block letters .....

Designation .....

Residential Address .....

.....

Place .....

Date .....