



01.07.2021

Revised Procedure for Submission Of Online RCMC Application

Under section 12 sub section (1) of Agricultural and Processed Food Products Export Development Authority Act 1985 (as amended), every person exporting any one or more of the Scheduled products shall, before the expiration of one month from the date on which he undertakes such export or before the expiration of three months from the date of coming into force of this section, whichever is later, apply to Authority to be registered as an exporter of the Scheduled product or Scheduled products. The section further provides that the Authority may for sufficient reason extend the time-limit for registration by such period as it thinks fit.

The Registration-Cum-Membership Certificate (RCMC) is issued to exporters subject to following the laid down procedures in this regard. So far RCMC was being issued manually. However, with the objective of simplification of procedures and ease of doing business, w.e.f. 01.08.2015, the issuance of RCMC has been made on line using digital signatures. In the new process, the exporters are required to submit the documents online. Further details are available on APEDA's website www.apeda.gov.in under the icon- Corporate Info-Registration Procedures.

However, it has been observed that some exporters are still submitting their applications offline, due to this processing of their applications getting delayed as hard copies of the applications forms alongwith supporting documents is not accepted and the same is returned back. **In view of this, all concerned are hereby requested again to submit their applications alongwith prescribed documents online only.**

**Dr. Sudhanshu
Secretary**

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Online Registration Procedure

Step 1 Sign-up through the APEDA Website. (Click on "Register as Member" link on the Home Page).”.

Step 2 The exporter requires to first enter the basic detail, IE CODE, Email ID & Mobile number and submit.

Step 3 An OTP (One Time Password) for confirming the details will be sent on E- mail and Mobile number. Exporter should enter the OTP of mobile and E-mail on the verification screen to verify the both and click on Submit to proceed for application.

Step 4 After verification confirmation, exporter will require to fill online application and upload the required documents. The documents should be in the JPEG, PDF or PNG formats only. The exporter should enter all required information carefully and ensure correct information is submitted in the on- line application form.

Step 5 On-line application can be completed in one or more sessions by revisiting the website using the assigned OTP (One Time Password) of E-mail and Mobile. After filling the fields, the exporter can save the information in between by using the Save button. The exporter can edit the filled data until online payment is not made.

Step 6 The exporter may submit registration fees of Rs. 5000/- excluding taxes = Rs. 5900/- (with GST) may be made through any of the following modes:-

Online

- Credit Card(Master Card and Visa)
- Debit Card (MasterCard and Visa)

Offline

- Demand draft in favour of “APEDA” payable at respective cities of APEDA offices

(Note :- APEDA GST No. – 07AAAJA1150H1ZU)

Step 7 After completion of Payment process an application number will be generated. Please note the application number for future reference.

Step 8 On issuance of RCMC, Login detail is sent to the registered email of the exporter. The Exporter may login in to their account through “Exporter Login” link given at APEDA website.

Step 9 The exporter can view the status of the RCMC application by clicking the "Track Application" link to view the status of application by submitting the IE Code and Application number until it is issued.

Step 10 In case of any shortcoming is observed in the application the exporter will require to resubmit the document online. Therefore, exporter is required to monitor the status of the RCMC application as informed above at Step 10.

Step 11 Following documents are required with application form:

I. For Merchant exporter :-

1. Self-certified copy of Import-Export code issued by D.G.F.T.

II. For Manufacturer exporter:-

1. Self-certified copy of Import-Export code issued by D.G.F.T.
2. Exporter should furnish a self- attested copy of the registration of the company with the relevant certification agencies for the products given below :-

Product	Certification Agency
Floriculture and Fruits & Vegetable Seeds:	Department of Horticulture /DIC/SIA/FSSAI
Herbal & Medicinal Plants	Department of Horticulture /DIC/SIA/FSSAI, certificate issued by any Govt. institution of Ayurveda.
Fresh Fruits & Vegetables	Department of Horticulture /DIC/SIA/FSSAI
Groundnut/Pulses/Guargum	FSSAI/ Certificate issued by MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board.
Processed Fruits & Vegetables/Other Processed Fruits & Vegetables/ Processed Food Products/Dried and Preserved Vegetables/Cereals preparations/ Misc. Preparations/Non-Alcoholic Beverages/Cocoa Products:	FSSAI/ Certificate issued by MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board.
Dairy/Poultry/Honey/Meat	FSSAI/MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board.
Cereals and Cereal Products:	FSSAI/MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board.
Alcoholic Beverages	FSSAI/ Department of Excise Commissioner/ NOC issued by pollution control Board.

Note: No Hard Copy of any document is required for seeking RCMC from APEDA.

Step 12 After the approval of RCMC from APEDA officials, exporter may take printout of their Certificate through their APEDA Login under the heading of “View RCMC Certificate” under RCMC Menu.

Renewal of RCMC:

- I. For Merchant exporter:-** There will be auto-renewal of RCMC in case of Merchant exporter after making payment of registration fee after five years, no requirement for submission of any document.