



FORM OF APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP WITH ELECTRONICS AND COMPUTER SOFTWARE EXPORT PROMOTION COUNCIL

FOR OFFICE USE

File No..... Date:

To
The Chairman
ELECTRONICS AND COMPUTER SOFTWARE
EXPORT PROMOTION COUNCIL
155 OKHLA INDUSTRIAL AREA,
PHASE-III, NEAR MODI FLOUR MILL,
NEW DELHI- 110 020

- 1 Name of the Company: : _____

- 2 (i) Address of the company. Telephone No. Fax No., Mobile No., Email, Website : _____
_____ (Registered Office in case of limited companies, and the head office for others)
(ii) Name address of the branches, if any : _____

- (iii) Name and Address of the factory. : _____

- (iv) Address for Correspondence : _____

- 3. (i) IEC number : _____
Date of issue : _____
Issuing authority : _____
- (ii) Date of establishment : _____

- (iii) Register as a Manufacturer / Merchant / Service Provider

4 (i) Director Identification no. of all Director's (DIN) :

Director Name	Director DIN No.

(ii) Corporate Identification no. (CIN) :

(iii) Pan of Proprietor/ Partners :

Name of Proprietor / Partners	Pan No.

(iv) PAN of Company :

5. HS Code of All Products :

6 If the registration is required as a manufacturer exporter SSI Registration Industrial Licence / IEM others (Specify) :

No. _____
Date _____
Issuing Authority : _____

7 EH/TH/STH/SSTH/SHE ISEH/ISS EH/ISSEH certificate number :

Valid up to _____

8 Details of Directors/Partners/ Proprietor/Karta to be given in the following manner (Detailed List enclosed)

(1) (a) Name : _____
(b) Father's Name : _____
(c) Residential address : _____

(d) Telephone No. : _____

(2) (a) _____
(b) _____
(c) _____
(d) _____

(3) (a) _____
(b) _____
(c) _____
(d) _____

(4) (a) _____
(b) _____
(c) _____
(d) _____

(5) (a) _____
(b) _____
(c) _____
(d) _____

9. (a) Name of export product(s) or its category for which registration is required

- (b) Total investment made in the Co. _____
- (c) Investment in Plant & Machinery _____

10. I/We hereby solemnly declare that the above stated information is true and correct. I / We undertake, without any reservation, to :
- (a) Abide by the terms of the registration certificate granted to us on all our exports ;
 - (b) Agree to abide by any code of conduct that may be prescribed;
 - (c) Agree to abide by export floor price condition that may be stipulated by the Registering Authority ;
 - (d) Furnish without fail monthly returns of export including NIL returns to the Registering Authority by 15th day of the months following the quarter.
11. We further understand that our registration is liable to be cancelled in the event of breach of any of the undertakings mentioned above.
12. We/I solemnly declare that we have applied to the Export Promotion Council, which pertains to our main line of business. In case we have applied to any other council, the application has been made within the purview of the provisions of para 3.12 and 3.12.1 of the Handbook of Procedures (Vol.1).

Yours faithfully,

(Signature)

Name : _____

Address : _____

Designation : _____

Tele. No. : _____

Fax No. : _____

Email : _____

Residential Address : _____

Place _____

Date _____

Essential documents required to be submitted with the application:

- a) Copy of Importer - Exporter Code (IEC) Number issued by the office of DGFT (Please attach a self certified copy)
- b) Copy of the partnership deed/Trust deed/Memorandum and Articles of Association of the Company.
- c) List of Partners / Directors along with their residential addresses & contact numbers duly signed by the authorised signatory.
- d) If registration is required as a manufacturer exporter, a photocopy of the evidence indicating that applicant is manufacturer. (Copy of SSI registration certificate/SIA approval acknowledgement 100% EOU or EPZ board approved letter etc.).

REGISTRATION FEES

Membership is granted for the running financial year.

Registration fee payable by the members registering between **April to 31st March** shall be as below:

Export performance (FOB value + Deemed export) in the preceding financial year	Applicable Registration Fee
Export More than or equal to Rs. 1 crore	Rs.29900/-
Export More than or equal to 50 lakhs and up to Rs. 1 crore	Rs. 22713 /-
Export More than or equal to 10 lakhs and up to Rs. 50 lakhs	Rs. 15525/-
First Time Registration fee	Rs. 9775/- for Non SSI and Rs. 5463/- for SSI companies
Institute, Chamber of Commerce and Industry and Trade Association	Rs. 23000/-

Including 15% taxes

Remit the payment through a Demand Draft (or a cheque payable at par) drawn in favour of "Electronics and Computer Software Export Promotion Council", payable at New Delhi. You may make the payment through money transfer. Details of the same are:

Bank Name : Vijaya Bank
Branch Name : Hauz Khas Branch, New Delhi
Account No : 601506010230036
Account Type : Current A/c (O/D) (Current/ Saving/ Loan/ Overdraft)
NEFT/IFSC Code : VIJB0006015
Email to confirm payment : sangeeta@escindia.com

COMPANY PROFILE

COMPANY	
MNC IF 'Y' THEN PARENT COUNTRY	Y / N
ADDRESS	
TEL	
FAX	
EMAIL	
WEB	
CEO	
DESIGNATION OF CEO	
CONTACT PERSON	
DESIGNATION	
BRANCHES	
INDIA (CITIES ONLY)	
ABROAD (COUNTRIES ONLY)	
QUALITY CERTIFICATIONS	
EMPLOYEES	
PROFESSIONAL	
OTHERS	
TOTAL	
YEAR OF ESTABLISHMENT	
INVESTMENT IN PLANT & MACHINERY	
TURNOVER DURING (preceding year)	
EXPORT DURING (preceding year)	
BRIEF COMPANY PROFILE IN MAXIMUM 75 WORDS	

PRODUCT DETAILS:

ELECTRONICS HARDWARE SECTORS :

(Please tick -✓)

AUDIO – VISUAL EQUIPMENTS	
TELECOM EQUIPMENTS	
BROADBAND	
WIRELESS	
OFFICE EQUIPMENTS	
MEDICAL EQUIPMENTS	
INDUSTRIAL EQUIPMENTS	
COMPUTER HARDWARE / PERIPHERALS	
PASSIVE COMPONENTS	
ACTIVE COMPONENTS	
SEMICONDUCTORS	
RF / MICROWAVE COMPONENTS	
STRATEGIC ELECTRONICS	
DEFENCE	
LABORATORY EQUIPMENTS	
GAMES	
SATELLITE RECEPTION EQUIPMENT	
SATELLITE COMMUNICATION EQUIPMENT	
MUSICAL EQUIPMENTS	
CLOCKS AND WATCHES	
POWER SUPPLY/CONTROL EQUIPMENTS	
TRAINING KITS	
Others (PLEASE SPECIFY)	

SECTORS AS ABOVE	SPECIFIC ITEMS (GENERAL NAME ONLY)

COMPUTER SOFTWARE AND SERVICES

AREA OF OPERATION IN COMPUTER SOFTWARE DEVELOPMENT	
AREA OF OPERATION IN BPO / ITES	
SOFTWARE PRODUCTS (IF ANY)	
INDUSTRY SEGMENTS COVERED UNDER THE SERVICES	