



THE PLASTICS EXPORT  
PROMOTION COUNCIL

दि प्लास्टिक एक्स्पॉर्ट प्रमोशन कौन्सिल  
( भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग द्वारा प्रायोजित )

**THE PLASTICS EXPORT PROMOTION COUNCIL**

(Sponsored By The Ministry Of Commerce & Industry, Deptt. Of Commerce, Government Of India)

Ref.No. : Plexh/cir/535

02.12.2021

To,  
All members of Plexconcil,

Dear Sir / Madam,

Subject : Regarding Introduction of Electronic filing of RCMC through the Common Digital Platform by DGFT w.e.f. 06.12.2021

Ref. : DGFT Trade Notice No. 27/2021-2022 dt. 30.11.2021

We would like to draw your attention to the Trade Notice No. 27/ 2021-2022 dt. 30.11.2021 by DGFT ( [https://content.dgft.gov.in/ Website/dgftprod/a0ecf3e1-efe0-4e56-adda-429cd96a152a/ TN.pdf](https://content.dgft.gov.in/Website/dgftprod/a0ecf3e1-efe0-4e56-adda-429cd96a152a/TN.pdf) ) regarding Electronic filing of Registration Cum Membership Certificate (RCMC) / Registration Certificate (RC) through the common digital platform w.e.f. 06.12.2021.

Please note that Submission of Fresh / Amendment / Renewal of RCMC on this new online platform shall not be mandatory for the exporters during the transition period up to 28 Feb 2022 or until further orders. Therefore, Plexconcil Members may continue to submit their RCMC application on the existing Plexconcil Platform during the transition period.

Members may please take note of the following points with regard to the process being notified herewith:

- a. Digital Signature Certificate (DSC)/ Aadhar would be required for the purpose of electronic submission of applications. The digital signature would be the same as used in other DGFT applications;
- b. No separate registration is required for availing the RCMC/ RC service from the DGFT Portal. Already registered exporters/importers can avail the service using the same login credentials.

Alternatively, for guidance on registration and application for submission of RCMC on common digital platform, exporters may refer the Help Manual and FAQs accessible on DGFT Portal under the navigation - Learn >> Application Help & FAQs.

For any further assistance you may utilize any of the following channels —



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- Raise a service request ticket through the DGFT Helpdesk service
- Call the toll-free DGFT Helpdesk numbers
- Send an email to DGFT Helpdesk at [dgftedi@gov.in](mailto:dgftedi@gov.in)

For any assistance you may call on the following numbers or send an e-mail to respective Regional offices based on your location.

Head office – Mumbai +91-22-4017 0011

[kuldeep@plexconcil.org](mailto:kuldeep@plexconcil.org)

Regional Office – North (Delhi) +91-11-2647 8817 / 2647 8819

[plexnr@plexconcil.org](mailto:plexnr@plexconcil.org)

Regional Office – South (Chennai) +91-44-2829 2620 / 2829 2625

[dayanidhi@plexconcil.org](mailto:dayanidhi@plexconcil.org)

Regional Office – East (Kolkata) +91-33-2283 4497

[nilotpal@plexconcil.org](mailto:nilotpal@plexconcil.org)

Branch-West(Ahmedabad) +91-79-4801 0103

[naman@plexconcil.org](mailto:naman@plexconcil.org)

Thanking you and assuring you of best of our services at all times.

Best regards

Sribash Dasmohapatra  
Executive Director

**PLEXCONCIL**