

THE PLASTICS EXPORT PROMOTION COUNCIL, MUMBAI

**GUIDELINES FOR SUBMISSION OF DOCUMENTS FOR MEMBERSHIP AND REGISTRATION WITH THE COUNCIL**

Visit our link for online Membership Registration [www.plasticsepc.org/rcmc](http://www.plasticsepc.org/rcmc) (in **(Mozilla Firefox)**)

I. DOCUMENTS TO BE SUBMITTED ALONGWITH MEMBERSHIP APPLICATION

1. MEMBERSHIP FEES:

A Demand Draft/Cheque favouring “The Plastics Export Promotion Council” payable at Mumbai as per serial No. a) or b) Outstation firms (outside Mumbai) should send Demand Drafts only.

a) FEES FOR MANUFACTURER-EXPORTER:

Category (Manufacturers)	Subscription Fees (Financial Year) (Rs.)	Entrance Fees (Rs.)	Administrati on Charges (Rs.)	Total Fees (Before GST)	GST (18%)	Total (Rs.)
Upto Rs. 50 lakhs *	6,000	5,000	500	11500	2070	13570
Rs. 50 lakhs - Rs. 2 Crores*	14000	5,000	500	19500	3510	23010
Rs. 2 Crores – Rs. 5 Crores*	16000	5,000	500	21500	3870	25370
Over Rs. 5 Crores	18000	5,000	500	23500	4230	27730

**(A Chartered Accountant's Certificate certifying based on average overall sales turnover of the past 3 financial years (including local sales, Export of Plastic and Non Plastic) has to be submitted if Sales Turnover of the firm is Nil or less than Rs. 5 Crores).**

b) FEES FOR MERCHANT-EXPORTER

Category (Merchant)	Subscription Fees (Financial Year) (Rs.)	Entrance Fees (Rs.)	Administrati on Charges (Rs.)	Total Fees (Before GST)	GST (18%)	Total (Rs.)
Upto Rs. 10 lakhs *	6,000	5,000	500	11500	2070	13570
Rs. 10 lakhs - Rs. 1 Crores*	14000	5,000	500	19500	3510	23010
Rs. 1 Crores – Rs. 5 Crores*	16000	5,000	500	21500	3870	25370
Over Rs. 5 Crores	18000	5,000	500	23500	4230	27730

**(A Chartered Accountant's Certificate certifying based on average export of plastic products for the past 3 financial years has to be submitted if Export of Plastic Product of firm is Nil or less than 5 crores)**

- List of Names and addresses of Proprietor/Partners/Directors with residential Addresses-in triplicate.
- A Photostat Certified true copy of IEM Part – II acknowledgement received from DIC/Acknowledgement for Part ‘B’ Form submitted to SIA confirming actual date of commencement of commercial production if the firm is other than SSI/ Udyog Aadhaar
- A Copy of the Memorandum and Articles of Association in case of Private/Public Limited Company.
- A Copy of Partnership Deed in case of Partnership Company.

II. Documents to be submitted with the application for Registration with the Council.

- A self certified copy of downloaded version of IEC Number issued by the Licensing Authority concerned to regional offices.
- A Self certified Copy of PAN Number issued by ITO.
- In case of Manufacturer-Exporter, Photostat Certified True Copy of the Registration Certificate issued by the Sponsoring Authorities viz. Director of Industries/Secretariat for Industrial Approvals /Udyog Aadhaar.
- All application forms with enclosures should be submitted in the concerned regional offices of the Council.



## दि प्लास्टिक एक्सपोर्ट प्रमोशन कौन्सिल

(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग द्वारा प्रायोजित)  
 क्रिस्टल टावर, गुन्डिवली रोड क्र. 3, ऑफ सर एम व्ही रोड, अंधेरी (पूर्व), मुंबई 400 069, भारत  
 दूरध्वनी : ९१-२२-२६८३ ३९९१/९२ फैक्स : ९१-२२-२६८३ ३९९३  
 ई-मेल : plexconcil@vsnl.com वेबसाईट : http://www.plexconcil.org

### THE PLASTICS EXPORT PROMOTION COUNCIL

(Sponsored by the Ministry of Commerce & Industry, Department of Commerce, Government of India)  
 Crystal Tower, Gundivali Road No 3, Off Sir M V Road, Andheri (E), Mumbai 400069 - India  
 Ph: (+91 - 22) 26833951, Fax: (+91 - 22) 26833953 / 26834057  
 Email: plexconcil@vsnl.com Website: http://www.plexconcil.org

#### PROFORMA INVOICE – MANUFACTURER-EXPORTER and MERCHANT EXPORTER For payment of Membership Subscription for the period 1<sup>st</sup> April-2019 to 31<sup>st</sup> March, 2020

##### For Endorsement charges (Annual Subscription)

Category (Manufacturers)	Category (Merchant)	Subscription Fees (Financial Year) (Rs.)	Administration Charges (Rs.)	Total Fees (Before GST)	GST (18%)	Total (Rs.)
Upto Rs. 50 lakhs	Upto Rs. 10 Lakhs	6000	200	6200	1116	7316
Rs. 50 lakhs - Rs. 2 Crores	Rs. 10 Lakhs – 1 Crores	14000	200	14200	2556	16756
Rs. 2 Crores – Rs. 5 Crores	Rs. 1 Crores – Rs. 5 Crores	16000	200	16200	2916	19116
Over Rs. 5 Crores	Over Rs. 5 Crores	18000	200	18200	3276	21476

##### For RCMC Renewal on 5-years Expiry charges

Category (Manufacturers)	Category (Merchant)	Subscription Fees (Financial Year) (Rs.)	Administration Charges (Rs.)	Total Fees (Before GST)	GST (18%)	Total (Rs.)
Upto Rs. 50 lakhs	Upto Rs. 10 Lakhs	6000	300	6300	1134	7434
Rs. 50 lakhs - Rs. 2 Crores	Rs. 10 Lakhs – 1 Crores	14000	300	14300	2574	16874
Rs. 2 Crores – Rs. 5 Crores	Rs. 1 Crores – Rs. 5 Crores	16000	300	16300	2934	19234
Over Rs. 5 Crores	Over Rs. 5 Crores	18000	300	18300	3294	21594

##### NOTE:

- Please pay the membership fees positively by **30<sup>th</sup> June, 2019** (to eligible for privileges as per the articles of association).
- Cheque/demand drafts to be drawn in favour of **THE PLASTICS EXPORT PROMOTION COUNCIL** payable at Mumbai. Outstation members must pay by Demand Draft only.
- Manufacturer Exporter - A Chartered Accountant's Certificate certifying based on average overall sales turnover of the past 3 financial years (including local sales and Export of Plastic and Non Plastic) has to be submitted if Sales Turnover of the firm is Nil or less than Rs. 5 Crores.**
- Merchant Exporter - A Chartered Accountant's Certificate certifying based on average export of plastic products for the past 3 financial years has to be submitted if Export of Plastic Products of the firm is Nil or less than Rs. 5 Crores.**
- Member's whose validity of RCMC is expiring on 31<sup>st</sup> March, 2019** are requested to comply with renewal procedure of Council by online [www.plasticsepc.org](http://www.plasticsepc.org) OR members may request to contact at: [anagha@plexconcil.org](mailto:anagha@plexconcil.org) for further assistance and submit the same along with required supporting documents.
- Please send your RCMC along with applicable membership subscription to the respective Regional Offices of the Council for necessary endorsement/revalidation.**

PLEASE UPDATE US WITH YOUR LATEST MAILING ADDRESS, TELEPHONE NOS. & EMAIL ID.

Sribash Dasmohapatra  
 Executive Director