



CAPEXIL

GUIDELINES FOR ISSUANCE ONLINE REGISTRATION-CUM-MEMBERSHIP CERTIFICATE (RCMC) OF CAPEXIL

The applicants are requested preferably to use either Internet Explorer 7.0 (IE7) or higher or Firefox browser to apply online for procuring RCMC from CAPEXIL.

1. The applicant has to enter his IE Code and at least first three characters of name of his organisation to access his company details at CAPEXIL website. The Name must match with the Name as registered in DGFT while procuring the Import Export Code (IEC).
2. The applicant is required to enter the requisite details in the prescribed form after entering the IEC and the first three characters of the company's name.
3. The applicant has to scan and upload the requisite document as per the criteria of CAPEXIL.

For Manufacturer Exporter the following documents need to scan and upload:

- A. Self Certified copy of Import Export Code (IEC) issued by the licensing authority.
- B. Self Certified copy of Personal Account number (PAN).
- C. Self Certified copy of Industrial License / Manufacturing License issued by the licensing authority.
- D. Self Certified copy of "Self Declaring that the firm is not black listed by any Government Department or Government Organisation"

For Merchant Exporter the following documents need to scan and upload:

- A. Self Certified copy of Import Export Code (IEC) issued by the licensing authority
- B. Self Certified copy of Personal Account number (PAN)
- C. Copy of Chartered Accountant's Certificate mentioning Export Turnover / Domestic Turnover in respect of CAPEXIL's item for the last two years.
- D. Self Certified copy of "Self Declaring that the firm is not black listed by any Government Department or Government Organisation"

While scanning the documents the file has to be in jpg/jpeg/gif/tif format and the file must be legible for the purpose of verification for issuance of online RCMC. The size of the each file should be within 500kb otherwise it will be difficult to upload.

4. All the documents along with the requisite payment must to be sent the respective regional office of CAPEXIL for the purpose of verification.
5. The requisite fees for the registration is as follows:
 - a. **Rs. 3000.00 for admission fees for registration as Small Scale category + GST @ 18% and Rs. 5000.00 for Large Scale category + GST @ 18%**
 - b. **Subscription fees Rs. 7500.00 per year for Small Scale category + GST @ 18%**
 - c. **Subscription fees Rs. 14000.00 per year for Large Scale category + GST @ 18%**
 - d. **Additional panel 1000.00 per panel + GST @ 18%**
 - e. **Rs. 1000.00 for Dual RCMC for once in every five years + GST@ 18%**



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6. The criteria for Small Scale and Large Scale category is as follows:

Main Selection	Point	Individual Dropdown	Category	Conditions		
Mfgr.	a	Small/ Micro/ Tiny Category of Enterprise/ SSI Certificate Holder or Publisher	Small	Small/micro/tiny/ssi		
	b	Point (a) with Export House (EH)/ Trading House (TH)/Star Trading House (STH)/ Premier Trading House (PTH) certificate/100% EOU	Large	Small/Micro/Tiny/SSI	House/EOU	
	c	Medium Category of Enterprise/ SIA-IEM Holder/ Industrial License	Large	Medium		
	d	Other than point (a), (b) and ©	Large			
Merchant	a	Export turnover below Rs. 25 Lacs for CAPEXIL items in both of two preceding years	Small			<25
	b	Other than point (a)	Large			>25
Merchant cum Mfgr	a	Small/ Micro/ Tiny Category of Enterprise/ SSI Certificate Holder or Publisher having export turnover below Rs. 25 Lacs for CAPEXIL items in both of two preceding years	Small	Small/Micro/Tiny/SSI		<25
	b	Small/ Micro/ Tiny Category of Enterprise/ SSI Certificate Holder or Publisher having export turnover of Rs. 25 Lacs or more for CAPEXIL items in both of two preceding years	Large	Small/Micro/Tiny/SSI		>25
	c	Point (a) with Export House (EH)/ Trading House (TH)/Star Trading House (STH)/ Premier Trading House (PTH) certificate/100% EOU	Large	Small/Micro/Tiny/SSI	House/EOU	<25
	e	Medium Category of Enterprise/ SIA-IEM Holder/ Industrial License	Large	Medium		
	f	Other than point (a), (b), © and (d)	Large			

The payment should be made in Demand Draft, Cheque in favour of CAPEXIL, payable at Kolkata, or through RTGS.

If payment is made in favour of CAPEXIL, payable at Kolkata through RTGS/NEFT in the below bank:

**Kotak Mahindra Bank Limited, H.B.SARANI BRANCH, IFSC Code: KKBK0000958,
SB A/C No. 504010190346, Beneficiary Name: CAPEXIL.
Address: 1/1 Wood Street, Vanijya Bhavan,3rd Floor, Kolkata 700016
Beneficiary's contact no: 033-22891721 Fax: 033-22891724**

If payment is made via RTGS/NEFT then the details should be send with a subject of "ONLINE PAYMENT" alongwith concerned attachment to the following mail: bkroy@capexil.in , sb.nandi@capexil.in ,



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7. Once the applicant furnished all the above information an application number will be generated and will be informed for future correspondence. RCMC will be issued from the respective Regional Office of CAPEXIL situated at Kolkata, New Delhi, Chennai and Mumbai.
8. Once the RCMC will be issued an exclusive username and password will be generated and informed to the applicant through the email address provided by them at the time of filling up the application.
9. While apply for the RCMC online if the applicant faces any problem and the process gets stuck in between pages the system will not allow the applicant to reapply for that and it will show an error message "You have Already applied". In such case the applicant is requested to contact the respective region of CAPEXIL for the deletion of their incomplete application. The detailed contact details of all the regional offices are available in the website of CAPEXIL under "Reach Us" section.

N.B. The Registration is liable to be cancelled in the event of default in payment of yearly subscription to CAPEXIL, the registration authority.

CAPEXIL holds all the rights to cancel the registration if the requisite amount is not paid and also if all the necessary documents mentioned above are not furnished by the applicant.

We also give below Council's Provisional GST number (region wise) for your reference and record.

Office/ Region	Registered Office, Head Office, Eastern Region	Western Region	Northern Region	Southern Region
Address	Vanijya Bhavan, International Trade Facilitation Centre, 1/1, Wood Street, 3rd Floor, Kolkata - 700016,	D/17, Commerce Centre, 78, Tardeo Road, Mumbai - 400 034 ,	Vandana Building, 11, Tolstoy Marg, 4th Floor, Flat No. 4B, New Delhi - 110 001,	Rasheed Mansion, 3rd Floor 408 (Old No.622) Anna Salai, Chennai - 600 006,
State	West Bengal	Maharashtra	Delhi	Tamil Nadu
Provisional ID for GST	19AAACC9959R1ZK	27AAACC9959R1ZN	07AAACC9959R1ZP	33AAACC9959R1ZU
ARN	AA190517001030U	AA2705170076355	AA070517002104R	AA330517001625J
Contact Details	Tel: +91-33-2289- 1721/22/23/25, Fax: +91-33- 2289-0537, E-mail: capexilero@capexil.in bkroy@capexil.in	Tel : +91-22-2352- 3410, 2352-0084, Fax : +91-22-2351-6665, E-mail: wro@capexil.in	Tel : +91-11-2335-6703, 2371-1479, 2375-2282, Fax: +91-11-2331-4486, E-mail: nro@capexil.in	Tel : +91-44-2829- 2310, 2829-4713, Fax : +91-44-2829-5386, E-mail: capexilsro@capexil.in



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Please update your company profile and membership payment details at CAPEXIL's New Automation Membership Application at <https://membership.capexil.org>

Most Important

You have been a member of Capexil, and in order to serve you better, Council is pleased to announce the launch of the new Membership Automation web application. You are requested to update your company profile and membership payment details at CAPEXIL's New Automation Membership Application at <https://membership.capexil.org>

Invoice/Receipt will be available at your user panel, once your payment details get approved by Administrator.

Please follow this quick tutorial on how to complete your company profile: <http://capexil.org/getting-started-with-membership-automation/> In case you have not received your registration invite to be part of the new application, please let us know at itsupport@capexil.in and bkrov@capexil.in. We'd send you a fresh registration invite."

Please update your GST details in the Online Membership Automation System by using their Login ID & Password at <https://membership.capexil.org>

Please follow the instructions to update your GST details with us:

We would like to inform you that your product profile is not 100 percent complete. You need to first finish your data with us.

1. Login to the system (<https://membership.capexil.org>) with your credentials.
2. Your email id registered with us is as login ID, which was used at the time of registration. Also, we see you have not logged-in yet into the system. Please login at <https://membership.capexil.org> with the credentials mailed to you at the time of registration. Check your SPAM or JUNK folder.
3. In case you have misplaced or forgotten your password, you can regenerate it using the following link. <https://membership.capexil.org/account/forgot-password.xhtml>
4. Upon successful login, go to top Menu, Profile > GST Information
5. To add new GST information, you must click on the button 'Add New GST Information' on the same screen.
6. All other relevant instructions are on the page itself, and are very self explanatory.
