

3. (i) IEC number

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 Date of issue (mm/dd/yyyy)

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 Issuing authority

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 (ii) Date of establishment (mm/dd/yyyy)

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4. If the registration is required as a manufacturer exporter SSI Registration Industrial Licence/IEM
 Number

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 Date of issue (mm/dd/yyyy)

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 Issuing authority

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 Others (specify)

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5. Permanent Account Number (PAN)

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6. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISSEH certificate number -Valid upto (mm/dd/yyyy)

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7. Details of Directors/Partners/Proprietor/Karta to be given in the following manner

| | |
|-------------------------|--|
| (1) (a) Name | |
| (b) Father's name | |
| (c) Residential address | |
| (d) Phone (with STD) | |
| (2) (a) Name | |
| (b) Father's name | |
| (c) Residential address | |
| (d) Phone (with STD) | |
| (3) (a) Name | |
| (b) Father's name | |
| (c) Residential address | |
| (d) Phone (with STD) | |

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

| | | | | | | | | | | | | | | | | | | | |
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(b) Main line of business of applicant

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9. Details of Certification (Please tick wherever applicable)

ISO

HACCP

Organic certification

Others Please specify _____

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 quarterly returns of exports including NIL returns to the Registering authority by 15th day of the month 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: _____

E.Mail Address: _____

Residential address: _____

Place _____

Date _____

Documents to be enclosed with the application form:

1. Registration fee of Rs.5000/- (Rupees Five thousand only) in the form of crossed Demand Draft drawn in favour of the Chairman, Coconut Development Board payable at Ernakulam. However, Registration fee for small exporters whose annual export turnover is less than Rs.1 lakh per annum shall be Rs.1000/- (Rupees One thousand only). Applications of small exporters whose export turnover is less than Rs.1 lakh per annum shall be accompanied by a Notarized Affidavit and sufficient documentary evidence regarding month-wise exports for the previous year. Fee once paid will not be refunded under any circumstances.
2. A self certified copy of the IEC Number issued by the licensing authority concerned.
3. Self certified / attested copy of Partnership Deed / Memorandum & Articles of Association (Not applicable to proprietorship firms)
4. Self certified / Attested copies of evidence indicating that you are a manufacturer exporter. Also details of products manufactured, plant and machinery, annual production capacity, etc. are to be given. Further, a letter from the Directorate of industries / sponsoring authority stating that the unit is existing now and that it has a valid certificate issued as SSI certificate as on date is to be produced, if the unit is SSI unit.
5. Self certified copy of PAN card.

APPENDIX 19 B

FORMAT OF REGISTRATION-CUM-MEMBERSHIP CERTIFICATE

PART I

(To be filled in by the applicant)

- 1 Name of the exporter : M/s

- 2 IEC Number :

3. Address of the
Registered/Head Office

- 4 Date of establishment :

5. Description of goods/ services :
for which registered

6. Registration Number :

7. Registered as : a) Manufacturer exporter
b) Merchant exporter
c) Merchant cum manufacturer exporter

8. Name of the Proprietor/
Partner(s)/ Director(s)/Karta :

This certificate is issued as per the details of our records and is subject to the conditions laid down in the relevant scheme of registration of this council.

(Signature of the competent
Officer of the E.P. Council)

Name _____

Designation _____

Seal _____

Valid/renewed upto _____ Date of issue _____