



## FORM OF APPLICATION FOR REGISTRATION

### APPAREL EXPORT PROMOTION COUNCIL

Regd. Office: A-223, Okhla Industrial Area, Phase-1, New Delhi-20

Tel: 011-26372721, Telefax: 011-26814251

Head Office: Apparel House, Sector-44, Institutional Area, Gurgaon-122003

Tel: 0124-2708000-03 Fax: 0124-2708004

E-mail: [administrator@aepcindia.com](mailto:administrator@aepcindia.com)

To,

The Secretary

Apparel Export Promotion Council

\_\_\_\_\_

\_\_\_\_\_

Subject: Registration under the Foreign Trade Policy, 2009-14

Dear Sir,

Kindly registered us under the above policy as Merchant/Manufacturer Exporter/Merchant cum Manufacturer Exporter of the export products mentioned below:

1. Name of Firm/Company \_\_\_\_\_

2. Address\* \_\_\_\_\_

**Postal Address**

Regd. Office Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

**Head Office Address**

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

**Branch Office Address**

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

**Factory Address**

Phone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail ID \_\_\_\_\_

3. Please provide the following information for each Proprietor/Partner/Directors/Managing Directors\*

i) Name \_\_\_\_\_

ii) Father's Name \_\_\_\_\_

iii) Residential Address \_\_\_\_\_

iv) Telephone No. \_\_\_\_\_

i) Land Line No. \_\_\_\_\_

ii) Mobile No. \_\_\_\_\_

\* Please attach additional sheet, if required.

4. Date of establishment of  
business/factory in India \_\_\_\_\_

5. To be registered as Merchant/Manufacturer/Merchant cum Manufacturer (Please Mark)

6. Importer & Exporter Code Number \_\_\_\_\_  
Date of Issue \_\_\_\_\_  
Issuing authority \_\_\_\_\_  
(attach self attested photocopy)

7. PAN No. \_\_\_\_\_

8. If registration is required, as a manufacturer exporter, furnish self attested photocopy of the evidence indicating that the applicant is a manufacturer of Readymade Garments and give number and date of SSI/IL/LOI/Acknowledgement and name and address of Issuing authority. (Attached self attested photo copy) \_\_\_\_\_

9. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISSEH Certificate number \_\_\_\_\_

10. Name of export product(s) for which registration is required \_\_\_\_\_

11. Main line of business of applicant \_\_\_\_\_

12. Undertaking on non-judicial stamp paper duly notarized. (Performa Enclosed) \_\_\_\_\_

13. Existing Registration Number, if any, with The Council (AEPC) \_\_\_\_\_

14. Details of registration with other EPC's \_\_\_\_\_

15. Demand Draft/Pay Order/Cheque No. \_\_\_\_\_  
Date \_\_\_\_\_  
Amount (Rs.) \_\_\_\_\_  
Name of Bank \_\_\_\_\_

16. Have you exported Readymade Garments in the past three years ( ) Yes ( ) No if yes, please answer the following

	Year	Year	Value US \$ Year
Gentes Garments			
Ladies Garments			
Kids Garments			
Others			
Total			

17. Name of Country to which you have exported Garments

- 1.
- 2.
- 3.
- 4.

18. Please attach the self attested copies of documents as applicable
- i) Memorandum & Articles of Association OR Deed of partnership OR Certificate of Register of Firms OR Any other related documents like Trust deed etc.
  - ii) Importer Exporter code no.
  - iii) SS/IL/LOI/LOP

19. 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 performance condition that may be stipulated by the Registering authority.
- (d) furnish without fail monthly return of exports including NIL return to the registering authority by 15<sup>th</sup> of the month following quarter.

20. We further understand that our registration is liable to be cancelled in the event of breach of any of the undertaking mentioned above.

21. 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 2.63 of the Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

With Company Seal

Name in block letters \_\_\_\_\_

Designation \_\_\_\_\_

Full address \_\_\_\_\_

(i) Official \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(ii) Residential \_\_\_\_\_

\_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

**Details of Authorized Representative**

- (a) Name of the Representative :
- (b) Father's name of the Representative :
- (c) Designation/Status of the Representative :
- (d) Residential Address :
- (e) Telephone Nos. :
- Mobile No. :
- (f) Fax Nos. :

Specimen Signature of the Authorized Representative

**FOR OFFICE USE ONLY**

Inward Dy. No. \_\_\_\_\_ Date \_\_\_\_\_

Regn. No. AEPC/HO/ \_\_\_\_\_ Date of Regn. \_\_\_\_\_

RCMC valid upto \_\_\_\_\_

Secretary

### Documents required to be enclosed with the Application Form

1. A self certified copy of the IEC Number issued by the licensing authority concerned
2. An Undertaking on non-judicial stamp paper duly notarized (proforma enclosed)
3. A self attested Copy of Memorandum & Articles of Association/Partnership deed/Certificate of Registrar of firm etc. as the case may be
4. In case exporter wants to be register as Manufacturer exporter self attested copy of SSI Certificate/Letter of Intent/Industrial License/Acknowledgement issued by the concerned Authority.

OR

Submit self attested copy of factory license issued by a State Govt., employee state insurance Certificate issued by the concerned authorities and employees provident fund Registration Certificate issued by the concerned provident fund commissioner along with a certificate of chartered account certifying that based on the documents produced before him by the applicant exporter, the unit under consideration is manufacturing the readymade garments.

OR

Furnish evidence for being manufacturer exporter by providing any of the documents being manufacturer exporter as per the undertaking on non-judicial stamp paper.(Performa enclosed)

5. DD/Pay order/Cheque of Rs.6618/- including service tax in favour of Apparel Export Promotion Council payable at the place where the Application is made.

### NOTE

Membership of the Council must be renewed every year by paying Annual Subscription which becomes due to 1<sup>st</sup> April of each year and can be deposited upto 31<sup>st</sup> May of that year. Subsequently the Committee may extend the last date of payment with additional charges upto 30<sup>th</sup> June of that year. Non renewal of membership will result in cancellation of Registration cum membership certificate.

### Proforma of Undertaking

I/We hereby confirm, undertake and agree to the below stated information without any reservation.

- (a) that our firm M/s \_\_\_\_\_ is at present  
(Name of the Firm)  
Functioning at \_\_\_\_\_  
(Full Address of the Firm)

(b) that if registered as the Registered Exporter with the Apparel Export Promotion Council and to abide by the rules and regulations for Registered Exporters of the Council is force from time to time prior to ceasing to be Registered Exporter whether by resignation or otherwise.

(c) that Name(s) of our firm or our firm or Proprietor/Partners/Director etc., do not appear in the Black list or Caution List of any Customs or RBI or Banks(s) or T.C. and other Statutory Agencies.

Name and Residential Address of Proprietor/Partners/Directors etc.	Designation	Signature

Note: The undertaking should be on non-judicial paper Rs. 10/- Signed by the Proprietor/Partners/Directors etc. and duly attested by a Notary Public.

## CODE OF CONDUCT FOR REGISTERED EXPORTERS

We, the manufacturer as well as merchant exporters whose goods are exported from India do hereby take a pledge that we shall do all dealings in the International Trade strictly abide by and adhere to principles set out here under.

1. We appreciate and value the high ethical standards in business and are convinced in our belief only on such standard a permanent and lasting international, trade between any countries can be built up. We give the solemn assurance that we shall abide by and conduct ourselves in a manner that confirms to high ethical standards in business.
2. We undertake to strictly fulfill all contractual obligations made in good faith to buyers and through them of their consumers.
3. We agree to continuously strive to improve our goods and subject these to any desired or prescribed inspection before packing and dispatch.
4. We undertake that all our stamping and making on the goods and manufacture will correctly describe their quality and measure.
5. We agree to adhere to the time of delivery specifications of our contract as far as it is humanly possible subject to the act of God or force majeure.
6. We agree to adhere to contractual specifications of the basic samples submitted and approved by the buyer within internationally accepted trade tolerance.
7. We shall endeavour our utmost to satisfy the requirements of the buyers. A complaint from the buyer that any of the obligations have not been fulfilled. We undertake to enquire into and settle the complaint as promptly and amicably using, where necessary the good offices of the Export Promotion Council or other Organization which exists in India for the purpose of promoting and assisting exporters except where there is specific mention in the contract of any recognized authority as arbitrator, in which event we shall abide by the procedure prescribed in the contract.
  - (a) In case of any commercial dispute concerning the garment trade between the members of AEPC, the same shall be referred to and decided by the Committee of AEPC whose decision shall be final and in the event Committee shall have the power to have the dispute decided by arbitrator/arbitrators from the Panel of arbitrators appointed by AEPC.
  - (b) And in the case of any dispute between a member of the AEPC with AEPC each party will be entitled to select and appoint one arbitrator and the arbitrators so appointed will decided the disputes under the Indian Arbitration Act, 1948.
  - (c) No Court, shall have jurisdiction to entertain any of the disputes, mentioned above. The decision of the Committee/Arbitrator/Arbitration as the case may be, will be final and binding on the Parties concerned.

Yours faithfully,  
For and on behalf of

(Signature)

With Company Seal (Official Seal)

Name in block letters \_\_\_\_\_

Designation \_\_\_\_\_

Residential Address \_\_\_\_\_

\_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_