

Download - Forms

Format of Application for Registration

PART-I

(TO BE FILLED IN BY THE APPLICANT IN BLOCK LETTERS)

1. Name and Address of the applicant (firm) :
2. Whether Head Office/Registered Office/ Branch Office :
3. If Head Office, name of the braches & registered Office with address :
4. Address of the applicant

i) Postal address :
- ii) Telephone and Fax Nos. :
- iii) Website or Email ID :
- iv) Address of manufacturing unit :
- v) Telephone and Fax Nos. :
5. Whether merchant exporter or manufacturer exporter :
6. Year of establishment :
7. Name of the partners/Directors/ Managing Director/Proprietor :
8. I.E. Code No. and date :

9. Principal commodities to be exported :
10. Mode of payment of Registration Fee DD/ Pay order No. and date and name of the bank :

I/We hereby declare that this application is made by us in our capacity as registered/principal office and have not obtained or applied for any exporters registration number previously in the name of M./s..... from any of the offices of the Textiles Committee.

Place:

Date:

Signature of the applicant with stamp

PART-II

(TO BE COMPLETED BY THE TEXTILES COMMITTEE)

1. Date of receipt of complete application for registration :
2. Registration Number allotted by the Textiles Committee :

This certificate is issued subject to the conditions laid down in the relevant scheme of registration.

Place:

Signature of the Registering Authority
Name, Designation & Seal

Date:

INSTRUCTIONS FOR SUBMITTING THE APPLICATION (NOT FOR TYPING)

1. A request for registration shall be made by the exporter through a covering letter in duplicate.
2. Application for registration with the Textiles Committee should be submitted by the exporter in duplicate on company's letter head as per the prescribed proforma

3. A photocopy of the Import Export Code No. issued by the DGFT should be submitted with the application along with original for verification.
4. Payment of Registration fee of Rs.2000/- (Rupees two thousand only) to be made by DD/Pay order drawn in favour of the Textiles Committee.

Note 1: The application should be completed only by the head/ principal office of the Exporter in India and only one registration number will be allotted to each exporter irrespective of whether the application is made by the Head/Principal Office or by their branches.

Note 2: Registration, once allotted, is required to be renewed every year by making payment of Rs.750/- on before the expiry of the registration in prescribed form.