Application for
Registration Cum Membership Certificate
(RCMC)

(W.E.F 01st August, 2018)
# APPLICATION FOR
## ISSUE OF REGISTRATION CUM MEMBERSHIP CERTIFICATE

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<td>1</td>
<td>Name of the Firm/Company (as mentioned in the IEC Certificate)</td>
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<td>2</td>
<td>Address of the firm/Company (Registered office in case of Limited Companies and Head Office for others - as appearing in the IEC Certificate issued by Directorate General of Foreign Trade)</td>
</tr>
</tbody>
</table>
| 3 | Status of the Firm/Company  
Please indicate whether;  
(i) Proprietary firm  
(ii) Partnership firm  
(iii) Private Limited Company  
(iv) Public Limited Company  
In case of Proprietary firm / Partnership Firm, please fill in the appropriate box with regard to the social category, required for Government of India for data purpose only. Please mark (X) in relevant box.  
Status : ____________________  
|   | 1 SC  
|   | 2 ST  
|   | 3 OBC  
|   | 4 GENERAL  
|   | 5 OTHERS: Pls. specify. |
| 4 | a) Telephone Number/s with STD Code  
b) Fax Number/s  
c) e-mail ID  
d) Website Address  
|   | a)…………………………..  
b)…………………………..  
c)…………………………..  
d)………………………….. |
| 4(i) | Name of Chairman/ Managing Director / 
Chief Executive of the Company  
e-mail ID :  
Mobile Number: |
| 4(ii) | Name of Prime Contact in the Company with  
Designation / Position  
e-mail ID :  
Mobile Number: |
| 4(iii) | Secondary Contact (for General  
Correspondence) with Designation / Position  
e-mail ID :  
Mobile Number: |
| 5 | Address of the Factory/ies (in case application is for Merchant cum Manufacturer Exporter) along with Telephone/Fax/ e-mail and STD Code  
(This address should be already available in the IEC Certificate produced) |

SIGNATURE OF APPLICANT WITH COMPANY SEAL
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<th>Description</th>
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<tbody>
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<td>6</td>
<td>Address of foreign branch, if any, along with Name of Contact person and position: Telephone/Fax (with ISD code) e-mail ID:</td>
</tr>
<tr>
<td>7</td>
<td>Importer Exporter Code number, date and name of the issuing authority</td>
</tr>
<tr>
<td>8</td>
<td>Income Tax Permanent Account Number (PAN) of Applicant / Authorized persons / Company &amp; Aadhaar card copies of Applicant &amp; Authorized Signatories i) Proprietor (in case of Proprietorship), ii) Partner (in case of Partnership firm), iii) Director (in case of Private Ltd or Public Limited Company)</td>
</tr>
<tr>
<td>9</td>
<td>State whether you are Resident or Non-Resident. If NRI, enclose PAN card and full details of Agent(s) in India who are authorized to transact with the Board</td>
</tr>
<tr>
<td>10</td>
<td>FIPB (Foreign Investment Promotion Board) Clearance in case of Non-Resident Company/ NRI in case of Equity more than 50%</td>
</tr>
<tr>
<td>11</td>
<td>Bank Account details (This Account should be KYC Compliant and linked to PAN / Aadhaar of the Company / Individual )</td>
</tr>
<tr>
<td>12</td>
<td>Have you registered with any other enrolling authority viz. EPC/ Commodity Board in India? If YES, provide details viz. Name of the EPC, Registration Number, Validity etc &amp; enclose copy of RCMC</td>
</tr>
</tbody>
</table>

PAN Number :  
AADHAAR Number of all concerned:  
GST Number :  
RESIDENT / NON RESIDENT  
Account Type:  
Account Number:  
Bank Name :  
Branch Name:  
IFS Code:  
YES / NO  
(Enclose copy of RCMC issued by any EPCs/Commodity Boards)
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| 13 | State whether you need to register as
MERCHANT EXPORTER
(Self attested copy of GST Registration Certificate to be enclosed)
MERCHANT CUM MANUFACTURER EXPORTER
(Self attested copies of GST Certificate & MS&ME Enterprises & FSSI Certificate to be enclosed) |
| 14 | Name of the Applicant / Authorized Signatory of the Firm / Company to do transaction with the Coffee Board
(As per Page No.6 of the application) |
| 15 | Name of the Authorized Person/s to do transaction on behalf of the Applicant / Authorized Signatory of the Firm / Company
(As per Page No.7 of the application) |
| 16 | State whether action has been taken against you or any of the authorized persons at any time for contravention of the provisions of the Coffee Act/ terms and conditions of the Exporter Registration of Coffee, Prevention of Corruption Act, Food Adulteration Laws, convicted in any Court of Law, FERA/FEMA violations. |
| 17 | Details of Commercial disputes and their settlement during the last five years, if any. |

SIGNATURE OF APPLICANT WITH COMPANY SEAL
Whether you agree to undertake / fulfill the following obligations:

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<td>a)</td>
<td>To abide by the code of fair business practice.</td>
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<td>b)</td>
<td>To use a standard contract form for the export of coffee (as may be prescribed by the Coffee Board)</td>
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<td>c)</td>
<td>To furnish statements and such other information as the enrolling authority requires in the prescribed form.</td>
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<td>d)</td>
<td>To follow the standards of quality and packing in respect of goods intended for export as and when laid down in this behalf by the Coffee Board.</td>
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<td>e)</td>
<td>To inform the Coffee Board promptly in the event of any change in address of firm/ Company or any change in the name(s) of the Partner(s), Director(s), Karta.</td>
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<td>f)</td>
<td>To submit the Return of Confirmation of Exports (RoC) with the following proof of exports within the stipulated period of 45 days from date of export (*)</td>
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(i) Export Permit & ICO certificate of Origin duly signed /endorsed by Customs Officer at the port of shipment.

(ii) Bill of lading / shipment bill.

(iii) Copy of Invoice

(*) If the Exporters does not file the proof of shipments (Return of Confirmations) within 45 days from the date of export, Coffee Board reserves the right to stop approving the fresh permits applied by such Exporters till such time they complete filing of ROC for the permits already issued, excepting for permits which are cancelled”.

Please specify the acceptance

| Yes | Yes | Yes | Yes | Yes | Yes |

YES, I AGREE

SIGNATURE OF APPLICANT WITH COMPANY SEAL
DECLARATION/UNDERTAKING

1. I/WE hereby declare that the particulars and the statements made in this online application are true and correct to the best of my/our knowledge and belief and nothing has been concealed or held there from.

2. I/WE fully understand that any information furnished in the application if proved incorrect or false by the Registering Authority, in the event of breach of any of the undertaking mentioned above our registration is liable to be cancelled.

3. I/WE are also aware of the obligations of enrolled exporters and hereby undertake to fulfill the above obligations, especially with respect to condition at Sl.No.18 in page No.4 of the application.

4. I/WE undertake to abide by the provisions of the Coffee Act-1942 (Amended from time to time), the Rules & Orders framed by Coffee Board with regard to Registration/Cancellation/Suspension, exports of coffee and other allied items.

5. I/WE here by certify that none of the Proprietor/Partner(s)/Director(s)/Karta of the firm or Company is a Proprietor/Partner(s)/Director(s)/Karta of the firm/Company which has come to the adverse notice of the Coffee Board.

SIGNATURE OF THE APPLICANT
NAME:  
PLACE:  
DATE:  
DESIGNATION:  
COMPANY SEAL:  

Enclosures: Self attested copies of:
1) Import Export Code Certificate,
2) GST Registration Certificate,
3) Certificate of Incorporation (in case of Private Ltd & Public Ltd Companies)
4) Certificate issued by Dept. of MS&ME Enterprises, FSSAI, if the application is for Manufacturer Exporter,
5) PAN & Aadhaar card copies of all the individuals mentioned in the Application (Page.6 and Page.7)
6) RCMC Certificate of other EPCs/Commodity Boards (if the applicant is a Member of any other EPCs/Commodity Boards)
7) CRC if the applicant is a Coffee Grower
8) Bank’s Confidential Letter in the format as per page No.8 (the closed confidential cover, as given by the Bank, to be enclosed)
9) Online payment details of fees for issue of Registration Cum Membership Certificate.

Note: 1) Only self attested copies of documents, affixing Company seal are to be sent with the application,
2) The Guidelines may be read thoroughly before filling the application.
IDENTIFICATION OF THE APPLICANT/ AUTHORIZED SIGNATORY

(TO BE FURNISHED BY THE APPLICANT/EXPORTER)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name of the Applicant/Authorized Signatory of the Firm/Company</th>
<th>PP Size Photograph</th>
<th>Specimen Signatures</th>
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SIGNATURE VERIFIED

AUTHORIZED SIGNATORY OF BANK
(Concerned Bank Officer Signature and Seal is mandatory)

NOTE: 1. Signature/s of the authorized person/s of the firm/ company should be verified and attested by the authorized signatory of the Bank.

2. In case of modification in the authorized signatory, prior permission should be obtained from the Board to do so.
APPOINTMENT OF AUTHORIZED PERSON/S BY THE APPLICANT OR THE AUTHORIZED SIGNATORY OF THE FIRM/COMPANY

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SIGNATURE(S) VERIFIED

APPLICANT / AUTHORIZED SIGNATORY OF THE FIRM/COMPANY

NOTE: 1. Signature/s of the authorized person/s of the firm/company should be verified and attested by the authorized signatory of the firm/company

2. In case of modification in the authorized signatory, prior permission should be obtained from the Board to do so.
CONFIDENTIAL REPORT TO BE FURNISHED BY THE BANK
IN A SEALED COVER
(Please use this prescribed format for furnishing the confidential report)

1. Name and Address of Bankers : 

2. Name of Firm and address : 

3. Constitution : 

4. Name of Proprietor/Partners/Directors : 

5. Nature of Account : 

6. Customer Banking Since : 

7. Nature of Business activity 

8. Other allied activities : 

9. Name and address of Associated : 
   Concern of the Firm : 

10. Experience as to their dealings : GOOD / SATISFACTORY UNSATISFACTORY

SIGNATURE WITH SEAL OF THE BANK
Place: 
Date: ( )
NAME of Authorized Signatory 
DESIGNATION:
BY SPEED POST / BY REGISTERED POST / BY HAND

FORMAT OF THE COVERING LETTER -

(To be submitted on company letter head)

Ref. Date :

------------------------------------------------------------------------------------------------------------
The Dy. Director (Market Research)
Coffee Board (Export Section)
No.1, Dr.B.R. Ambedkar Veedhi
BENGALURU – 560 001

Sir,

Sub: Application for Registration with Coffee Board & for issue of RCMC

The application form, in the prescribed format, (downloaded from Coffee Board’s website https://www.indiacoffee.org), duly filled-in, along with the self-attested copies of documents mentioned in page 5 of the application, are submitted for perusal and issue of Registration Cum Membership Certificate. We have gone through the terms and conditions governing issue of Registration Cum Membership Certificate for Exporter and agree with the same. We shall furnish any other information / documents required by the Board in addition to the above.

We have enclosed Online remittance details UTR/NEFT/RTGS/IMPS/REF No.………………….. dated …………… transfer from ………………………(Bank), towards Coffee Board IEBR Account for Rs.6200/- (Rupees Six thousand two hundred only) towards fee for issue of RCMC, as per the format prescribed in the guidelines.

We agree that the RCMC be posted to our Registered Address only. Any changes made in place of business / title of the Company / Directors, would be got corrected / incorporated in the IEC Certificate and informed to the Board accordingly.

Yours faithfully,

SIGNATURE OF THE APPLICANT
WITH COMPNAY SEAL & Date.

Encls: Application with enclosures
Guidelines for Filling in Application
for issue of
REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC),
EXPORT PERMIT & ICO-CERTIFICATE OF ORIGIN

(W.E.F 01st August, 2018)
COFFEE BOARD, BENGALURU

Guidelines for Filling in Application for issue of
REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC)
& EXPORT PERMIT & ICO-CERTIFICATE OF ORIGIN

(W.E.F 01st August, 2018)

I. Terms & Conditions to become Registered Exporter of Coffee

1) To abide by the provisions of the Coffee Act-1942 (Amended from time to time), the Rules and Orders framed by Coffee Board with regard to Registration / Suspension, Exports of Coffee and other allied items.

2) To abide by the code of fair business practice.

3) To use a standard contract form for the export of coffee (as may be prescribed by the Coffee Board).

4) To follow the standards of quality and packing in respect of goods intended for export as and when laid down in this behalf by the Coffee Board.

5) To furnish the statements and such other information as the enrolling authority requires in the prescribed form.

6) Issue of Registration Cum Membership Certificate (RCMC) for New registration:

Coffee Board has decided for issue of only RCMC with simplified documentation for Ease of Doing Business w.e.f 1st August, 2018, instead of issuing Registration Certificate and RCMC separately. The Registration Cum Membership Certificate is issued to the applicant against payment of Registration fee of Rs.6,200/- (Rupees Six thousand two hundred only). Application to be downloaded from Coffee Board’s website https://www.indiacoffee.org (Under Exports – Exporter – Issue of RCMC - Guidelines and Application). Filled in application along with the requisite documents to be submitted to Coffee Board, Bengaluru. The RCMC is issued with a validity period of three years from the date of issue of RCMC.

Documents to be enclosed with the application for New Registration

1) Import Export Code Certificate,
2) Goods and Service Tax (GST) Registration Certificate,
3) Certificate of Incorporation (in case of Private Ltd & Public Ltd Companies)
4) Certificate issued by Dept. of MS&ME Enterprises, FSSAI, (if the application is for registering as Manufacturer Exporter),
5) PAN & AADHAAR Card Copies of all the Applicant and Authorised Person(s) mentioned in the Application (Page 6 and Page 7)
6) RCMC Certificate of other EPCs / Commodity Boards (if the applicant is a Member of any other EPCs/Commodity Boards)
7) CRC if the applicant is a Coffee Grower
8) Bank’s Confidential Letter in the format as per page 8 of the application (the closed confidential cover, as given by the Bank, to be enclosed)
9) Payment details of fees for issue of Registration Cum Membership Certificate.  
   (Note: Only self-attested copies of documents, affixing Company seal are to be sent with the Application)

7) **Renewal of RCMC:** The RCMC is renewable voluntarily within one month from the date of expiry by paying a sum of Rs.6,200/- (Rupees Six thousand two hundred only) towards renewal fee, unless the certificate is suspended or cancelled by the Chief Coffee Marketing Officer for valid reasons, such request to be made within 30 days from the date of expiry of the validity of the existing RC/RCMC. Those who fail to renew their RCMC themselves on or before the due date (i.e., within one month from the date of expiry of the validity of RCMC), the registration shall stand cancelled automatically and the available balance amount of ICO-COO deposit of the respective Exporter will be forfeited. In such case, the Exporter need to apply for revival and renewal of RCMC with valid reasons and based on the merit of the reasons the RCMC will get renewed.

**Documents to be enclosed for renewal of RCMC**

1. Copy of RCMC issued by Coffee Board
2. Import Export Code Certificate,
3. Goods and Service Tax (GST) Registration Certificate,
4. Payment details of fees for Renewal of Registration Cum Membership Certificate.  
   (Note: Only self-attested copies of documents, affixing Company seal are to be sent with the Application)

8) **Mode of Payment of fee for new RCMC and Renewal of RCMC:**

   RCMC & RENEWAL OF RCMC fees shall be remitted through **Online only** (Payment through Cheque/DD are not acceptable). Bank transfer details are as hereunder. **Online payment, amount will be uploaded in the e-portal after confirmation of credit of amount to our Bank Account, from our Accounts Department.**

   (1) Name of the Bank : State Bank of India,
   (2) Branch : Dr. B.R.Ambedkar Veedhi, Bengaluru
   (3) Title of Account : COFFEE BOARD IEBR ACCOUNT”
   (4) ACCOUNT NO. : 64015049024
   (5) IFS Code : SBIN0040022.

   After remittance, the following details are to be furnished through e-mail immediately to e-mail ID: coffeeexports@gmail.com.
(1) Name of the Exporter / Applicant (RCMC Number/Code in case of renewal of registration) : 

(2) Name of Bank, branch, IFSC CODE of branch from where money is transferred : 

(3) Amount transferred and date of transfer : 

(4) UTR / IMPS / RTGS Number for the transfer : 

(5) Coffee Board Account Number to which the Money is transferred 64015049024 : Coffee Board IEBR ACCOUNT

9) The Secretary reserves the right to cancel the registration without assigning any reason/s by giving ONE MONTH NOTICE in writing to the exporter. The exporter shall however have the right to appeal to the Secretary/Marketing Committee of the Coffee Board in such matters.

10) The RCMC issued to the exporter is neither inheritable nor transferrable.

11) The findings and decisions of the Secretary on all matters relating to the registration are final and binding on the Registered Exporters.

II. Identification of the Applicant / Authorised Signatory of the Company

One passport size photograph of the applicant(s) whose name(s) is/are appearing in the IEC Certificate enclosed to the application of registration, is/are considered Authorised Signatory / Signatories of the Firm/Company. In page number 6 of the application, passport size photograph of the applicant(s) has/have to be affixed and specimen signatures are to be made in the columns provided the photo(s) and the specimen signatures of the applicant(s)/authorized signatory should be attested by the bank authorities.

III. Identification of the person(s) of the Company to transact with the Board

In case, the company/firm desires to authorize any person/s that represents the exporter with the Coffee Board, the applicant/s, the authorized signatory of the firm/company may attest the specimen signature of such authorized person/s duly affixing the passport size photograph at serial number 1 to 3 at page number 7 of the application. This authorization need not be attested by the bank authorities. However, providing attested copies of Aadhaar and PAN of these signatories are mandatory.

IV. General Information

All enclosures / copies of the certificates should be self-attested by the applicant / authorized signatory of the Firm / Company, under seal and signature,

An applicant should invariably provide covering letter (in the format provided at the end), along with Exporter Registration application form strictly in the format prescribed. It is mandatory to fill all the fields and enclose documents required. The enclosures are to be neatly tagged / stapled in chronological order, as per relevant columns in the application.
Coffee Board reserves the right to call for any additional information / documents with respect to any applicant, for processing the application for issue of Registration Certificate. The completed application with enclosures may be sent to Coffee Board, addressed to the Dy. Director (Market Research), Coffee Board (Export Section), No.1, Dr. Ambedkar Veedhi, Bengaluru-560 001.

After registration of the applicant as Registered Coffee Exporter, the Registration Cum Membership Certificate with related documents will be sent by the Board to the Registered address of the applicant provided on the application & available on the IEC Certificate only through INDIA SPEED POST to ensure that the RCMC and Confidential Cover containing User Name & Password are delivered at the right place and to the right custodians. The decision to entertain the request of the applicants, to send it through any other private courier or to collect in person, purely rests with the competent authority of the Board, depending on merits.

**Procedure for obtaining Export Permit, ICO Certificate of Origin and mandatory filing of Online Return on Confirmation (ROC) after shipment**

1. After receipt of RCMC from the Board with secured User Name and Password allotted to the exporter, the Registered Exporter **has to Deposit Rs.5000/-** (Rupees Five thousand only) towards ICO-COO Charges. This payment is to be made after receipt of RCMC, ICO fees shall be remitted through **Online only** against to above given bank account details. This Deposit will be uploaded under the Exporters Code in E-Permit Portal. The cost of **ICO certificate of origin is Rs.150/-** per certificate which is debited @ Rs.150/- plus postal charges, as applicable, for each ICO certificate of origin issued by the Board. The Exporter may file Export permit application through online e-permit system available in the link “https://www.indiacoffee.org/permit”. The exporters are required to maintain sufficient balance in their online account towards cost of Certificate of Origin to enable the Board to consider their application for issue of Export Permit and ICO Certificate of Origin.

2. The export permit application is to be submitted through online e-permit system **before 4.00 PM on all working days** and will be considered for issue of permit and ICO certificate of origin on the same day. The application submitted after 4.00 PM will be considered on next working day.

3. After scrutinizing the application for permit, the Coffee Board issues Export Permit and ICO Certificate of Origin. The Export Permit / ICO-COO will be dispatched to the Registered Address of the applicants / shipping agent / C&F Agent, only through INDIA SPEED POST / handed over to the representative of authorized shipping / C&F Agent. If the applicant desires to get **Permit & ICO-COO** through any specific Courier Company of his choice, the same will be done at his cost and risk, on receipt of a request in writing. All other correspondence relating to replenishing of ICO-COO deposits, incentives on coffee exports, etc., are strictly to be made only by the Registered Exporters and interference of the shipping agents / C&F Agents in these issues will not be entertained OR would be considered as deemed fit, at the discretion of the competent authority.

The decisions of the competent authority of the Board, on the above issues, are final.
4. **Indication of Green Bean Equivalent (GBE) in case of Value Added Coffees.**

Exporters should indicate the raw coffee utilized in terms of kilogram to prepare the Roasted Seeds/ Roasted & Ground Coffee/Instant Coffee. The calculation methods to arrive the quantity of GBE utilized are given below:

a) Roasted Seeds/R&G Coffee: A maximum quantity of 1.19 kgs of Green Coffee Bean is utilized to prepare 1 kg Roasted Seeds /R&G Coffee.

b) Instant Coffee: A maximum quantity of 2.6 kgs of Green Coffee Bean is utilized to prepare 1 kilo of Instant Coffee.

5. **Indication of ICO Parcel / Mark Number:**

Coffee Year starts from the month of October of every year and ends with September of the succeeding year. Exporter is required to begin the Parcel/Mark number start with serial number 1 from 1st October and continue till 30th September i.e., end of the Coffee Year.

Example:

<table>
<thead>
<tr>
<th>Country Code</th>
<th>Year</th>
<th>Exporter Code</th>
<th>Parcel/Mark Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>2017</td>
<td>Number allotted in the Certificate of Registration</td>
<td>01</td>
</tr>
</tbody>
</table>

6. After exporting the coffee, the Exporter is required to submit ROC online with the proof of shipment, viz., customs endorsed copy of export permit and ICO Certificate of Origin, Bill of Lading and Shipping bill, invoice etc., for having exported the coffee through online e-permit system within 45 days from the date of Permit issued. If the Exporters does not file the proof of shipments (Return of Confirmations) within 45 days from the date of export, Coffee Board reserves the right to stop approving the fresh permits applied by such Exporters till such time they complete filing of ROC for the permits already issued, excepting for permits which are cancelled”.

7. The Export Permit issued shall be valid for a period of 30 days from the date of issue. Extension of permit will be issued for a period of 15 days from the date of receipt of application, within the validity period of the export permit. Amendment to the export permit will also be issued.

8. If the Export Permit is not utilized, it should be applied for online cancellation from the date of expiry of permit and hard copies of the un-utilized permits and ICO Certificate of Origin should be surrendered within 45 days for effecting the online cancellation.

9. If any changes / amendments are to be made in the Permit / ICO-COO AFTER THE SHIPMENT, a fee of Rs. 3,000/- (Rupees Three thousand only) for each permit is to be paid in the fees shall be remitted through Online only along with application in writing for required changes, enclosing the copies of permit / ICO-COO, containing the seal and signature of the Customs Officer and details of shipment already made.

* * * * * * *