

**APPENDIX-19A : FORM OF APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP
WITH FEDERATION OF INDIAN EXPORT ORGANISATIONS**

To
The Director General & CEO
Federation of Indian Export Organizations
Niryat Bhawan, Rao Tula Ram Marg
Opp. Army Hospital Research & Referral
New Delhi 110057

Dear Sir,

Kindly register us as Merchant/Manufacturer/Merchant-cum-Manufacturer Exporter / Service Provider of the export product(s)/services mentioned below:

1. Name of the applicant (firm) :
2. (i) Address of the applicant. :
(Registered Office in case of limited companies, and the head office for others)
- (ii) Name, address of the :
branches, if any
(Use extra sheet, if space provided is not sufficient and attach as Annexure)
- (iii) Name and address of the :
factory(ies)
(Use extra sheet, if space provided is not sufficient and attach as Annexure)
3. (i) IEC number :
Date of issue : (DD).....(MM).....(YYYY).....
Issuing authority :
(Please attach self-certified copy)
- (ii) Date of establishment (firm) : (DD).....(MM).....(YYYY).....
4. If the registration is required : No.
as a manufacturer exporter SSI : Date.....
Registration/Industrial Licence/IEM : Issuing Authority:.....
:
- Others (specify) :
(Please attach self-certified copy)
5. EH/Star EH/TH/Star TH/Premier TH : No.....dated.....
Certificate Number : Valid from 01/04/.....(YYYY)
(Please attach self-certified copy) : upto 31/03/.....(YYYY)

contd....2.

<p>Constitution of the firm. Please (√) one of the following:</p> <p><input type="checkbox"/> Limited</p> <p><input type="checkbox"/> Pvt. Ltd.</p> <p><input type="checkbox"/> Partnership</p> <p><input type="checkbox"/> Proprietorship</p> <p><input type="checkbox"/> Others, specify</p>

<p>Please (√) one of the following:</p> <p>Registration is required as :</p> <p><input type="checkbox"/> Merchant Exporter</p> <p><input type="checkbox"/> Merchant/SSI</p> <p><input type="checkbox"/> SSI Exporter</p> <p><input type="checkbox"/> Large Scale Exporters (<i>holders of Industrial Licence/IEM</i>)</p> <p><input type="checkbox"/> Manufacturer Exporter (<i>Regd with Central Excise</i>)</p> <p><input type="checkbox"/> Merchant/Manufacturer Exporter</p> <p><input type="checkbox"/> Service Providers</p>

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

- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
.....
(d) Telephone No(s). : 91-.....(STD Code)-.....
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
.....
(d) Telephone No(s). : 91-.....(STD Code)-.....
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
.....
(d) Telephone No(s). : 91-.....(STD Code)-.....
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
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(d) Telephone No(s). : 91-.....(STD Code)-.....
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
.....
(d) Telephone No(s). : 91-.....(STD Code)-.....
- 6.1 (a) Name : Sh/Smt/Ms.....
(b) Father's Name :
(c) Residential Address:
.....
(d) Telephone No(s). : 91-.....(STD Code)-.....

(Use extra sheet, if space provided is not sufficient and attach as Annexure)

7. (a) Name of export Product(s)/Services for which registration is required.

Sl. No.	Name of Export Product(s) / Services for which Registration is required	ITC HS Code Number(s)

(Use extra sheet, if space provided is not sufficient and attach as Annexure)
(ITC HS Code Number(s) not required in the case of Services Exporters)

(b) Main line of business of applicant :

8. 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 Memorandum and Rules and Regulations of the Federation as framed from time to time;
- (b) abide by the terms of the registration certificate granted to us on all our exports;
- (c) agree to abide by any code of conduct that may be prescribed;
- (d) agree to abide by export floor price condition that may be stipulated by the Registering Authority;
- (e) furnish without fail quarterly returns of exports including NIL returns to the Registering Authority by 15th day of the months following the quarter.

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

10. We / I solemnly declare that we have applied to the FIEO/Export Promotion Council which pertains to our main line of business. In case we have applied to any other FIEO/Council, the application has been made within the purview of the provisions of Handbook of Procedures (Vol 1).

Yours faithfully,

(Signature)

Name (Sh/Smt/Ms).....
(IN BLOCK LETTERS)

Address (Postal).....
.....

Designation.....

Tele No(s): 91-.....(STD Code)-.....

Fax No(s): 91-.....(STD Code)-.....

Email id :

Website: http://www.....

Residential Address.....
.....

Res Tel Number(s) 91-.....(STD Code)-.....

Place.....

Date.....

Please also see next page

Documents to be enclosed with the application form

1. A self-certified copy of the IEC Number issued by the licensing authority concerned.
2. A Cheque/Pay Order/Demand Draft favoring Federation of Indian Export Organizations towards Annual Membership Subscription payable according to Rule 6 (i) of the Rules & Regulations of the Memorandum & Articles of Association of FIEO.
3. Letter of Authority on the letterhead of the firm duly completed and signatures at Column No.6 attested by C.A by putting signatures, seal with Regn. No./Bank with signatures and seal by an officer. Performa enclosed.
4. Self-certified copy (ies) of the SSI Registration Certificate/Industrial License/IEM/others, if applicable.
5. A self-certified copy of Export House/ Star Export House Trading House/Star Trading House/Premier Trading House Certificate, if applicable.
6. Export Turnover country-wise/commodity-wise for the past 3 financial years. Performa enclosed.

or

Statement of foreign exchange earnings for the past 3 financial years-For Service Providers

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Each Associate Member shall pay for every financial year (April-March) a subscription as hereunder (**A new member/re-admission of member shall also pay Rs.1000/- + 14.00% Service Tax as entrance fees**):

a.	Premier Trading House.....	Rs. 93,750.00	} plus 14.50% Service Tax w.e.f. 1.6.2015
b.	Star Trading House.....	Rs. 50,000.00	
c.	Trading House.....	Rs. 25,000.00	
d.	Star Export House.....	Rs. 12,500.00	
e.	Export House.....	Rs. 9,375.00	
f.	State Export Organization	Rs. 6,250.00	
g.	Service Providers.....	Rs. 6,250.00	
h.	EOUs and FTZEPZ Units.....	Rs. 9,375.00	
i.	Multi Product Group Category.....	Rs. 6,250.00	

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LETTER OF AUTHORITY

(Authorisation Form as a member on **Company's Letterhead** in Duplicate)

We, hereby authorise the individual(s) whose names and signatures are attested below, to vote on our behalf and represent us in meetings of FIEO.

1. Name of the firm :
2. Address :
3. Status : Export House/Star Export House/Trading House/Star Trading House/Premier Trading House/Registered Exporter/Service Provider / EPC/Commodity Board/ Association/Chamber of Commerce/Institute
4. **Name** in Capital Letters of Authorised representative(s) :
5. Email_id :
6. Mobile No. :
7. **Signatures** of Authorised representative(s) :
8. **Name, Designation** and **Signatures** of Head of Organisation Or Authorised Signatory of the Organisation with **seal or stamp** of the Organisation. :
9. Attested by **Bank/Chartered Accountant** with seal & Regn. No. :

Date : _____(dd)_____(mm)_____(yyyy)

(Subsequently, above authorized representative(s) may re-authorise another person to attend any specific meeting and he may attest the signatures).

FEDERATION OF INDIAN EXPORT ORGANISATIONS
PROFORMA
FOR SUBMITTING ANNUAL EXPORT PERFORMANCE
&
QUARTERLY EXPORT PERFORMANCE

IEC NO.....

FIEO RCMC No.....

Name & address of Organisation

Financial Year.....(April-March)

Quarter.....(April-June/July-September/October-December/January-March)

EXPORTS

Description of items exported as per Shipping Bill	ITC Harmonised Code Number	Name of country (item wise)	FOB Value Rs. Lakhs (item wise)			FOB Value (item wise) foreign currency	
			SSI	Non-SSI	Total	Foreign Currency	Total

Grand Total.....

IMPORTS

Description of items Imported	ITC Harmonised Code Number	Name of the Country	CIF in Rs.Lakhs total

Grand Total.....

Signature.....

Name.....

Designation.....

Seal.....

INSTRUCTIONS

1. Please do not club countries together and do not mention markets, regions or continents e.g. specify Saudi Arabia instead of writing Middle East or specify Germany instead of writing Europe.
2. This statement of quarterly exports signed by authorized signatory, including NIL returns be forwarded to FIEO by 15th day of the month following the Quarter.
3. With export returns of the last quarter of every financial year please send the annual exports return and the target set for the next financial year in the same proforma.
