

**Grant of Registration Cum Membership Certificate (RCMC)/Renewal in favour of licenced exporter under Exim policy / Foreign Trade Policy.**

Every registered exporter of bulk tea, packet tea, tea bags and instant tea is required to be registered with Tea Board for obtaining Registration-cum-Membership Certificate under the Export Import Policy of the Government of India to avail import/export entitlement / duty drawback benefits. The issuance of RCMC by Tea Board is free of charge.

Applicant shall apply for licence to the Licensing Authority in the prescribed format in Table 1 and submit the same to the nearest Zonal/Regional offices or Head Office at Kolkata, Tea Board.

- Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application complete in all respects with all requisite documents/information.
- The applicant must give their e-mail ID and contact number for immediate response/reply from Tea Board.
- Application and corresponding Annexure A duly filled and documents serially numbered should be submitted.

**Table-1**

Type of Registration	Application form	Registration Fee by way of DD/ Bankers Cheque in favour of 'TEA BOARD'
RCMC Registration	19-A & 19-B	Nil

- The application form should be filled-in and signed with proper office seal of the Proprietor/Partner/Director/Authorised Signatory (as the case may be) along with date.
- In case the applications and documents signed by Authorized Signatory, supporting document authorizing the person to sign must be provided.
- RCMC Registration will be issued within 2 working days from the date of receipt of the application (if found in complete in all respect) in Head office and within 10 working days if the applications submitted in the Zonal/Regional Offices of the Board.
- **Incomplete applications will be straightway rejected and the applicant will be informed accordingly.**

**Annexure-A**

The following self attested documents with seal and tick marked in the relevant check box  should be submitted for consideration:

- a) Application form (19A & 19 B) properly signed along with date and seal of the proprietor/partner/Director/Authorised Signatory as the case may be.
- b) Copy of Import Export Code issued by DGFT
- c) Copy of Tea Board's exporter license
- d) Declaration in the company letter head to the effect that the applicant is regularly submitting monthly export returns (including NIL returns) to Tea Board.

Signature of the applicant with seal

Place:

Date :

**APPENDIX – 19A**

**FORM OF APPLICATION FOR REGISTRATION CUM MEMEBERSHIP (RCMC) WITH  
EXPORT PROMOTION COUNCILS.**

To

Tea Board

14, B.T.M. Sarani,

**Kolkata – 700 001.**

Dear Sir,

Kindly register us as Merchant / Manufacturer exporter of the export product(s) mentioned below.

1. Name of the applicant : \_\_\_\_\_
  
2. (i) Address of the applicant. : \_\_\_\_\_  
(Registered Office in case of  
limited companies, and the head  
office for others) \_\_\_\_\_  
\_\_\_\_\_
  
- (ii) Name and address of the : \_\_\_\_\_  
branches, if any \_\_\_\_\_  
\_\_\_\_\_
  
- (iii) Name and address of the factory. : \_\_\_\_\_  
\_\_\_\_\_
  
3. (i) IEC number : \_\_\_\_\_  
Date of issue \_\_\_\_\_  
Issuing authority \_\_\_\_\_
  
- (ii) Date of establishment : \_\_\_\_\_
  
  
- 4 If the registration is required as a : No. \_\_\_\_\_  
manufacturer exporter SSI Registration : Date \_\_\_\_\_  
Industrial Licence / IEM :  
Issuing Authority: \_\_\_\_\_
  
- Others (specify) : \_\_\_\_\_  
\_\_\_\_\_
  
5. EH/TH/STH/SSTH/SHE/ISEH/ISSEH/IS : Valid upto \_\_\_\_\_

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

- (1) (a) Name : \_\_\_\_\_  
(b) Father's Name : \_\_\_\_\_  
(c) Residential address : \_\_\_\_\_  
(d) Telephone No. : \_\_\_\_\_
- (2) (a) \_\_\_\_\_ (3) (a) \_\_\_\_\_  
(b) \_\_\_\_\_ (b) \_\_\_\_\_  
(c) \_\_\_\_\_ (c) \_\_\_\_\_  
(d) \_\_\_\_\_ (d) \_\_\_\_\_

Contd.....2

-2-

7. (a) Name of export product(s) or its category for which registration is required : \_\_\_\_\_  
(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 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 monthly 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 canceled in the event of breach of any of the undertakings mentioned above.

10. 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)

Address : \_\_\_\_\_  
Designation : \_\_\_\_\_

Name : \_\_\_\_\_

Tel No. : \_\_\_\_\_

FAX No.: \_\_\_\_\_

E.Mail :

Residential address: \_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

\_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

---

**Documents to be enclosed with the application form:**

---

1. A self certified copy of the IEC Number issued by the licensing authority concerned

**APPENDIX – 19 B**

**FORMAT OF REGISTRATION CUM MEMEBERSHIP (RCMC)**

**PART I**

(To be filled by the applicant)

- |    |  |   |   |
|----|--|---|---|
| 1  | Name of the exporter                                   | : | M/s _____<br>_____<br>_____   |
| 2  | IEC Number   | : | _____   |
| 3. | Address of the Registered/Head Office                  |   | _____<br>_____<br>_____   |
| 4  | Date of establishment                                  | : | _____   |
| 5. | Description of goods/ services for which registered    | : | _____   |
| 6. | Registration Number<br>(with Tea Board as an exporter) | : | _____   |
| 7. | Registered as  | : | a) Manufacturer exporter<br>b) Merchant exporter<br>c) Merchant cum manufacturer exporter |
| 8. | Name of the Proprietor/ Partner(s)/ Director(s)/ Karta | : | _____<br>_____<br>_____   |

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 : **Rajanigandha Seal Naskar**

Designation : **Controller of Licensing**

Seal :

Valid / renewed upto \_\_\_\_\_

Date of issue \_\_\_\_\_

Space for endorsement of any amendments in this certificate

## **Address of Head Office, Zonal & Regional Offices**

### **KOLKATA**

Tea Board  
14, BTM Sarani, Kolkata - 700 001.  
Tel. :033-22351411  
Fax:033-22215715  
E-mail :[secy@teaboard.gov.in](mailto:secy@teaboard.gov.in)  
[secytboard@gmail.com](mailto:secytboard@gmail.com)  
Website : [www.teaboard.gov.in](http://www.teaboard.gov.in)

### **DELHI**

Tea Board  
13/2 Jam Nagar House, Sajahan Road,  
New Delhi - 110 011  
Tel. : 011-23074179, 23625930-F  
Mob. : 09811100236, 23543513-R

### **COONOOR**

Executive Director, Tea Board,  
Shelwood Coonoor Club Road,  
Post Box No. 6,  
Coonoor - 643 101, Nilgiri, South India  
Tel. : 0423-2231638/2230316\*[D]  
Fax : 0423-2232332, 2231484-Res.  
E-mail : [teaboardcoonoor@rediffmail.com](mailto:teaboardcoonoor@rediffmail.com)

### **KOCHI**

Joint Controller of Licensing  
Tea Board  
Indira Gandhi Road, Willingdon Island,  
Kochi - 682 003, Kerala.  
Tel. :0484-2666523/2340481  
Fax :0484-2666648  
E-mail : [teaboardkochi@hotmail.com](mailto:teaboardkochi@hotmail.com)

### **GUWAHATI**

Assistant Director of Tea Development,  
Housefed Complex, 5th floor,  
Beltola-Basistha Road,  
Dispur, Guwahati-781006  
Tel: 0361-2234257/2234258, Fax: 0361-2234251  
E-mail : [teaboardghy@hotmail.com](mailto:teaboardghy@hotmail.com)

### **JORHAT**

Executive Director,



North Eastern Zonal Office  
Tea Board, Tea Research Association Complex,  
Cinnamara Jorhat-785001, Assam  
Tel: 0376-2360066 Fax 2360068  
E-mail : [teaboardjorhat@gmail.com](mailto:teaboardjorhat@gmail.com)

## **DIBRUGARH**

Dy. Director of Tea Development (Plantation),  
Tea Board,  
West Chowkidingee T.R. Phukan Road,  
Dibrugarh - 786 001  
Tele fax: 0373-2322932  
E-mail: [teaboarddibrugarh@gmail.com](mailto:teaboarddibrugarh@gmail.com)

## **TEZPUR**

Asst. Director of Tea Development, Tea Board  
Mission Charali,  
Opp. Trade & Industry Building,  
P.O. Dekargaon, Tezpur-784 501,  
Dist. Sonitpur, Assam.  
Tel : 03712-255664  
E-mail : [teaboardtezpur@yahoo.com](mailto:teaboardtezpur@yahoo.com)

## **SILCHAR**

Asst. Director of Tea Development, Tea Board  
Club Road, Silchar - 788 001,  
Dist. : Cachar, Assam.  
Tel. : 03842-232518  
E-mail : [silchar\\_tboard@rediffmail.com](mailto:silchar_tboard@rediffmail.com)

## **AGARTALA**

Assistant Director of Tea Development,  
Akhaura Road, Fire Brigade,  
Chowmuhani Agartala - 799 001,  
Tripura (West) Tel. : 0381-2324182

## **SILIGURI**

Dy. Director of Tea Development (Plantation),  
Sahid Bhagat Singh Commercial Complex,( 3rd floor ),  
2nd Mile, Sevoke Road,  
Siliguri, West Bengal  
Tel/Fax : 0353-2544778/2540209  
E-mail : [kkbkolkata@gmail.com](mailto:kkbkolkata@gmail.com)

## **JALPAIGURI**

Assistant Director Tea Development,  
Tea Board, Ruby Cottage  
Shibajee Road, Hakimpura Jalpaiguri Tel: 03561 225146  
E-mail: [teaboardjal@gmail.com](mailto:teaboardjal@gmail.com)

## **PALAMPUR**

Dy. Director of Tea Development(P),  
Tea Board India  
Regional Office Palampur,  
Himachal Pradesh 176061.  
Tel : 01894-230524  
Fax : 01894-231748  
Mobile : 08628838759  
E-mail : [gaganteaboard@gmail.com](mailto:gaganteaboard@gmail.com)  
G.H. (Tel): 2367 5401 E-mail : [mumtea@vsnl.net](mailto:mumtea@vsnl.net)

## **COIMBATORE**

Welfare Liaison Officer(South)  
Tea Board, Regional Office  
Tea Trade Centre Complex,  
12/278, Mettupalayam Road,  
G.N. Mills P.O.,  
Coimbatore - 641 029 Tamil Nadu

## **KUMILY**

Assistant Director Tea Development  
Kumily Regional Office,  
High Range Plaza, 2nd Floor  
Iduikki District,  
Kerala - 685 509