



**FORM OF APPLICATION FOR REGISTRATION-CUM-MEMBERSHIP WITH ELECTRONICS AND  
COMPUTER SOFTWARE EXPORT PROMOTION COUNCIL**

Tel.No.011-47480000 Website. www.escindia.in

**FOR OFFICE USE**

File No.....

Date:.....

To

**The Chairman**

Electronics And Computer Software  
Export Promotion Council  
3rd Floor, PHD House,  
Opp. Asiad Village  
New Delhi 110 016.

Dear Sir,

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

- 1 Name of the company : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 2 (i) Address of the applicant. Telephone  
 No. Fax No., Mobile No., Email,  
 Website  
 (Registered Office in case of limited  
 companies, and the head office for  
 others) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (ii) Name address of the branches, if any \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (iii) Name and Address of the factory. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (iv) Address for Correspondence : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (v) Name of Contact Person \_\_\_\_\_  
 \_\_\_\_\_
- 3. (i) IEC number : \_\_\_\_\_  
 Date of issue : \_\_\_\_\_  
 Issuing authority : \_\_\_\_\_  
 (ii) Date of establishment : \_\_\_\_\_  
 \_\_\_\_\_

4 If the registration is required as a manufacturer exporter SSI Registration Industrial Licence / IEM others (Specify) : No. \_\_\_\_\_  
Date \_\_\_\_\_  
Issuing Authority : \_\_\_\_\_

5 EH/TH/STH/SSTH/SHE ISEH/ISS : Valid up to  
EH/ISSEH certificate number \_\_\_\_\_

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) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_  
(d) \_\_\_\_\_

(3) (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_  
(d) \_\_\_\_\_

(4) (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_  
(d) \_\_\_\_\_

(5) (a) \_\_\_\_\_  
(b) \_\_\_\_\_  
(c) \_\_\_\_\_  
(d) \_\_\_\_\_

7. (a) Name of export product(s) or its category for which registration is required \_\_\_\_\_

(b) Total investment made in the Co. \_\_\_\_\_  
(c) Investment in Plant & Machinery \_\_\_\_\_

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 export including NIL returns to the Registering Authority by 15<sup>th</sup> 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 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)

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

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

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

Tele. No. : \_\_\_\_\_

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

Email : \_\_\_\_\_

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

Place \_\_\_\_\_

Date \_\_\_\_\_

## COMPANY PROFILE

<b>COMPANY</b>	
<b>MNC IF 'Y' THEN PARENT COUNTRY</b>	Y / N
<b>ADDRESS</b>	
<b>TEL</b>	
<b>FAX</b>	
<b>EMAIL</b>	
<b>WEB</b>	
<b>CEO</b>	
<b>DESIGNATION OF CEO</b>	
<b>CONTACT PERSON</b>	
<b>DESIGNATION</b>	
<b>BRANCHES</b>	
INDIA (CITIES ONLY)	
ABROAD (COUNTRIES ONLY)	
<b>QUALITY CERTIFICATIONS</b>	
<b>EMPLOYEES</b>	
PROFESSIONAL	
OTHERS	
TOTAL	
<b>YEAR OF ESTABLISHMENT</b>	
<b>INVESTMENT IN PLANT &amp; MACHINERY</b>	
<b>TURNOVER DURING (preceding year)</b>	
<b>EXPORT DURING (preceding year)</b>	
<b>BRIEF COMPANY PROFILE IN MAXIMUM 75 WORDS</b>	

**PRODUCT DETAILS:**

**ELECTRONICS HARDWARE SECTORS :**

(Please tick -✓)

AUDIO – VISUAL EQUIPMENTS	
TELECOM EQUIPMENTS	
BROADBAND	
WIRELESS	
OFFICE EQUIPMENTS	
MEDICAL EQUIPMENTS	
INDUSTRIAL EQUIPMENTS	
COMPUTER HARDWARE / PERIPHERALS	
PASSIVE COMPONENTS	
ACTIVE COMPONENTS	
SEMICONDUCTORS	
RF / MICROWAVE COMPONENTS	
STRATEGIC ELECTRONICS	
DEFENCE	
LABORATORY EQUIPMENTS	
GAMES	
SATELLITE RECEPTION EQUIPMENT	
SATELLITE COMMUNICATION EQUIPMENT	
MUSICAL EQUIPMENTS	
CLOCKS AND WATCHES	
POWER SUPPLY/CONTROL EQUIPMENTS	
TRAINING KITS	
Others (PLEASE SPECIFY)	

SECTORS AS ABOVE	SPECIFIC ITEMS (GENERAL NAME ONLY)

**COMPUTER SOFTWARE AND SERVICES**

<b>AREA OF OPERATION IN COMPUTER SOFTWARE DEVELOPMENT</b>	
<b>AREA OF OPERATION IN BPO / ITES</b>	
<b>SOFTWARE PRODUCTS (IF ANY)</b>	
<b>INDUSTRY SEGMENTS COVERED UNDER THE SERVICES</b>	

## Essential documents required to be submitted with the application:

- a) Copy of Importer - Exporter Code (IEC) Number issued by the office of DGFT (Please attach a self certified copy)
- b) Copy of the partnership deed/Trust deed/Memorandum and Articles of Association of the Company.
- c) List of Partners / Directors along with their residential addresses & contact numbers duly signed by the authorised signatory.
- d) If registration is required as a manufacturer exporter, a photocopy of the evidence indicating that applicant is manufacturer. (Copy of SSI registration certificate/SIA approval acknowledgement 100% EOU or EPZ board approved letter etc.).

## REGISTRATION FEES

Membership is granted for the running financial year.

<b>Export performance (FOB value + Deemed export) in the preceding financial year</b>	<b>Applicable Registration Fee</b>
Export More than or equal to Rs. 1 crore	Rs. 26000/-
Export More than or equal to 50 lakhs and up to Rs. 1 crore	Rs. 19750 /-
Export More than or equal to 10 lakhs and up to Rs. 50 lakhs	Rs. 13500/-
Export Up to Rs. 10 lakhs	Rs. 8500/- for Non SSI and Rs. 4750/- for SSI companies
Institute, Chamber of Commerce and Industry and Trade Association	Rs.20000/-

Plus service tax @ 10.30 per cent