



Ref: GJEPC/101/M&R/RNW/2018-19/000826

25th March, 2019

To,

All Members of GJEPC across India

Sub: Notice for Renewal of Membership for the financial year 2019 - 2020

Dear Member(s),

A. Renewal (ONLINE ONLY)

In Continuation to our circular GJC/101/M&R/RNW/2018-19/00041 dt. , 7th January, 2019, you are requested to note that as per the provisions of the Council's Memorandum & Articles of Association, your membership with the Council for the Financial Year 2019-20 is due for renewal on or before 30th April, 2019. Members may further note that the renewal of RCMC will also be due for renewal which are expiring on 31st March 2019. Hence members are requested to submit the necessary documents to respective GJEPC offices.

List of documents to be submitted for renewal of RCMC- <https://www.gjepc.org/procedure.php>

The renewal process will simultaneously start from all Council offices at Head office Mumbai, Northern Regional office Delhi, Eastern Regional Office Kolkata, Rajasthan Regional office Jaipur, Gujarat Regional office Surat and Southern Regional office Chennai.

B. Elections of CoA

Members may note that CoA election of GJEPC are due in FY 2019-20. Names of only those Ordinary Members as per the panel chosen whose membership is renewed on or before 30th April, 2019 will be enrolled in Electoral Roll.

C. Payment of Fees (ONLINE ONLY)

The Membership fees for the financial year 2019-20 is payable according to the export performance of the financial year 2018-19. The details of the Membership fees effective from 1st April 2019 and the guidelines for membership renewal are provided in ANNEXURE-1 (Procedure for Payment of fees) and ANNEXURE-2 (Membership Fees & General Rules & Regulations) as under-

- i. Annexure 1: Procedure of payment of Fee
- ii. Annexure 2: Membership Fees & General Rules & Regulations

The procedure for payment of membership fees has been made fully online from this year onwards. Fees to be directly transferred online via payment gateway in challan or fund transfer via NEFT/RTGS/IMPS to the bank as indicated on the challan which will be available on the website through your dashboard. The existing members of the Council can use their username and password provided earlier to login in the Membership Section on www.gjepc.org. Acknowledgment of such transfer of fees through online mode (RTGS/NEFT/IMPS) needs to be submitted to Office of Council along with copy of challan. Members can send the copy of challan and Acknowledgment of payment via email for faster processing. The details of the banks for online transfer is given in the ANNEXURE -3 (List of GJEP C Offices along with Bank details).

Members opting for payment through Debit/ Credit card may note that applicable convenience charges will be borne by them based on the charges levied by service providers.

iii. Annexure 3: List of Council's Regional Offices

iv. Payment challan & Export Declaration:-

The Export declaration part in payment challan has provision to indicate item wise data.

Members who are opting for payment through transfer (RTGS/NEFT/IMPS) are requested to first fill the online challan on dashboard and then transfer the fee amount.

Members are also requested to check their GST numbers and PAN number given in the communication form on their own dash board, correction if any or in case of non-submission of document may please submit & communicate the same to respective GJEP C offices.

D. Membership Certificate and RCMC

Members are also requested to note that since January 2015 the Council has implemented online membership process, so that members can take the print out of digitally signed membership certificate online once the membership is issued. Further please note that RCMC certificates is also available on your dash board, and both can be printed from your dashboard.

Similar to previous years, the online software will enable the members to submit their application for renewal of membership for the financial year 2019-20 through the Council's website www.gjepc.org from 1st April onwards.

E. KP certificate at Concessional Rate

The Members are further requested to renew their memberships on or before 30th April, 2019 to continue to avail the concessions in KP processing fees and to avail smooth unhindered services pertaining to the Exhibitions & other facilities extended by the Council to its members.

Members are also requested to download **GJEPC Mobile Apps**, available in Hindi / English for better services.

For queries if any, please feel free to contact at our toll free number **1800-103-4353**.

Thanking you,

**For and on behalf of
The Gem & Jewellery Export Promotion Council**


**SABYASACHI RAY
EXECUTIVE DIRECTOR**

Encl: As Above

The Gem & Jewellery Export Promotion Council

(Sponsored by the Ministry of Commerce & Industry, Government of India)

Office No. AW 1010, Bharat Diamond Bourse, Opp. NABARD Bank,

Bandra Kurla Complex, Bandra (E) Mumbai - 400 051

Tel: + 9122 26544705/707/708 Fax: +9122 26544717/26524764

E-mail: membership@gjepcindia.com

ANNEXURE - 1

Procedure for remittance of Membership Fee for renewal

Members are requested to follow the guidelines given below carefully in their own interest and in case of any difficulty you may contact the Council immediately.

1. Signed copy of challan along with payment acknowledgment shall be either online through email or courier or in person submitted to the Council's office.
2. Copy of challan and acknowledgment can also be sent to respective regional office of Council via Email.
3. Members are requested to keep one photocopy of the Challan for their own record.
4. Payment Challan must be filled in and completed fully without leaving any column blank.
5. Declaration of exports/imports incorporated in the body of the challan itself should be signed by the proprietor/partner/ director as the case may be, under the stamp of the firm and submitted without fail. Every such self-declaration shall be construed to be true & valid by the Council and thus relied upon for dissemination under an order of the Govt. authority or like body. The Members explicitly agrees to indemnify and keep the Council indemnified, safe and harmless from and against any and all third party claims arising out of such dissemination of the declaration or the declared quantum of export/import, if the same turns out to be untrue and /or is the subject matter of the indemnification.
6. Membership fee is required to be paid on the basis of f.o.b. value of export of gem and Jewellery items during the year 2018-19 (i.e. from 1-4-2018 to 31-3-2019, both days inclusive) as shown in the Annexure 2.
7. Details of Councils regional offices and respective bank accounts is given as ANNEXURE - 3.
8. The membership will be issued only after the payment is credited to the bank account of the Council.

ANNEXURE - 2

Membership Fees for the FY 2019-20 & GENERAL RULES & REGULATIONS

1. Membership fee: Membership fees for the year 2019-20 is payable according to the export performance of the entity during the year 2018-19, along with a self-declaration of item wise imports & exports in the challan.

2. GST: As applicable.

3. Following subscription is payable by you for renewal of your Associate Membership/ Ordinary Membership for the year 2019-20:

Export Performance of Gem & Jewellery during the year 2018 – 19	Membership fee for 2019-20	Applicable GST as on 31/03/2019
	Rs.	
Export Upto Rs. 25 Lakhs	6000	18%
Export above Rs. 25 lakhs & upto Rs. 1 Crore	10000	
Export above Rs.1 Crore & upto Rs. 5 Crore	15000	
Export above Rs. 5 Crore & upto Rs. 15 Crore	30000	
Export above Rs.15 Crore & upto Rs. 50 Crore	40000	
Export above Rs.50 Crore & upto Rs. 100 Crore	65000	
Export above Rs.100 Crore & upto Rs. 500 Crore	100000	
Export above Rs.500 Crore & up to Rs 1000 Crore	150000	
Export above Rs. 1000 Crore	200000	

Admission fee payable in case of new membership / after expiry of the last date of renewal is Rs 5,000+ GST.

4. Outstanding payment: It may be further noted that any and all outstanding payment(s) from a member towards the Council, in the immediate preceding year will be seriously viewed while renewing the membership of the concerned entity for the financial year 2019-20, unless justified to the satisfaction of the Council.

In this context, please be informed that payments towards the Council shall be deemed to be outstanding, if the same is due and payable to the Council and is outstanding for more than 3 (three) months from the date of Invoice raised by the Council and the Council's decision in this behalf shall be deemed to be final, if no discrepancy/dispute with respect to such invoiced amount was brought to the Council's notice within 30 (thirty) days from the date of every such invoice.

5. Group of Companies: It is absolutely imperative for the Members to note that it will be required to renew membership for each of its entities under its group companies, failing which, the membership shall be deemed to be valid for only that particular entity which has renewed its membership and whose name reflects on the membership renewal form and the receipt challan.

For the avoidance of any doubt, it is hereby clarified that the relevant facilities of the Council shall be extended only to those members whose name reflects on the Membership Renewal Form, Fees challan, Membership Certificate and the Registration cum membership certificate (RCMC) issued by the Council. Thus, it is pertinent that each entity under a group should renew its members pursuant to the terms specified herein.

6. Non-submission of Renewal application: In the absence of renewal of membership, the firm will NOT be permitted to enjoy various privileges offered by the Council pursuant to the Article 11.1 & 11.2 of Memorandum & Articles of Association and such activities & facilities open for participation to the Council Members as under:

- Participation in any event/ exhibitions in India/abroad;
- Participation in trade Delegations abroad;
- Participation in Buyer Seller Meets;
- Nomination for Annual Awards;
- Receipt of Solitaire International, Ideal Cut & Circulars;
- Attending Seminars & Workshops;
- Recommendation letter for visa;
- Permissions for participating in foreign exhibitions, Export Promotion Tours, Display of Branded Jewellery abroad etc. as per Para 4.46 of FTP 2015-20
- Participate in the election process (subject to fulfilment of other requirements)
- Issuance of Kimberley Process Certificate at concessional rate applicable to Members
- Recommendation for ECGC Policy
- Export Credit for gems & jewellery as specified by different banks

GENERAL RULES & REGULATIONS

1. CLAUSES OF MEMORANDUM & ARTICLES OF ASSOCIATION REGARDING MEMBERSHIP RULES

3. CATEGORIES OF MEMBERS, AND ELIGIBILITY FOR MEMBERSHIP

3.1 Members

The number of members which the Council proposes to be is 10,000 members, but Committee of Administration may, from time to time, whenever the Council or activities of the Council require, register an increase in the number of members. Such person as the Committee shall admit to membership shall be members of the Council.

3.2 Categories of members of the Council

The Council shall have the following categories of members, namely;

- A. Associate Members
- B. Ordinary Members

3.3 Associate Member

A person shall be eligible for admission to the Council as an Associate Member, on receiving the Import-Export Code Number from the Director General of Foreign Trade, Government of India, in respect of the product with which the Council is concerned.

3.4 Ordinary membership

In order to be eligible for Ordinary Membership of the Council, a person must satisfy the following requirements, namely:

- a) He, or the entity represented by him, must have been an Associate Member of the Council for at least three years.
- b) He, or the entity represented by him, must have, to his or its credit, during the three financial years immediately preceding, average exports in respect of the product, of not less than the amount mentioned below:
(i) Micro, Small or Medium Enterprises (MSME) Rs. 10 lakhs
(ii) Others Rs. 25 lakhs

8. DISQUALIFICATIONS FOR MEMBERSHIP OF COUNCIL

8.1 Disqualification

A person shall be disqualified for being, or for continuing, as a member of the council if:

- a) he is found to be of unsound mind by a competent court;
- b) he applies to be adjudicated as, or is adjudicated as, an insolvent;
- c) he is convicted by a court of an offence involving moral turpitude and is sentenced, on such conviction, to imprisonment for not less than six months;
- *d) He, or any firm in which he is a partner, or any private company of which he is a Director, Commits a violation of section 184 or section 185 of the Act;
- * e) He, is convicted of an offence under Section 447 of the Act;
- f) He ceases to be a member of the entity which he represents or such entity ceases to be a member of the Council; or
- g) His name is removed from the register of members under article 8.2

8.2 Removal by the Committee

The Committee may, after giving a member reasonable opportunity of hearing, remove the name of that member from the Register of Members, either for a specified period or indefinitely:

- a) if he has violated any condition for membership or
- b) if he has been in arrears in regard to the payment of membership fee or of any other amounts due from him to the Council for more than six months; or
- c) if he has been guilty of disorderly conduct at meetings of the Council or of the Committee:
or
- d) if he has otherwise been guilty of conduct unbecoming of a member; or
- e) if he has become disqualified under article 8.1.

***8.3 Conversion into Associate membership**

The Committee may, after giving a member reasonable opportunity of hearing, convert the membership of an Ordinary Member into an Associate Membership, if his performance as an exporter of the product has, during the financial year immediately preceding been below the average mentioned in clause (b) of article 3.4.

11 PRIVILEGES OF MEMBERS

11.1 Ordinary Members

Without prejudice to any other rights conferred on Ordinary Members by the Memorandum of Association of the Council, but subject to the other provisions of these articles, Ordinary Members shall have the following rights and privileges, namely:

- a) right to stand as a candidate, and to vote at the election of the members of the Committee and the right to vote on all matters brought before a meeting of the Council, provided there are no arrears of subscription of other dues or charges payable by them to the Council on 1st April in the year of voting;
- b) right to requisition a meeting, as provided in these articles;
- c) right to receive the annual reports of the Committee, on payment of the prescribed fee;
- d) right to receive publication of the Council, on the prescribed conditions; and
- e) right to use all such facilities as may be made available to such members by the Council from time to time, on the prescribed conditions.

11.2 Associate Members

Without prejudice to any other rights conferred on Associate Members by the Memorandum of Association, of the Council, such members shall have the following rights and privileges namely;

- a) right to receive the annual report of the Committee, on payment of the prescribed fee;
- b) right to receive publications of the Council, on the prescribed conditions;
- c) right to use all such facilities* as may be made available from time to time, on the prescribed conditions.

* Facilities such as

- Participation in any event/ exhibitions in India/abroad;
- Participation in Delegations;
- Participation in Buyer Seller Meets;
- Nomination for Annual Awards;
- Receipt of Solitaire International, Ideal Cut & Circulars;
- Attending Seminars & Workshops;
- Recommendation letter for visa;
- Permissions for participating in foreign exhibitions, Export Promotion Tours, Display of Branded Jewellery abroad etc.

13. SUSPENSION OF PRIVILEGES.

13.1 Non-payment of subscription.

If a member (Ordinary or Associate) fails to pay his annual subscription by the 30th April of the year for which it has become due, then

- a) he shall not be entitled to exercise any right or privilege as such member and
- b) the committee may suspend his membership, which suspension shall remain operative until he pays the arrears and the Committee accepts in writing such arrears and restores his membership after revoking his suspension

End.

ANNEXURE-3

LIST OF COUNCIL'S REGIONAL OFFICES FROM WHERE MEMBERSHIP WILL BE ISSUED

Regional Office	Name and Contact details for Membership queries	Bank details for payment of Membership fees
<p>MUMBAI The Gem & Jewellery Export Promotion Council Office No. AW 1010, Tower A, G Block, Bharat Diamond Bourse, G Block, Bandra-Kurla Complex, Bandra - East, Mumbai – 400051, Tel: 91 - 22 – 26544600, Fax: 91 - 22 - 26524764 Email: membership@gjepcindia.com Contact: Shri M. S. Pandey, Director-Head Membership</p>	<p>Mr. Kuldeep Singh Gusain/ Ms. Archana Bhosale/ Mr. Mithun Surve Tel:- 022 26544707/8/5 Email- kuldip@gjepcindia.com archana@gjepcindia.com mithun@gjepcindia.com</p>	<p>Bank- ICICI Bank Branch- Tower E, Gr. Flr. BDB, BKC Account No. 000401118218 IFSC Code: ICIC0001217</p>
<p>CHENNAI The Gem & Jewellery Export Promotion Council Ankur Plaza III Floor, 113 (Old No 52) G.N. Chetty Road, T. Nagar Chennai - 17. Email: chennai@gjepcindia.com Contact: Shri R. Surya Narayanan, Asst. Director</p>	<p>Mr. P. Bhanu Prasath Tel : 0091-44-2815 5180 Fax : 0091-44-2815 4526 Email: bhanu.prasad@gjepcindia.com</p>	<p>Account No. 000401118218 IFSC Code: ICIC0001217</p>
<p>NEW DELHI The Gem & Jewellery Export Promotion Council F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055. Email : delhi@gjepcindia.com Contact: Shri K.K. Duggal, Director-T&P (N)</p>	<p>Mr. S. Madaan, Tel : 011 - 46266920 to 925 Fax : 011 - 23675274 Email: madaan@gjepcindia.com</p>	<p>Account No. 000401118218 IFSC Code: ICIC0001217</p>
<p>JAIPUR The Gem & Jewellery Export Promotion Council Rajasthan Chamber Bhawan, 3rd Floor, Mirza Ismail Road, Jaipur - 302 003. Email : jaipur@gjepcindia.com Contact : Shri Sanjay Singh, Regional Director</p>	<p>Mr. E.K. Sasi Kumar Tel: 0141-2568029, 2574074 Fax : 0091-141-256 7921 / 257 4078 e-mail: sasi@gjepcindia.com</p>	<p>Account No. 000401118218 IFSC Code: ICIC0001217</p>
<p>KOLKATA The Gem & Jewellery Export Promotion Council Vanijya Bhavan, 6th Flr, Left Wing, 1/1, Wood Street, Kolkata: 700 016., Email: kolkata@gjepcindia.com Shri Sanjay Singh, Regional Director-Jaipur (Additional Charge)</p>	<p>Mr. Abdul Salim, Tel : 033-2282 3630/3629 Fax : 033-2282 3629 Email : salim@gjepcindia.com</p>	<p>Account No. 000401118218 IFSC Code: ICIC0001217</p>
<p>SURAT The Gem & Jewellery Export Promotion Council 401-A, International Commerce Centre, Near Kadiwala School, Ring Road, Surat - 395002 , Email : surat@gjepcindia.com Contact: Ms. Jilpa Sheth, Director</p>	<p>Ms. Rachna Shah Tel : 0091-261-2209000 Fax : 0091-261-2209040 Email: Rachna.Shah@gjepcindia.com</p>	<p>Account No. 000401118218 IFSC Code: ICIC0001217</p>