

**APPLICATION FORM FOR REGISTRATION CUM MEMBERSHIP CERTIFICATE**

To,  
The Regional Director,  
**THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL**

Dear Sir,  
Kindly register us as Manufacturer 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 :  
**NA**

(iii) Name and address of the factory :  
**NA**

3(i) IEC No. :

(ii) Date of Issue :

(iii) Issuing Authority : **Directorate General of Foreign Trade**

(iv) PAN NO.:

4. Payment details (for the year 26-27) :

5(a). If the registration is required as a Manufacturer Exporter  
(SSI Registration/ Industrial Licence/IEM )

No
Date :
Issuing Authority:

(b) Others (specify)

(c) EH/TH/STH/SSTH/SHE/ISEH/ISSEH/ISSEH certificate number : Valid upto :

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

7. If Status Holder : (category) certificate number: \_\_\_\_\_  
Valid upto \_\_\_\_\_

8(a) Name of export product(s) or its category for which registration is required:

(b) Main line of business of applicant :

9. I hereby solemnly declare that the above stated information is true and correct and I undertake to abide by the FT (D&R) Act, 1992 and the provisions under FTP

10. 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.

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

above.

12. I solemnly declare that I have applied to the Export Promotion Council which pertains to our main line of business. In case I have applied to any other council, the application has been made within the purview of the provisions of Para 2.94 of the Handbook of Procedures.

Yours faithfully

**(Signature)**

Name :  
Designation :  
Address :  
Tel. No. :  
Mobile No. :  
E-mail :  
Place :  
Date : **05-06-2026**

Documents to be enclosed with the application form:

1. A self certified copy of the IEC issued by the licensing authority concerned.
2. A self certified copy of the partnership deed or copy of Memorandum and Articles of Association (As the case may be)
3. A self certified copy of Small Scale Industry (SSI) registration / Industrial Entrepreneur Memorandum (IEM) issued by the Director of Industries for Manufacturer Exporter.