

# Reimbursement of Enrollment of New Membership fee paid by the first time exporter of Export promotion Council for Handicrafts under the Scheme of Ministry of Micro, Small and Medium Enterprises, Govt. of India

Dear Member(s),

Export Promotion Council for Handicrafts is pleased to inform you that Ministry of MSME has selected EPCH to act as one of the Implementation Agencies for the sub-component of CBFTE (Capacity Building of First Time MSE Exporters) under International Cooperation Scheme of the Ministry of MSME w.e.f.20-09-2022.

As per MOU, the Reimbursement of Registration cum Membership Certificate (RCMC) charges/fee paid by the first time exporter for registration with EPCH on or after 20-09-2022 will now be eligible for reimbursement from Ministry of MSME subject to fulfilment of conditions/eligibility. The grant under the scheme will be released to EPCH on reimbursement basis by the Ministry of MSME on submission of the reimbursement claim in the proforma accompanied by the documents as prescribed by the Ministry. The amount received from the Ministry of MSME will then be transferred by EPCH to the beneficiaries.

MSEs fulfilling following criteria shall be eligible for availing benefit under CBFTE (Capacity Building of First Time MSE Exporters) Scheme:-

- a) MSE (Micro and Small Enterprise) with valid Udyam Registration
- b) The applicant's Importer Exporter Code (IEC) must not be older than 3 years on the date of export shipment.
- c) MSE shall be eligible for refund of 75% of the Membership fees paid (subject to a maximum of Rs.20,000/- (Twenty thousand only).
- d) The date of Membership effective on or after 20-09-2022(W.e.f. the date of MOU Signed).
- e) FAQs link: [https://ic.msme.gov.in/IC\\_APP/WriteReadData/GuideLine/FrequentlyAskedQuestionsregardingimplementation.pdf](https://ic.msme.gov.in/IC_APP/WriteReadData/GuideLine/FrequentlyAskedQuestionsregardingimplementation.pdf)

## Documents Required

- 1) IEC Code not more than 3 years old on the date of export shipment.
- 2) RCMC fee receipt
- 3) Copy of RCMC
- 4) Valid/clear copy of Micro and Small Enterprise Udyam Certificate\*.
- 5) Proof of export carried out in the same financial year for which RCMC fees is claimed. (Copy of bills of Lading, Airway bills or any other documents prescribed by Directorate General of Foreign Trade for Exporting goods).\*
- 6) Annexure-K
- 7) Please submit all the documents in hardcopies physically complete in all respects duly self attested with stamp to EPCH office by speed post within 10 days of the date of this letter.

Reimbursement of the Membership fees as mentioned above will be reimbursed by EPCH only after approval and receipt of funds from MSME.

Annexure-K (Link to download Proforma: [https://epch.in/attachments/reimbursement\\_membership\\_fees.pdf](https://epch.in/attachments/reimbursement_membership_fees.pdf)) to be submitted by the eligible members along with all documents to EPCH in a pdf file to be uploaded on MSME website for the purpose of scrutiny and reimbursement of the fees under Scheme.

Please note that the reimbursement will be made only on receipt of the grant from MSME.

We hope this Scheme will help the Member exporters in their endeavor to export handicrafts from the Country. For any Query/clarification, you may write to Deputy Director at [membership@epch.com](mailto:membership@epch.com), [renu.gupta@epch.com](mailto:renu.gupta@epch.com).

Best regards,

(R. K. Verma)

Executive Director