

Ref. No. APEDA/REGN

DATED:

Subject: Registration Procedure with APEDA

Dear Sir,

Please refer to your letter/E-mail/personal visit dated..... regarding registration with APEDA.

Kindly arrange to submit the following documents:-

1. Application form duly filled, sealed and signed by authorized signatory.
2. Self certified copy of Import-Export code issued by D.G.F.T.
3. List of Directors/Partners/Proprietor on company's letterhead in triplicate.
4. Pvt. Ltd./Public Ltd. Co.' s/societies should forward a copy of their Memorandum and Article of Association and Partnership firms should forward a copy of partnership deed attested by Notary.
5. Self certified copy of PAN issued by Income Tax Department.
6. The company should compulsorily mention their e-mail ID, phone and fax number etc. in their application.
7. In case the exporter desires to register as **Manufacturer Exporter**, they should furnish a self attested copy of the registration of the company with the relevant certification agencies to ascertain the manufacturing status of the exporter for the products given below:-

Products	Certification Agencies
Floriculture and seeds	Dept. of Horticulture/DIC/SIA
Fruits & Vegetables/Rice/Groundnut/Pulses/ Guargum/ Misc. Food Preparations	Deptt. Of Agriculture/ Horticulture/DIC/ SIA/ FSSAI
Processed Fruits & Vegetables/ Processed Food Products/Meat products/Cereals preparation	FSSAI
Dairy/Poultry/Honey	FSSAI/EIC/EIA
Alcoholic Beverages	Dept. of Excise Commissioner

8. Bank certificate duly signed by the Authorities.
9. In case of Registration of Merchant Exporter for Meat and Meat Products please indicate the arrangement made with manufacturers whose products are to be exported.
10. Cash or DD/Pay Order Rs. 5700/- (incl. tax) towards registration may be made in favor of APEDA payable to specific APEDA office where the request has been made for Seeking RCMC.

Yours faithfully

Registration Officer

LIST OF APEDA OFFICES

HEAD OFFICE

Mr. S.S.Nayyar

General Manager

Agricultural and Processed Food Products Export Development Authority
NCUI Building, 3, Siri Institutional Area, August Kranti Marg,
New Delhi – 110 016

Phone: 011-26514046, 26514572, 26534186, 26513219, 26534191

Fax: 011-26514046,

E-mail: regn@apeda.gov.in

Regional Office MUMBAI

Mr. Sudhanshu

Regional Incharge

Agricultural and Processed Food Products Export Development Authority
4th Floor, Unit No. 3 & 4, Banking Complex
Bldg. No. II, Sector 19/A, Vashi
New Bombay-400 705

Telephone: 022-27840949/27845442/27840350/27842094

Fax: 022-27842273

E-mail: apedamum@apeda.gov.in

Regional Office KOLKATA

Mr. C. B. Singh

Regional Incharge

Agricultural and Processed Food Products Export Development Authority
Mayukh Bhavan, Bidhan Nagar, Salt Lake City
Kolkata-700 091

Telephone: 033-23378363

Fax: 033-40669291

E-mail: apedakol@apeda.gov.in

Regional Office GUWAHATI

Smt. Sunita Rai

Regional Incharge

Agricultural and Processed Food Products Export Development Authority
G.S. Road, Opp. Old Post Office, Jain Complex, 3rd Floor
Guwahati – 781 005

Tel: 0361-2340485

Fax: 0361- 2599010

Mobile: 9707315705

E-mail: apedagwh@apeda.gov.in

Regional Office HYDERABAD

Mr. T. Sudhakar

Regional Incharge

Agricultural and Processed Food Products Export Development Authority
8th Floor, Chandra Vihar Building, M.J. Road,
Hyderabad – 500 001

Telephone: 040-24745940

Fax: 040-24745947

E-mail: apedahyd@apeda.gov.in

Regional Office BANGLORE

Mr. P. P. Waghmare

Regional Incharge

Agricultural and Processed Food Products Export Development Authority
12/1/1, Palace Cross Road,
Bangalore – 560 020

Telephone: 080-23343425/23368272

Fax: 080-23364560

E-mail: apedabl@apeda.gov.in

AGRICULTURAL AND PROCESSED FOOD PRODUCTS
EXPORT DEVELOPMENT AUTHORITY
(Ministry of Commerce & Industry, Govt. of India)

FORM-I
FORM OF APPLICATION FOR REGISTRATION CUM MEMBERSHIP

To,

Registration Officer
APEDA,

Dear Sir,

Kindly register us Merchant/Manufacturer Exporter of the Export Product(s) mentioned in form II at serial No. 5.

1. Name of the Company : _____
2. Address of the Company : _____
(Registered office in case) : _____
of Limited companies, and : _____
the head office for others : _____
3. Name & Address of the : _____
Branch, if any : _____
: _____
4. Name & Address : _____
of the Factory : _____
5. IEC No. _____ Date of issue _____ Issuing Authority _____
6. PAN No. _____ Date _____
7. If the registration is required: No. _____ Date _____
As a manufacturer exporter
SSI Registration
Industrial License/IEM
100% EOU
Issuing Authority _____
Other (specify) _____
8. EH/TH/STH/SSTH/ (Export House/Trading House/Star Trading House/Super Star Trading House)
Golden Certificate No. _____ Valid up to _____
9. (a) SEH/ISEH/ISSEH/ISSSEH (Service Export House/International Service Export House/ International Star Service Export House/ International Super Star Service Export House)
Certificate No. _____ Valid up to _____

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

(1)	(a)	Name	:	_____
	(b)	Father's Name	:	_____
	©	Resi. Address	:	_____ _____
	(d)	Telephone	:	_____
(2)	(a)	Name	:	_____
	(b)	Father's Name	:	_____
	©	Resi. Address	:	_____ _____
	(d)	Telephone	:	_____
(3)	(a)	Name	:	_____
	(b)	Father's Name	:	_____
	©	Resi. Address	:	_____ _____
	(d)	Telephone	:	_____
(4)	(a)	Name	:	_____
	(b)	Father's Name	:	_____
	©	Resi. Address	:	_____ _____
	(d)	Telephone	:	_____
(5)	(a)	Name	:	_____
	(b)	Father's Name	:	_____
	©	Resi. Address	:	_____ _____
	(d)	Telephone	:	_____

11. Name of Export Product(s) for which registration is required : _____

12. 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 Online Export performance without fail quarterly i.e. April, July, October and January.

13. We further understand that our registration is liable to be cancelled in the event of breach of any of the undertaking mentioned above.

Yours faithfully

(Signature with Stamp)

Name :

Designation :

Address :

Tele No. :

.....

Fax No. :

E-mail Address :

Res. Address :

.....

Place :

Date:

AGRICULTURAL AND PROCESSED FOOD PRODUCTS
EXPORT DEVELOPMENT AUTHORITY
(Ministry of Commerce & Industry, Govt. of India)

FORM-II
(See Rule 10)
REGISTRATION-CUM-MEMBERSHIP CERTIFICATE
(To be filled in by the applicant)

1. Name of the applicant :
(Company's name)
 2. Address of the applicant :
(i) Postal Address :
(ii) Telegraphic Address :
(iii) Address of factory if any :
 3. Indicate whether registration is required in respect of :
(a) Head Office :
(b) Registered Office :
(c) Branch Office :
 4. Description of the Products :
manufactured out of the following
 5. Description of the product(s) for which Registration is required from out of the following:
(tick off whichever applicable)
- | | | |
|--|------------------------------------|--------------------------|
| 01. Floriculture & Seeds | 03 Poultry Products | ☐ |
| 01 Floriculture | 04 Dairy Products | ☐ |
| 02 Vegetables Seeds | 05 Animal Casings | ☐ |
| 03 Herbal & Medicinal Plants | 06 Processed Meat | ☐ |
| | 07 Natural Honey | ☐ |
| 02. Fruits & Vegetables | 05. Other Processed Foods | |
| 01 Fresh Onions | 01 HPS Groundnuts | ☐ |
| 02 Other Fresh Vegetables | 02 Guargum | ☐ |
| 03 Dried Nuts (Walnuts) | 03 Jaggery & Confectionery | ☐ |
| 04 Fresh Mangoes | 04 Cocoa Products | ☐ |
| 05 Fresh Grapes | 05 Cereal Preparations | ☐ |
| 06 Other Fresh Fruits | 06 Alcoholic & Non-Alch. Beverages | ☐ |
| | 07 Miscellaneous Preparations | ☐ |
| 03. Processed Fruits & Vegetables | 06. Cereals | |
| 01 Dried & Preserved Vegetables | 01 Non Basmati Rice | ☐ |
| 02 Mango Pulp | 02 Basmati Rice | ☐ |
| 03 Pickle & Chutney | 03 Wheat | ☐ |
| 04 Other Processed Fruits & Vegetables | 04 Other Coarse Grains | ☐ |
| 04. Animal Products | | |
| 01 Buffalo Meat | | |
| 02 Sheep/Goat Meat | | |

6. Are you seeking registration as
- (a) Manufacturer Exporter :
- (b) Merchant Exporter :
7. Year, Month & Date of establishment of the Applicant :
8. Name of Partners/Directors/Managing Directors/Proprietor :

I/We hereby declare that the above information is correct to the best of my/our knowledge and belief.
I/We also undertake to abide by the conditions subject to which registration/membership is granted.

Signature with Stamp :

Name in block letters :

Designation :

Residential Address :

Date

BANK CERTIFICATE
STRICTLY PRIVATE & CONFIDENTIAL

Bank
Branch.....

Ref. No.A/C No.Date.....

1. Name of the Company.....
2. Address :

3. Constitution [Please indicate (✓)]
- | | | | |
|--------------------|--------------------------|------------------|--------------------------|
| Individual | ☐ | Proprietorship | ☐ |
| Joint Hindu Family | ☐ | Partnership | ☐ |
| Others | ☐ | Private Ltd. Co. | ☐ |

4. Name of Proprietor/Partners/Directors/Karta & Co. owners of Joint Hindu Family.

- | | |
|----------|---------|
| 1. | 2. |
| 3.. | 4. |
| 5. | 6. |

5. Nature of accounts in [Please (V)]

Saving	☐	Cash Credit	☐
Current	☐		

6. Banking Since Years.....No. of years.....

7. Business/Company Established/Incorporation on (Date to be indicated)

8. Nature of Business activity (Main activity of the Firm)

9. Other Allied Activities (if known to the Bank)

10. If Limited Company 11. Means of Proprietor/ Partners/Directors

Authorised Capital Rs.

Paid up Capital Rs.

12. Name & Address of Associate concern of the firm (if known to the Bank)

14. Experience as to their dealings: Brief Write Up.

The Branch Manager with
Official Stamp