

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:-

<b>Products</b>	<b>Certification Agencies</b>
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. 5000/- 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. Man Prakash Vijay**

Assistant General Manager  
Agricultural and Processed Food Products Export Development Authority  
NCUI Building, 3, Siri Institutional Area, August Kranti Marg,  
New Delhi – 110 016  
Phone: 011-26513204, 26514572, 26534186, 26513219, 26534191  
Fax: 011-26526187,  
E-mail: [regn@apeda.gov.in](mailto:regn@apeda.gov.in)

### **Regional Office MUMBAI**

#### **Mr. Sudhanshu**

Regional Incharge  
Agricultural and Processed Food Products Export Development Authority  
4<sup>th</sup> 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](mailto: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](mailto:apedakol@apeda.gov.in)

### **Regional Office GUWAHATI**

#### **Mr. Bidyut Baruah**

*Regional Incharge*  
Agricultural and Processed Food Products Export Development Authority  
g.s. road, Opp. Old Post Office, Jain Complex, 3<sup>rd</sup> Floor  
Guwahati – 781 005  
Tel/Fax: 0361-2599010  
Mobile: 98640-28908  
Residence: 0391-2633390  
E-mail: [apedagwh@apeda.gov.in](mailto:apedagwh@apeda.gov.in)

### **Regional Office HYDERABAD**

#### **Mr. T. Sudhakar**

*Regional Incharge*  
Agricultural and Processed Food Products Export Development Authority  
8<sup>th</sup> Floor, Chandra Vihar Building, M.J. Road,  
Hyderabad – 500 001  
Telephone: 040-24745940  
Fax: 040-24745947  
E-mail: [apedahyd@apeda.gov.in](mailto: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](mailto: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)
- |  |                          |                                    |                          |
|--|--------------------------|------------------------------------|--------------------------|
| <b>01. Floriculture &amp; Seeds</b>          |                          | <b>03 Poultry Products</b>         | <input type="checkbox"/> |
| 01 Floriculture                              | <input type="checkbox"/> | <b>04 Dairy Products</b>           | <input type="checkbox"/> |
| 02 Vegetables Seeds                          | <input type="checkbox"/> | <b>05 Animal Casings</b>           | <input type="checkbox"/> |
| 03 Herbal & Medicinal Plants                 | <input type="checkbox"/> | <b>06 Processed Meat</b>           | <input type="checkbox"/> |
| <b>02. Fruits &amp; Vegetables</b>           |                          | <b>07 Natural Honey</b>            | <input type="checkbox"/> |
| 01 Fresh Onions                              | <input type="checkbox"/> | <b>05. Other Processed Foods</b>   |                          |
| 02 Other Fresh Vegetables                    | <input type="checkbox"/> | 01 HPS Groundnuts                  | <input type="checkbox"/> |
| 03 Dried Nuts (Walnuts)                      | <input type="checkbox"/> | 02 Guargum                         | <input type="checkbox"/> |
| 04 Fresh Mangoes                             | <input type="checkbox"/> | 03 Jaggery & Confectionery         | <input type="checkbox"/> |
| 05 Fresh Grapes                              | <input type="checkbox"/> | 04 Cocoa Products                  | <input type="checkbox"/> |
| 06 Other Fresh Fruits                        | <input type="checkbox"/> | 05 Cereal Preparations             | <input type="checkbox"/> |
| <b>03. Processed Fruits &amp; Vegetables</b> |                          | 06 Alcoholic & Non-Alch. Beverages | <input type="checkbox"/> |
| 01 Dried & Preserved Vegetables              | <input type="checkbox"/> | 07 Miscellaneous Preparations      | <input type="checkbox"/> |
| 02 Mango Pulp                                | <input type="checkbox"/> | <b>06. Cereals</b>                 |                          |
| 03 Pickle & Chutney                          | <input type="checkbox"/> | 01 Non Basmati Rice                | <input type="checkbox"/> |
| 04 Other Processed Fruits & Vegetables       | <input type="checkbox"/> | 02 Basmati Rice                    | <input type="checkbox"/> |
| <b>04. Animal Products</b>                   |                          | 03 Wheat                           | <input type="checkbox"/> |
| 01 Buffalo Meat                              | <input type="checkbox"/> | 04 Other Coarse Grains             | <input type="checkbox"/> |
| 02 Sheep/Goat Meat                           | <input type="checkbox"/> |                                    |                          |

- 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