



कालीन निर्यात संवर्धन परिषद CARPET EXPORT PROMOTION COUNCIL

(Set up by Ministry of Textiles, Govt of India)

Registered Office: Shree Jee Complex, Shop No T3, Sharma Market, Harola, NOIDA, (U.P.)

Working Office: 507, Copia Corporate Suite, Jasola, New Delhi - 110025

Tel.: +91-11-45089420, **Website:** www.cepc.co.in, **E-Mail :** info@cepc.co.in

Regional Office: Bhadohi Carpet Expo Mart, Carpet City, Bhadohi, - 221409 (U.P.)

Regional Office: IICT Campus, Baghi Ali Mardan Khan, Nowshera, Srinagar - 190023 (J & K)

Website of Ministry of Textiles: www.texmin.nic.in

Ref: CEPC/HQ/RCMC/2025-26

Date: 21st May 2025

To,
All Members, CEPC

Subject: Renewal of Annual Membership Subscription and RCMC for the Year 2025-26

Dear Members,

This is in continuation to the Council's earlier circular dated **01st March 2025** regarding the **Annual Membership Subscription and Renewal of RCMC** for the year **2025-26**.

Members are hereby informed that the **last date for payment of membership subscription without late fee is 31st May 2025**. Payments received **after 31st May 2025** will attract a **late fee of ₹500 + GST**, which will be applicable up to **30th September 2025**.

You are, therefore, requested to kindly complete the renewal of your membership and RCMC well before **31st May 2025** to avoid any inconvenience.

Process for Renewal of Membership / RCMC through DGFT Portal:

1. Visit: www.dgft.gov.in
2. Login using your credentials
3. Navigate to **Services**
4. Select **E-RCMC**

5. Click on **“Renew Existing RCMC.”**
6. Select your existing RCMC and proceed with the renewal application
7. Ensure to select **“Carpet Export Promotion Council (CEPC)”** while filling the application

Additionally, all members must submit a certificate from a Chartered Accountant certifying the **annual export turnover (F.O.B. value) of handmade carpets and other floor coverings for the financial year 2024-25** to the Council by **31st May 2025**.

Members who have already renewed their RCMC but have not yet submitted the said CA certificate are kindly requested to submit the same at the earliest.

For any assistance or queries, you may contact the Council’s office.

Thank you for your cooperation.

Regards,

Dr. Smita Nagarkoti
Executive Director (Officiating)