

## Reimbursement of RCMC Fee under CBFTE Scheme of the Ministry of MSME for New Exporters

### Eligibility :

Members seeking reimbursement must fulfill the following conditions:

- Must be a **Micro or Small Enterprise** with a valid Udyam Registration
- Must have a valid **Importer Exporter Code (IEC)**
- IEC should **not be older than 3 years on the date of export shipment**
- Must hold a valid **RCMC issued by CEPC** (*issued after 20-04-2026*)
- Must have **carried out export shipment in the same financial year** for which reimbursement is claimed

**Submission Timeline:** In the Same Financial year in which RCMC was issued

Eligible members are required to submit the following hard copies to the following Council Addresses in their region.

- **Working Office New Delhi** :507, Copia Corporate Suites, Jasola, New Delhi – 110025. Contact No: +91-11-45089420 Email ID: info@cepc.co.in
- **Regional Office, Bhadohi (U.P.)** : Bhadohi Carpet Expo Mart, Carpet City, Bhadohi, Uttar Pradesh – 221401. Contact No: +91-5414-225975 Email ID: bhadohi@cepc.co.in

### Documents to be submitted.

- Copy of a valid Udyam Registration Certificate
- Self-attested copy of IEC (showing date of issue)
- Copy of a valid RCMC issued by CEPC
- Copy of RCMC fee receipt/invoice
- **Proof of export carried out in the same financial year**, such as:
  - Shipping Bill
  - Bill of Lading / Airway Bill
  - Export Invoice or any other acceptable export document
- Bank details with a cancelled cheque
- Duly filled and signed application form ([Annexure A](#))
- Declaration/undertaking ([Annexure B](#))

### Note:

- Eligible members may submit their claims in prescribed format along with complete documents to CEPC.
- Applications must be **complete in all respects**; incomplete applications are liable to be kept pending or not considered.
- CEPC may seek additional information or clarification, if required.
- Verified applications shall be included in the **quarterly claim** to be submitted to the Ministry.
- Reimbursement is subject to fulfillment of scheme conditions and **release of funds by Ministry of MSME**

