

File No. 01/02/68/AM-21/EG&TF
Government of India
Ministry of Commerce and Industry
Department of Commerce
Directorate General of Foreign Trade

Dated: 30.11.2021
Udyog Bhawan, New Delhi

Trade Notice No. 27/ 2021-2022

To,
All Exporters/Members of Trade
All Designated Issuing Agencies

Subject: **Electronic filing of Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) through the Common Digital Platform w.e.f. 06th December 2021**

A new online common digital platform for issuance of Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) has been developed which would be single point of access for all exporters/importers and Issuing agencies. The given platform shall be available at the following URL: <https://dgft.gov.in>.

2. The objective of the platform is to provide an **electronic, contact-less single window** for the RCMC/RC related processes including Application for Fresh/ Amendment/ Renewal of RCMC/ RC. **Applications for RCMC/ RC may be submitted through the common platform w.e.f. 06th December 2021.** Submitting applications on this online platform shall not be mandatory for the exporters in the immediate and there shall be a transition period for issuing agencies as well as Exporters to on-board this common digital platform. The existing procedure of submitting applications directly to the designated issuing agency shall also be in operation in parallel during this transition period. Submission and issuance of RCMC/ RC by the issuing agencies through their system **may continue up to 28th February 2022 or until further orders.**

3. The authenticity of the online issued shall be verifiable by login to exporter profile on <https://dgft.gov.in>. The details for RCMC/ RC issued using the DGFT portal will be reflected instantly in the profile of the exporter.

4. The concerned Indian Exporters may please take note of the following points with regard to the process being notified herewith:

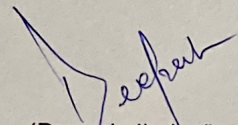
- a. Digital Signature Certificate (DSC)/ Aadhar would be required for the purpose of electronic submission of applications. The digital signature would be the same as used in other DGFT applications;
- b. No separate registration is required for availing the RCMC/ RC service from the DGFT Portal. Already registered exporters/importers can avail the service using the same login credentials.

5. For further guidance on registration and application submission process, the Help Manual & FAQs may be accessed via clicking on Learn >> Application Help & FAQs.

6. For any further assistance you may utilize any of the following channels —

- Raise a service request ticket through the DGFT Helpdesk service
- Call the toll-free DGFT Helpdesk numbers
- Send an email to DGFT Helpdesk at dgftedi@gov.in

This issues with the approval of the competent authority.


(Deepak Jhalani)

Deputy Director General of Foreign Trade

(Issued from File No. 01/02/68/AM-21/EG&TF)

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