

GJEPC/ERO/P/RNW/2012-13/

25th March 2013

To

All Associate Members/Ordinary Members of the Council of Eastern Region

Sub: Renewal of Membership with the Council for the year April 2013 to March 2014

Dear Sir,

You are requested to note that in accordance to the provisions of the Memorandum & Articles of Association of the Council, the membership for the Financial Year 2013 -14 is due for renewal on or before 30th April, 2013.

Similar to previous years the online software will enable the members to submit their application for renewal of membership for the year 2013-14 through Council's website www.gjepc.org.

The Membership fee for the year 2013-14 is payable on the export performance during the year 2012-13. The details of the Membership fees effective from 1st April 2013 and the guidelines for membership renewal are provided in the **ANNEXURE-1**. The procedure for submitting the membership application is enclosed at **ANNEXURE-2**. Also, a User Manual with instructions for submission of online application is available on the Council's website enclosed as ANNEXURE-3.

Promotion & Development Fund: The Committee of Administration (CoA) at its meeting held on 22nd February 2013 considered the recommendation of the A & F sub-committee for the development of a Convention centre and Generic promotion of diamonds & jewellery. The CoA decided to levy an ad valorem of 0.01% on imports made by the members of the Council during financial year 2012-13 with effect from April 2013 for the purpose of development of Convention Centre at Mumbai. The CoA also discussed and approved collection of an additional ad valorem of 0.01% on imports made by the members during 2012-13 towards generic promotion of diamonds and jewellery. Service Tax of 12.36% will also be applicable on the total amount of ad-valorem. Members are therefore requested to pay the 0.02% ad valorem on every import in addition to the membership fees applicable.

Following has to be considered as imports of gem & jewellery raw materials for calculation of 0.02% ad-valorem against imports.

Imports in the Domestic Tariff Area

1. All direct imports of gems & jewellery raw materials, as well as finished goods, and imports into Private/ Public Bonded Warehouse/s.
2. All imports of Precious Metals i.e. Gold, Silver, Platinum, and their findings/mountings whether imported directly or supplies received through nominated agencies.

Imports into EOUs/SEZ Units

1. All direct imports of gems & jewellery raw materials, as well as finished goods and import from the Domestic Tariff Area and from the nominated agencies.

In the absence of renewal of membership along with ad valorem, the firm may not be permitted to take part in any activity / event of the Council like exhibitions in India/abroad, delegations, Buyer Seller Meets, Awards, Circulars, receipt of Solitaire International, etc. and may lead to cancellation of Registration cum Membership Certificate.

The procedure for payment of membership fees remains same as previous year to be paid in the bank identified on the challan which will be available on the website in your dashboard. The existing members of the Council can use their username and password to login in the Membership Section on www.gjepc.org.

The membership will be issued only after the payment is credited to the bank account of the Council and the date on which payment is credited will be considered as date of payment for issuing of membership instead of date mentioned on the challan.

In case any member requires membership certificate urgently, then they should make the payment of membership subscription by demand draft or pay order in favor of "The Gem & Jewellery Export Promotion Council" in the bank as mentioned on the challan.

The Members are further requested to renew their membership on or before 30th April, 2013 for availing of the concession in KP processing fees and smooth and unhindered services pertaining to the Exhibitions & other activities extended by the Council to its members.

It may be noted that if the membership renewal fee is paid on or after 1st May 2013, the difference of the processing charges for Kimberley Process certificate for all the transactions (export/import) if any, done during the period from 1st April 2013 to the date of payment of membership fees in Bank will be collected from the members.

For queries if any, please feel free to contact the Membership department of the Council **on 033 – 2282 3630/3629 or by e-mail at salim@gjepcindia.com.**

Thanking you,

For and on behalf of

The Gem & Jewellery Export Promotion Council



SHANTANU RAJGURU
DIRECTOR – EASTERN REGION

Encl: As above

ANNEXURE - 1

Membership Fee for the FY 2013-14.

1. Membership fee: Membership fee for the year 2013-14 is payable according to the export performance of the Firm during 2012-13, along with a self declaration of imports & exports as shown in the challan.

2. Ad Valorem: 0.02% on every import of gems & jewellery including precious metal supplied by the nominated agencies to the exporters during the financial year 2012-13.

3. Service Tax: As per the Notification No. 16/2009-ST dated 7.7.2009 service tax @12.36% is applicable on the membership fee as well as admission fee.

4. Following subscription is payable by you for renewal of your Associate Membership/ Ordinary Membership for the year 2013-14:

Export Performance of Gem & Jewellery during the year 2012 – 13	Membership fee for 2013-14	Service Tax @12.36%	Total Fees Payable
	Rs.	Rs.	Rs.
Export Upto Rs. 25 Lakhs	6,000/-	742/-	6742/--
Export above Rs. 25 lakhs upto Rs. 1 Crore	10,000/-	1236/-	11236/-
Export above Rs.1 Crore upto Rs. 5 Crore	15,000/-	1854/-	16854/-
Export above Rs. 5 Crore upto Rs. 15 Crore	30,000/-	3708/-	33708/-
Export above Rs.15 Crore upto Rs. 50 Crore	40,000/-	4944/-	44944/-
Export above Rs.50 Crore upto Rs. 100 Crore	65,000/-	8034/-	73034/-
Export above Rs.100 Crore upto Rs. 500 Crore	1,00,000/-	12360/-	112360/-
Export above Rs.500 Crore	1,50,000/-	18540/-	168540/-
Export above Rs. 1000 Crore	2,00,000/-	24720/-	224720/-

Admission fee for new member/ late renewal fee is Rs.5,000 + Service Tax (12.36%).

5. Outstanding payments: Keeping in line with the decision of CoA taken in its duly convened meeting it may be further noted that any and all outstanding payment(s) from a member towards the Council, in the immediate preceding year will be seriously viewed while renewing the membership of the incumbent firm for the financial year 2013-14, unless justified to the satisfaction of the Council.

In this context, please be informed that payments towards the Council shall be deemed to be outstanding, if the same is due and payable to the Council and is outstanding for more than 3 (three) months from the date of Invoice raised by the Council and the Council's decision in this behalf shall be deemed to be final, if no discrepancy/dispute with respect to the such invoiced amount was brought to the Council's notice within 30 (thirty) days from the date of every such invoice.

6. Group of Companies: It is very imperative for the Members to note that it will be required to renew membership for each of the entity under its group companies, failing which, the membership shall be deemed to be valid for only that particular entity which

has renewed its membership and whose name reflects on the membership renewal form and the receipt challans. For the avoidance of doubt, the relevant facilities of the Council shall be extended only to those members whose name reflects on the Membership Renewal Form, Receipted challan, Membership Certificate and the RCMC issued by the Council. Thus, it is pertinent that each entity under a group should renew its members pursuant to the terms herein.

7. Non-submission of Renewal application: In accordance to the provisions of the Article 13.1 of Memorandum & Articles of Association of the Council if the members fail to make their application of renewal in time they may be deprived of such privileges including but not limited to those as mentioned below:

- Any event/exhibitions in India/abroad;
- Participation in Delegations;
- Participation in Buyer Seller Meets;
- Nomination for Annual Awards;
- Receipt of Solitaire International, Ideal Cut & Circulars;
- Attending Seminars & Workshops;
- Recommendation letter for visa;
- Permissions for participating in foreign exhibitions, Export Promotion Tours, display of Branded jewellery abroad etc.

GENERAL RULES & REGULATIONS

1. CLAUSES OF MEMORANDUM & ARTICLES OF ASSOCIATION REGARDING MEMBERSHIP RULES

3. CATEGORIES OF MEMBERS, AND ELIGIBILITY FOR MEMBERSHIP

3.1 Categories of members of the Council

The Council shall have the following categories of members, namely:

- (a) Associate Members:
- (b) Ordinary Members:

3.2 Associate Member

A person shall be eligible for admission to the Council as an Associate Member, on receiving the Import-Export Code Number from the Director General of Foreign Trade, Government of India, in respect of the product with which the Council is concerned.

3.3 Ordinary Membership

In order to be eligible for ordinary membership of the Council, a person must satisfy the following requirements, namely:

- (a) He, or the entity represented by him, must have been an Associate Member of the Council for at least three years.
- (b) He, or the entity represented by him, must have, to his or its credit, during the three financial years immediately preceding,
- (c) Average exports in respect of the product, of not less than the amount mentioned below:

- | | |
|----------------------------|--------------|
| (i) Small scale industries | Rs. 10 lakhs |
| (ii) Others | Rs. 25 lakhs |

8. DISQUALIFICATIONS FOR MEMBERSHIP OF COUNCIL

8.1 Disqualification

A person shall be disqualified for being, or for continuing, as a member of the Council if

- (a) he is found to be of unsound mind by a competent court;
- (b) he applies to be adjudicated as, or is adjudicated as, an insolvent;
- (c) he is convicted by a court of an offence involving moral turpitude and is sentenced, on such conviction, to imprisonment for not less than six months;

- (d) he, or any firm in which he is a partner, or any private company of which he is a Director, commits a violation of section 295 or section 299 of the Act;
- (e) he, becomes disqualified by an order of the court under section 203 of the Act;
- (f) he ceases to be a member of the entity which he represents or such entity ceases to be a member of the Council; or
- (g) his name is removed from the register of members under article 8.2

8.2 Removal by the Committee

The Committee may, after giving a member reasonable opportunity of hearing, remove the name of that member from the Register of Members, either for a specified period or indefinitely:

- ☐ if he has violated any condition for membership or
- ☐ if he has been in arrears in regard to the payment of membership fee or of any other amounts due from him to the Council for more than six months; or
- ☐ if he has been guilty of disorderly conduct at meetings of the Council or of the Committee; or
- ☐ if he has otherwise been guilty of conduct in becoming of a member; or
- ☐ if he has become disqualified under article 8.1

8.3 Conversion into Associate membership

The Committee may, after giving a member reasonable opportunity of hearing, convert the membership of an Ordinary Member into an Associate Membership, if his performance as an exporter of the product has, during the financial year immediately preceding been below the average mentioned in clause (b) of article 3.2.

11 PRIVILEGES OF MEMBERS

11.1 Ordinary Members

Without prejudice to any other rights conferred on Ordinary Members by the Memorandum of Association of the Council, but subject to the other provisions of these articles, Ordinary Members shall have the following rights and privileges, namely:

- (a) right to stand as a candidate, and to vote at the election of the members of the Committee and the right to vote on all matters brought before a meeting of the Council, provided there are no arrears of subscription of other dues or charges payable by them to the Council on 1st April in the year of voting;
- (b) right to requisition a meeting, as provided in these articles;
- (c) right to receive the annual reports of the Committee, on payment of the prescribed fee;
- (d) right to receive publication of the Council, on the prescribed conditions; and
- (e) right to use all such facilities as may be made available to such members by the Council from time to time, on the prescribed conditions.

11.2 Associate Members

Without prejudice to any other rights conferred on Associate Members by the Memorandum of Association, of the Council, such members shall have the following rights and privileges namely;

- (a) right to receive the annual report of the Committee, on payment of the prescribed fee;
- (b) right too receive publications of the Council, on the prescribed conditions;
- (c) right to use all such facilities* as may be made available form time to time, on the prescribed conditions.

* Facilities such as

- i) Any event/ exhibitions in India/abroad,
- ii) Delegations,
- iii) Buyer Seller Meets,
- iv) Annual Awards

- v) Receipt of Solitaire International, Ideal Cut & Circulars
- vi) Attending Seminars & Workshops
- vii) Recommendation letter for visa
- viii) Permissions for Hand carry for foreign exhibitions & etc.

11.3 Nominated and Co-opted Members

A nominated or co-opted member shall have no right to vote

13. SUSPENSION OF PRIVILEGES.

13.1 Non-payment of subscription.

If a member (Ordinary or Associate) fails to pay his annual subscription by the 30th April of the year for which it has become due, then

(a) he shall not be entitled to exercise any right or privilege as such member and

(b) the Committee may suspend his membership, which suspension shall remain operative until he pays the arrears and the Committee accepts in writing such arrears and restores his membership after revoking his suspension.

ANNEXURE – 2

Procedure for remittance of Membership Fee for renewal

Members are requested to follow the guidelines given below carefully in their own interest and in case of any difficulty you may contact the Council immediately.

1. Renewal Application Form available on the website should be completely filled in by the applicant and duly stamped & signed by the **Partner/Proprietor/Director** of the Firm;
2. The completely filled in membership renewal application form should be submitted to the Council along with a photo copy of the payment challan duly stamped and receipted by the Bank at the address mentioned on the Challan.
3. Members located in Kolkata are required to make the payment at the following branch of CANARA BANK only.
CANARA BANK, PARK STREET BRANCH, 1/1, Camac Street, Kolkata – 700 071.
4. The membership will be issued only after the payment is credited to the bank account of the Council and the date on which payment is credited to the account will be considered as date of payment for issuing of membership instead of date mentioned on the challan.
5. In case any member requires membership certificate urgently, then they should make the payment of membership subscription by demand draft or pay order in favor of "The Gem & Jewellery Export Promotion Council" in the bank as mentioned on the challan.
6. The challan can be printed from the website in triplicate, and should be submitted along with the membership fees at the Canara Bank as mentioned in point 3 above.
7. Please mention the Canara Bank account number given on the Challan and your mobile / contact number on the back of cheque/DD without fail.
8. The copy of challan received from the BANK after payment should be sent to Council by e-mail or in hard copy. Kindly mention the Membership Number in the subject line of e-mail for ready reference.
9. Declaration of exports/imports incorporated in the body of the challan itself should be signed by the proprietor/partner/ director as the case may be, under the stamp of the firm without fail. Every such self declaration shall be construed to be true & valid by the Council and thus relied upon for dissemination under an order of the Govt. authority or like body. The Members explicitly agrees to indemnify and keep the Council indemnified, safe and harmless from and against any and all third party claims arising out of such dissemination of the declaration or the declared quantum of export/import, if the same turns out to be untrue and /or is the subject matter of the indemnification.
10. Membership fee is required to be paid on the basis of f.o.b. value of export of gem and Jewellery items during the year 2012-13 (i.e. from 1-4-2012 to 31-3-2013, both days inclusive) as shown in the Annexure 1.
11. The applicable Service Tax on membership fee should be mentioned separately at the column specified in Bank Challan.
12. The members can send the duly signed Membership Renewal Form after downloading from the website and the payment challan endorsed by the Bank by E-mail, Courier or by hand delivery to the Council's Eastern Regional Office located at

ITFC Building, 6th Floor, 1/1, Wood Street, Kolkata – 700 016 and the same has been mentioned on the membership form.

13. The Membership Renewal Form should be duly signed by the Partner/Proprietor/Director of the firm, as the case may be, under the firm's rubber stamp affixed on its each page. The facility of printing of membership form is available on Council's Website (www.gjepc.org) after filling in the details as per the stipulated guidelines.
14. Members from Assam, Bihar, Jharkhand, Odisha (Orissa), Tripura, West Bengal & all North East States:

Associates/Ordinary Members located in Assam, Bihar, Jharkhand, Odisha (Orissa), Tripura, West Bengal & all North East States, outside Kolkata, are advised to send the duly stamped and signed membership renewal form after downloading from the website and all the 3 copies of challan, without leaving any column blank along with a **DEMAND DRAFT** in favour of " **The Gem & Jewellery Export Promotion Council** ", payable at Kolkata, for the total amount payable for the year 2013-14 to the Eastern Regional Office located in Kolkata, of the council. Declaration shown on the body of the challan stating the value of exports (f.o.b.) and imports (c.i.f) in Rupee should also be filled in properly. This declaration should be signed by the Proprietor/Partner/Director as the case may be. The Member's copy of the Challan duly received by the Bank will be returned to the members in due course along with Membership Certificate.

ANNEXURE - 3

Follow the Steps to Renew for the membership online (www.gjepc.org)

Renewal of Membership

1. Go to www.gjepc.org
2. Use your existing login & password or in case of forgot password click on the forgot password link. You will get link with new password in your e-mail.
- 3 My GJEPC Dashboard will get displayed after login.
4. Click on “Membership Portal “and then click on “Renew Membership” and you will be directed to challan form.
5. Fill in the Export / Import turnover for previous year.
6. Fill in the Cheque / DD No. & other details in challan form.
7. Click on “Submit” button.
8. Print 3 copies of Bank Challan & one copy of Renewal Application from the Renewal Membership Option.
9. Submit the Payment in the Bank and send one copy of Bank Challan along with Membership Application form to GJEPC.

GENERAL TIPS

1. It is recommended to use Mozilla Firefox 4.0 or IE - 7 for speed and smoothness while using GJEPC website.
2. If I.E. Code not accepted due to any reason, please send e-mail at membership@gjepcindia.com mentioning the Company Name and IEC code. Please wait for reply from membership department as we need to check the IEC code and status of member in ERP for 11-12.
3. In case of any technical problems faced while filling up the information after getting user name and password, please send the same to membership@gjepcindia.com with the nature of query. An online helpdesk will also be available.