

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 **Regional Office, New Delhi**.
3. **The membership will be issued only after the payment is credited to the bank account of the Council and not on the basis of date of challan for cheque deposited in bank.**
4. **In case any member requires membership certificate urgently they should make the payment of membership subscription by demand draft or pay order in favour of The Gem & Jewellery Export Promotion Council to the Regional Office, New Delhi.**
5. The challan can be printed from the website in triplicate, and should be submitted along with the membership fees and Membership Application form **only to the Regional Office, New Delhi**.
6. Members are requested to keep one photocopy of the Challan for their own record.
7. Payment Challan must be completed fully without leaving any column blank.
8. 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 and submitted 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.
9. 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 2011-12 (i.e. from 01-04-2011 to 31-03-2012, both days inclusive) as shown in the Annexure-1.
10. The applicable Service Tax on membership fee should be mentioned separately at the column specified in Bank Challan.
11. Members located outside Delhi/New Delhi should send their Membership Application form and Challan along with a **demand draft** in favour of The Gem & Jewellery Export Promotion Council payable at New Delhi for the total amount payable for 2012-13 to the **Regional Office, New Delhi**.
12. 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.

END

रत्न तथा आभूषण निर्यात संवर्धन परिषद

THE GEM & JEWELLERY EXPORT PROMOTION COUNCIL

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