

No. GJC/Mem/Gen_Circular/2012-13/

January 03, 2013

To

All Members of the Council

Sub: Communication details of members

Dear Members,

As you are aware the Gem & Jewellery Export Promotion Council has been sensitizing the members through its circulars on various trade related subjects from time to time.

In pursuance of its continuous endeavor to provide better services to its members, the Council has initiated a process aimed at updating the members' details in the records of the Council and also in order to serve the specific requirements of the members for the different sectors of the Council such as the Membership, Events (Exhibition), Kimberly process, Trade permission, Policy etc.

In order to achieve this goal we seek the co-operation of all the members and request you to provide us with the updated details of officials of the organization who have been nominated to provide their services with respect to the above sectors as mentioned above based on the requirements of their individual companies

The proforma / format of the details as sought by the Council has been attached herewith and also made available on Council's website www.gjepc.org. We assure you that this is only positive step taken by us to serve you in a better manner and reach you faster.

Kindly note that the provision of the E-mail address is mandatory as almost all the communication will be sent through electronic mail only in future.

The members are requested to fill the details and send the same to Council's Head Office at BKC, Mumbai by post or by e-mail to the following e-mail IDs

Members from Regions E-mail ID

| | | | |
|---------|--|--------|--|
| Mumbai | membership@gjepcindia.com | Jaipur | sasi@gjepcindia.com |
| Chennai | venugopal@gjepcindia.com | Delhi | madaan@gjepcindia.com |
| Kolkata | salim@gjepcindia.com | Surat | ccjacob@gjepcindia.com |

For any query on this the same may be sent also to the above email addresses or call at Councils offices as annexed.

Thanking you

Yours truly



Sabyasachi Ray
Executive Director

Encl: As above

रत्न तथा आभूषण निर्यात संवर्धन परिषद

मुख्य कार्यालय: टॉवर-अ, अडब्ल्यू-1010, जी.ब्लॉक, भारत डायमंड बोर्स, बान्द्रा-कुर्ला कॉम्प्लेक्स, बान्द्रा (पूर्व), मुंबई - 400 051. (भारत)
Head Office: Tower-A, AW-1010, G Block, Bharat Diamond Bourse, Bandra-Kurla Complex, Bandra (East) Mumbai - 400 051. (India)
फोन / Tel.: 91-22-2654 4600 फॅक्स / Fax: 91-22-2652 47 64
ई-मेल / E-mail: gjepc@vsnl.com / ho@gjepcindia.com वेबसाइट / Website: <http://www.gjepc.org>

FORMAT FOR COLLECTING MEMBER DETAILS

MEMBERSHIP DEPARTMENT :

Membership Number : _____

Company Name: _____

Company Address line1 : _____

Address line 2 : _____

Address line 3 : _____

City : _____:

Pin code : _____

Region Code: (HO-Mum, RO-Jai, Ro-Del, Ro-SRT, Ro-Che, Ro-Kol)

(The name and address should be as per the Import / Export Code issued by the Joint DGFT)

Name of the Contact Person : _____

(Name of the contact person should be Partner/Director/Proprietoronly)

Mobile Number : _____

Phone Number : _____

Fax Number : _____

Email : _____

(The above details will be used for sending information related to Membership renewal / election / Trade Approval / Permissions etc).

Note: Please provide copy of the IEC as proof of Address

KIMBERLEY PROCESS DEPARTMENT :

Company Name:

Company Address line1 : _____

Address line 2 : _____

Address line 3 : _____

City : _____:

Pin code : _____

Region Code: (HO-Mum, RO-Jai, Ro-Del, Ro-SRT, Ro-Che, Ro-Kol)

(The name and address should be as per the Import / Export Code issued by the Joint DGFT)

Name of the Contact Person : _____

Designation : _____

(Name of the contact person should be Partner/Director/Proprietor any Authorised person only)

Mobile Number : _____

Phone Number : _____

Fax Number : _____

Email : _____

(The above details will be used for sending all the information related to Kimberley Process circulars / notifications etc)

Note: Please provide copy of the IEC as proof of Address

TRADE & POLICY DEPARTMENT :

Company Name:

Company Address line1 : _____

Address line 2 : _____

Address line 3 : _____

City : _____:

Pin code : _____

Region Code: (HO-Mum, RO-Jai, Ro-Del, Ro-SRT, Ro-Che, Ro-Kol)

Name of the Contact Person : _____

Designation : _____

Mobile Number : _____

Phone Number : _____

Fax Number : _____

Email : _____

(The above details will be used for sending all the information related to Policy/Trade issues/Circulars/Notifications (dgft, Income tax, RBI, Banks etc.)

Note: Please provide copy of the IEC as proof of Address

EVENT / EXHIBITIONS DEPARTMENT :

Company Name: _____

Company Address line1 : _____

Address line 2 : _____

Address line 3 : _____

City : _____:

Pin code : _____

Region Code: (HO-Mum, RO-Jai, Ro-Del, Ro-SRT, Ro-Che, Ro-Kol)

Name of the Contact Person : _____

Designation : _____

Mobile Number : _____

Phone Number : _____

Fax Number : _____

Email : _____

(The above details will be used for sending all the information related to National / International Exhibitions / Promotional Events / BSMs etc)

ACCOUNTS DEPARTMENT : (Bills / Invoices with respect to payment for Council's events including Exhibition, BSMs, Awards, Cheque dishonored etc)

Name of the Contact Person : _____

Designation : _____

Mobile Number : _____

Phone Number : _____

Fax Number : _____

Email : _____

ADDITIONAL INFORMATION

Total No of Employees: _____

Product Profile : _____

Major markets (Countries) for export : _____

Annexure - 1

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|---|---|
| <p>Mumbai</p> <p>The Gem & Jewellery Export Promotion Council Office No. AW 1010, Tower A, G Block, Bharat Diamond Bourse, Next to ICICI Bank, Bandra- Kurla Complex, Bandra - East, Mumbai Tel: 91 - 22 - 26544600 Fax: 91 - 22 - 26524764 Email: ho@gjepcindia.com</p> | <p>Delhi</p> <p>The Gem & Jewellery Export Promotion Council F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055. Tel : 011-46266920 to 926 Fax : 011-23675274 Email : delhi@gjepcindia.com.</p> |
| <p>Chennai</p> <p>The Gem & Jewellery Export Promotion Council Ankur Plaza, 3rd Floor, 52 G.N. Chetty Road, T. Nagar, Chennai - 600 017. Tell : 0091-44-2815 5180 Fax: 0091-44-2815 4526 Email : chennai@gjepcindia.com</p> | <p>Jaipur</p> <p>The Gem & Jewellery Export Promotion Council Rajasthan Chamber Bhavan, 3rd Floor, Mirza, Ismail Road, Jaipur - 302 003. Tel: 0091-141-256 8029 / 257 4074 Fax Us: 0091-141-256 7921 Email: jaipur@gjepcindia.com</p> |
| <p>Surat</p> <p>The Gem & Jewellery Export Promotion Council 626-628 Belgium Tower, 6th Floor, Ring Road, Opp. Linear Bus Stop Surat - 395 003. Tell : 0091-261-243 5008 / 241 5579 Fax Us : 0091-261-243 5008 Email:surat@gjepcindia.com</p> | <p>Kolkata</p> <p>The Gem & Jewellery Export Promotion Council Vanijya Bhavan, 6th Flr, Left Wing, 1/1, Wood Street, Kolkata: 700 016. Tell : 0091-33-2282 3630 / 2282 3629 Fax : 0091-33-2282 3629 Email : kolkata@gjepcindia.com</p> |