

**CIRCULAR**

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GJEPC / P / RNW / 2011-12 100004

21<sup>st</sup> April, 2011

**To: All Associate Members/Ordinary Members of the Council**

**Sub: Extension of facilities to members who have applied with the Council for Renewal of Membership for 2011 – 2012 on or before 30<sup>th</sup> April 2011.**

Dear Sir(s) / Madam(s),

This is in continuation to our circular dated 25<sup>th</sup> March 2011 regarding Renewal of Membership for the year 2011-12.

As you are aware, GJEPC has developed an online software which will enable the members to submit their application for renewal of membership for the year 2011-12 through Council's website [www.gjepc.org](http://www.gjepc.org).

In this regard kindly note that due to the problems faced by Members while renewing their membership for 2011-12 for migration to online system of renewal process, the CoA in its meeting held in Surat on 11<sup>th</sup> April, 2011 has decided to extend the date to **15<sup>th</sup> May** 2011 for members who have applied for renewal through the website, within 30<sup>th</sup> April 2011, but could not complete the process of renewal of membership due to technical problems of onsite renewal.

The Members are requested to note that every member will be required to at least apply for renewal of its membership on or before 30<sup>th</sup> April, 2011, for the purpose of availing the concession in KP processing fees, IJJS Visitors Registration, Permissions etc and other services extended by the Council to its members till 15<sup>th</sup> May 2011.

Members who do not start the procedure for online renewal by applying on or before 30<sup>th</sup> April 2011 will not get the above concessions.

The instructions for onetime registration for username and password through Council's website is enclosed at **ANNEX – 1**. The procedure for payment of membership fees remains same as previous year and is to be paid by challan in the bank identified in the challan.

Should the Members need any further details or have any queries, they can contact the Membership department of the Council on +91 – 22 – 2654 4600 or by e-mail at [membership@gjepcindia.com](mailto:membership@gjepcindia.com).

Thanking you,  
For and on behalf of  
**The Gem & Jewellery Export Promotion Council**

**Sabyasachi Ray**  
Executive Director  
Encl: As above

**रत्न तथा आभूषण निर्यात संवर्धन परिषद**  
(भारत सरकार, वाणिज्य एवं उद्योग मंत्रालय द्वारा प्रायोजित)

मुख्य कार्यालय : टॉवर-अ, अडब्ल्यू-1010, जी. ब्लॉक, भारत डायमंड बोर्स, आय.सी.आय.सी.आय. बैंक के आगे, नाबार्ड के सामने, बान्द्रा-कुर्ला कॉम्प्लेक्स, बान्द्रा (पूर्व), मुंबई - 400 051 (भारत)  
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### **Renewal of Membership**

1. For getting the User name & Password Click on Renewal of Membership below the Login Window on main page of the Website
2. System will Prompt you to Put IEC no (First Radio Button).
3. Click on Check option
4. If IEC is correct your Company's name will be displayed.
5. Click on 'Proceed with Registration' option
6. System will display one form. Fill the required details in the form.
7. Login and Password will be mailed to you on the e-mail address specified in the form.
8. Login from the main website by using the user id and password received on your mail
9. GJEPC dashboard will get displayed after login.
10. Click on 'Renew now' option for Renewal of Membership and follow the 3 steps.

### **New Members -**

1. For website registration - Click on New User option below the Login Window on main page of the Website
2. Select 'None of the above' option.
3. Click on 'Proceed with Registration' option
4. System will display one form. Fill the required details in the form.
5. Login and Password will be mailed to you on the e-mail address specified in the form.
6. By using the user id and password received on your e-mail Login from the main page.
7. GJEPC dashboard will get displayed after login.
8. Click on 'Apply for New Membership' option and follow the steps.
9. After completion of process take the Print outs of New Membership documents.

### **GENERAL TIPS**

1. It is recommended to use Mozilla Firefox 4.0 or IE - 7 for speed and smoothness while using GJEPC website which is freely available on <http://www.mozilla.com> and [http://www.microsoft.com/india/windows/ie/IE8\\_features.aspx](http://www.microsoft.com/india/windows/ie/IE8_features.aspx).
2. If I.E. Code not accepted due to any reason, please send e-mail at [membership@gjepcindia.com](mailto: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 10-11.
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](mailto:membership@gjepcindia.com) with the nature of query.
4. An online helpdesk will also be available shortly for technical queries like wrong e-mail id, forgot password, website access etc.
5. The printing of Challan as Associate Membership is OK and you can go ahead with payment of fees in Bank. The same will be rectified automatically while uploading the data in the Council's system as the status is generated by ERP depending on the export turnover during last 3 years.
6. In case of address not displayed in the communication form, the system will allow you to enter the concerned address of Head Office, Partner, Director, Regd Office etc as the case may be from the form by selecting appropriate category. Do not forget to click on Add More button after typing the address.
7. In case of wrong address displayed send an e-mail to [membership@gjepcindia.com](mailto:membership@gjepcindia.com) or inform the respective regional offices of the Council at the time of submitting the Payment Challan.

**End**