

Ref: GJC/M&R/RNW/2013-14/1973

29th March 2014

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

**Sub: Renewal of Membership for the year April 2014 to March 2015**

Dear Member,

You are requested to note that as per the provisions of the Council's Memorandum & Articles of Association, your membership with the Council for the Financial Year 2014-15 is due for renewal on or before 30th April, 2014.

Similar to previous years, the online software will enable the members to submit their application for renewal of membership for the year 2014-15 through the Council's website [www.gjepc.org](http://www.gjepc.org).

The Membership fees for the year 2014-15 is payable according to the export performance of 2013-14. The details of the Membership fees effective from 1<sup>st</sup> April 2014 and the guidelines for membership renewal are provided in **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.

The procedure for payment of membership fees remains the same as followed in previous years i.e. fees to be paid in the bank indicated on the challan which will be available on the website through your dashboard. The existing members of the Council can use their username and password provided earlier to login in the Membership Section on [www.gjepc.org](http://www.gjepc.org).

It may be noted that the membership will be issued only after the payment is cleared in the bank and NOT ON THE BASIS OF DATE OF CHALLAN for Cheque / DD / Pay Order deposited in bank.

In case member requires membership certificate urgently, then they should make the payment of membership subscription by demand draft or pay order in favour of The Gem & Jewellery Export Promotion Council at the concerned bank. Please write your company's name and contact no on back side of the DD/Pay Order.

The Members are further requested to renew their memberships on or before 30<sup>th</sup> April, 2014 to continue to avail the concessions in KP processing fees and smooth and unhindered services pertaining to the Exhibitions & other facilities extended by the Council to its members.

**रत्न तथा आभूषण निर्यात संवर्धन परिषद**

क्षेत्रीय कार्यालय: 626-628, बेल्जियम टावर, लिनियर बस स्टैंड के सामने, रिंग रोड, सुरत 395 003 - (भारत)

Regional Office : 626-628, Belgium Tower, Opp. Linear Bus Stop, Ring Road, Surat - 395 003 (India)

दूरभाष/फैक्स : 91-261-2435008, 2415579. ई-मेल : [surat@gjepcindia.com](mailto:surat@gjepcindia.com)

प्रधान कार्यालय: टॉवर-ए, एडब्ल्यू-1010, जी.ब्लॉक, भारत डायमंड बॉर्स, 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 फैक्स / Fax: 91-22-2652 47 64. ई-मेल / E-mail: [gjepc@vsnl.com](mailto:gjepc@vsnl.com) / [ho@gjepcindia.com](mailto:ho@gjepcindia.com) वेबसाइट / Website: [www.gjepc.org](http://www.gjepc.org)

"Ordinary Members" may please note that in order to contest for the elections in the Committee of Administration (CoA) and/or participate as a bonafide voter in the elections to CoA you need to renew your membership on or before 30<sup>th</sup> April 2014 and also update/verify the name of the Authorized Signatory given in membership records of GJEPC as ONLY the authorized signatory is eligible to participate in the election process.

In accordance to the decision of the CoA in its Eleventh meeting held on 26<sup>th</sup> March 2014, please note that a separate category has been added for "Silver Jewellery" for the membership registration in GJEPC w.e.f. 1<sup>st</sup> April 2014, as Silver Jewellery will have a separate representation in the CoA of the Council in the elections to be held in the year 2014.

As such, the existing members representing the Other Precious Metal Jewellery panel may exercise their discretion and amend their Panel representation, if dealing in Silver Jewellery exports. The Export declaration part in payment challan has also been modified accordingly in order to capture the data of export of Silver Jewellery in the preceding years.

Members are requested to note that from the FY 2014-15, the Council has decided to issue Photo Identity Cards to all its members (Ordinary & Associate). A separate circular containing further detail on this will be sent to the members in due course. Further please note that the Council will be making arrangements to provide digitally signed Membership Certificates to all its members which will be available to the members through their membership dashboard after issuance of the same by GJEPC.

For queries if any, please feel free to contact the Membership department of the Council on 0261-2435008 / 2415579 or by e-mail at [surat@gjepcindia.com](mailto:surat@gjepcindia.com) or [ccjacob@gjepcindia.com](mailto:ccjacob@gjepcindia.com).

Thanking you,

For and on behalf of

**The Gem & Jewellery Export Promotion Council**



**JILPA A. SHETH**  
**ASSISTANT DIRECTOR**

Encl: As above

### रत्न तथा आभूषण निर्यात संवर्धन परिषद्

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फोन / Tel.: 91-22-2654 4600 फैक्स / Fax: 91-22-2652 47 64 ई-मेल / E-mail: [gjepc@vsnl.com](mailto:gjepc@vsnl.com) / [ho@gjepcindia.com](mailto:ho@gjepcindia.com) वेबसाइट / Website: [www.gjepc.org](http://www.gjepc.org)

## ANNEXURE - 1

### Membership Fees for the FY 2014-15.

- 1. Membership fee:** Membership fees for the year 2014-15 is payable according to the export performance of the entity during 2013-14, along with a self-declaration of imports & exports as shown in the challan.
- 2. 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.
- 3. Following subscription is payable by you for renewal of your Associate Membership/ Ordinary Membership for the year 2014-15:**

Export Performance of Gem & Jewellery during the year 2013 - 14	Membership fee for 2014-15	Service Tax @12.36%	Total Fees Payable
	Rs.	Rs.	Rs.
Export Upto Rs. 25 Lakhs	6000	742	6742
Export above Rs. 25 lakhs & upto Rs. 1 Crore	10000	1236	11236
Export above Rs.1 Crore & upto Rs. 5 Crore	15000	1854	16854
Export above Rs. 5 Crore & upto Rs. 15 Crore	30000	3708	33708
Export above Rs.15 Crore & upto Rs. 50 Crore	40000	4944	44944
Export above Rs.50 Crore & upto Rs. 100 Crore	65000	8034	73034
Export above Rs.100 Crore & upto Rs. 500 Crore	100000	12360	112360
Export above Rs.500 Crore & up to Rs 1000 Crore	150000	18540	168540
Export above Rs. 1000 Crore	200000	24720	224720

Admission fee / late fee payable in case of new membership / late renewal is Rs 5,000+ Service Tax.

**4. Outstanding payment:** Keeping in line with decision of CoA taken in its duly convened meetings 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 concerned entity for the financial year 2014-15, 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.

**5. Group of Companies:** It is very imperative for the Members to note that it will be required to renew membership for each of its entities 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 Registration cum membership certificate (RCMC) issued by the Council. Thus, it is pertinent that each entity under a group should renew its members pursuant to the terms specified herein.

**6. Non-submission of Renewal application:** In the absence of renewal of membership, the firm will NOT be permitted to enjoy various privileges offered by the Council pursuant to the Article 11.1 & 11.2 of Memorandum & Articles of Association and such activities & facilities open for participation to the Council Members as under:

- 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 1<sup>st</sup> 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 to receive publications of the Council, on the prescribed conditions;
- (c) right to use all such facilities\* as may be made available from 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 30<sup>th</sup> 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 of Gujarat Region**

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. The payment challan duly stamped and receipted by the Bank only at the address mentioned on the Challan may submitted to Council office.
2. Members located in Surat are required to make the payment at the following branch of Indian Bank only. Indian Bank, 12 to 15, Reshamwala Market, Ring Road, Surat 395003 or Members located in Surat may submit by Hand Delivery or through Courier at Council's Regional office, Surat.
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/DD/PO deposited in bank.**
4. If the Cheque is dishonored or returned by bank then the membership will be invalid with immediate effect.
5. 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 in the concerned bank. (Please write your company's name and contact no on back side of the DD/Pay Order).
6. The challan can be printed from the website in triplicate, and should be submitted along with the membership fees at the Indian Bank as mentioned above or at Regional Office along with Cheque (Payable at Par)/Demand Draft/Pay Orders duly payable at Surat preferably of a nationalized bank.
7. The copy received from the BANK after payment can also be sent by e-mail to Council. However kindly mention the Membership Number in the subject line for ready reference.
8. Members are requested to keep one photocopy of the Challan for their own record.
9. Payment Challan must be completed fully without leaving any column blank.
10. 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.
11. 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 2014-15(i.e. from 1-4-2014 to 31-3-2015, both days inclusive)as shown in the **Annexure-1**
12. The members can send payment challan endorsed by the Bank by E-mail, Courier or by hand delivery to the Council's office located in their respective region at the address mentioned **Annexure-3**.
13. **It may be noted that the only those ordinary members will be eligible for voting who will renew their membership on or before 30<sup>th</sup> April 2015.**
14. The request for change of panel will be accepted subject to submission of bank attested signature slip on or before 30<sup>th</sup> April 2014. The process is available through membership dash board on GJEPC website.

#### **MEMBERS LOCATED OUTSIDE SURAT CITY**

Members located outside Surat who sent through Courier/Angadia will have to send it duly prepaid to their courier/angadia agents, or else in any circumstances it *will not accept any unpaid covers received by the Regional Office, Surat* and the same will be returned to the concerned delivery Courier/Angadia agents which members may take carefully note of it in their own interest.

The Associate/Ordinary Members who have sent all 3 copies of challan with membership fees cheque/DD may note Bank Receipted challan copy will be sent alongwith Membership Certificate for 2014-2015 by the Regional Office, Surat.

Associate/Ordinary Members of Gujarat Region may send at below mentioned address of the Membership Department.

Follow the Steps to Renew for the membership online ([www.gjepc.org](http://www.gjepc.org))



1. Go to [www.gjepc.org](http://www.gjepc.org)
2. Use your existing login & password or in case of forgot password click on **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 (*i.e. FY 2013-14*)
6. Fill in the Cheque / DD No. & other details in challan form.
7. Click on "Submit" button.
8. **Print 3 copies of Bank Challan** from the Renewal Membership Option.
9. Submit above all copies of Bank Challan for Payment in the Bank by RO Surat at Regional Office, Surat.



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 [surat@gjepcindia.com](mailto:surat@gjepcindia.com) mentioning the Company Name and IEC No. Please wait for reply from membership department as we need to check the IEC No. and status of member in ERP for 12-13.
3. In case of any technical problems faced while filling up the information after getting user name and password, please send the same to [surat@gjepcindia.com](mailto:surat@gjepcindia.com) with the nature of query. An online helpdesk will also be available.
4. Membership fee is payable from April / March and the same should be renewed every year in the month of April.

## ANNEXURE – 3

### LIST OF COUNCIL'S REGIONAL OFFICES

<b>Chennai</b> The Gem & Jewellery Export Promotion Council Ankur Plaza III Floor, 113 (Old No 52) G.N. Chetty Road, T. Nagar Chennai - 17. Tel : 0091-44-2815 5180 Fax : 0091-44-2815 4526 Email <a href="mailto:membership@gjepcindia.com">membership@gjepcindia.com</a> Contact: Shri M.S. Pandey, Dy Director	<b>New Delhi</b> The Gem & Jewellery Export Promotion Council F 17-18, Flatted Factories Complex, Jhandewalan, New Delhi - 110 055. Tel : 011 - 46266900, 46266920 to 926 Fax : 011 - 23675274 Email : <a href="mailto:delhi@gjepcindia.com">delhi@gjepcindia.com</a> Contact: Shri Tarun Ray, Asst, Director
<b>Jaipur</b> The Gem & Jewellery Export Promotion Council Rajasthan Chamber Bhawan, 3rd Floor, Mirza Ismail Road, Jaipur - 302 003. Tel : 0091-141-256 8029 / 257 4074 Fax : 0091-141-256 7921 / 257 4078 Email : <a href="mailto:jaipur@gjepcindia.com">jaipur@gjepcindia.com</a> Contact : Shri Sanjay Singh, Regional Director	<b>Kolkata</b> The Gem & Jewellery Export Promotion Council VanijyaBhavan, 6th Flr, Left Wing, 1/1, Wood Street, Kolkata: 700 016. Tel : 0091-33-2282 3630 / 2282 3629 Fax : 0091-33-2282 3629 Email: <a href="mailto:kolkata@gjepcindia.com">kolkata@gjepcindia.com</a> Contact : Shri Shantanu Rajguru, Regional Director
<b>Surat</b> The Gem & Jewellery Export Promotion Council 626-628 Belgium Tower, 6th Floor, Ring Road, Surat - 395 003. Tel : 0091-261-243 5008 / 241 5579 Fax : 0091-261-243 5008 Email : <a href="mailto:surat@gjepcindia.com">surat@gjepcindia.com</a> Contact : Ms. Jilpa Sheth, Asst. Director	<b>Mumbai</b> The Gem & Jewellery Export Promotion Council Office No. AW 1010, Tower A, G Block, Bharat Diamond Bourse, G Block, Bandra-Kurla Complex, Bandra - East, Mumbai - 400051 Tel: 91 - 22 - 26544600, Fax: 91 - 22 - 26524764 Email: <a href="mailto:membership@gjepcindia.com">membership@gjepcindia.com</a> Contact: Shri M. S. Pandey, Head - Membership