

Ref: GJC/ROS/M&R/RNW/2014-15/1800

26th March, 2015

To,

All Associate Members/Ordinary Members of the Council

Sub: Renewal of Membership for the financial year 2015 - 2016

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 2015-16 is due for renewal on or before 30th April, 2015.

Similar to previous years, the online software will enable the members to submit their application for renewal of membership for the year 2015-16 through the Council's website www.gjepc.org.

The Membership fees for the year 2015-16 is payable according to the export performance of 2014-15. The details of the Membership fees effective from 1st April 2015 and the guidelines for membership renewal are provided in **ANNEXURE-1 and ANNEXURE-2**.

The procedure for payment of membership fees by Cheque / DD 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.

Further, Council will be providing facility for online payment of the membership fees through your membership dashboard. Convenience charge of 2% plus Service Tax will be applicable on the Membership Fees if members choose the payment gateway option.

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 deposited in bank.

Members are also requested to note that since January 2015 Council has implemented facility of online printing of Membership Certificate. Once the membership is issued by Council the digitally signed membership certificate will be available for printing and you may take the print out of the same from your My GJEPC dashboard by login on www.gjepc.org.

रत्न तथा आभूषण निर्यात संवर्धन परिषद्

क्षेत्रीय कार्यालय: 401 - A, इंटरनेशनल कॉमर्स सेन्टर, कडीवाला स्कूल के पास, रिंग रोड, सुरत - 395002 - (भारत)

Regional Office : 401 - A, International Commerce Centre, Near Kadiwala School, Ring Road, Surat - 395002 (India)

दूरभाष : 91-261-2209000 फैक्स : 91 - 261 - 2209040 ई-मेल : surat@gjepcindia.com CIN : U99100MH1966GAP013486

प्रधान कार्यालय: टॉवर-ए, एडब्ल्यू-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 फैक्स / Fax: 91-22-2652 47 64. ई-मेल / E-mail: gjepc@vsnl.com / ho@gjepcindia.com वेबसाइट / Website: www.gjepc.org

The Members are further requested to

ANNEXURE - 1

Membership Fees for the FY 2015-16.

1. Membership fee: Membership fees for the year 2015-16 is payable according to the export performance of the entity during 2014-15, along with a self-declaration of item wise imports & exports in the challan.

2. Service Tax: As applicable.

3. Following subscription is payable by you for renewal of your Associate Membership/ Ordinary Membership for the year 2015-16:

Export Performance of Gem & Jewellery during the year 2014 – 15	Membership fee for 2015-16
	Rs.
Export Upto Rs. 25 Lakhs	6000
Export above Rs. 25 lakhs & upto Rs. 1 Crore	10000
Export above Rs.1 Crore & upto Rs. 5 Crore	15000
Export above Rs. 5 Crore & upto Rs. 15 Crore	30000
Export above Rs.15 Crore & upto Rs. 50 Crore	40000
Export above Rs.50 Crore & upto Rs. 100 Crore	65000
Export above Rs.100 Crore & upto Rs. 500 Crore	100000
Export above Rs.500 Crore & up to Rs 1000 Crore	150000
Export above Rs. 1000 Crore	200000

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

4. Outstanding payment: 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 2015-16, 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 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, Fees 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.

- Participation in 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.

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

3.1 Categories of members of the council

(a) Associate Members;
(b) Ordinary Members

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.

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:

- a. if he has violated any condition for membership or
- b. 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
- c. if he has been guilty of disorderly conduct at meetings of the Council or of the Committee; or
- d. if he has otherwise been guilty of conduct in becoming of a member; or
- e. 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 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

- Participation in 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.

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

End.

ANNEXURE - 2

Procedure for remittance of Membership Fee for renewal of Gujarat Region

1. 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.
2. The payment challan duly stamped and receipted by the Bank only at the address mentioned on the Challan may submitted to Council office.
3. Members located in Surat are required to make the payment at the following branch of Indian Bank or submit at Regional office 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.
4. **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. If the Cheque is dishonored or returned by bank then the membership will be invalid with immediate effect and the Member(s) will be liable to pay to GJEPC the applicable bank charges for such dishonour.**
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 (*those located outside Surat City*) 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. The format for change of panel request is available on your membership dashboard on GJEPC website. Take the printout on your letter head and submit the same to GJEPC.

MEMBERS LOCATED OUTSIDE SURAT CITY

Members located outside Surat who utilize courier/angadia service may sent duly prepaid cover or else will not be accepted unpaid covers and will return back to delivery agents which members may take carefully note of it in their own interest.

ANNEXURE – 3

Ref: GJC/Membercard/2014-15/

26th March, 2015

To,

All Members of the Council

Sub: Issuance of GJEPC Photo ID card to Members.

Dear Member,

This is in continuation to our earlier letter dated 28th January 2015 on the above subject. We wish to inform you that Council is in process of issuing GJEPC Photo ID card to its Members.

The GJEPC Photo ID card will be valid upto 31st March every year and will be renewed subject to the renewal of membership and will contain name of the partner /director /proprietor, firm's name & address, date of issue membership no. and ID no. of card.

It may be noted that only one membership card will be issued to a person even if he/she is partner /proprietor/ director in more than one firm.

In the 2nd phase GJEPC membership card will be linked with the visitor's participation in IIS and Signature and members do not have to submit documents again for visitor badges for partner /director/proprietor.

Members are requested to send a latest scanned color photograph along with copy of valid Id proof {Pan Card, Driving license, Passport, Aadhar card (any one)} on the below given e-mail address.

For more information please contact GJEPC Membership card team at 91-22-40203670 and member.card@gjepcindia.com.

Thanking you,

Yours truly,

Sd/-

Sabyasachi Ray

Executive Director

ANNEXURE – 4

LIST OF COUNCIL'S REGIONAL OFFICES

Chennai 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: chennai@gjepcindia.com Contact: Shri R. Surya Narayanan, Asst. Director	New Delhi 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 : delhi@gjepcindia.com Contact: Shri Tarun Ray, Assistant Director
Jaipur 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 : jaipur@gjepcindia.com Contact : Shri Sanjay Singh, Regional Director	Kolkata The Gem & Jewellery Export Promotion Council Vanijya Bhavan, 6th Flr, Left Wing, 1/1, Wood Street, Kolkata: 700 016. Tel : 0091-33-2282 3630 / 2282 3629 Fax : 0091-33-2282 3629 Email: kolkata@gjepcindia.com Contact : Shri Shantanu Rajguru, Regional Director
Surat The Gem & Jewellery Export Promotion Council 401-A, International Commerce Centre, Near Kadiwala School, Ring Road, Surat - 395002 Tel : 0091-261-2209000 Fax : 0091-261-2209040 Email : surat@gjepcindia.com Contact: Ms . Jilpa Sheth, Asst. Director	Mumbai 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: membership@gjepcindia.com Contact: Shri M. S. Pandey, Head Membership

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 **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 2014-15***)
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 all copies of Bank Challan for Payment in the Bank by RO Surat at Regional Office, Surat.**

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 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 with the nature of query. An online helpdesk will also be available.

Membership fee is payable from April / March and the same should be renewed every year in the month of April.