

Registration with APEDA

The exporters/Food Business Operators (FBOs) who do not have APEDA Registration-cum-Membership Certificate (RCMC) and wish to undertake exports of products monitored by APEDA shall obtain APEDA registration. APEDA's registration procedure is through online system available in its website. The applicant shall apply online and upload required documents as per guidelines and make the application fees online through payment gateway. After completion of payment process, the application submitted online an application number will be generated to the applicant. In case of any shortcomings observed in the application the same will be informed to the applicant to resubmit the document online. After approval of RCMC from APEDA, applicant may login into "Exporter's Login" icon at APEDA website and download online digitally signed copy of RCMC. The detailed Online Registration Procedure for obtaining APEDA RCMC is follows:

Step 1: Sign-up through the APEDA Website. (Click on "Register as Member" link on the Home Page)."

Step 2: The exporter required to first enter the basic detail, IE CODE, Email ID and Mobile number and submit.

Step 3: An OTP (One Time Password) for confirming the details will be sent on E- mail and Mobile number. Exporter should enter the OTP of mobile and E-mail on the verification screen to verify both and click on Submit to proceed for application.

Step 4: After verification confirmation, exporter will require to fill online application and upload the required documents. The documents should be in the JPEG, PDF or PNG formats only. The exporter should enter all required information carefully and ensure correct information is submitted in the on- line application form.

Step 5: On-line application can be completed in one or more sessions by revisiting the website using the assigned OTP (One Time Password) of E-mail and Mobile. After filling the fields, the exporter can save the information in between by using the Save button. The exporter can edit the filled data until online payment is not made.

Step 6: The exporter may submit registration fees of Rs. 5000/- excluding taxes = Rs. 5900/- (with GST) may be made through any of the following modes:-

Online Payment:

- Credit Card (Master Card and Visa)
- Debit Card (MasterCard and Visa)

Offline Payment:

Demand draft in favour of "APEDA" payable at respective cities of APEDA offices (APEDA GST No. 07AAAJA1150H1ZU).

Step 7: After completion of Payment process an application number will be generated. Please note the application number for future reference.

Step 8: On issuance of RCMC, Login detail is sent to the registered email of the exporter. The Exporter may login in to their account through “Exporter Login” link given at APEDA website.

Step 9: The exporter can view the status of the RCMC application by clicking the "Track Application" link to view the status of application by submitting the IE Code and Application number until it is issued.

Step 10: In case of any shortcoming is observed in the application the exporter will require to resubmit the document online. Therefore, exporter is required to monitor the status of the RCMC application as informed above at Step10.

Step 11: Following documents are required with application form: I.

- i) For Merchant exporter: Self-certified copy of Import-Export code issued by D.G.F.T.
- ii) For Manufacturer exporter:
 - a) Self-certified copy of Import-Export code issued by D.G.F.T.
 - b) Exporter should furnish a self- attested copy of the registration of the company with the relevant agencies for the products given below:-

Products	Agency
Floriculture and Fruits & Vegetable Seeds:	Department of Horticulture /DIC/SIA/FSSAI
Herbal & Medicinal Plants	Department of Horticulture /DIC/SIA/FSSAI certificate issued by any Govt. institution of Ayurveda.
Fresh Fruits & Vegetables	Department of Horticulture /DIC/SIA/FSSAI
Groundnut/Pulses/Guargum	FSSAI/ Certificate issued by MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board.
Processed Fruits & Vegetables/Other Processed Fruits & Vegetables/ Processed Food Products/Dried and Preserved Vegetables/Cereals preparations/ Misc. Preparations/Non-Alcoholic Beverages/Cocoa Products	FSSAI/ Certificate issued by MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board.
Dairy/Poultry/Honey/Meat	FSSAI/MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board
Cereals and Cereal Products	FSSAI/MSME (Udyam Registration certificate) / NOC issued by Pollution Control Board.
Alcoholic Beverages	FSSAI/ Department of Excise Commissioner/ NOC issued by pollution control Board.

No Hard Copy of any document is required for seeking RCMC from APEDA.

Step 12: After the approval of RCMC from APEDA officials, exporter may take printout of their Certificate through their APEDA Login under the heading of “View RCMC Certificate” under RCMC Menu.

Renewal of RCMC: For Merchant exporter:- There will be auto-renewal of RCMC in case of Merchant exporter after making payment of registration fee after five years, no requirement for submission of any document.

DOCUMENT SOURCE: APEDA

LINK: www.apeda.gov.in