

**AEPC Circular No. 128**

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**Secretary General, AEPC**

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Dear Members,

**Subject: Reimbursement of 75% of Registration-cum-Membership Certificate (RCMC) charges/fee paid by the first time MSE Exporter to provide International Marketing opportunities.**

This is to inform that the Ministry of Micro, Small & Medium Enterprises (MSME), Government of India, has implemented International Cooperation (IC) Scheme with the objective to provide International Marketing opportunities to MSEs (Micro & Small Enterprises) as well as to integrate them to global value chains.

We are glad to inform you that AEPC has been appointed as one of the Nodal Agency by Ministry of Micro, Small & Medium Enterprises (MSME), for implementing “Capacity Building of First Time MSE Exporters” component of the International Cooperation Scheme for reimbursement of the RCMC charges/fees paid by the first-time MSE exporters for registration with EPCs. I have signed an MoU with Ms. Mercy Epao, Joint Secretary MSME on 20<sup>th</sup> September, 2022. The MoU was signed in the presence of Shri B B Swain, Secretary MSME and Shri Shailesh Kumar Singh, Additional Secretary MSME.

The guidelines for the Capacity Building of First Time MSE Exporters (CBFTE) have already been issued by the Ministry of MSME, vide Office Memorandum dated 15.07.2022 (click here for the guidelines). The guidelines specifically provides as under:-

Sl. No.	Eligible activities	Funding support under IC Scheme
(i)	Registration-cum-Membership Certificate (RCMC) charges / fee paid by the <b><u>first-time MSE exporter to the related Export Promotion Councils (EPCs).</u></b>	75% of the cost paid subject to a maximum of Rs.20,000/- or actual, whichever is lower, subject to quarterly reporting by EPCs as per prescribed format.

The necessary details for availing this benefits is given as under:-

### **Eligibility Criteria for first time registration.**

- a) The applicant should be registered with Micro and Small Enterprise with valid Udyam Registration.**
- b) The applicant's Importer Exporter Code (IEC) must not be older than 3 years on the date of export shipment.**
- c) MSE shall be eligible for refund of 75% of the cost paid subject to a maximum of Rs.20000/- (Rupee Twenty Thousand only).**
- d) Proof of export carried out in the same financial year on which RCMC is claimed.**

### **Submission of Claims by first time MSEs Exporter to AEPC**

- a) The applicant has to first apply for the RCMC of AEPC from the DGFT website and shall pay the registration fees of **Rs.13,570/- (Inclusive of 18% GST)**. The procedure to apply for the RCMC is enclosed ([Kindly Click herewith](#)).
- b) Once the registration has been done, you will receive the RCMC certificate from the AEPC along with communication to submit the required document to apply for the reimbursement of the first time registration charges.
- c) The applicant should apply for the reimbursement to AEPC office along with document in prescribed **Claim Form-K attached herewith**.
- d) The claims of eligible Micro and Small Exporters for this activity, would be processed by the AEPC and claim will be submitted by AEPC to MSME Ministry on quarterly basis for the reimbursement.
- e) The 75% amount of first time RCMC fees will be reimbursed to MSE exporters within 30 days of the receipt of reimbursement from the MSME ministry.

For any further information/assistance kindly feel free to your nearest AEPC branch office.

**With warm regards and assurances of our best services.**

Yours sincerely

Dr. L. B. Singhal  
Secretary General – AEPC

**Enclosure:** Copy of claim Form-K