

## **FREQUENTLY ASKED QUESTIONS:**

### **LICENSING & REGISTRATION – EXPORTER REGISTRATION**

#### **1. Rules & Regulations of Exporter Licence/Registration:**

**Exporter licence is issued by the Board under Spices Board Act 1986, Spices Board Rules 1987 and the Spices Board (Registration of Exporter) Regulation 1989.**

#### **2. What is CRES?**

CRES stands for Certificate of Registration as Export of Spices.

#### **3. Why a CRES is needed for export?**

In case of export/import of Spices/Spice products, Certificate of Registration **as Exporter of Spices issued by the Board is mandatory** in addition to the IEC. Spices Board issues Certificate of Registration as Exporter of Spices [CRES] under Section 11 of the Spices Board Act.

#### **4. What is IEC ?**

IEC Stands for IMPORTER EXPORTER CODE

#### **5. Who requires an IEC?**

Any bonafide person/ company looking to enter import – Export business must obtain IE code .

#### **6 Can Export/Import be made without IEC?**

No. IEC forms a primary document for recognition by Govt. of India as an Exporter/ Importer

#### **7. Who issues an IEC?**

IEC is issued by Directorate General of Foreign Trade and its regional offices established all over India.

#### **8. Address of DGFT's web site**

<http://dgft.delhi.nic.in/> or <http://www.dgft.gov.in>

#### **9. How can I apply for CRES?**

From January 2013, application for CRES should be submitted online only. If you have obtained IE code and have taken the DD, you can login to the website of the Board [www.indianspices.com](http://www.indianspices.com) .

Application has to be filed through the window "Exporter Registration Online". You may read the guidelines and instructions given under this and proceed accordingly.

#### **10. What is the fee for fresh CRES Application?**

Application fee is Rs.5000/- which can be paid through Demand Draft from any nationalized/designated bank in favour of Spices Board, Ernakulam

#### **11. What is fee for renewal of CRES?**

Rs.2500/- for renewal if application is submitted during the month of June. Rs. 250/- towards fine for each month till expiry of registration ie 31<sup>st</sup> August.

#### **12. What is the procedure for applying the registration as exporter of spices?**

Step 1: You have to apply for an IE Code from the Director General/Joint Director general of Foreign Trade office situated in your proposed area of operation/business.

Step 2: Get a Confidential Report from your operating Bank as per the format provided with the application form.

Step 3; Get the Sale Tax/VAT/CST certificate from the tax authorities

Step 4: Get the PAN card

Step 5: Get an SSI certificate or Certificate from the Industries Department as manufacturer if registration is required as Manufacturer exporter.

Step 6: Obtain a DD for Rs. 5000/- favouring Secretary Spices Board payable at Cochin.

Step – 7: Two passport size colour photos of of proprietor, Managing Director, Director or any authorized signatory.

#### **13. Where I have to submit the DD and the documents?**

Details are given in website under instructions in the window "Exporter Registration Online". After completion of the online application, save the details entered and take the print out of the same. All documents including DD as per the document checklist have to be forwarded to the nearest and concerned Regional Office of the Board within 10 days of online filing. Once these documents are received by the Regional Office, further processing will be done by the Regional office

#### **14. What are the documents to be submitted to the Board alongwith the application for registration as well as for renewal:**

Details are given under checklist in the online registration window.

## **15. How I know the status of my application.**

Your application status can be viewed in the website under "status of application for licensing and registration". This could be available only after receipt of hard copies of the application in the concerned Board's office. The status would be changing based on the processing of such application.

If the status show "Certificate issued" you can get the dispatch details from the Remark column under 'search'.

## **16. What is the validity of the CRES?**

Certificate of Registration as Exporter is issued for a block period of three years. The present block period commenced from 1<sup>st</sup> September 2011 and would expire on 31<sup>st</sup> August 2014. Any Certificate issued during the current block period would be valid only upto 31.8.2014.

## **17. What is the procedure, if there is any change in the address or addition of branches.**

Any changes in the address should be got attested by the DGFT office in the IE code. A self attested copy of the changed IE code alongwith the original licence has to be forwarded to the Board for re-issue. Branch address/factory address/change of address can be endorsed on the reverse of the original licence upon request.

## **18. Change of entity/constitution of the firm**

Existing registration Certificate has to be surrendered for cancellation. Registration has to be applied afresh online in the new company name and system generated copy with fee and all the relevant documents/articles of association etc. to be sent to the Cochin office.

## **19. If the licence is lost, how to get duplicate CRES:**

Request has to be sent to the Board. An affidavit in stamp paper worth Rs. 100/- as per the sample format (will be provided) alongwith the application and attested copy of the IE code should be submitted.

## **20. Suspension or cancellation of CRES.**

Registration can be suspended/cancelled under the Spices Board Act & Rules and the power delegated to Spices Board.

## **21. Is Sales Tax Registration essential? What are the other alternatives?**

Yes . Tax registration is required and a photocopy of Tax regn. certificate to be submitted along with the application. If tax is not issued to the applicant then a declaration stating that you do not have a domestic sale in spices will be accepted temporarily.

## **22. Can I have more than one CRES?**

No. Only one CRES would be issued against a single IE code number. Any proprietor can have only one IEC number. In case of more branches under one IEC which need to be incorporated in the CRES, an endorsement of address would be done.

## **23. What is the RCMC(Registration cum Membership Certificate)?**

**(RCMC)** (i) an Authorization to import / export, [except items listed as restricted items in ITC(HS)] or (ii) any other benefit or concession under Foreign Trade Policy (FTP) shall be required to furnish RCMC granted by competent authority in accordance with procedure specified in Hand Book of Procedures, unless specifically exempted under FTP.

## **24. Do we need to obtain RCMC for exporting / importing spices?**

No. The Certificate of Registration as Exporter of Spices (CRES) issued by the Spices Board will be treated as Registration-cum-Membership Certificate, effective from 1st April, 2008. In the Annual Supplement 2008 to the Foreign Trade Policy 2004-09, effective from 1/4/2008 a procedure simplification has been made by the Director General of Foreign Trade in which under Col..2.44 against "Registration-Cum-Membership Certificate(RCMC), the following has been substituted:

**"Certificate of Registration as Exporter of Spices (CRES) issued by the Spices Board shall be treated as Registration.-cum-Membership Certificate (RCMC) for the purpose under this policy".**

With the above procedural simplification, the exporters of spices who have registered with the Spices Board as Exporter of Spices and obtained the Certificate of Registration as Exporter of Spices (CRES) need not apply for RCMC. Wherever RCMC is to be produced, they can submit CRES issued by the Spices Board.

## **25. Returns to be submitted by the exporter**

All registered exporters have to submit the quarterly returns in Form B.

## **26. How to get the application for registration & export return forms**

Forms are available in Board's website. (**Download forms**)

## **27. Duration for issue of CRES/mode of despatch**

License can be issued in one week on receipt of application and complete documents in the concerned Board's Office. Original licence will be sent by registered speed post. In case of urgency, copy can be faxed /e.mailed to the exporter on request.

### **28. When the CRES has to be renewed?**

Renewal application can be filed before two months of expiry of the validity of the Certificate. Circular will be hosted in Board's website in due course.

### **29. What if exporter failed to renew the CRES before August of the block year ending or fail to export any spices during the block year.**

If the exporter already holding CRES fail to renew their license before 31st August of block year ending, their application is considered as fresh application and renewal fee and all relevant documents has to be submitted as of fresh applicant to obtain CRES. Similarly if the exporter has not effected an export during the previous block year, their application is considered as fresh even if they submit it with in the dead line.

### **30. What if the name /s of Directors in the MOU & AOA and present Directors given in the CRES application are different.**

In such as case the company has to submit Form 32 for change of directors duly approved by dept of company affairs. ( to check with Dir (M)

### **31. How I have to do pre-shipment sampling.**

After getting the CRES, the exporter has to contact the e.mail:sbsampling@gmail.com. requesting to issue login and password based on their CRES No.

With that, he can do online filing of the intimation form by visiting [www.indianspices.org.in](http://www.indianspices.org.in)

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Questions come across:

1. MEMBERSHIP DETAIL FOR EXPORTING SPICE PRODUCTS.
2. I AM A MERCHANT EXPORTER. I WANT EXPORT PROMOTION COUNCIL CERTIFICATE FOR SPICES (RCMC). SO PLEASE GIVE ME DETAILS ABOUT FEES & APLICATION FORM & OTHER. DETAILS.
3. I WANT TO DO BUSINESS IN SELLING PACKET SPICES IN NE INDIA. BUT I AM NOT AWARE HOW TO START UP. CAN YOU KINDLY SUGGEST ME HOW CAN I START UP SELLING THIS UNDER AN BRAND OF MY OWN AND WHAT ARE THE DOCUMENTS AND PROCEDURES NEEDED TO BE FOLLOWED FOR THE SAME. I WANTS TO START IT AT A VERY LOW INVESTMENT AND ALSO WANTS TO FULFILL ALL THE LEGAL DOCUMENTATIONS SO KINDLY HELP ME TO KNOW ABOUT THE DOCUMENTS REQUIRED FOR ME TO START MY OWN SPICES PACKETING BUSINESS....(this request is for domestic trade..)

4. KINDLY LET US KNOW IF WE CHANGE OUR PARTNERSHIP FIRM.WHAT DOCUMENTS WE HAVE TO SUBMIT.

5. KINDLY PROVIDE AND ADVISE US REGISTRATION PROCESS

6. WE HAVE NO SALE TAX REGISTRATION.

7. WE HAVE TO FILE RETURN IF WE HAVE NO EXPORT DURING THE LICENCESING PERIOD.