

CIRCULAR

Sub: Renewal of Registration as Exporter of Spices – reg.

Ref: Circular of even number dated 16-06-2020 & 22-01-2021

The validity of Certificate of Registration as Exporter of Spices (CRES), issued by the Board for the Block Period 2017-20 will expire on 31st March, 2021. The registration for the ensuing Period (2021-24) will commence from 1st March, 2021 and the Certificate will be issued with effect from 1st April, 2021.

As per the Spices Board (Registration of Exporters) Regulations 2011 and further amendments from time to time, the exporters are required to submit their application for registration/renewal. The registration fee can be remitted through Payment Gateway System incorporated in the Portal and the details of fee structure are given below:

Exporter Category	NEW	RENEWAL
Merchant	Rs. 11,800/- (Rs. 10,000 + 18% GST)	Rs. 8,850/- (Rs. 7,500 + 18% GST)
Manufacturer	Rs. 17,700/- (Rs. 15,000 + 18% GST)	Rs. 11,800/- (Rs. 10,000 + 18% GST)

If the exporter has not carried out any export business during the period in which he holds a valid certificate, renewal of certificate will not be considered. In such cases, application for new registration to be submitted online with the applicable fee.

Application for new CRES as well as renewal has to be submitted through Board's web site www.indianspices.com > MARKETING > Registration & Licensing > Exporters Registration

Or

www.indianspices.org.in > Exporter Registration (CRES).

All applicants are advised to read the guidelines / instructions and list of required documents before submitting the application online.

i. On completion of online application and uploading of supporting documents, registration fee has to be remitted through Payment Gateway System to enable submission of application.

ii. The status of the application can be viewed in website by entering the IE Code

Contact details of Regional Officers of the Board is provided in Annex I

DIRECTOR(MARKETING)

To

All Stakeholders / Regional Offices of the Spices Board

(Hindi version follows)

**Step by Step Procedure for online submission of application for Certificate of Registration
as Exporter of Spices (CRES)**

1. The application for CRES has to be submitted only through online *and there is no need to submit the physical copy of the application.*
2. The exporter can submit the online application through the website of the Board at www.indianspices.com (Click Registration & Licensing menu available under the Marketing Link in Home Page) or www.indianspices.org.in (Exporter Registration (CRES))
3. In case of an exporter who had obtained CRES for the block period 2017-20 and not done any export during the said period, the CRES **is not eligible for renewal** and in such cases, the applicant has to apply for new CRES.
4. To start with the submission of online application, the applicant is required to enter the basic details viz IE Code, valid Email Id & Mobile No for renewal as well as for new application for CRES;
5. An OTP (One Time Password) will be sent to the registered E-Mail and Mobile Number for confirming the details
6. The Exporter should enter both OTPs received through mobile and E-mail on the verification screen to verify the details and click on Submit button to proceed
7. After verification/confirmation, the exporter will be directed to fill online application
8. The exporter should enter all the required information **carefully** and ensure that correct information is submitted in the online application form (Company name & Address should be same as in the IEC). **Spices Board will issue the CRES as per the IEC details.**
9. After completion of Part I of the application, an application number will be generated. The application number has to be noted for future reference
10. After entering the details, the exporter has to upload the required documents. The documents should be in PDF format and photograph in JPEG format with required file size (Less than 200KB)
11. The exporter can save the information in between by using the Save button so that the online application can be completed in one or two sessions by revisiting the applications, if required

12. The filled-in details can be edited until the applicant click for payment
13. After completing the entry of all details in the application form, the applicant may click for payment towards applicable registration fee.
14. On making successful payment, the system will transfer the application along with documents to the concerned Regional Office of the Board for verification
15. If any discrepancy is noted in the application by Regional Office or HO, the same will be reverted to the applicant for rectification and re-submission
16. If the application and documents are in order, the application will be processed at HO. On completion of registration, the status will be changed to '**Registration Completed**' by HO and the application will be transferred online to Regional Office concerned.
17. The applicant can view the status of the CRES application by entering the IE code in the registration window.
18. On completion of Registration at HO, Board's Regional officer will change the Status to '**Certificate Issued**' and subsequently the exporter will get a link along with login id and password for downloading the CRES at their end.
19. The application for CRES with merchant status will be processed and issued within 5 working days on submission of application with required documents.
20. The application for CRES with Manufacturer status will be issued after the inspection of the processing unit and if eligible, CRES will be issued within 10 working days.
21. Inspection of manufacturing unit will be done by the Regional officer or the official authorised by the Regional Officer.
22. Facility for viewing the CRES will be made available to the public/ Govt. agencies for verification purpose in Board's website ie; www.indianspices.com.

DOCUMENTS REQUIRED

A. Merchant Exporter

1. Certificate of Import-Export Code issued by DGFT (IEC)
2. PAN card
3. GST certificate (If not available, self declaration for not having GST)
4. Bank Report in the prescribed format (in bank's letter head) duly signed and sealed by the Bank
5. Documents regarding the constitution of the firm ie; Partnership deed, Memorandum and Article of Association (MoA & AoA), Certificate of Incorporation (CoI), Certificate issued by Registrar of Co-operative Society etc. & List of present Directors/Partners with contact details
6. If the applicant is an employee of the company and the particular person is other than the IEC holder, an authorization letter should be obtained from the Director /Partner/Proprietor stating that they have authorized the employee to apply for CRES

B. Manufacturer Exporter

1. Certificate of Import-Export Code issued by DGFT (IEC)
2. PAN card
3. GST certificate (If not available, self declaration for not having GST)
4. Bank Report in the prescribed format (in bank's letter head) duly signed and sealed by the Bank
5. Documents regarding the constitution of the firm ie; Partnership deed, Memorandum and Article of Association (MoA & AoA), Certificate of Incorporation (CoI), Certificate issued by Registrar of Co-operative Society etc & List of present Directors with contact details
6. If the applicant is an employee of the company and the particular person is other than the IEC holder, an authorization letter should be get from the Director /Partner/Proprietor stating that they have authorized the employee to apply for CRES
7. MSME/Udyog Aadhar/Udyam registration certificate in which, the name of spice should be mentioned
8. Valid FSSAI/Pollution Control Board certificate (Address of processing unit should be mentioned in the FSSAI/ certificate issued by Pollution Control Board)
9. Valid Lease deed/Rent agreement – If the processing unit is rented or leased

Details of documents based on the constitution of the firm is given below

Constitution type	Document to be uploaded
Proprietorship	No separate document in proof of constitution
Hindu Joint Family	Deed
Partnership	Partnership deed with the details of current Partners.
Co-op. Society	Registration Certificate/document issued by the Registrar of Cooperative Societies
Private/Public Limited Company	Memorandum of Association (MoA), Articles of Association (AoA), Certificate of Incorporation

Optional

In order to avail further facilities by the exporters, the following documents may be uploaded, if available

1. Quality Certification: HACCP/ISO/BRC etc
2. Certification by DGFT: Star Trading/
3. Certification by Customs: Factory Stuffing/Self sealing
4. Certification by Plant Quarantine: Ware House certification
5. Certification by EIA: IPQC

DESIGNATED OFFICES OF SPICES BOARD IN REGARD TO CRES

States	Regional Offices
Punjab, Haryana, Delhi & Uttar Pradesh, Jammu & Kashmir, Himachal Pradesh & Uttarakhand	Spices Board Regional Office J-54, Lajpat Nagar-III New Delhi-110024 Tel: 011-29845040/011-29845041 E-mail: snewdelhi@gmail.com Asst. Director (Mktg) : 9706538340
Bihar, Jharkhand & West Bengal	Spices Board Regional Office 5 th Floor, Tea Board Building 14, BTM, Sarani, Brabourne Road Kolkata-700 001 TEL: 033-22344304, 22341834 E-mail: sbrokolkata@gmail.com Export Promotion Officer: 8637662125 Section Officer: 7980485343
Tripura, Mizoram, Manipur, Nagaland, Arunachal Pradesh, Meghalaya & Assam	The Deputy Director Spices Board Regional Office House No. 350, Tulsi Path Near Punjab National Bank Sixth Mile, G S Road Guwahati-781022, Assam TEL: 0361-2339776, 2339778, 2229779 E-mail: sbghymkg@gmail.com Dy. Director (Marketing) : 8592854422 Asst. Director (Mktg) : 7034757782
Madhya Pradesh, Chhattisgarh & Odisha	Spices Board Regional Office Mavan, Guna Madhya Pradesh - 473 001 E-mail: spicesboardguna@gmail.com Export Promotion Officer: 9415312330 Scientist-C : 8436636788
Rajasthan	Spices Board Regional Office C-65, 2 nd Extension Near B.S.N.L. Exchange Kamala Nehru Nagar, Jodhpur - 342001 Tel: 0291-2636944 Email: spicesboardju@gmail.com Field Officer: 9483843351 Dy Director: 9449047596

Gujarat	<p>Spices Board Regional Office 23-S9 Complex Unjha – Sidpur Highway Unjha, Mehasana - 384170 Gujarat Tel: 02767250141/42 E-mail: sdaunjha@gmail.com spicesahmedabad@gmail.com Dy. Director: 9321026505 Export Promotion Officer: 09099458727</p>
Maharashtra & Goa	<p>Spices Board Regional Office EL-184, Electronic Zone, TTC Industrial Area, MIDC, Mahape, Navi Mumbai - 400 710 Tel : 7208497206/7208490335 Email : sbromumbai@gmail.com Dy Director(Mktg) : 9820091024 Export Promotion Officer: 9999059930</p>
Andhra Pradesh	<p>Spices Board Regional Office, Chuttugunta Centre, Opp.SBI, G.T. Road, Guntur-522004, Andhra Pradesh Tel: 0863-2338569/2338570 Email: sbroddm@gmail.com Dy Director(Mktg) : 9440538326 Section Officer: 9885378401</p>
Telangana	<p>Spices Board Regional Office Sri Krishna Nilayam H No.1-51/5/5/H Plot No.7 Bank Colony Road No.7, Arya Nagar Pangra Village, Boregon (P) Nizamabad Telangana-503 230 Email: sbnzb2015@gmail.com Dy. Director(Dev) : 9947707462 Asst. Director(Mktg) : 8639584065</p>
Karnataka	<p>Spices Board Regional Office NO.2976, 17th Cross, K.R. Road, Ban shankari, 2nd Stage Bengaluru Karnataka - 560070 Tel: 080-26767335.</p>

	E-mail: spicesboard.blr@gmail.com Section Officer: 7349519725
Tamil Nadu & Pondicherry	Spices Board Regional Office, Plot No R-11 SIPCOT Industrial Complex Gummidipundi, Chennai – 601201 Tamil Nadu Tel: 044-27921342, 044-27923450 E-mail: sbrochennai@gmail.com Dy Director(Mktg) : 9400882941 Sr.Field Officer: 6238601761
Kerala & Lakshadweep	Spices Board NH Bye Pass Palarivattom P O Kochi - 682 025 Kerala Tel: 0484-2333610 Extn :256 Dy Director(Mktg) : 9843449914 Asst.Director(Mktg): 9843449957 E-Mail : marketing.sb-ker@gov.in
Sikkim	Spices Board Diesel Power House Road Post Box No.85 Gangtok Sikkim - 737 101 Tel: 03592201418, 03592202230 E-MAIL: slg.sbrogtk@gmail.com Dy.Director(Dev) : 8592854422

To be filled in by the Banker in the letter head

1. **Name and Address of the Banker** :

2. **Name of the organisation/company and address** :

3. **Constitution** : **Individual/HUF/Public Ltd. Co./ Proprietorship /Partnership/Pvt. Ltd. Co./ LLP/Others**

4. **Name of the Proprietor /Partner(s) / Directors/Karta & Co. Owners of HUF**

5. **If Limited company** : **Authorised Capital Rs**
Paid Up Capital Rs

6. **Business/Company established/ Incorporated on** :

7. **Nature of business activity** :

8. **Means of Proprietor/ Partner(s)** :

9. **Banking Since** : **Year :** **No. of years :**

10. **Other allied activities** :

11. **Name and address of Associated Concern of the firm** :

12. **Account Number** :

13. **Nature of Account** : **Savings/Current/Others**

14. **Experience as to their dealings** **GOOD/SATISFACTORY/UNSATISFACTORY**

PLACE:

DATE:

SEAL

SIGNATURE:

NAME:

DESIGNATION: