



## SPICES BOARD

(Ministry of Commerce & Industry Govt. of India)  
Sugandha Bhavan  
N.H.By-pass  
P.B.No. 2277  
Palarivattom P.O.  
Kochi - 682 025, India

Circular No.3/2022-23

## स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)  
सुगन्ध भवन  
एन.एच.बाईपास  
पी. बी. नं. 2277  
पालारिवट्टम पी.ओ.  
कोच्ची - 682 025, भारत

DT. 30<sup>th</sup> April 2022

### CIRCULAR

**Sub :** Mandatory filing/issuance of Registration Cum Membership Certificate(RCMC)/ Registration Certificate (RC)/Certificate of Registration as Exporter of Spices (CRES) through the DGFT Common digital platform from 01.04.2022

**Ref :** Trade Notice No. 35/2021-2022 dated February 24, 2022 issued by DGFT

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With reference to the Trade Notice cited above, the Directorate General of Foreign Trade (DGFT) has implemented a Common digital platform (e-RCMC) for mandatory filing / issuance of RCMC/Registration Certificate with effect from 1<sup>st</sup> April 2022 with an objective to provide an electronic, contact-less, single window platform for RCMC/RC related purpose

As you are aware, the Certificate of Registration as Exporter of Spices (CRES) issued by the Spices Board is treated as RCMC under the FTP. Hence on implementation of the e-RCMC portal by DGFT for issuance of RCMC, the Board has decided to be onboard with the single window system of DGFT for issue the CRES from 1<sup>st</sup> May 2022.

Henceforth, the exporters desirous to file CRES application (for issue/renewal/amendment) for export of Spices shall apply through the common digital portal of e-RCMC Platform at <https://www.dgft.gov.in/CP/>

In this regard the following guidelines are issued:

1. The DGFT portal pertaining to Spices Board will be live with effect from 1<sup>st</sup> May 2022.
2. All the new applicants shall submit their application through DGFT Portal and payment may be made through payment gateway only.
3. The applicant exporters who have submitted their applications on or before 30.04.2022 and pending for issuance due to non-submission of the required documents are advised to resubmit the application through DGFT portal and the details of payment paid earlier through Spices Board portal may be mentioned under the Fee Details.
4. On issuance of the CRES through the e-RCMC portal of the DGFT, the exporters may submit a request by specifying the Registration number to [sampling.sb-ker@gov.in](mailto:sampling.sb-ker@gov.in) to issue the user ID & password to access the ESS portal for mandatory sampling & stuffing.

Director (Marketing)

All the exporters of spices

File No. 01/02/68/AM-21/EG&TF  
Government of India  
Ministry of Commerce and Industry  
Department of Commerce  
Directorate General of Foreign Trade

Dated: 24.02.2022  
Udyog Bhawan, New Delhi

**Trade Notice No. 35/2021-2022**

To,  
All Exporters/Members of Trade  
All Registering Authorities (Export Promotion Councils/Commodity Boards)

**Subject: Mandatory filing/issuance of Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) through the DGFT common digital platform from 01.04.2022**

Reference is invited to Trade Notice No. 27 dated 30.11.2021. In this regard, it is informed that the electronic platform to facilitate electronic issuance/renewal/amendment of Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) has been implemented. The objective of the platform is to provide an electronic, contact-less single window for RCMC/RC related processes.

2. In this reference, it is informed that from 1st April 2022, it will be mandatory for the exporters to file Registration Cum Membership Certificate (RCMC)/ Registration Certificate (RC) applications (for issue/renewal/amendment) through the common digital portal of e-RCMC Platform.

The prevailing procedure of submitting applications directly to the designated Registering Authorities will continue only till 31.03.2022. All Registering Authorities as notified under Appendix-2T are requested to ensure that they are on-boarded on eRCMC portal before 31st March 2022.

3. Registering Authorities, who have already on-boarded are advised to adopt e-RCMC platform as single point for handling RCMC related processes. The Registering Authorities are also advised to conduct outreaches & issue suitable advisories to the members/exporters to use the e-RCMC platform before the stated timelines.

4. For guidance on application submission process, the Help Manual & FAQs may be accessed on Learn Section of DGFT website (URL: <https://dgft.gov.in> --> Learn --> Application Help & FAQs).

This issue with the approval of the competent authority.



(Deepak Jhalani)

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(Issued from File No. 01/02/68/AM-21/EG&TF)