



## GUIDELINES & INSTRUCTIONS

### REGISTRATION CUM MEMBERSHIP CERTIFICATE (RCMC) (RENEWAL)

Applicant(s) shall apply for renewal RCMC to the Licensing Authority through online portal <https://www.dgft.gov.in>.

Applicant(s) are requested to go through the Guidelines/Instructions before submitting their application complete in all respects with all requisite documents/information.

The below mentioned each document should be self-attested with the seal of the company:

1. Application Form (Appendix-19A & 19B) duly filled in and signed along with date and seal of one of the Directors.
2. Application fee to be paid through online portal.

Sd/-  
Controller of Licensing  
Tea Board