

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

Vaniya Bhawan, New Delhi  
Dated: 22 May, 2023

### OFFICE MEMORANDUM

**Subject: Prior Intimation on proposed discontinuation of Offline Payment facility on eRCMC Portal w.e.f 15th June 2023 & Workshop for Deliberation on Rules for Automation of Renewal/Amendment of eRCMC - reg.**

The undersigned is directed to inform you that the functionality of already paid the fees to EPC / CB (i.e. offline payment) will be discontinued w.e.f. 15th June 2023.

2. Further, it is informed that with view of Trade Facilitation, this Directorate has been initiated exercise of automation of online processing of renewal and amendment of Electronic Registration-Cum Membership Certificate (eRCMC). This is being done with the objective of reducing the turnaround time for processing of applications based on the validated / digitized data points. This will also help the EPCs/CBs/EDAs officers to process files quickly and in turn allow to focus efforts on trade promotion.

3. In this regard, it is informed that that a meeting has been scheduled on May 25, 2023, at 12:00 PM through WebEx to deliberate on framing of the Rules for Automation of Renewal/Amendment of eRCMC for its implementation. Please find the meeting details:

<https://directorategeneralofforeigntrade.my.webex.com/directorategeneralofforeigntrade.my/j.php?MTID=m6420666c0a76fb0a423cf200018ac27c>

Thursday, May 25, 2023 12:00 PM | 2 hours 30 minutes | (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Meeting number: 2644 463 8454

Password: mUdDpGMD348 (68337463 from phones and video systems)

4. This issues with the approval of the Competent Authority.

(Deepak Jhalani)  
Deputy Director General of Foreign Trade  
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To,

All EPCs/Commodity Boards/APEDA/MPEDA