

# India Trade Promotion Organisation (tradeportalindia.com)

## Regular Member Registration Form

### Contact Information

**Company Name** \_\_\_\_\_ \*

**Address** \_\_\_\_\_ \*

\_\_\_\_\_ \*

\_\_\_\_\_ \*

**City** \_\_\_\_\_ \*

**Postal Code** \_\_\_\_\_ \*

**State** \_\_\_\_\_ \*

**Country** India

**Phone(s)** \_\_\_\_\_ \*

(Country Code) - (Area Code) - (Phone Number)

\_\_\_\_\_

(Country Code) - (Area Code) - (Phone Number)

**Fax** \_\_\_\_\_ \*

(Country Code) - (Area Code) - (Fax Number)

**Email** \_\_\_\_\_ \*

**Website URL** http:// \_\_\_\_\_ \*

**Key Executive** \_\_\_\_\_ \*

**Designation** \_\_\_\_\_ \*

### Company Information

**Are you a Registered Exporter** ( ) Yes ( ) No \*  
(Send a copy of the certificate separately to ITPO)

**Year of Establishment** \_\_\_\_\_ \*

**Category of Unit** \_\_\_\_\_ \*

(Send a copy separately to ITPO)

**Product Group** \_\_\_\_\_ \*

**Products Manufactured**  
(If Applicable) \_\_\_\_\_

**Products Exported** \_\_\_\_\_

**Major Overseas Markets** \_\_\_\_\_

**Foreign Collaboration**  
(if any) \_\_\_\_\_

**Overseas Offices**  
(if any, with complete address) \_\_\_\_\_

**Production** (if applicable) \_\_\_\_\_

<b>Turnover (Rs. Million)</b>	<b>2001</b>	<b>2000</b>
<b>Domestic Sales</b>	_____ *	_____ *
<b>Exports</b>	_____	_____
(Send a separate certificate for Domestic Sales & Exports to ITPO)		
<b>Banker Name</b>	_____ *	
<b>Banker Address</b>	_____ *	
<b>Fee payable(Rs.)</b>	_____	

*\* marked fields are mandatory*

**Service Charges (Annual: April-March)**

Category	Applicable Service charge	Entitlement (No. of Products)	For additional product(s) over entitlement
Firms having total turnover upto Rs. 50.00 lakhs	Rs.2500/-	One	Rs. 2500/- for per additional product
Firms having total turnover above Rs. 50.00 lakhs and Export Houses	Rs. 5000/-	Upto two	- Do -
Govt. recognised Trading/ Star Trading Houses/ PSUs/ Banks/ State Trading Corporations	Rs. 7500/-	Upto three	- Do -

**Note: 50% of service charge is adjustable in next financial year for the firms enrolled during second-half of financial year.**

**Application fee for Members:** Rs.100/- for non-Export House Small Scale Unit/ Merchant Exporters Rs.200/- for other categories

**Services to Members :**

- Services by Overseas offices of ITPO
- Full access of [www.tradeportalindia.com](http://www.tradeportalindia.com)
- Overseas Trade Enquiries
- Trade Information/ Market Reports at Concessional rates
- Opportunities to participate in ITPO's Overseas programmes (Trade fairs, Buyers-Seller-Meets, Product Development and Adaptation etc.)
- Direct Meeting with Buyers
- Free copy of Indian Export Bulletin
- Use of Trade Library and Business Information Centre
- Concessional advertisement tariff in Trade Portal
- Display organized for Department Stores abroad

**Please mail your payment to:**

Shri P. Laroia  
Sr. General Manager  
Trade Development & Merchandising Department  
India Trade Promotion Organisation  
Pragati Bhawan, Pragati Maidan  
New Delhi – 110 001  
Tel: 23378829  
Fax: 23378901

E-Mail: [tdmditpo@ndb.vsnl.net.in](mailto:tdmditpo@ndb.vsnl.net.in)

## **Eligibility criteria**

1. Duly registered manufacturers with appropriate authority like Directorate of Industries for Small Scale Unit, Secretariat of Industrial Approvals (SIA) for Large Scale, DGTD Units, 100% EOU of EPZs, etc.
2. Merchant exporter having minimum average export turnover of Rs. 5 lakhs per year during three immediately preceding years.
3. Merchant exporter having exports of Rs. 10 lakhs during preceding year.
4. Govt. recognised Export/ Trading/ Star Trading/ Super Star Trading Houses.
5. State Corporation/ PSUs/ Banks etc.

## **Documents Required for Members**

### **For Merchant Exporters**

Chartered Accountant's certificates for total turnover giving **domestic sales & export sales separately** for two or three immediately preceding years.

### **For Manufacturer-exporters**

Copy of registration certificates for SSI/ Large Scale/ DGTD/ 100% EOUs, etc.

CA's certificate for total turnover (domestic and export turnover) for two immediately preceding years.

### **For Other Categories**

Copies of relevant recognition certificate issued by Govt. for Export/ Trading/ Star Trading/ Super Star Trading Houses.