

COIR BOARD
(Ministry of MSME, Govt of India)
M.G Road, Cochin -16

COIR BOARD
ESSENTIAL DOCUMENTS REQUIRED FOR EXPORT REGISTRATION AND RCMC.

1. Application in the prescribed form V duly signed.
2. The original and copy of the export order from the overseas Buyer.
3. A certificate regarding financial status from a National Bank or Scheduled Bank.
(A bank certificate from the concerned bank showing the **financial status** of your Account (ie, whether the financial status is Satisfactory OR good OR sound)
4. Copy of the PAN Card - both side
5. Code of Conduct for Exporters (Annexure III)
6. Copy of Import Export (IE) Code.
7. Copy of Coir Board Industrial Establishment Certificate.
8. Copy of partnership deed Notary attested copy.
9. Limited Company (Memorandum Article of Association)
10. An Affidavit / Declaration in your Company letter head as detailed below:

" I the proprietor of M/s..(Company Name and full address) will submit the export details to Coir Board every month without fail" also ensure that in my/our organization never engaged children as employees/workers for doing any kind of works.
11. Application in the prescribed format Appendix 19A & Appendix 19 B duly signed
12. Copy of Udyam Registration

Details of Reg./RCMC	Reg. Fee	Service Charge of Reg	Service Charge of RCMC	Total	18% GST	Total amount including Service Charge
New rate of	10/-	10000/-	8000/-	18000/-	3240/-	21250/-

[www.coirboard.nic.in / gov.in](http://www.coirboard.nic.in/gov.in)

www.coirboardservices.gov.in (online registration site)

Coir Board Non-Plan A/C No: 57009832813, IFSC : SBIN 0070261 and a copy of UTR of the same may be forwarded