

- **Follow the Steps to Apply for the membership online (www.gjepc.org)**

New Members – (membership fee Rs 12,360/-)

1. For website registration - Click on New User option below the Login Window on main page of the Website
2. Select 'None of the above' option.
3. Click on 'Proceed with Registration' option
4. System will display one form. Fill the required details in the form.
5. Login and Password will be mailed to you on the e-mail address specified in the form.
6. By using the user id and password received on your e-mail Login from the main page.
7. My GJEPC Dashboard will get displayed after login.
8. Click on 'Apply for New Membership' option and follow the steps.
9. After completion of process take the Print outs of New Membership documents.

Following documents attached:

- A DD/Cheque for Rs.12360/- being membership fee for 2013-14.
- A certified true copy of Importer Exporter code no.
- A sponsoring letter from member of the council
- Signature slip duly filled in name of one partner/director/proprietor as your authorised representative and signed and counter signed his signature by your bank.
- A copy partnership deed (in case of partnership firm)/Memorandum Article (in case of pvt.ltd. co. firm)
- In case applying registration as Manufacturer Exporter they submit a valid copy of Small Scale Industry (SSI) registration certificate issued by the Director of Industries.

GENERAL TIPS

1. It is recommended to use Mozilla Firefox 4.0 or IE - 7 for speed and smoothness while using GJEPC website.
2. If I.E. Code not accepted due to any reason, please send e-mail at **membership@gjepcindia.com** mentioning the Company Name and IEC code. Please wait for reply from membership department as we need to check the IEC code and status of member in ERP for 12-13.
3. In case of any technical problems faced while filling up the information after getting user name and password, please send the same to **membership@gjepcindia.com** with the nature of query. An online helpdesk will also be available for queries
4. Membership fee is payable as April / March and the same should be renewed every year in the month of April.

Membership Department
26544705/707/708