

**India Trade Promotion Organisation  
Business Information Centre**

**Membership Form**

1. Name of the Business Entity : \_\_\_\_\_
2. Chief Executive  
(a) Name : \_\_\_\_\_  
(b) Designation: \_\_\_\_\_
3. Mailing Address (a) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
  
City : \_\_\_\_\_  
Postal Code : \_\_\_\_\_  
State : \_\_\_\_\_  
  
(b) Phone (s) : \_\_\_\_\_  
Country Code Area Code Phone No.  
  
(c) Fax No. : \_\_\_\_\_  
  
(d) E-mail : \_\_\_\_\_  
  
(e) Website URL <http://> \_\_\_\_\_  
  
(f) Principal Bank Reference: \_\_\_\_\_  
  
(g) Year of Establishment : \_\_\_\_\_  
  
(h) PAN Card No. of the Business Entity: \_\_\_\_\_
4. Type of Business
  1. Manufacturer ( )
  2. Exporter (i) Manufacturer Exporter ( )  
(ii) Merchant Exporter ( )
    - (a) Export House (EH)
    - (b) Star Export House (SEH)
    - (c) Trading House (TH)
    - (d) Star Trading House (STH)
    - (e) Premier Trading House (PTH)
  - (iii) (a) Export Oriented Unit (EOU) ( )  
(b) Unit located in SEZ/AEZ/EHTP/STP/  
BTP ( )  
(c) Exporter of Services ( )

5. Manufacturer- Status: Small ( ) Medium ( ) Large ( )
6. Ownership: Proprietorship Firm( ) Partnership Firm ( )  
 Pvt. Ltd. Company ( ) Public Limited Company ( )  
 State Enterprise ( ) Other (if any), please specify\_\_\_\_\_

**Please attach Certificate of Registration as the business entity in the above category.**

Please attach the documents: 1. Manufacturer- Registration with Directorate of Industries.

2. Exporter- (i) IEC Code  
 (ii) Registration Certificate relating SEZ/EPC/FIEO/STP  
 (iii) Certificate of being Status Holder: \_\_\_\_\_

7. Annual Exports (in Rs. Lakhs):\_\_\_\_\_

8. Product (s) Description
- (a) Product (s) being Manufactured: \_\_\_\_\_  
 \_\_\_\_\_
- (b) Items of Export with HS Code (6 digits):\_\_\_\_\_
- \_\_\_\_\_
- (c) Items of Import with HS Code (6 digits):\_\_\_\_\_

9. Exporting Countries:\_\_\_\_\_

10. Payment Details:

DD No. \_\_\_\_\_ Date \_\_\_\_\_

Amount \_\_\_\_\_ Issuing Bank \_\_\_\_\_

City \_\_\_\_\_

Signature \_\_\_\_\_

Company Seal \_\_\_\_\_

**Membership Charges:** Rs. 3,450/- (Rs. 3,000/- as Membership fee + Rs. 450/- as Service Tax @ 15%) per year from the month of enrolment. The fee for Associations / Institutional is Rs. 7,500/- + Rs. 1,125/- @15% service tax.

### **Services to Members:**

(i) Access to [www.tradeportalofindia.org](http://www.tradeportalofindia.org)

- Trade Enquiries received across the globe
- Information on ITPO's trade promotion activities, Trade Fairs and Exhibitions organized by ITPO.
- Overseas Market Information
- Overseas Tender Information

(iii) Attending to trade enquiries both across the desk and by post.

(iv) Access to ITC Trade Map containing import/export trade statistics of countries across the globe of all products as per HS Classification.

3. Links to various trade related organizations

4. Interactive global importers / exporters / wholesalers / distributors manufacturers / agents – directory, searchable by product and country (connectivity to KOMPASS) through [www.tradeportalofindia.org](http://www.tradeportalofindia.org)

Please send Demand Draft of the requisite amount favouring India Trade Promotion Organisation, New Delhi along with duly filled in application form to:

Prem Singh,  
Dy. General Manager  
Trade Information, Relations & Policy Department  
India Trade Promotion Organisation  
Pragati Maidan, New Delhi-110001  
Tel: + 23378817  
Fax: + 91-11-23378463  
E-mail: [ps@itpo.gov.in](mailto:ps@itpo.gov.in)