

# **REGISTRATION WITH COIR BOARD AS EXPORTER OF COIR AND COIR PRODUCTS GUIDELINES**

## **1. Provisions of Coir Industry (Registration & Licensing) Rules, 1958 for grant of registration as an exporter**

### ***Requirement for registration as exporter***

Coir Industry (Registration & Licensing) Rules, 1958, vide Rule No.17, require all exporters of coir and coir goods to be registered with the Coir Board. Accordingly only those who are registered with the Coir Board as an exporter of a particular item of coir under Coir Industry (R & L) Rules 1958 are allowed to export the concerned item. Export registration is granted separately for Coir Fibre, Coir Yarn, Coir Rope and Coir Products. Extracts of relevant rules are annexed (Annexure I)

### ***Provision of Rule 19.***

Any person who has rehanked or baled 100 tons of coir yarn in a factory owned or possessed by him in a period of 12 months immediately preceding the date of application or who has a total purchase turnover of 500 tons of coir yarn in the said period is considered for registration subject to satisfying provisions of Rule 20.

Any person who has manufactured 150 tons of coir products other than coir rope in a factory owned or possessed by him in a period of 12 months immediately preceding the date of application or who has a total purchase turnover of 700 tons of coir products in the said period is considered for registration subject to satisfying provisions of Rule 20.

Any person who produces a certificate regarding his financial status from a nationalized or scheduled bank and a copy of the PAN Card is considered for registration as exporter of coir fibre and coir rope subject to other requirements.

## **2. Registration on the basis of valid export order**

Notwithstanding anything contained in the rules, registration as exporter is being given based on financial standing and soundness and possession of a valid export order from the overseas buyer, in deserving cases in exercise of the powers delegated under Rule 19 (A) of the Coir Industry (Registration and Licensing) Rules, 1958.

## **3. Documents to be produced**

For registration as an exporter, apply through online and followed by the following documents are required to be produced as hard copies..

- i) Application in the prescribed form (Annexure II) OR Printout of the online application.
- ii) A copy of original export order collected from the overseas buyer.
- iii) A certificate regarding financial status of Current Account from a Nationalized Bank or Scheduled Bank.
- iv) Copy of the PAN Card.
- v) Code of Conduct for Exporters (Annexure III)
- vi) Copy of the Importer Exporter Code.
- vii) Demand Draft for Rs.18,000/- plus service tax, Swachh Bharat Cess and Krishi Kalyan Cess drawn in favour of Secretary, Coir Board, payable at Ernakulam towards service charges for both Export Registration and RCMC. If desires to remit the payment through online, UTR No: should be attached/enclosed..

- viii) In the case of Partnership firms, Limited Companies or Societies the original and a copy of the registered deed indicating the constitution of the firm or Memorandum of Association and Articles of Association of the Company or the bye-laws of the Society, as the case may be.
- ix) Copy of the SSI registration certificate and Industrial Establishment registration certificate issued by Coir Board, in case the applicant desires to register as Manufacturer Exporter/Merchant-Cum-Manufacturer Exporter.
- x) Copy of Udyog Aadhaar.
- xi) Copy of Receipt/Certificate of Accidental Insurance **Rs.12/-** Under Pradhan Mantri Suraksha Bima Yojana (PMSBY) Insurance Srif EK Repay\mein **R.12/-** a Year Accidental Death & Disability Coverage.
- xii) Copy of Receipt/Certificate of Insurance **Rs.330/-** Under Pradhan Mantri Jeevan Joti Bima Yojana.

#### **4. Fee**

Persons or firms, seeking registration as an exporter of coir and coir products, have to remit a sum of Rs.10000/- plus Service Tax, Swachh Bharat Cess and Krishi Kalyan Cess towards service charges by Demand Draft drawn in favour of Secretary, Coir Board payable at Ernakulam from a Scheduled Bank / Nationalized Bank OR through Online payment.

5. The application for registration as an exporter can apply through Online and followed by hard copies with supporting documents can be submitted to any of the Regional Offices of the Board at Pollachi, Bangalore, Rajahmundry, Bhubaneswar and Kannur or to the office of CMS, Alappuzha. The application can also be forwarded to the Secretary, Coir Board, Kochin - 682 016, Kerala. The addresses of Coir Board Regional Offices and Office of Coir Mark Scheme are given in Annexure (IV).

#### **6.Change in Constitution/Ownership**

Where there is any change in the ownership, constitution, name or address of any registered exporter, it shall be obligatory on his part to intimate the changes to the Coir Board within six months as provided under the Coir Industry (R & L) Rules, 1958. This applies to all registered manufacturer exporters, registered merchant exporters and Merchant-Cum-Manufacturers Exporter. The changes as mentioned above will not require any fresh registration.

#### **7. Registration-Cum-Membership Certificate (RCMC)**

Registration-cum-Membership Certificate will be issued to the exporter of coir and coir products on submission of the application in the prescribed form given in the Handbook of Procedures issued by the Government of India from time to time. RCMC once issued will be valid for five years ending 31 st March of the fifth licensing year. The Certificate will be deemed to be valid from 1 st April of the first licensing year in which it is being issued. The exporter who desires to obtain RCMC as manufacturer exporter , Merchant Cum-Manufacturer-Exporter should also attach copies of the valid SSI registration certificate/ IE registration certificate issued by Coir Board. Every application for RCMC shall be accompanied by a Demand Draft for Rs.8000/- plus service tax, a swachh bharat cess and Krish Kalyan Cess drawn in favour of Secretary,Coir Board payable at Ernakulam OR UTR receipt after online payment

#### **8.Quality Control**

The system of quality control and pre-shipment inspection was first introduced in May 1963 in coir sector on a voluntary basis. The scheme was enforced on a compulsory basis with effect from 1965 under the Export (Quality Control and Inspection) Act 1963. The quality inspection has been performed by the Export Inspection Agency on the basis of standards prescribed for each product. Govt. of India, vide

notification dated 25.7.1991, relaxed the quality inspection requirements in coir sector. Accordingly, Star Trading Houses and Export Houses are exempted from the purview of compulsory pre-shipment quality inspection formalities. The manufacturer exporters approved under the In Process Quality Control (IPQC) programme are permitted to issue certificate of inspection for the products for which they have been granted IPQC facilities. With the advent of the liberalization, the minimum export price system and pre-shipment quality control system were completely withdrawn. However, Coir Board provides pre-shipment quality inspection of coir products on a voluntary basis at the request of the exporters after realizing nominal service charges to be fixed on the basis of quantity and level of inspection required.

### **9.G S P Certificate**

The developed countries grant tariff concession to coir products manufactured and exported from India under the Generalised System of preferences (GSP) if accompanied by a certificate of origin in UNCTAD Form - A. Coir Board is authorised to issue GSP Certificates of Origin. GSP certificates shall be issued from the Regional Offices of the Board at Pollachi, Bangalore, Visakhapatnam, Bhubaneswar and Kannur, Office of the CMS at Alleppey and also from Head Office at Kochi. The addresses of the above Offices are given in the Annexure IV.

### **10.Sources of Supply**

There are around six thousand small scale producers engaged in the manufacture of coir mats and mattings in the Alleppey District of Kerala. Coir fibre, Coir yarn and Coir rope are manufactured throughout the coastal belt of Kerala, Karnataka, Tamil Nadu and Andhra Pradesh. Besides, a number of Coir Co-operative Societies and private firms also are engaged in the production and marketing of coir and coir products.

### **11. Monthly Returns**

All exporters are required to furnish, in the prescribed form (Annexure V, VI or VII as the case may be), a monthly statement, showing the details of the goods exported during a month before 30th of the succeeding month. If there is no export, a NIL statement has to be furnished.

### **12.Trade Enquiries**

The trade enquiries generated by participation of Coir Board in various exhibitions, catalogue shows and product promotion programmes and received direct are circulated to all registered exporters by email.

## **ANNEXURES**

1. Extract of Coir Industry (R & L) Rules – 1958 (Annexure I)
2. Form of Application for registration as an Exporter of Coir and Coir Products (Annexure II)
3. Specimen of Code of conduct for Exporters (Annexure III)
4. Addresses of the Regional Offices and CMS, Alleppey (Annexure IV)
5. Format of Monthly returns to be furnished by the Exporter
  - i. Coir Fibre / Coir Rope / Coir Pith (Annexure V)
  - ii. Coir Yarn (Annexure VI)
  - iii. Coir Products (Annexure VII)

Details of Reg./RCMC	Reg. Fee	Service Charge of Reg	Service Charge of RCMC	Total	14% Service Tax	0.5% Swachh Bharat Cess	0.5% Krishi Kalyan Cess	Total amount including Service Charge
New rate of Reg. & RCMC	10/-	10000/-	8000/-	18000/-	2520/-	90	90	20710/-
Renewal of Reg. & RCMC	10/-	5000/-	8000/-	13000/-	1820/-	65	65	14960/-
Renewal of Reg. only	10/-	5000/-	-	-	700/-	25	25	5760/-
Renewal of RCMC only.	10/-		8000/-	-	1120/-	40	40	9210/-
Endorsement charge of Reg. Certificate /RCMC		2000/-	-	-	280/-	10	10	2300/-

**Mode of Payment** : If remitting by DD, the same may be drawn in favour of Secretary, Coir Board, payable at Ernakulam

OR

If remitting through the online payment, the details are :  
Coir Board Non Plan A/C No: 57009832813,  
IFSC : SBIN0070261.

Copy of UTR No: of the online payment should be attached