

# Process flow of Mission Niryatak Bano

## Phase I: Mission Niryatak Bano

### Key Objectives:

- Mobilization of aspirant exporter
- Equipped them with required documents (e.g. IEC, GST number, RCMC, etc.)
- Handholding support till initiation of the export (till export of first consignment)

| Steps | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Facilitator                                                   |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 1.    | <b>Identification and Mobilization</b> <ul style="list-style-type: none"><li>➤ Identification and Mobilising the aspirant candidates/firm to become exporter for Registration</li><li>➤ Registration of candidates /firm on provided link for data collection (and maintain offline data of the same)</li><li>➤ Provide basic guidance about export and export documentation</li></ul>                                                                            | Team lead by GM DIC/Team lead by RM/UM RIICO                  |
| 2.    | <b>Basic Documents</b><br><b>In case of non-availability of basic documents such as PAN, Bank Account, Aadhar Card and Firm Registration</b> <ul style="list-style-type: none"><li>➤ Help aspirant in applying for PAN, Aadhar Card, Registration of Firm and opening of Bank Account</li></ul> Team lead by GM DIC/ Team lead by RM/UM RIICO are advised to identify and co-ordinate with relevant agencies and facilitators in advance for such requirement.    | Team lead by GM DIC/ eam lead by RM/UM RIICO                  |
| 3.    | <b>Issuance of Importer-Exporter Code (IEC) Number</b><br>List of prerequisite documents is attached as <b>Annexure 1</b> <ul style="list-style-type: none"><li>➤ Aspirant should advice to bring the document as per the checklist</li><li>➤ DGFT will provide guidance how to fill IEC application</li><li>➤ DGFT will issue IEC and share details with aspirant and Department</li><li>➤ DIC will help aspirant in filling of applications</li></ul>           | DGFT & Team lead by GM DIC/ Team lead by RM/UM RIICO          |
| 4.    | <b>Issuance of GST Number</b><br>List of prerequisite documents is attached as Annexure 1 <ul style="list-style-type: none"><li>➤ Aspirant should advice to bring the document as per the checklist</li><li>➤ Commercial Tax Department will provide guidance how to fill GST application</li><li>➤ Commercial Tax Department will issue GST and share details with aspirant and Department</li><li>➤ DIC will help aspirant in filling of applications</li></ul> | Commercial Tax & Team lead by GM DIC/Team lead by RM/UM RIICO |

| Steps | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Facilitator          |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 5.    | <b>REPC Membership</b> <ul style="list-style-type: none"> <li>➤ REPC will collect details of the candidates and co-ordinates with district team for document collection</li> <li>➤ REPC will issue membership certificate to the exporter</li> <li>➤ REPC will provide waiver of Membership entrance fee (INR 6,000 to INR 1,00,000) and fee of Annual Membership Fee (INR 2,000 to INR 5,000 for two years)</li> </ul>                                                                                                                                                                                                                                 | REPC                 |
| 6.a.  | <b>Assistance for export through E-portal</b> <ul style="list-style-type: none"> <li>➤ E-Portal facilitator will provide training to the exporters for online registration, packaging, logistic and export documentation</li> <li>➤ E-portal facilitator will also advise the selection of product, market, portals etc.</li> <li>➤ All this service will be provided in highly subsidized rate.</li> <li>➤ E-portal facilitator will also provide data and details to REPC and department for first export through the exporter</li> <li>➤ Facilitator will also help in the end to end process from logistic support to payment collection</li> </ul> | E-Portal facilitator |
| 6.b.  | <b>Assistance for Direct Trade</b> <ul style="list-style-type: none"> <li>➤ EPCs/FIEO will provide training to the exporters for online registration, packaging, logistic and export documentation</li> <li>➤ EPCs/FIEO will also advise the selection of product, market, portals etc.</li> <li>➤ EPCs/FIEO will also provide data and details of first export through the exporter</li> </ul>                                                                                                                                                                                                                                                         | EPCs/FIEO            |

## Phase II: Mission Niriyatak Bano

### Key Objectives:

- a) Strengthening and Capacity building of exporter
- b) Strengthening of REPC
- c) Enhance export from the state by 25% per year

| Steps | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Facilitator                                       |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| 1     | <b>Training and information on Selection of Markets</b> <ul style="list-style-type: none"><li>— An overseas market should be selected after research covering market size, competition, quality requirements, payment terms etc.</li><li>— Exporters can also evaluate the markets based on the export benefits available for few countries under the FTP.</li><li>— REPC will collect such information and share with the exporters, REPC will also trained the export on such research</li></ul>          | REPC & Department of Commerce and Industries, GoR |
| 2     | <b>Buyer connect programme</b> <ul style="list-style-type: none"><li>— Participation in trade fairs, buyer seller meets, exhibitions, B2B portals, web browsing are an effective tool to find buyers.</li><li>— REPC will participate in trade fairs with selected exporters and will also organize trade fair in Rajasthan</li></ul>                                                                                                                                                                       | REPC & Department of Commerce and Industries, GoR |
| 3     | <b>Capacity building for export growth</b> <ul style="list-style-type: none"><li>— REPC in collaboration with premier institutions and EPCs will provide training on Product pricing, Negotiation with Buyers, Financing options, Covering Risks through ECGC, Quality Control, Labeling, Packaging, Packing and Marking, Customs Procedures</li><li>— REPC / Department will setup Center of Excellences in selected field with collaboration of leading institution of the country and overseas</li></ul> | REPC & Department of Commerce and Industries, GoR |

## **Annexure 1**

### **A Documents for Proprietorship firms**

- Digital Photograph (3x3cms) of the Proprietor.
- Copy of PAN card of the Proprietor.
- Copy of Passport (first & last page)/Voter's I-Card/ Driving Licence/UID (Aadhar card) (any one of these).
- Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.
- Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.

### **B Documents for Partnership firm**

- Digital Photograph (3x3cms) of the Managing Partner.
- Copy of PAN card of the applicant entity.
- Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/PAN (any one of these) of the Managing Partner signing the application.
- Copy of Partnership Deed.
- Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.
- Bank Certificate as per ANF 2A (I)/Cancelled Cheque bearing pre-printed name of the applicant entity and A/C No.

### **C Documents for LLP firm/ Government Undertaking/ Public Limited Company/ Private Limited Company/ Section 25 Company**

- Digital Photograph (3x3cms) of the Designated Partner/Director of the Company signing the application.
- Copy of PAN card of the applicant entity.
- Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Managing Partner/Director signing the application.
- Certificate of incorporation as issued by the RoC
- Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.

- Bank Certificate as per ANF 2 A(I)/Cancelled Cheque bearing pre-printed name of the company and A/C No .

**D Documents for Registered Society/ Trust**

- Digital Photograph (3x3cms) of the signatory applicant/Secretary or Chief Executive.
- Copy of PAN card of the applicant entity.
- Copy of Passport (first & last page)/Voter's I-Card /UID (Aadhar Card) /Driving Licence/ PAN (any one of these) of the Secretary or Chief Executive/ Managing Trustee signing the application.
- Sale deed in case business premise is self-owned; or Rental/Lease Agreement, in case office is rented/ leased; or latest electricity /telephone bill.
- Registration Certificate of the Society / Copy of the Trust Deed
- Bank Certificate as per ANF 2A(I)/Cancelled Cheque bearing pre-printed name of the Registered Society or Trust and A/C No.

**E Documents for HUF firms**

- Digital Photograph (3x3cms) of the Karta.
- Copy of PAN card of the Karta.
- Copy of Passport (first & last page)/Voter's I-Card/ UID (Aadhar card)/ Driving Licence (any one of these) of the Karta.
- Sale deed in case business premise is self-owned or Rental/Lease Agreement, in case office is rented/ leased or latest electricity /telephone bill.
- Bank Certificate as per ANF 2A(I)/ Cancelled Cheque bearing pre-printed name of applicant and A/C No.