

# Export Market Promotion Scheme (EMP)

## Instructions to Fill up the On-line Application Form

EMP Scheme has Two Parts.

1. Exporter & RCMC Registration
2. Export Market Development Assistance (EMDA)

### 1. Exporter & RCMC Registration

Required Documents to submit an online application for Exporter & RCMC Registration

- a. Scanned Copy of IE Code
- b. Scanned copy of Signed Purchase Order
- c. A Bank Certificate showing the Financial status of your Account
- d. Copy of Pan Card - Both Side
- e. Copy of SSI Certificate/ Coir Board Industrial Establishment Certificate
- f. Copy Of Partnership deed - Self Attested
- g. Limited Company ( Memorandum Article of Association)
- h. An Affidavit/ Declaration in your Company letter head for submitting the export details to Coir Board every month without fail
- i. Demand Draft Drawn in favor of Secretary, Coir Board Payable At Ernakulam

Demand Draft amount

- |                                  |                |
|----------------------------------|----------------|
| a. Registration & RCMC           | - Rs. 14,960/- |
| b. Exporter Registration Renewal | - Rs.3460/-    |
| c. Endorsement                   | - Rs. 1150/-   |
| d. Renewal of Reg. & RCMC        | - Rs. 9210/-   |
| e. Renewal of RCMC only          | - Rs. 5760/-   |

**Note : all the documents should be scanned in pdf format and size should be between 10KB and 300 KB.**

## Stage 1 - New Login Registration

1. Click on the link "New Login Registration" in the Login.
2. **Enter Name, PAN Number, e-mail-id and Mobile Phone Number as per the format given on the screen**
3. **PAN number, email-id and Mobile Phone Number once entered cannot be changed later in the application form.**
4. **Now you should select a secret question from the Drop Down menu and then type the answer in the next Column.**  
Note down the secret question and the answer for future references. They are used for the retrieval of password in case the password is forgotten.
5. **You should now choose your User Name ( Please refer to the User Name Policy provided).**
6. **Enter the Given Security PIN displayed on the screen.**
7. **You can now finalize the above details by clicking the CONFIRM Button. Please note that the email-id as well as the Mobile Number provided should be that of your own as all correspondences in future will be through email and SMS**
8. You will receive your **user name** and **password** by email as well as by SMS.

## Stage-2 Login to the Portal

1. In the login section of the login page , type your user name and password received through email/SMS and click "Sign In"
2. Immediately you will be asked to change your password. Here you should set a new password as per the password policy of the site and confirm. You will be automatically asked to re-login with new credentials.
3. After successful login You will be redirected to your Home Page.

## Stage -3 Submit online Application

1. From The Leftside Menu , Expand the Menu item **+Registration**
2. Further Expand the Menu item **+ Exporter** and Select the Link - **Registration**
3. Give All the Details and Submit the Form
4. For RCMC Registration Repeat the same steps by selecting the **+ RCMC** Menu Item and **-Registration** Link
5. Give all the details and submit the Application for RCMC
6. Take the Print Out Of **Exporter Registration** and **RCMC Registration** submitted application form from the Portal, send to Coir Board along with the Demand draft.

## Application status

You can check and verify the status of the application in the web site by login to your Home Page with your username and Password.

Beneficiary / Applicant should visit respective home pages of [www.coirservices.gov.in](http://www.coirservices.gov.in) for the latest developments against your application.

## 2. Export Market Development Assistance (EMDA)

Required Documents to submit an online application for Exporter & RCMC Registration

**a. Photograph - Photograph should be 3.5 cm width x 4.5 cm height or 132 pixel width X 170 pixel height with the file size between 4 KB and 100 KB. JPG formats only will be accepted**

- b. Scanned Copy of IE Code
- c. Scanned copy of Signed Purchase Order

**Note :** Except Photograph all the documents should be scanned in pdf format and size should be between 10KB and 300 KB.

### Stage 1 - New Login Registration

1. Click on the link "New Login Registration" in the Login.
2. Enter Name, PAN Number, e-mail-id and Mobile Phone Number as per the format given on the screen
3. PAN number, email-id and Mobile Phone Number once entered cannot be changed later in the application form.
4. Now you should select a secret question from the Drop Down menu and then type the answer in the next Column. Note down the secret question and the answer for future references. They are used for the retrieval of password in case the password is forgotten.
5. You should now choose your User Name ( Please refer to the User Name Policy provided).
6. Enter the Given Security PIN displayed on the screen.
7. You can now finalize the above details by clicking the CONFIRM Button. Please note that the email-id as well as the Mobile Number provided should be that of your own as all correspondences in future will be through email and SMS
8. You will receive your user name and password by email as well as by SMS.

### Stage-2 Login to the Portal

1. In the login section of the login page , type your user name and password received through email/SMS and click "Sign In"
2. Immediately you will be asked to change your password. Here you should set a new password as per the password policy of the site and confirm. You will be automatically asked to re-login with new credentials.
3. After successful login You will be redirected to your Home Page.

### Stage-2 Submit Beneficiary Registration ( Part - A)

1. An Application for EMDA contains two Parts. Part -A consists of common details related to the beneficiary and is called the Beneficiary Registration form. PART-A is common to All Coir Beneficiary schemes.
2. Expand the link **+Beneficiary Registration** by clicking on the + symbol, You will get the link **Registration Part-A**
3. After completing Beneficiary registration ( Part-A), the beneficiary will get a beneficiary registration Number.

### Stage-3: Submit EMDA Application

1. Expand the Link **+Export Market Development Assistance** by clicking the mouse on the + symbol,
2. You will get the Link - **Online application**
3. Fill up the Details and submit the Form.
4. You can check your Application status at any time by Login to your Home Page and Select the **Application Status** Link under the **+ Export Market Development Assistance** Menu Item

### Steps to follow to submit online Application for EMDA scheme

1. Login to the system with your Username and Password
2. On Successful Login You will get the Home Page of My coir Portal.

3. Select **Registration Part-A** by expanding the **+ Beneficiary Registration Menu** by Clicking on the **+ Symbol**
4. Enter your personal and Unit details carefully and Submit the Form
5. You will get a beneficiary registration Number.
6. Select the **Online Application** by Expanding the Menu **+Export Market Development Assistance** by clicking on the **+ symbol**.
7. Enter your Details and submit the form.
8. You will receive the EMDA application Number

#### Stage -4 : Submit Claim

If your Application is approved by Coir Board , You can submit the Claim details as soon as you come back from the Exhibition

Under **EMDA** Menu Select the **Submit claim** link and fill the details and submit the claim

You have to attach following documents along with the claim

1. Freight charge Copy
2. Passport copy
3. Ticket Copy
4. Space Rent Copy

As part of submitting Online application You need to scan and upload the following documents along with the application at appropriate places as indicated.

*Note : Photograph is the Only mandatory attachment in Online Application .*

### Beneficiary Registration ( Part-A)

1. Photograph - Photograph should be 3.5 cm width x 4.5 cm height or 132 pixel width X 170 pixel height with the file size between 4 KB and 100 KB. JPG formats only will be accepted

2. Aadhar Card Copy

3. MSME Registration Certificate

4. Community Certificate ( In case of SC/ST)

5. Company Registration Certificate ( If not individual)

*In order to upload a file first click on the **browse** button and select the file. then click on the **Upload document** button*

### *Application status*

You can check and verify the status of the application in the web site by login to your Home Page with your username and Password.

Beneficiary / Applicant should visit respective home pages of [www.coirservices.gov.in](http://www.coirservices.gov.in) for the latest developments against your application.

### **My Coir Mobile App**

Application status can also be viewed in **My Coir** Mobile App.  
By Giving Beneficiary Regno and EMDA reg no, Application Status can be viewed.