TOBACCO BOARD

User Guide

For

Registration cum Membership Certificate (RCMC)

User Guide Developed by:

Version: 1.0

Contents

1. INTRODUCTION

The Tobacco Board, flagship under the ministry of commerce and industry has decided to implement a country-wide portal to ease and facilitate procedures for traders associated with the Board. The software application will act as an end-to-end system wherein traders can handle their all activities entirely on-line starting from Registration, Renewals, Filling of Returns, *RCMC Certificate registration* and GSP certificate. The end-to-end portal has the following key modules:

- Traders' Registration
- Traders' Returns
- **RCMC Certificate**
- GSP Certificate

TRADERS RCMC MODULE – OVERVIEW

Before you begin:

In the software application, traders will be identified with a unique ID. The traders will be required to register in the trader registration module as a pre-requisite for participation in the RCMC Certification registration of the application.

Only the traders having active registration with the tobacco board can participate in RCMC Certification and have authorized entry into the portal. Given the sensitivities, traders will be allowed to register in the portal only after their identity and the veracity of their claims have been verified.

Once registration is approved for the trader and the registration status is **"Registered"** the trader can file online returns under that particular category. Trader has to ensure that his registration with Tobacco Board is approved before applying for RCMC Certificate which otherwise can also be tracked by him through the application.

2. PRE-REQUISITES

The Trader must have the following:

A **broadband Internet connection,** it is suggested to have minimum 512kbps line. This is required for ensuring faster response while accessing information, processing and uploading of files. Some of the common broadband service (and other High-speed Internet service) providers are BSNL, Airtel, Sify, Reliance and Tata VSNL and more

You need to go to **PORTAL** using the URL http://www.tobaccoboard.in to enter the Information Page as indicated in the following screen shot.

Figure 1

In the software application, traders will be identified with a unique ID. The traders will be required to register in the trader registration module to obtain their unique Id, which is a pre-requisite for participation in the portal activities.

The portal is compatible with all browsers, however **Mozilla Firefox** is preferred.

A valid e-mail account with enough space to receive mails. If you are a regular trader to the Tobacco Board we recommend a dedicated email account and an alternate e-mail account in case the preferred e-mail service has some problem of receiving and sending mails. There are many free mail services available on the internet today like Hotmail,

gmail, Yahoo mail, Rediffmail, Sify mail etc. There are many paid services available if you prefer. Following are the links to some of these e-mail service providers.

Gmail   :   http://www.gmail.com

Hotmail   :   http://www.hotmail.com

SIFY   :   http://www.sify.com

Rediff   :   http://www.rediffmail.com

Yahoo   :   http://www.yahoo.com (or) http://www.yahoo.co.in

3. PROCEDURE INTRODUCTION:

This section details what the documented procedure(s) is and business information about when it should be used. This section also provides information about why a procedure(s) is important and the context in which it should be utilized.

RCMC registration module has been divided into 3 parts.

- Submission of application for RCMC Certification on portal
- Approval of application for RCMC Certification on the portal
- Renewal of approved application

Once exporter submits an application for RCMC Certification they may see the status of the application on the PORTAL. Exporter will be intimated when their application is approved.
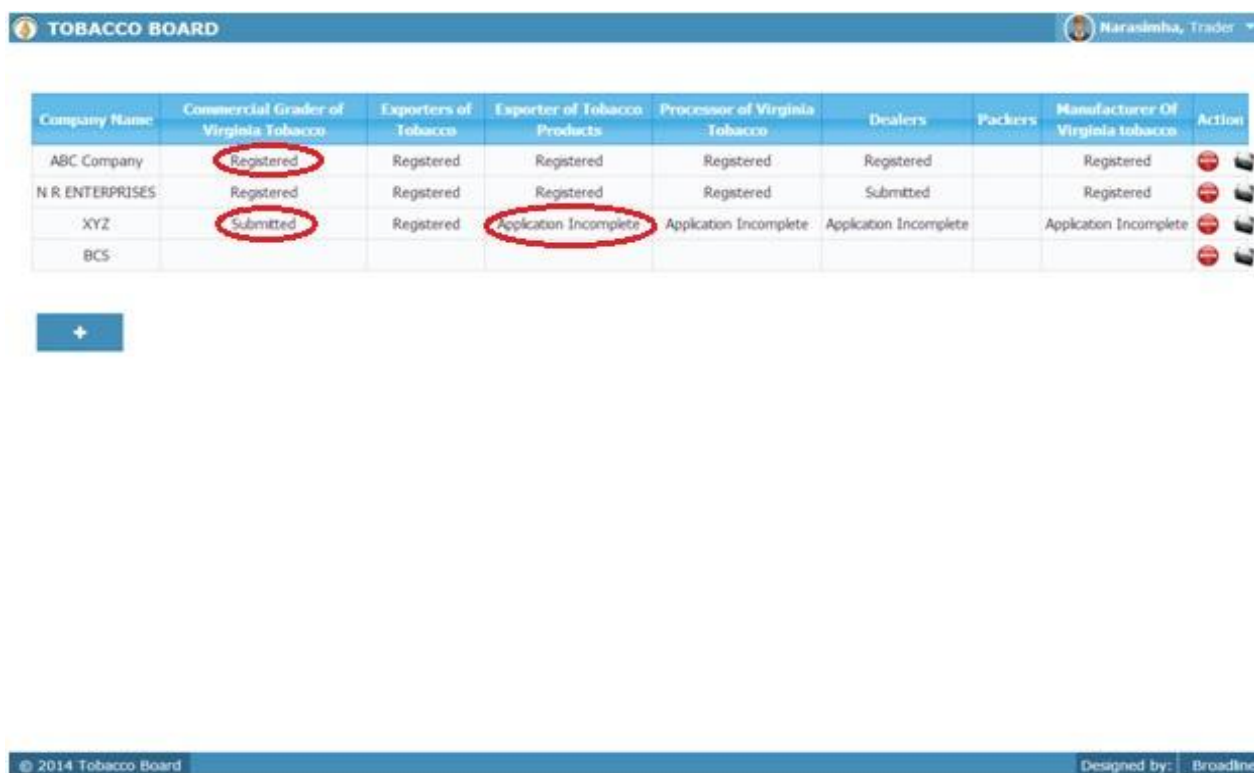
4. RCMC CERTIFICATE REGISTRATION PROCEDURE:

(Only for Exporter of Unmanufactured Tobacco & Exporter of Tobacco Products)

Registration-cum-Membership Certificate RCMC is obtained to furnish to the DGFT department for doing exports of tobacco and tobacco products outside India.

Once registration is granted both categories of Exporters i.e. Exporter of Unmanufactured Tobacco & Exporter of Tobacco Products can apply for RCMC to the board.

Exporter can login using the Login ID and password sent to them and click on **"Registered"** under the particular category of Exporter and navigate to the Trader dashboard. Once opened the trader can click on the Menu **Application**

Figure 2

The various stages of Application processing are

- **Application Incomplete:** Trader has filled the application but has not submitted it to the Tobacco Board and trader cannot file any returns till he is approved as a registered trader by the Board.

- **Submitted:** Trader has submitted the application and is awaiting for Board's approval

- **Registered:** Traders post approval by the Board will be updated as ""**Registered**"" Trader

For ex. In screenshot above the ABC Company is granted approval of registration with Tobacco Board for particular year under all the categories the status of the categories is *"Registered"*

Once traders status is updated as *"Registered"*, trader may click on it and navigate into the dashboard under the particular category and perform all the activities associated with the particular category (ex. Returns Filing, *Applying for RCMC* and GSP certificate as applicable to the trader)

Once Exporter of Tobacco & Exporter of Tobacco Products clicks on *"Registered"* under the particular category they can find dashboard associated to that category**.**

Figure 3

Below you may find the screenshot of Exporter dashboard for the category
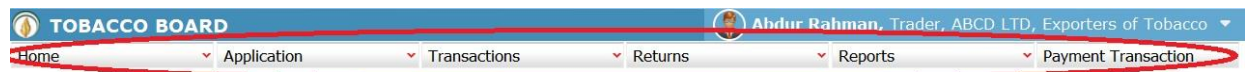
Figure 4

Above screenshot shows the dashboard of a trader under particular category with the following menus.

- **Home:** This menu can be used by the trader to navigate back to his home page

- **Application:** Under this menu trader can select option Application List and view all the applications they have submitted and all the information about it.

- **Transaction:** This menu is the main use for the registered trader as they can make entries of all the transactions of tobacco they do under that particular category

- **Returns:** This menu will associate with all the returns the trader will do under the category and also view all the returns submitted previously by the trader.

- **Reports:** This menu displays all the information related to the stocks particular trader are having available under the particular category.

- **Payment Transactions:** This menu associates to all the payment transactions made by the trader with the board pertaining to the particular category.

RCMC APPLICATION FILLING:

Exporter can observe "Application" menu in their dashboard as shown in below screenshot.
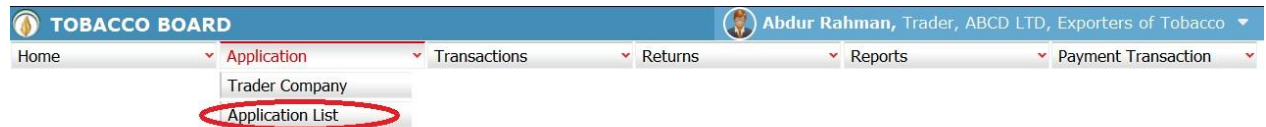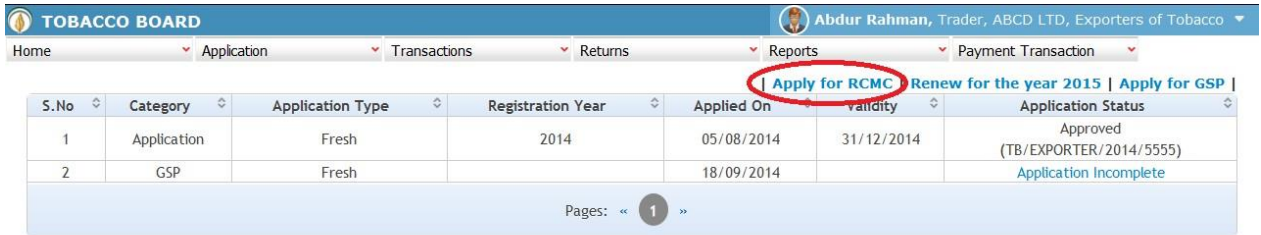
Figure 5

Exporter can find under the **"Application"** menu the option "Application list ("Highlighted in red color") and click on it.

Exporter shall be navigated to following screen as shown in below screenshot.

S.No	Category	Application Type	Registration Year	Applied On	Validity	Application Status
1	Application	Fresh	2014	05/08/2014	31/12/2014	Approved (TB/EXPORTER/2014/5555)
2	GSP	Fresh		18/09/2014		Application Incomplete

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Figure 6

Trader can observe a list of applications that they have applied under the particular category. This screen can be used by registered trader for applying/renewing all types of applications with the board as

1. Apply for RCMC
2. Renew of registration
3. Applying for GSP Certificate (Only for Exporter of Tobacco Category)

Exporter can click on "Apply for RCMC" as highlighted in red circle in **Figure 6** to start filling the application for RCMC Certificate

Once clicked, the trader will be navigated to the below screenshot

REGISTRATION STAGES:

Figure 7

The RCMC registration is divided into four stages as shown in above screenshot

a) **Application Details:** This stage captures the complete details of the exporter as per the category chosen by the trader. Wherein complete information is filled by the trader and saved.

b) **Document:** After trader complete his application filling and saves it, he will be automatically taken to this stage. Here exporter can upload all the documents relevant to their category.

c) **Payment:** Once the trader uploads all the document and saves the information, trader is moved to this stage where the payment information is shown to the trader for the application

Trader can choose either online payment or offline payment mode as per his convenience and make the payment. Once payment is made and saved the trader will be moved to last and final stage.

Note: Currently "*No Fee*" is charged for RCMC Certification by Tobacco Board.

d) **Form Submission:** Once trader has finished all the stages completely and navigated to this screen, the final submission of the RCMC application Form is made at this stage by the exporter.

Note:

- Each stage once completed and saved cannot be navigated back and trader cannot make any changes whatsoever to the details in that particular stage.

- At the end of each stage trader will be asked to confirm his completion and navigation to the next stage.

- Documents can also be submitted by offline mode. The trader needs to choose offline mode option under Documents stage and later send all the relevant documents through post to Tobacco Board H.O., Guntur. (All charges for post/Courier will be borne by the trader)

- Payment made through offline mode, where trader needs to furnish the details of Demand Draft and upload a scan copy of the same and send the original to the Tobacco Board H.O, Guntur.

- Applications submitted where payment is made through Demand Draft are processed only when the details filled online is cross verified by original physical DD submitted by the trader.

- Unless the final stage of Form Submission is not completed by the trader, his/her application will not be submitted to the board and status of the application would remain incomplete

- Any delays in completion of final stage and mistakes in filling of applications will be solely trader's responsibility and utmost care must be taken at each stage.

- In case of any difficulty while submitting an application trader can contact Tobacco Board for any assistance.

APPLICATION DETAIL STAGE:

Figure 8

Exporter may observe the following fields:

1. **Name of Applicant:** This detail is automatically captured by the software based on the information provided by exporter during registration.
2. **RCMC Registration:** Exporter needs to select under which category he is applying for RCMC from the drop down as
   a. Manufacturer Exporter
   b. Merchant cum Manufacturer Exporter
   c. Merchant Exporter
3. **Export Product Name / Product Category Name:**
   Exporter needs to provide details of the items for which exports will be made.
4. **Main line of business of applicant :** Exporter needs to select form the drop down
   a. Exporter of tobacco products
   b. Manufacturer of Cigarettes
   c. Unmanufactured Tobacco Products
5. **Pan Card Details:** This information is captured from the registration module but trader can edit.

Once completed exporter can click on "Save" button [Save] as shown in **Figure 8.** On clicking "Save" following screenshot will be shown as below

Figure 9

Exporter may observe that all the tabs pertaining to RCMC application are opened and they can navigate to each and fill in the details

Figure 10

IEC Details:

Exporter can select the IEC Details tab ("Highlighted in red circle") and fill in the following details

1. IEC Number
2. Date of Issue
3. Issuing Authority
4. Date of Establishment

Once completed exporter can click on "Save" button as shown in Figure 9

Registration Type:

Exporter may click on the Registration Type tab "Highlighted in red circle in below screenshot"

Figure 11

Exporter can make entry by clicking on the add button on extreme right side ("Highlighted in red circle") in Figure 11

On clicking the add button following dialog box will be opened as shown in below screenshot
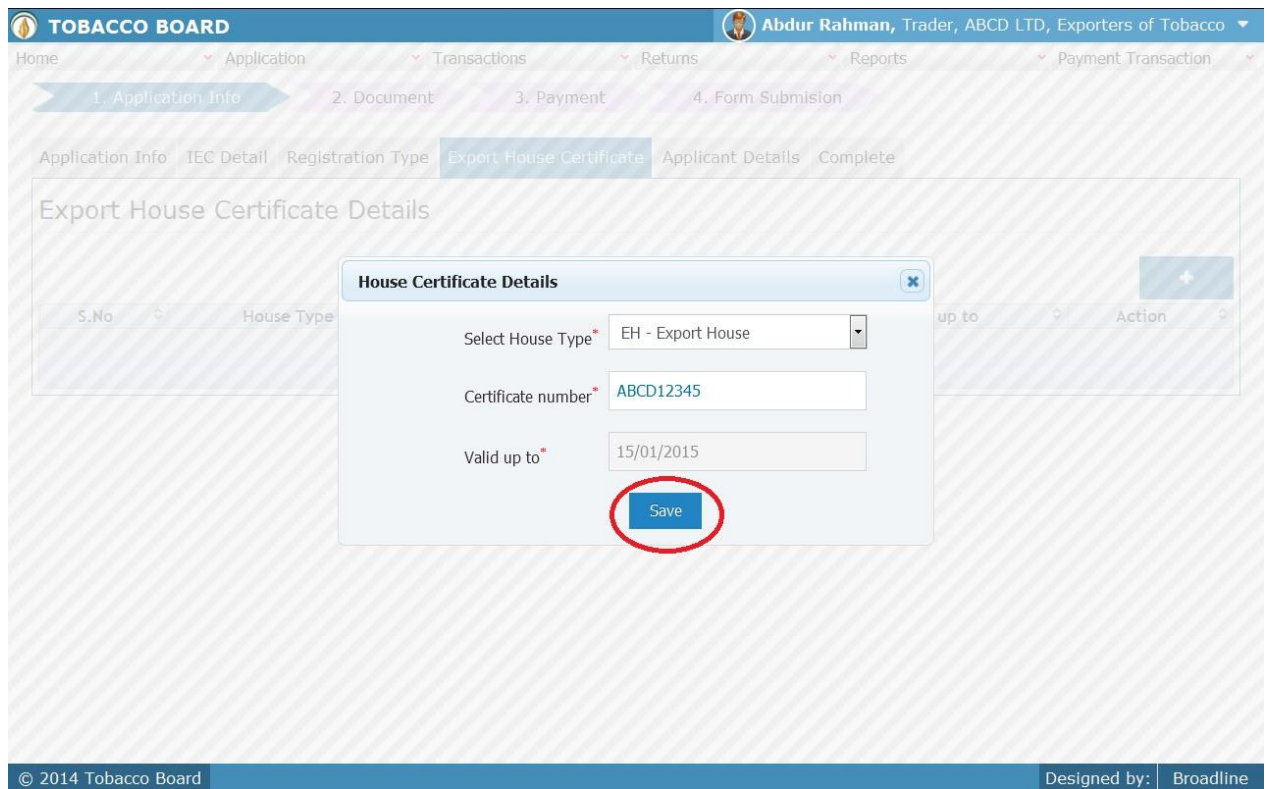
Figure 12

Exporter may fill in the details:

1. Registration Type : Select from the drop down options
2. Registration No.
3. Date of Issue
4. Issuing Authority

Once completed exporter can click on "Save" button [Save] as shown in Figure 12

Figure 13

Exporter may observe that record is successfully saved as shown in the screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot. Trader may observe the extreme right hand column of the table with column name as **"Action"**.

Trader may observe from above screenshot 2 images under Action column. Both these icons have different functions.

1. This image can be clicked on to edit any information in the list
2. This image can be used for deletion of a complete row entry in the list

Export House Certificate Details:

Exporter may click on the Registration Type tab "Highlighted in red circle in below screenshot"
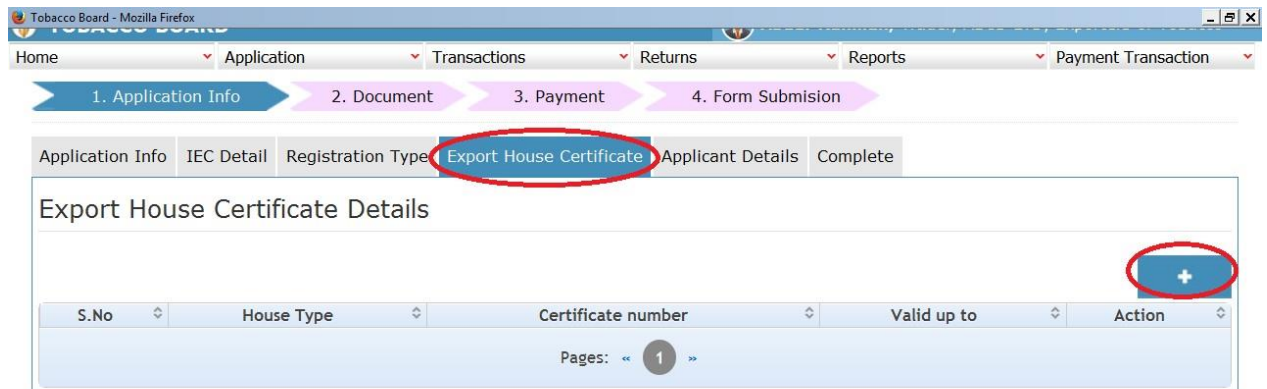
Figure 14

Exporter can make entry by clicking on the add button on extreme right side ("Highlighted in red circle") in Figure 14

On clicking the add button following dialog box will be opened as shown in below screenshot

Figure 15

Exporter may fill in the details:

1. House Type : Select from the drop down options
2. Certificate Number.
3. Validity Date

Once completed exporter can click on "Save" button [Save] as shown in Figure 15

Figure 16

Exporter may observe that record is successfully saved as shown in the screen ("Highlighted in red color rectangle Box"). The trader can make multiple entries to this screen by again clicking on the add button at the right hand side of the table.

Note: After making an entry you can find an updated table as above screen shot. Trader may observe the extreme right hand column of the table with column name as **"Action"**.

Trader may observe from above screenshot 2 images under Action column. Both these icons have different functions.

1. 　 This image can be clicked on to edit any information in the list

2. 　 This image can be used for deletion of a complete row entry in the list

Applicant Details (Signatory who signed on the Application):

Figure 17

Exporter needs to fill in the details of the applicant who will be signing the application.

1. Name.
2. Office address
3. Designation
4. Telephone number
5. Fax Number
6. Mobile number
7. Email Id
8. Residential Address
9. Place of applicant

Once completed exporter can click on "Save" button Save as shown in Figure 17

Complete:

Figure 18

Exporter may observe that on completion of the entire information trader may find the summary of the application under "Complete" tab (Highlighted in red circle)

Exporter may cross verify all the details filled by them before completing this stage of Application Information.

Figure 19

On completion of filling all the information trade may move to next stage by clicking on the Complete Button ("Highlighted in red circle") as shown in **Figure 19**

Figure 20

Exporter will be prompted to verify his completion of application filling for RCMC as they cannot edit this information once completed.

DOCUMENTS:

Figure 21

Trader can choose the option of online and offline submission of documents by clicking the relevant radio button

- **Offline mode:** when a trader clicks on offline radio button he may proceed to next stage by clicking on complete button below as shown in the screen shot.

  Note: Trader will have to send the hard copies of all the documents as per Board's requirement through post to Tobacco Board H.O (By post/courier) , failing to which the application will not be processed.

- **Online mode:** Also, the trader can choose to upload the scanned copies of the documents by clicking on online options and uploading the documents relevant to each.

Online mode

Figure 22

Traders can upload the relevant document by choosing the icons under the Action column on the right hand side of the table.

- **Repository Icon:** Trader can click on the [icon] icon and choose the document from the repository where he/she had already upload the document initially

- **Add new file:** Trader can also upload any new file by clicking on [icon] icon and choosing from the desktop, if the file is not stored in repository.

Once the trader uploads all the documents, click on the [Complete] (Complete) button below to save the documents

FORM SUBMISSION STAGE:

This stage is the final stage of the application submission and once completed your application will be submitted and awaited for approval by Board on satisfying all the requirements
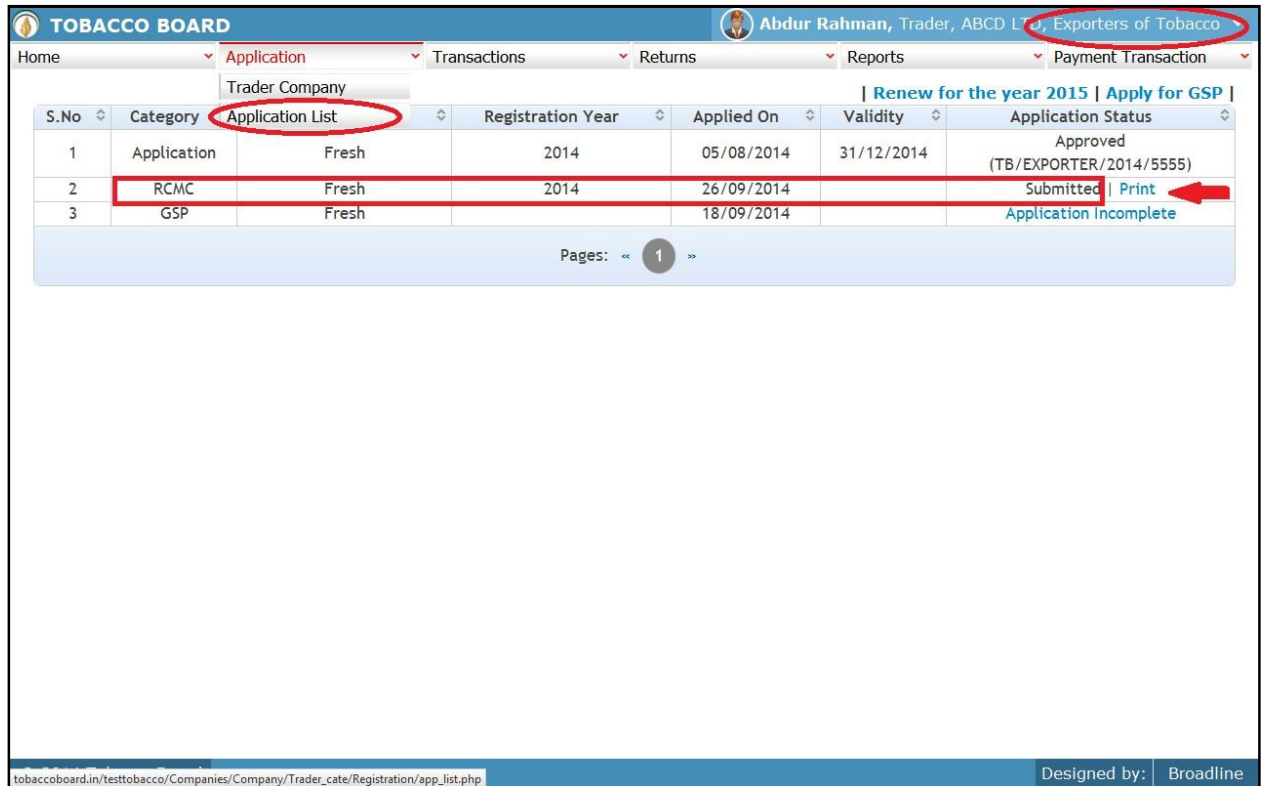

Figure 23

Trader has to agree to the Declaration stating acceptance to list of Terms & Conditions and click on "**Apply**" button to move to the next stage as sown in above screenshot

- Note: This is a very critical part of Document stage as once the complete button is clicked and confirmed the trader will not be able to come back and make any correction to the application and the application is moved to next stage.

5. RCMC APPLICATION STATUS

Exporter on submission of RCMC application can view the status of the application under the Application menu of the particular category as shown in below screen shot.
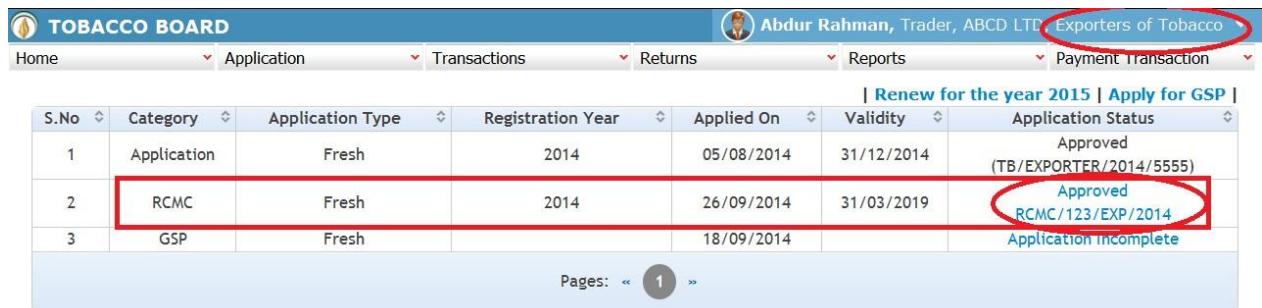

Figure 24

Exporter can observe that their application status is "submitted" (Highlighted in red rectangle box) which mean their application has been successfully submitted and is awaited for board's approval.

Also, the trader may click on the "Print" button (indicated by red arrow) in the above screenshot Figure 24.

Trader needs to take print of the filled RCMC application form (on a normal plain paper) sign & seal it, then send it to Tobacco Board H.O., Guntur.

Approved RCMC Certificate:

On approval, RCMC certificate status is changed to "Approved" for the particular category of the exported under **Application List** menu as shown in below screen shot

Figure 25

Exporter may observe that the RCMC Certification has been approved (Highlighted in red) Figure 25.

Exporter may click on it and take a print out of the Certificate.

Note: Certificate generate is only a provisional certificate and the original RCMC Certificate will issued by the Board after Sign and Seal is attested.