

User Manual for Trade Fair Application

Please follow the serial number mentioned for each screen.

The screenshot shows a web form for a Trade Fair Application. It includes a dropdown menu for 'Name of Fair' (set to 'World Food Fair'), two text input fields for 'APEDA RCMC No./TraceNet Reg. No.' (containing 'ORG-1505-000824') and 'IECode/Scope Certificate No.' (containing 'ORG/SC/1505/001001'). Below these is a CAPTCHA image showing the number '141245' with the instruction 'Enter the letters as they are shown in the image above'. A text input field contains '141245'. At the bottom is a 'Proceed >>' button. Four numbered callouts provide instructions: 1 points to the dropdown menu, 2 points to the RCMC/TraceNet Reg.No. field, 3 points to the CAPTCHA input field, and 4 points to the Proceed button.

1
Select Name of Fair from dropdown list

2
1. Enter RCMC/TraceNet Reg.No.
2. Enter IECode/Scope Certificate No.

3
Enter letters shown in above Image

4
Click on Proceed button for application form

Note:

1. The system will validate your RCMC/TraceNet scope validity before proceed. In case if the RCMC/Scope validity is expired, the system will display message and not allow further proceeding.
2. In case if applicant has already submitted the application for selected fair, the system will display message and not allow further proceeding.

After proceeding, the below application form will be displayed.

Application Form For Trade Fair *Indicates Mandatory Fields

Application Date 12/07/2017

Applicant Information

RCMC No./TraceNet Reg. No. ORG-1505-000824

IE Code/Scope Certificate No. ORG/SC/1505/001061

Name of the Firm with Full Address processor registration for final demo
23/09, mg marg, greater kailash, Gujarat

EH/TH Certificate (Export House / trading House)

EH/TH Certificate No.

EH/TH Certificate Date

EH/TH Certificate Valid Upto

Particulars of Fair/Exhibition

Name of Fair	World Food Fair *	City	Moscow
Country	Russia		
From Date	11/09/2017	To date	14/09/2017

Particulars of Tour

Product of Interest *

Head

SubHead

Product Description

Product of Interest

Product of Interest is required

1

Enter Export House/Trading house details

Note: These fields are not mandatory

2

Select APEDA Product Head, Sub Head and enter product Description. Click on Add button to add the product of interest.

Note: To find the categorization of Head/Sub Head. Kindly visit APEDA website product section

Application Form For Trade Fair *Indicates Mandatory Fields

Application Date 12/07/2017

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Name of the Firm with Full Address processor registration for final demo
23/09, mg marg, greater kailash, Gujarat

EH/TH Certificate (Export House / trading House)

EH/TH Certificate No.

EH/TH Certificate Date

EH/TH Certificate Valid Upto

Particulars of Fair/Exhibition

Name of Fair	<input type="text" value="World Food Fair"/>	City	Moscow
Country	Russia	To date	14/09/2017
From Date	11/09/2017		

Particulars of Tour

Product of Interest 3

Head

SubHead

Product Description

Product of Interest

Head Name	Sub Head Name	Product Description	Action
FLORICULTURE & SEEDS	FLORICULTURE	Flowers	<input type="button" value="Remove"/>

After entering the products, the details will list under "product of interest" Section

4

To add more products, Select APEDA Product Head, Sub Head and enter product Description again. Click on Add button to add more products.

Note: The duplicate sub Head Name is not allowed. In case of any change, Please remove the existing details and add again

5
Enter Previous Participation details for Last three years

6
In case if proprietor belongs to SC/ST, Click on Yes radio button and upload SC/ST Certificate

7
If company based in North West region click on Yes radio button

8
Enter remarks, if any

9
Click on Submit Application button for final submission to APEDA

Form Fields:

- Name of Fair: 8th Agro Bangladesh Expo
- Country: Bangladesh
- From Date: 25/10/2018
- Location: Dhaka
- Product of Interest: (Head, SubHead, Product Description)
- Previous Participation Table:

Financial Year	Fair	Promotional Programme
2015-2016		
2016-2017		
2017-2018		
- Proprietor belong to SC/ST: Yes No
- Upload SC/ST Certificate: Choose File | No file chosen
- Company based in north east region: Yes No
- Enter Remarks (if any) for acknowledgement: [Text Area]
- Submit Application: [Button]

After clicking on Submit Application button, the following screen will be displayed with Application tracking Number.

Application Form For Trade Fair

Your Application Tracking No. is TFA-2017-18-0009