

## **Bye-Laws and Rules for Conducting Election through eVoting**

### **BYE-LAWS TO FACILITATE THE NOMINATION OF PANEL REPRESENTATIVES FOR THE PANELS ON THE COMMITTEE OF ADMINISTRATION OF CAPEXIL FOR THE YEAR 2015-16**

In exercising of the powers conferred by Article 9 of the Memorandum and Articles of Association of CAPEXIL the Committee of Administration of the Council hereby makes the following Bye-Laws and Rules to facilitate the nomination of the representatives of panels on the Committee of the Council. These Bye-laws shall be called Bye-laws for Nominations on the Committee of CAPEXIL and should always be read with the relevant provisions of the original Articles and shall be deemed to have come into effect from the financial year 2015-16 or any other date as decided by the Committee of Administration of CAPEXIL.

#### **1. DEFINITIONS:**

In these rules, unless the context otherwise requires:

- a. **"Act"** means the Companies Act, 2013 and includes any statutory modification or re-enactment thereof, for the time being in force;
- b. **"Article"** means an Article forming part of Articles of Association of the Council.
- c. **"Auditors"** means person appointed, as such, for the time being by the Council.
- d. **"Chairman"** means the Chairman of the Council.
- e. **"Vice-Chairman"** means Vice-Chairman of the Council.
- f. **"Executive Director"** means the Executive Director of the Council.
- g. **"Secretary"** means the Secretary (if appointed) by the Council.
- h. **"Committee"** means the Committee of Administration of the Council, constituted, as such, under Articles of Association of the Council.
- i. **"Council"** means CAPEXIL, constituted under Memorandum and Articles of Association of the Council.
- j. **"Extraordinary General Meeting"** means an Extra-ordinary general meeting of the members of the Council other than its Annual general meeting referred to in article 16.1.
- k. **"General Meeting"** means a general meeting of the members of the Council.
- l. **"Member"** means a member of the Council.
- m. **"Office"** means the registered office for the time being, of the Council.
- n. **"Panel"** means a panel of the Council (Specified under a group of products, under CAPEXIL) and constituted under Articles of association of the Council.
- o. **"Prescribed"** means prescribed by the Committee, by virtue of a power conferred by these articles.
- p. **"Product"** means any goods or services in regard to which the Council has been recognized for the time being by the Central Government; under the relevant provisions of the Export-Import Policy of the Central Government; as in force for the time being.
- q. **"Regional Committee"** means a Regional Committee constituted under the Articles of Association of the Council.
- r. **"Regional Chairman"** means a Regional Chairman holding office under the Articles of Association of the Council.
- s. **"Rules"** means the rules of the Council, for the time being in force, made under the Articles of Association or under any enactment for the time being in force.
- t. **"Micro Small & Medium Enterprises (MSME)"** means an enterprise so classified by the Central Government, under the Micro, Small and Medium Enterprises Development Act, 2006, as amended from time to time.
- u. **"Election Authority"** means any authority or person entrusted to conduct the election which includes "Election Authority / Returning Officer" appointed either by the Committee of Administration of CAPEXIL or by the Government of India.

- v. **"Ordinary Member"** shall mean Ordinary Member of the Council as defined in article 3.3.
- w. **"Year"** means the financial year beginning with the 1<sup>st</sup> April and ending with the 31<sup>st</sup> March of the following year.
- x. **'Email' or 'Email Address'** means E-mail address of the member as provided by the member and available with the CAPEXIL and displayed on CAPEXIL website against the name of the member in the "Electoral Roll."
- y. **'Key No."** for the purposes of the election shall mean the membership number of the Member displayed on CAPEXIL website against the names of the member in the "Electoral Roll".
- z. **'Electronic Agency"** means the team/ agency appointed by the Council and duly approved and authorized by the Election Authority of the Council to conduct the Voting by Electronic Means under the Election Rules.
- aa. **'Email Password'** – Email Password, which is generated by the member himself/herself to access his/her own e-mail from time to time. The member is responsible for maintaining the secrecy, security and confidentiality of this password.
- bb. **"Competent Authority"** Competent authority means "Committee of Administration". However the Committee of Administration may authorise any designated officer of CAPEXIL to perform the role of competent authority for the purpose of conducting election. In such an event decision taken by the designated officer is final and binding.

## **2. IDENTIFYING PANELS AND PREPARING LIST OF VOTERS:**

At the outset the council (CAPEXIL) will identify those panels wherein the members would be retiring in the next Annual General Meeting of the Council and shall prepare the list of eligible voters from those panels accordingly to ensure election of Committee member is held well ahead of the AGM.

## **3. RESERVATION: (IN TERMS OF ARTICLES 27.4 OF CAPEXIL):**

- (a) At least one-third of the seats for the elected members of the Committee shall be reserved for representatives of small-scale industries.
- (b) In addition, at least one-third of the seats for elected members of the Committee shall be reserved for exporters who fall within the category of export houses, trading houses, star trading houses, and superstar trading houses for the purpose of the Export-Import Policy for the time being in force or who have for the time being similar status under the said policy.
- (c) Where any seat reserved under clause (a) or (b) of this article cannot be filled up by a candidate of the reserved category that seat deemed to be unreserved.

## **4. ELIGIBILITY TO VOTE AT THE ELECTION :**

- a) Only an Ordinary Members shall have the right to vote and elect representative of the panel member at the Council's Committee of Administration by participation in e-Voting provided they don't have any outstanding membership subscriptions for the previous years and they have also paid their membership subscription for the financial year (i.e. in the year of voting is held) on or before the 30th April in full including applicable taxes thereon and are continuing as members of the Council. In terms of Para 2.92 of the Handbook of Procedure (2015-20) issued by the Ministry of Commerce & Industry, Govt. of India, eVoting is mandatory.
- b) The eligibility of Ordinary Members is also subject to fulfillment of Articles 3 and 4 of CAPEXIL.

- c) Each Eligible Ordinary Member of the Council shall have only one vote for every single representation/seat for the respective Panels
- d) An Ordinary Members have to furnish their export turnover of CAPEXIL's products for the immediately three preceding financial years (i.e. for the F.Y. 2012-13, 2013-14 and 2014-15) as well as self certified payment particulars of membership subscription for the financial years 2014-15 and 2015-16 specifying Cheque/DD No./NEFT, Date, Amount etc within the stipulated time. Kindly note that in the event of non-receipt of the aforesaid self certified statement, the Council will be compelled not to include their names in the ordinary members list of the Council and they shall not be eligible to participate in the eVoting process

## **5. ELECTORAL ROLL:**

The members included in the Lists of Voters are hereinafter referred to as "Voter Members". Once the said Lists of Voters are finalized for the Panels wherein Elections are to take place, the Council shall notify all Ordinary members primarily classified under those Panels, through the Council's Website and / or by sending the message to the e-mail ids' available with the Council that such Lists of Voters have been prepared panel-wise inter alia containing their respective mailing addresses and e-mail ids and the same will be available for inspection in the website and also at Head office of the Council. Only an Ordinary Member of the Council is entitled to vote and no other category of members – Associate, Affiliate and / or Nominated member shall have any voting right for the purpose of election of member of the panel.

Any eligible member not included in the List of Voters or if any change is required in the contact details of an eligible member may, within **3 (Three) days** from the date of the aforesaid notification made in the website of the Council, apply to the Joint Director(Accounts) in the CAPEXIL's Head Office at Kolkata for inclusion in the relevant List of Voters and enclose authentic proof of payment of annual subscription and CA Certificate as aforesaid. The Competent Authority will verify the reasons for such omission and would dispose of the application accordingly within **2 (Two) days** from the date of receipt of such application.

If it is found that the omission is due to a change in the panel classification of the member from the Panel to which the member belonged to, then the matter along with the relevant documents submitted by the eligible member in question for this purpose, would be referred to the Competent Authority, which, in turn, would dispose off such application within **2 (Two) days** from the last date of receiving such application. Upon such disposal, the Competent Authority shall intimate his decision to such concerned member and shall prepare the final Lists of Voters and notify the same on the Council's website for information to the Voter Members. Thereafter no request for changes in the electoral roll will be entertained.

**However, the last date for receiving the Nomination will remain the same for that member if it gets included in the Electoral Roll.**

## **6. ELECTION AUTHORITY/RETURNING OFFICER:**

The Committee of Administration of CAPEXIL, in consultation with the Government or otherwise shall appoint any individual, firm or institution, as the Election Authority / Returning Officer to conduct the election of members in the Committee of Administration. The Election Authority / Returning Officer has all the powers related to conduct of election and declaration of result and his decision shall be final and binding.

## **7. CONDUCT OF ELECTION:**

Election shall take place for the following panels as per decision of COA in its 5<sup>th</sup> COA Meeting held on 12.10.2015 at New Delhi:-

- (1) Paper, Paper Board and Paper Products Panel,
- (2) Plywood & Allied Products Panel,
- (3) Ceramics & Allied Products including Refractories Panel,
- (4) Mfrd. Products of Carbon Graphite, Explosives and Accessories Panel and
- (5) Cement, Cement Clinker & Asbestos Cement Products Panel

## **8. COMMITTEE OF ADMINISTRATION:**

The Committee of Administration of CAPEXIL shall consist of the members as detailed in the Article 18 and Article 27.3 of the Articles of Association of the Council.

## **9. ELIGIBILITY CRITERIA FOR CONTESTING ELECTION TO THE RESPECTIVE PANEL:**

**The candidate must satisfy the following conditions namely:**

(a) A candidate must be representative of an entity which is an Ordinary Member of the Council having exports of CAPEXIL's items (FOB value) and services not less than (i) Rs. 25 Lakhs for Small-Scale Industries and (ii) Rs. 1 Crore for Others to his or its credit during the financial year immediately preceding the year for which the election is being held, shall be eligible to contest the respective Panel for election of Panel representative in the Committee of Administration, provided such member appears in the Electoral Roll. For example, if the Election takes place in the financial year 2015- 16, the preceding year for this purpose will be Financial Year 2014-15.

(b) In term of Article 10, Only the authorized representative shall be considered, whose name is mentioned as such in the Registration-cum-Membership Certificate, or any of the Director or equivalent thereto in case of Company or Co-operative Society or other body corporate, Proprietor in case of Sole proprietorship firm, Karta in case of HUF, Partner in case of Partnership, Designated Partner in case of LLP.

(c) Nomination indicating the name of the authorised representative of the Member eligible for election to any Panel of the Committee of Administration shall be proposed and seconded by members of the same Panel.

(d) The nominee, proposer and seconder should be otherwise eligible to vote. The nominations shall conform to the proforma prescribed by the Election Authority/Returning Officer.

(e) Any voter / member de-registered or black listed under the Foreign Trade Policy with regard to exports / imports will not be eligible to file nomination for election to the Committee of Administration. Therefore, on the original Nomination Form, the Member organization will have to submit a declaration in writing signed by the Chairman / Managing Director /Director / Partner/Designated Partner/ Proprietor/Karta as the case may be, that the Company/Entity/firm/LLP/Proprietorship Firm/HUF etc(as applicable) is not debarred/ black listed under the aforesaid Policy.

(f) A Nomination sent by fax/e -mail to the Election Authority/Returning Officer will be treated as invalid.

(g) A member can file nomination and contest election for only one post, as a member of respective Panel.

## **10. FILING OF NOMINATIONS FOR CONTESTING ELECTION TO THE RESPECTIVE PANELS FOR RECONSTITUTION OF THE COMMITTEE OF ADMINISTRATION IN THE 57<sup>TH</sup> AGM.**

### **(i) Nomination**

The Election Authority/Returning Officer shall issue notice inviting nomination to the Voter Members as per the final Electoral roll which shall be published in the Council's website along with the mailing addresses and e-mail ids of the voters. The notice inviting nomination along with a Nomination Form of the Election Authority/ Returning Officer as per **Annexure-A** together with its annexures (instructions) hereto, shall be dispatched by Speed Post as well as by email to all the Voter Members. Omission of service of such a notice shall not, however, invalidate the election proceedings. In the notice inviting nomination, the Election Authority/ Returning Officer will also mention about the availability of the Rules of the Election of the Council (2015-16) and the Electoral roll on the Council's Website and also at the Head office of the Council.

### **(ii) A valid Nomination**

A Nomination to be valid must satisfy and fulfill the following conditions to be supported within the following documents:-

- 1) the **Original Nomination Form** as per Annexure 'A' has to be filled-up properly in all fields mentioning therein the Director Identification Number (DIN) of the contestant, as stipulated u/s 152 (3) of the Companies Act, 2013 has to be submitted.
- 2) CA Certificate has to be submitted by the contestant as **Annexure A-1**,
- 3) Undertaking for DEL status on the letter head has to be submitted as **Annexure A-2**,
- 4) a declaration has to be submitted by the contestant in the form **DIR-8 as Annexure-A-3**, that he / she is not otherwise disqualified to be appointed as a Director of a Company since stipulated u/s 164 of the Companies Act, 2013;
- 5) a consent has to be given by the contestant in the form **DIR-2 (Annexure-A-4)** to act as a Director of the Council, if elected to the Committee of Administration in accordance with Section 152 (5) of the Companies Act, 2013;
- 6) a disclosure of interest has to be given by the contestant in the form **MBP-1 (Annexure-A-5)** to the Council, if elected to the Committee of Administration in accordance with Section 184 of the Companies Act, 2013;

The duly filled-up Nomination Form, signed, stamped and completed in all respects along with all the above requisite documents must reach **the Office of Election Authority/ Returning officer** within **14 (Fourteen) days** from the date of the Notice inviting Nomination.

### **(iii) Clearance of doubts, rejection and publication of valid Nominees**

In case the Election Authority/Returning Officer has any reason to doubt the veracity of any of the particulars / information contained in any Nomination Form received by him, he may call for particulars / information from the designated officer of the Council. He will also be at liberty to call for the export performance of the member concerned as per the record of the Council, from the designated officer of the Council.

The Election Authority/Returning Officer shall within **7 (Seven) days** after the expiry of the aforesaid period of **14 (Fourteen) days** enter the names of the Nominees, Panel-wise in a Register and, after due scrutiny, prepare a list of valid nominations and also a list of invalid nominations received. With regard to the invalid nominations, the Election Authority/ Returning Officer shall cite the reason for rejecting the same. Copies of such list(s) duly signed by the Election Authority/Returning Officer shall be sent to the Council both by e-mail and hard copy for similar display on the website of the Council. Last date /day for filing of objection regarding the lists of nomination before the Election Authority/Returning Officer is **3 (Three) days** from the date of display of lists and the Election Authority/Returning Officer will dispose off the objections so received within **2 (Two) days** there from.

#### **(iv) Withdrawal of Nominations**

Nomination can be withdrawn by the candidate and/or person who had signed the nomination form by a letter within a period of **5 (Five) days** from the date of aforesaid display of the list of valid nominations by the Election Authority/Returning Officer. Withdrawal of nominations by e-mail/fax will not be considered or accepted. Once the Nomination is withdrawn, no subsequent request for rescinding such withdrawal shall be entertained by the Election Authority/Returning Officer.

#### **11. NO CHANGE IN PANEL AND/ OR ADDRESS REGISTERED WITH COUNCIL DURING ELECTORAL PROCESS**

No member shall be permitted to change their Panel and/ or their address registered with the Council for the purpose of membership after the publication of final electoral rolls and until the declaration of results of the elections.

#### **12. MODE OF ELECTION**

- i. As directed by the Ministry of Commerce & Industry, vide letter dated 22nd February 2012, and as per the provisions of the Foreign Trade Policy, 2015-2020 the Council's election process will be conducted in electronic format in the phased manner. The system of Electronic Voting will be audited by independent third party Security Auditor(s)/ Scrutinizer(s) appointed by the Council, at the time of election process in order to ensure inter alia that the voting process has been properly implemented and is free of errors, that secrecy is maintained in voting process and that the entire process is secure and that sufficient safeguards such as encryption etc. have been incorporated in the voting process to prevent any manner/ mode of manipulation/mischief such as hacking etc.
- ii. In case only one valid nomination is received from a particular panel, there will be no election for that panel and the nominee will be declared as elected unopposed from the said panel.
- iii. Each Voter Member in the Electoral Roll shall follow the procedure of Electronic Voting as specified in the Instruction to the Notice to cast its vote. All Voter Member in the Electoral Roll shall be entitled to cast their respective votes online as per prescribed procedures during a period of **3 (Three) days** (upto 6.00 P.M. on the last day).
- iv. The electronic votes cast by the members shall be stored in a secure server. Only the Election Authority/ Returning Officer or Scrutinizer(s) shall be allowed access to the said votes.
- v. Within **3 (Three) days** from the last day prescribed in the Notice for casting of votes through electronic system, the total count of votes on the server will be noted and verified by the Election Authority/ Returning Officer or Scrutinizer(s).
- vi. The person receiving the highest number of votes from each Panel will be declared as elected from the respective Panels, as the case may be. In the case of a tie, the result will be determined by drawing lots by the Election Authority/ Returning Officer. The Election Authority/Returning Officer shall declare the election result stating the names of elected candidates from each Panel. The decision of the Election Authority/Returning Officer in this regard shall be final and binding to all concerned. The Election results will be displayed in the Notice Board maintained at the office of the Election Authority/ Returning Officer and shall be communicated to the Council. The Election Authority/Returning Officer shall declare the panel wise result in the following manner:-
  - (a) Total number of Votes received;
  - (b) Number of Votes rejected/ invalid;
  - (c) Number of Votes secured by the contesting candidates;
  - (d) The name of candidate securing the highest number of votes and declared elected.
- vii. The Election Authority/Returning Officer shall arrange to communicate to all contesting members of the Council, the results of Elections and also notify the same to the Council.

#### **13. ARBITRATION/DISPUTES**

All disputes with regard to any matter arising out of the election of the Committee of Administration of the Council shall be subject to the jurisdiction of the Courts at Kolkata.

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ANNEXURE –A

By Speed Post

**CAPEXIL**

**(Sponsored by Ministry of Commerce & Industry, Government of India)**

Vanijya Bhavan (ITFC), 1/1 Wood Street, 3<sup>rd</sup> floor, Kolkata-700016

Phone: 033 - 2289-1721/22/23/25, Fax: 2289-1724

E-mail: [evoting@capexil.in](mailto:evoting@capexil.in) Web: [www.capexil.com](http://www.capexil.com)

**ELECTION FOR THE PANEL REPRESENTATIVE IN THE CoA FOR  
REPRESENTATING THE PANEL FOR THE YEAR 2015-16**

**NOMINATION FORM**

- a) Use **BLOCK LETTERS** while filling-up this form  
b) Please fill in all the columns. Do not leave any column blank

Date: \_\_\_\_\_

**SPECIFY PANEL:** \_\_\_\_\_

To,  
The Election Authority/Returning Officer,  
CAPEXIL.

**Re.: Election of Panel representative for reconstitution of the  
Committee of Administration (CoA) for the year 2015-16.**

**Candidate's details:**

I/We, desire to nominate Mr. / Mrs. / Ms. \_\_\_\_\_ of

M/s. \_\_\_\_\_,

an Ordinary Member of CAPEXIL, in the Committee of Administration (CoA) to represent the above panel in the ensuing election for the year 2015-16.

**Proposer:**

Name of the Person : \_\_\_\_\_

Designation in Firm/Company: \_\_\_\_\_

Name of the Firm/Company : \_\_\_\_\_

Serial Number in the Electoral Roll : \_\_\_\_\_

I propose the above nomination.

Yours faithfully,

(Signature)

Seal / Rubber Stamp of the Proposer's Firm/Company
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..2/-

**Secunder:**

Name of the Person : \_\_\_\_\_

Designation in Firm/Company: \_\_\_\_\_

Name of the Firm/Company : \_\_\_\_\_

Serial Number in the Electoral Roll : \_\_\_\_\_

Seal / Rubber Stamp of the Secunder's Firm/Company
--

I second the above nomination.

Yours faithfully,

(Signature)

**Nominee's/Candidate's acceptance:**

Name of the Person : \_\_\_\_\_

DIN of the Person : \_\_\_\_\_

Designation in Firm/Company: \_\_\_\_\_

Name of the Firm/Company : \_\_\_\_\_

Serial Number in the Electoral Roll : \_\_\_\_\_

I agree to and accept the above nomination/candidature.

Seal / Rubber Stamp of the Nominee's Firm/Company
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Yours faithfully,

(Signature)

**Notes:**

- (1) 'Nominee' **cannot** be a 'proposer' or a 'secunder'
- (2) **All the three companies** represented by the **Nominee, Proposer & Secunder** should be the **Ordinary Members of CAPEXIL** as on date. The member can either **propose or second** to only one person.
- (3) A member not having **qualifying exports** will not be eligible to be a member of the Committee of Administration of the Council.
- (4) **\*Proposer & Secunder** should be from the **respective panels**.
- (5) **\*Proposer, Secunder and Nominee** should put their **firm's Rubber Stamps** at the specified places/boxes.
- (6) Kindly note Nomination form shall be valid only in the event of **payment of membership subscription** and **no other outstanding dues to CAPEXIL**. In case on **scrutiny**, if it is found that the **stipulated eligibility criteria** are **not fulfilled** as per the provisions of the Articles of Association of CAPEXIL, this **nomination** shall be **rendered invalid** & CAPEXIL may treat nomination as withdrawn & cancelled.
- (7) It is mandatory to fill and submit all the **5 (five)** Annexures (A-1, A-2, A-3, A-4 and A-5) with this nomination form.



**FORMAT OF CHARTERED ACCOUNTANT’S CERTIFICATE IN THEIR LETTER HEAD**

This is to Certify that we have verified Books of Accounts and other records of M/s. ....having their Registered Office /Head Office at.....and certify that their FOB value of physical export of CAPEXIL’s items (rounded off to the nearest in INR Lakh) during the year (s), indicated hereunder is as follows:-

SR. NO.	YEARS	FOB value of physical export of CAPEXIL’s Items (Rs. in Lakh) <b>(3rd Party and Deemed Export not included)</b>
1.	<b>2012-13</b>	INR _____ in Lakhs
2.	<b>2013-14</b>	INR _____ in Lakhs
3.	<b>2014-15</b>	INR _____ in Lakhs
4.	<b>Average Export during last 3 years</b>	INR _____ In Lakhs

It is also hereby certified that M/s. \_\_\_\_\_ is a Ltd. Co./Pvt. Ltd. Co. as per Companies Act 1956/2013 / a partnership firm as per Partnership Act 1932 / LLP / a proprietorship firm / an HUF firm and Mr./Mrs./Miss. \_\_\_\_\_, whose signatures and stamp are appended here, is the Chairman / Managing Director / Director / Partner / Designated Partner /Proprietor / Karta of the said company / firm.

Signatures: ----- Name: ----- Position in the firm/company: ----- ----- Name of the exporting firm/company: ----- ----- Official Seal/Rubber Stamp of exporting company/firm	Signature: ----- Name of the Chartered Accountant or his Company ----- Name of the Person Signing: ----- ----- Designation: ----- Registration No.: ----- Official Seal / Rubber Stamp of the CA firm:
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Place :

Date :

**Note:**

- (1) Chartered Accountant’s Certificate of FOB value of physical exports of CAPEXIL’s items made by the member firm in each of the three preceding years (3rd party and deemed exports should not be included) must be submitted to CAPEXIL.
- (2) Export figures to be rounded off to the nearest Rs. in lakh.
- (3) Photostat copies of CA certificate will not be acceptable.
- (4) Original Certificate duly signed by Chartered Accountant is mandatory.
- (5) A member not having qualifying exports will not be eligible to be a member of the Committee of Administration of the Council.



**Annexure: A – 2**

**(Format of Undertaking for DEL status on the letterhead)**

This is to certify that our Company/Firm has not been debarred/black listed under DEL as Foreign Trade Policy of the Govt. of India.

Signature: \_\_\_\_\_

(Authorized signatory)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

(Rubber Stamp of Company/Firm )

**Note:**

- 1) Please refer <http://dgft.gov.in.licasp/lecDenQuery.asp> in relation to above matter.
- 2) This certificate should be printed on the company/firm's letterhead.



**FORM 'DIR-8'**

**Intimation by Director**

[Pursuant to Section 164(2) and rule 14(1) of Companies (Appointment and Qualification of Directors) Rules, 2014]

Registration No. of Company \_\_\_\_\_  
 Nominal Capital Rs. \_\_\_\_\_  
 Paid-up Capital Rs. \_\_\_\_\_  
 Name of Company \_\_\_\_\_  
 Address of its Registered Office \_\_\_\_\_

To  
 The Board of Directors of \_\_\_\_\_

I _____ son/ daughter/ wife of _____ resident of _____ director/ managing director/ manager in the company hereby give notice that I am/ was a director in the following companies during the last three years:-		
<u>Name of the Company</u>	<u>Date of Appointment</u>	<u>Date of Cessation</u>
1.....		
2.....		

I further confirm that I have not incurred disqualification under section 164(2) of the Companies Act, 2013 in any of the above companies, in the previous financial year, and that I, at present, stand free from any disqualification from being a director.

OR

I further confirm that I have incurred disqualifications under section 164(2) of the Companies Act, 2013 in the following company(s) in the previous financial year, and that I, at present stand disqualified from being a director.

<u>Name of the Company</u>	<u>Date of Appointment</u>	<u>Date of Cessation</u>
1.....		
2.....		

Signature  
 (Full Name)

Dated this \_\_\_\_\_ day of \_\_\_\_\_



**Form DIR-2**

**Consent to act as a director of a company**

*[Pursuant to section 152(5) and rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014]*

To

----- (Name of the company)

----- (Address of the company)

Subject: Consent to act as a director.

I ....., hereby give my consent to act as director of ..... (name of the company), pursuant to sub-section (5) of section 152 of the Companies Act, 2013 and certify that I am not disqualified to become a director under the Companies Act, 2013.

1. Director Identification Number (DIN):
2. Name (in full):
3. Father's Name (in full):
4. Address:
5. E-mail id:
6. Mobile no.
7. Income-tax PAN
8. Occupation:
9. Date of birth:
10. Nationality:
11. No. of companies in which I am already a Director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, Manager.
12. Particulars of membership No. and Certificate of practice No. if the applicant is a member of any professional Institute. Specifically state NIL if none.

**Declaration**

I declare that I have not been convicted of any offence in connection with the promotion, formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law in the last five years. I further declare that if appointed my total Directorship in all the companies shall not exceed the prescribed number of companies in which a person can be appointed as a Director.

Signature:.....

Designation:.....

Date:

Place:

Attachments:

1. Proof of identity;
2. Proof of residence;



**FORM MBP - 1**  
**Notice of interest by director**  
*[Pursuant to section 184 (1) and rule 9(1)]*

To

The Board of Directors

.....Limited

**Dear Sir(s)**

I, ....., son/daughter/spouse of ....., resident of ....., being a director in the company hereby give notice of my interest or concern in the following company or companies, bodies corporate, firms or other association of individuals:-

**I.**

Sl No.	Names of the Companies /bodies corporate/ firms/ association of individuals	Nature of interest or concern / Change in interest or concern	Shareholding	Date on which interest or concern arose / changed

Signature:

MD/Director/Secretary/Whole time Director

Place:

Date: