



केपेक्सिल  
CAPEXIL

REGIONAL ELECTION AUTHORITY / RETURNING OFFICER OF  
ELECTION COMMITTEE, CAPEXIL &  
JOINT DIRECTOR GENERAL OF FOREIGN TRADE  
GOVERNMENT OF INDIA  
MINISTRY OF COMMERCE & INDUSTRY  
OFFICE OF THE ADDL. DIRECTOR GENERAL OF FOREIGN TRADE  
4, ESPLANADE EAST, KOLKATA – 700 069  
(P): 033- 22489317, (E): a.sharma25@nic.in

Ref. No.: JDGFT(AS)/Kol/ CAPEXIL Election/2023-24 & 2024-25/

Dated: 23<sup>rd</sup> July, 2024

## NOTICE

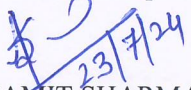
**Subject: Invitation for Nomination for the position of Panel representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year 2023-24 & 2024-25.**

This is to inform you that under the provision of Rule No. 5 of the Bye-Laws and Rules for conducting election of CAPEXIL, the undersigned has been nominated by the Government of India, Ministry of Commerce & Industry, Directorate General of Foreign Trade, as Regional Election Authority / Returning Officer of the Election Committee of CAPEXIL for conducting election of eleven (11) Panels of CAPEXIL through e-Voting for the year 2023-24 & 2024-25 and the same has been communicated to CAPEXIL vide File No: 01/94/180/93/AM-16/PC-4 dated 9<sup>th</sup> July, 2024.

It is hereby informed that the election process has started. Further, in terms of the Election's Bye laws and Rules, the List of Voters and Election Rules are available on the Notice Board of the Head Office and Regional Offices of the Council as well as on the Council's Website for information and use of the Voter members. The Nomination Form for enabling candidates to file their candidature along with Annexures are enclosed for filing up in all respects duly signed and stamped in compliance with the provisions of the Election Rules.

The scanned copy of duly filled-in Nomination Form, (signed, stamped and completed in all respects) along with all requisite documents must be forwarded in [a.sharma25@nic.in](mailto:a.sharma25@nic.in) and same copy to [evoting@capexil.in](mailto:evoting@capexil.in). **The last date for submission shall be 6.00 P.M., 6<sup>th</sup> August, 2024.** However, nominee may submit Original/Scanned Nomination form along with Annexures to the office of the undersigned i.e. MR. AMIT SHARMA, ITS, JOINT DGFT, OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE, 4, ESPLANADE EAST, KOLKATA – 700069 and the same should be received within aforesaid stipulated time in case they have not submitted these documents via email.

The email/document containing the nomination along with other Annexures should be **superscribed** with "Nomination for the Panel Election, CAPEXIL for the year 2023-24 & 2024-25."

  
(AMIT SHARMA)

JOINT DGFT & REGIONAL ELECTION AUTHORITY /  
RETURNING OFFICER OF ELECTION COMMITTEE, CAPEXIL

### Encl.:

- Prescribed Nomination Form as per Annexure-A
- A specimen format of Chartered Accountant's Certificate as per Annexure: A-1
- Undertaking for DEL status on the letterhead as per Annexure: A-2

TO,

ALL THE ELIGIBLE ORDINARY MEMBERS OF CAPEXIL OF THE FOLLOWING ELEVEN PANELS, NAMELY: -

- Miscellaneous Products Panel, ii) Glass and Glassware Panel, iii) Paints, Printing Ink & Allied Products Panel, iv) Rubber Products Panel, v) Manufactured products of Carbon Graphite, Explosives & Accessories Panel, vi) Cement, Cement Clinkers & Asbestos Cement Products Panel, vii) Plywood & Allied Products Panel, viii) Ossein and Gelatine Panel, ix) Bulk Minerals & Ores Panel, x) Auto Tyres & Tube Panel and xi) Paper, Paper Board & Products Panel





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

**ELECTION FOR THE PANEL REPRESENTATIVE (CHAIRMAN) IN CONNECTION WITH RECONSTITUTION OF THE COMMITTEE OF ADMINISTRATION OF CAPEXIL FOR THE YEAR 2023-24 & 2024-25**

**NOMINATION FORM**

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

Specify Panel Name: \_\_\_\_\_

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

To,  
The Election Authority,  
CAPEXIL.

**Re.: Election for the Panel Representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year 2023-24 & 2024-25**

Name of the Nominee	
Name of the Organization. (with member Code) of the Nominee with address	
Particulars of the Nominee: a) Designation b) Mobile No. c) Email d) DIN	
Whether belongs to MSME/SSI (Yes/ No):	

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

I am submitting my above nomination/candidature for the Panel Representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year **2023-24 & 2024-25**. I declare that the above information is true to the best of my knowledge and belief. I state that I am not otherwise disqualified to be appointed as a Director of a Company as provided under section 164 of the Companies Act, 2013 and I hereby give my consent to act as a member of CoA of CAPEXIL, if elected, as mentioned u/s 152 (5) of the Companies Act, 2013.

Seal / Rubber Stamp of the Nominee's Organization
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Signature

**Name & Designation**

Attestation of the signature of the person signing Nomination Form by banker of the Member-organization concerned.

Seal / Rubber Stamp of the Banker
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Attested by:  
Signature:  
Name of Bank Official:  
Designation:

**Notes:**

- (1) **Nominee** should be the **Ordinary Members of CAPEXIL** as on date.
- (2) A member not having **qualifying exports** will not be eligible for the position of Panel Representative (Panel-Chairman) of the Council.
- (3) **Candidate** should put their **firm's Rubber Stamps** at the specified places/boxes.
- (4) **Nomination should also be attested** by banker of the Member-organization concerned along with Seal / Rubber Stamp of the Banker.
- (5) Kindly note that Nomination form shall be valid only **when payment of membership subscription has been made in stipulated time and there is no 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 and Election's Bye laws and rules of CAPEXIL, this **nomination** shall be **rendered and treated as invalid**.
- (6) It is mandatory to fill and submit **Annexures: A-1** with this nomination form i.e. CA Certificate.
- (7) It is mandatory to fill and submit **Annexures: A-2** with this nomination form i.e. DEL status. If Organisation's name is showing in DEL list, then the said **nomination** shall be **rendered and treated as invalid**.
- (8) It is mandatory to submit self-certified scan copy of MSME/SSI Certificate with this nomination form if the organisation is registered as MSME or SSI.



**FORMAT OF CHARTERED ACCOUNTANT'S CERTIFICATE (In their letterhead)**

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

<b>Financial Years.</b>	<b>FOB value of physical export of CAPEXIL's Items (3rd Party and Deemed Export not included)</b>
2021-22	₹ _____ in Lakhs
2022-23	₹ _____ in Lakhs
2023-24	₹ _____ in Lakhs
Average Export during last 3 years	₹ _____ 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  
 organisation.

Signatures:

Official Seal/Rubber Stamp of Organization:

Name:

Designation:

Organization Name:

UDIN:	Name of Firm:
Place:	FRN:
Date:	Signature:
	Official Seal / Rubber Stamp of the CA firm:
	Name of the Chartered Accountant:
	Membership No.:

**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 along with Nomination form. Export figures to be rounded off to the nearest Rs. in lakh. A member not having qualifying exports will not be eligible to be a member of the Committee of Administration of the Council.

(2) Self-Certified copy of MSME Certificate/ SSI Certificate is mandatory if member is registered as MSME/ SSI.

(3) UDIN is compulsory to be affixed along with other requisite as mentioned in aforesaid.

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

This is to certify that our Company/Firm is not in the DEL list of the Directorate General of Foreign Trade (DGFT).

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

(Authorized signatory)

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

IEC: \_\_\_\_\_

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

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

(Rubber Stamp of Company/Firm)

**Note:**

- 1) This certificate should be printed on the company/firm's letterhead.