



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
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Ref. No. CAPEXIL/Vice-Chairperson/e-Voting (2023-24 & 2024-25)/3

Dated: 7th March, 2025

NOTICE

Subject: Invitation for Nomination for the position of Vice-Chairperson of CAPEXIL for the year 2023-24 & 2024-25.

This is to inform you that under the provision of Rule No. 4 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 Vice-Chairperson of CAPEXIL through e-Voting for the year 2023-24 & 2024-25 and the same has been communicated to CAPEXIL vide File No: MISC/1/Admn/2018/45 dated 23.01.2025.

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 & AoA. This form has also been hosted on the CAPEXIL website <https://capexil.org/elections/> under the banner "Nomination Form for Vice Chairperson". You can also download the same from there. If you are eligible & wish to offer yourself for the post of Vice Chairperson, you may send your nomination on the prescribed form. Please note that:

- i) **As per Para 2.78 HBP 2023: Criteria for EPCs as Registering Authorities:** In order to make the EPCs truly democratic and participative in nature and for better governance and transparency, the criteria for them to function as Registering Authority are being laid down as under:
- (a) **e-Voting:** Electronic Voting would be mandatory for election to the posts of Vice Chairman/Vice President and Executive Committee members with a view to ensuring wider participation.
- (b) **Tenure of Elected Heads:** The tenure of an elected head shall not be for more than two years. The election of Chairman/President of the EPC shall be via Vice Chairman/Vice President route. However, any member having held the post of Chairman/President and/or Vice Chairman/Vice President may come back as Vice Chairman/Vice President in the same council after a gap of not less than 4 years.
- ii) **As per AoA of CAPEXIL Para 24.1 (b): The Vice-Chairperson of the Committee shall be elected by the Council and shall hold office for a term of two years and; (iii) shall be eligible for re-election as Vice-Chairperson in the same Council, only after the gap of four years from the date from which the Vice-Chairperson has last held office as a Chairperson or Vice-Chairperson, whichever is later;**
- iii) **A candidate must be a member of CoA other than President, Co-opted member, Govt. nominee and be representative of an entity which is an Ordinary Member of the Council having average exports of CAPEXIL's items (FOB value) not less than Rs.2.50 Crores to his or its credit during the two financial years immediately preceding the year for which the election is being held, shall be eligible to contest for the post of Vice Chairperson of the Council provided such member appears in the Electoral Roll. For example, if the Election takes place for the year 2024- 25, the preceding years for this purpose will be Financial Year 2022–23 & 2023-24.**
- A certificate issued by a Chartered Accountant shall be required for the purposes of above paragraph.**
- iv) The nominations shall strictly conform to the proforma prescribed by the Election Authority / Returning Officer.
- v) 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 vishnu.shyamli@gov.in and same copy to evoting@capexil.in.

The last date for submission shall be 6.00 P.M., 17th March, 2025(Mon) in any mode. However, nominee may submit Original/Scanned Nomination form along with Annexures to the office of the undersigned i.e. **MR. VISHNU KANT, 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 (latest by **6.00 P.M., 17th March, 2025(Mon)**) 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 Vice-Chairperson Election, CAPEXIL for the year 2023-24 & 2024-25.”**

vi) Nominations received after the prescribed time and date (irrespective of the reasons what so ever) or incomplete, in any manner, will not be considered.

vii) Nomination Form which is not in order shall be treated as invalid. An intimation to this effect will be given to the candidate detailing the ground(s) for treating the Nomination Form as Invalid.

viii) The election process to the post of Vice Chairperson of CAPEXIL would have the following schedule:

SL. NO.	PARTICULARS	DATE
1	Date of finalization of Electoral Roll and uploading the same on the CAPEXIL's Website.	07-03-2025 (Fri)
2	Issue of Circular / Invitation of Nomination by e-mail and Speed Post / Courier to all CoA members of CAPEXIL for contesting election with the request to submit Original CA Certificate related to Export Turnover for the last two financial years i.e. 2022-23 & 2023-24 and Other Annexures.	07-03-2025 (Fri)
3	Last date of receiving Nomination along with CA Certificate related to Export Turnover details for preceding two Financial Years i.e. 2022-23 & 2023-24 and Other Annexures from all the CoA Members of CAPEXIL for the purpose of Election of Vice Chairperson. 8 (Eight days) from the date of the Notice inviting Nomination.	17-03-2025 (Mon)
4	Date of Finalization of Nominated Members who intends to contest for the post of Vice Chairperson.	18-03-2025 (Tue)
5	Uploading the list of Valid and Invalid Nomination on the website of CAPEXIL and issuance of circular to the respective nominees to ascertain their objections, if any.	18-03-2025 (Tue)
6	Last date of filing objection regarding the list of nomination before Election Authority / Returning Officer is 2 (Two) days from the date of display of nominee list	20-03-2025 (Thu)
7	Election Authority / Returning Officer will disposed off the objection within 2 (Two) days	21-03-2025 (Fri)
8	Last date for receiving withdrawal of application. (Nomination can be withdrawn by the candidate within 6 (Six) days from the date of display of nominee list) till 5:00 pm 24-03-2025 (Mon)	24-03-2025 (Mon) till 5:00 pm
9	Uploading of final list of nominee after scrutiny of objection and withdrawal letter	24-03-2025 (Mon)
10	Handover of data to CDSL: 1) Electoral Roll & 2) Other Details	24-03-2025 (Mon)
11	CDSL / Election Authority / Returning Officer / Competent Authority shall inform the Voter Members about the electronic voting system and the procedure to be followed for voting by e-mail	25-03-2025 (Tue)
12	All voter member shall be entitled to cast their vote online as per prescribed procedures during a period of 3 (Three) days (up to 5 p.m. on the last day as decided by the Competent Authority) prescribed in the notice	26-03-2025 (Wed 9:00 am) to 28-03-2025 (Fri 05:00 pm)
13	Date of Scrutiny and counting of votes for finalization of the e-voting result for the post of Vice Chairperson by the Election Authority and Scrutinizing Sub-Committee and uploading of the same on the CAPEXIL's website	01-04-2025 (Tue)

ix) The aforesaid is an intimation to all members of the CoA. However, only those members who, in accordance with the terms and conditions outlined in this communication, as well as the provisions of the Election Bye Laws as well as AoA of CAPEXIL, are eligible to contest for this position.


(VISHNU KANT)

ITS, 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 CoA MEMBERS OF CAPEXIL

विष्णु कान्त
Vishnu Kant
संयुक्त महा निदेशक विदेश व्यापार
Jt. Director General of Foreign Trade
अवर महा निदेशक विदेश व्यापार का कार्यालय
O/o. Additional DGFT
4, एस्पलादे ईस्ट, कोलकाता-700 069
4, Esplanade East, Kolkata-69

ANNEXURE-A



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

ELECTION FOR THE VICE CHAIRPERSON 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

Date: _____

To,
The Election Authority,
CAPEXIL.

Re.: Election of Vice Chairperson of CAPEXIL for the year 2023-24 & 2024-25

Name of the Nominee/Candidate	
Name of the Organization (with Membership No.) 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 position of Vice Chairperson of CAPEXIL for the year 2023-24 & 2024-25.

Seal / Rubber Stamp of the Nominee's
Organization

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

Attested by:

Signature:

Name of Bank Official:

Designation:

Notes:

- (1) **Nominee** should be the **Ordinary Members of CAPEXIL** as on date.
- (2) A CoA member not having **qualifying exports** will not be eligible for the position of Vice Chairperson of the Council.
- (3) **Candidate** should put their **firm's/ Company's Rubber Stamps** at the specified places/boxes along with Seal / Rubber Stamp of the Banker.
- (4) **Nomination should be attested** by banker of the Member-organization concerned.
- (5) Kindly note that 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 and Election's Bye laws and rules of CAPEXIL, this **nomination** shall be **rendered and treated as invalid** and Election Authority may treat nomination as withdrawn & cancelled.
- (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 name of the organization's showing in DEL list, then the said **nomination** shall be **rendered invalid and be treated as cancelled/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 athaving 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:-

Financial Years.	FOB value of physical export of CAPEXIL's Items <i>(3rd Party and Deemed Export not included)</i>
2022-23	₹ _____ in Lakhs
2023-24	₹ _____ in Lakhs
Average Export during last 2 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 of the Candidate:

Official Seal/Rubber Stamp of the Organization of the Candidate:

Name of the Candidate:

Designation:

Organization Name:

Name of Firm:

FRN:

UDIN:

Signature:

Official Seal / Rubber Stamp of the CA firm:

Place:

Name of the Chartered Accountant:

Membership No.:

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 two 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 for the post of Vice Chairperson 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.