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- 2254 5924, (M): +91 88002 18846 (E): vishnu.shyamli@gov.in

Ref. No. CAPEXIL/7 Panels Election/e-Voting (2025-26)/5 Dated: 30th October, 2025

NOTICE

Subject: Invitation for Nomination for the position of 7 Panels Representative (Chairman) in connection with reconstitution of the Committee of Administration (CoA) of CAPEXIL for the year 2025-26.

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 seven (7) Panels of CAPEXIL through e-Voting for the year 2025-26 and the same has been communicated to CAPEXIL.

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 **"Invitation for Nomination for Panel Representative (Chairman)".** You can also download the same from there. If you are eligible & wish to offer yourself for the post of **Panel Representative (Chairman)**, 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.

ii) **As per AoA of CAPEXIL Para 24.2 Composition of the Committee:**

(a) The Committee of Administration shall be elected by the Council. The CoA members shall have a maximum of two terms of three years each followed by a cooling off period of two years.
(d) More than one member from any firm/entity shall not be eligible to be an elected member in the same COA in any capacity.

iii) **Eligibility criteria for contesting election to the respective Panels: 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 shall be eligible as a candidate for elections to various positions in the Council.

(B) The person or the entity represented by the person must have to its credit during the two financial years (2023-24 & 2024-25) immediately preceding the election, the average exports of the products of not less than the amount mentioned below:

(a) Micro, Small, Medium Enterprises (MSMEs): Rs.50 Lakh - Rs.2.5 Crore (**Micro Enterprises- Rs. 50 Lakhs, Small Enterprises -Rs. 1 Crore and Medium Enterprises- Rs. 2.5 Crore**)

(b) **Others: Above Rs.2.5 Crore.**

A certificate issued by a Chartered Accountant shall be required for the purposes of above paragraph.

(C) Such Member must appear in the Electoral Roll as an Ordinary Member

iv) **The nominations shall strictly conform to the proforma prescribed by the Election Authority / Returning Officer.**

विष्णु कांत
Vishnu Kant
संयुक्त महा निदेशक विदेश व्यापार
Jt. Director General of Foreign Trade
अपर महा निदेशक विदेश व्यापार का कार्यालय
O/o. Additional DGFT
4 एस्प्लानेड ईस्ट, कोलकाता-700 069

v) The scanned copy of duly filled-in Nomination Form, (**signed, stamped and completed in all respects**) along with **all the Annexures & requisite documents** must be forwarded to **vishnu.shyamli@gov.in** under copy to **evoting@capexil.in** . ***The last date for submission shall be 6.00 P.M., 14th November, 2025(Fri) in any mode repeat The last date for submission shall be 6.00 P.M., 14th November, 2025(Fri) in any mode.*** However, nominee may submit Original/Scanned Nomination form along with **all the Annexures & requisite documents** 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., 14th November, 2025(Fri))*,** in case they have not submitted these documents via email. The email/document containing the nomination along with other Annexures & requisite documents should be **superscribed** with **"Nomination for Panel Representative (Chairman) for the year 2025-26"**

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 7 Panels Representative (Chairman) of CAPEXIL for the year 2025-26 would have the following schedule:

SL. NO.	PARTICULARS	DATE
1	Issue of Circular / Invitation of Nomination by e-mail and Speed Post to all Ordinary Members of 7 Panels under Electoral Roll of CAPEXIL for Contesting Election	30/10/2025 (Thu)
2	Last date of receiving Nomination along with CA Certificate, Other Annexures & supporting documents from all Ordinary Members of 7 Panels under Electoral Roll of CAPEXIL for the purpose of Election of 7 Panels. **(15 days)** from the date of the Notice inviting Nomination.	14/11/2025 (Fri)
3	Date of Finalization of Nominated Members who intends to contest for the post of Panel Chairmen.	18/11/2025 (Tue)
4	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.	18/11/2025 (Tue)
5	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	20/11/2025 (Thu)
6	Election Authority / Returning Officer will disposed off the objection within **2 (Two) days**	21/11/2025 (Fri)
7	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 24-11-2025 (Mon)**	24/11/2025 (Mon) **till 5:00 pm**
8	Uploading of final list of nominee after scrutiny of objection and withdrawal letter	25/11/2025 (Tue)
9	Handover of data to **CDSL**: 1) Electoral Roll & 2) Other Details	26/11/2025 (Wed)
10	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	01/12/2025 (Mon)
11	**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**	**02-12-2025 (Tue 9:00 am) to 04-12-2025 (Thu 05:00 pm)**
12	Date of Scrutiny and counting of votes for finalization of the e-voting result for the post of Panel Chairmen by the Election Authority and Scrutinizing Sub-Committee and uploading of the same on the CAPEXIL's website	**05-12-2025 (Fri)**

ix) The aforesaid is an intimation to all Ordinary members. 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

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

Encl.:

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

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

i) Ceramics & Allied Products including Refractories Panel ii)Animal By Products Panel iii)Books, Publications and Printing Panel iv)Bulk Minerals and Ores Panel v) Auto Tyres and Tubes Panel vi)Manufactures Products of Carbon Graphite, Explosives & Accessories Panel vii)Processed Minerals including upgraded Ilmenite Ore Panel

ANNEXURE-A

कैपेक्सिल
CAPEXIL

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

ELECTION FOR THE PANEL REPRESENTATIVE (CHAIRMAN) IN CONNECTION WITH RECONSTITUTION OF THE COMMITTEE OF ADMINISTRATION (CoA) OF CAPEXIL FOR THE YEAR 2025-26

NOMINATION FORM

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

To,
The Election Authority,
CAPEXIL.

Date: _____

Re.: Election for the Panel Representative (Chairman) in connection with reconstitution of the Committee of Administration (CoA) of CAPEXIL for the year 2025-26

Name of the Nominee/Candidate	
Name of the Organization	
Membership No. of the Organization	
Address of the Organization	
Particulars of the Nominee: a) Designation b) Mobile No. c) Email d) **DIN / DPIN** (if in LTD/PVT.LTD/LLP Organization)	
Name of the Panel for which Nomination is submitting	
Whether belongs to MSME / OTHERS (**Submit updated Certificate if registered under MSME**. For "Others" no need of any Certificate)	Micro ☐ Small ☐ Medium Enterprises ☐ / Others ☐
Status of the Firm/ Company (**Submit updated Certificate in support of the same**. For "Not Applicable" no need of any Certificate)	Export Houses ☐ Trading houses ☐ Star Trading House ☐ Other Similar Status ☐ / Not Applicable ☐
Women Entrepreneurs /Start-ups / Young Entrepreneurs (less than 40 years of age as on 31st March, 2025)/ North Eastern/Hill Regions / Not Applicable (**Submit updated Certificate / Documents in support of the above**. For "Not Applicable" no need of any Certificate / Documents)	Women Entrepreneurs ☐ Start-ups ☐ Young Entrepreneurs ☐ North Eastern/Hill Regions ☐ / Not Applicable ☐

Signature of the Nominee
Seal / Rubber Stamp of the Nominee's Organization

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 (CoA) of CAPEXIL for the year 2025-26. I declare that all the information provided in this form and in the annexures attached to this form are true to the best of my knowledge and belief.

Seal / Rubber Stamp of the Nominee's Organization

Signature of the Nominee

Name & Designation of the Nominee

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 member not having **qualifying exports** will not be eligible for the position of Panel Representative (Chairman) 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 copy of updated Certificate if registered under MSME** with this nomination form.
(9) It is **mandatory to submit self-certified copy of updated Certificate if the Firm/ Company is a Status Holder** with this nomination form.
(10) It is **mandatory to submit self-certified copy of updated Certificate / Documents if the Nominee is falling under the category of Women Entrepreneurs /Start-ups / Young Entrepreneurs (less than 40 years of age as on 31st March, 2025)/ North Eastern/Hill Regions** with this nomination form.

Annexure: A-1

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:-

Financial Years.	**FOB value of physical export of CAPEXIL's Items** *(3rd Party and Deemed Export not included)*
2023-24	₹_____in Lakhs
2024-25	₹_____ 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 Panel Representative (Chairman) of the Council.

(2) **It is mandatory to submit self-certified copy of updated Certificate if registered under MSME with the nomination form.**

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

(4) It is **mandatory to submit self-certified copy of updated Certificate if the Firm/ Company is a Status Holder** with the nomination form.

(5) It is **mandatory to submit self-certified copy of updated Certificate / Documents if the Nominee is falling under the category of Women Entrepreneurs /Start-ups / Young Entrepreneurs (less than 40 years of age as on 31st March, 2025)/ North Eastern/Hill Regions** with the nomination form.

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.