

CHAIRMAN OF ELECTION COMMITTEE, CAPEXIL
& ADDITIONAL DGFT
GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
CAMP OFFICE
OFFICE OF THE DEVELOPMENT COMMISSIONER
MANIKANCHAN SPECIAL ECONOMIC ZONE
PLOT NO. 1, BLOCK-CN, SECTOR-V
SALT LAKE CITY, KOLKATA-700091
PHONE: 033-2367 4860/4861/4967, Fax-033-2367 4860
Email: support.mksez@nic.in

NOTICE

Ref. No.CAPEXIL/2015-16/e-Voting

Dated: 5th November, 2015.

**TO ALL THE ELIGIBLE ORDINARY MEMBERS OF
CAPEXIL FOR THE FOLLOWING PANELS NAMELY:-**

- (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

Sub: Invitation for Nomination for the Position of Panel representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year 2015-16.

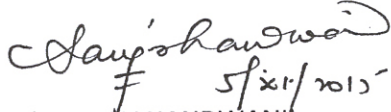
This is to inform you that under the provisions of Articles 27.8(b) of the Articles of Association of CAPEXIL, I have been nominated by the Government of India, Ministry of Commerce & Industry, Directorate General of Foreign Trade, New Delhi vide F. No.01/94/180/93/AM16/PC4 dated 20.10.2015 as Chairman of Election Committee of CAPEXIL for conducting election of five panels of CAPEXIL for the year 2015-16 via e-Voting before 57th Annual General Meeting.

It is hereby informed that the election process has now started. **Further, in terms of the Election Rules, Electoral Roll and Election Bye Laws are available in Head Office and Regional Offices of the Council as well as on the Council's Website for information.** The Nomination Form for enabling candidates to file their candidature along with annexures are enclosed for filling up in all respects, due signature and stamping and complying with the provisions of the Election Rules. A Nomination to be valid must satisfy and fulfill the following conditions:-

- 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;

Nominations sent by fax/e-mail will not be treated as a valid nomination. These must be returned to the office of the undersigned (i.e CAMP OFFICE : Office of the Development Commissioner, Manikanchan Special Economic Zone Plot No. 1, Block-CN, Sector-V Salt lake City, Kolkata-700091) within 14 days i.e. by 19th November, 2015 by 5.00 p.m.


F 5/11/2015

(SANJEEV NANDWANI)

ADDITIONAL DGFT &

CHAIRMAN OF ELECTION COMMITTEE, CAPEXIL

Encl:

- Prescribed Nomination Form (**ANNEXURE-A**).
- A specimen format of Chartered Accountant's Certificate (**ANNEXURE: A-1**)
- Undertaking for DEL status on the letter head as **Annexure: A-2**,
- A declaration by the contestant in the form **DIR-8 as Annexure:A-3**,
- A consent by the contestant in the form **DIR-2 (Annexure:A-4)**
- A disclosure of interest by the contestant in the form **MBP-1 (Annexure: A-5)**

By Speed Post

CAPEXIL

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

Vaniya Bhavan (ITFC), 1/1 Wood Street, 3rd floor, Kolkata-700016

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

E-mail: evoting@capexil.in Web: 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

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
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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

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) (3rd Party and Deemed Export not included)
1.	2012-13	INR _____ in Lakhs
2.	2013-14	INR _____ in Lakhs
3.	2014-15	INR _____ in Lakhs
4.	Average Export during last 3 years	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.

(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.

: 2 :

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: