

**CHAIRMAN OF ELECTION COMMITTEE, CAPEXIL**  
**&**  
**JOINT DIRECTOR GENERAL FOREIGN TRADE**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE**  
**4, ESPLANADE EAST, KOLKATA-700069**  
**PHONE: 033-22486831/32/33/34, 22545900, 22484158 (D), FAX: 033-22485892**  
**Email: v.sraman@nic.in**

No. CAPEXIL/Election-Glass & Glassware Panel/16-17/5 Dated: 15<sup>th</sup> December, 2016

## **NOTICE**

**Sub.: Invitation for Nomination for the position of Glass & Glassware Panel representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year 2016-17.**

This is to inform you that under the provision of Rule No. 5 of Bye-Laws and Rules for conducting election of CAPEXIL, I have been nominated by the Government of India, Ministry of Commerce & Industry, Directorate General of Foreign Trade, New Delhi vide letter No. 01/36/218/23/AM-16/TC/60 dated 28<sup>th</sup> November, 2016 as Chairman of Election Committee of CAPEXIL for conducting election of Glass & Glassware panel of CAPEXIL through e-Voting for the year 2016-17.

It is hereby informed that the election process has started. Further, in terms of the Election 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 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 ink signed and stamped in compliance with the provisions of the Election Rules.

These duly filled in forms must be returned to the office of the undersigned (i.e. **SHRI V. SRAMAN, JOINT DGFT, OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE 4, ESPLANADE EAST, KOLKATA-700069**) latest by **26<sup>th</sup> December, 2016 by 5.00 p.m.**

Thanking you,

Yours faithfully,



(V. SRAMAN)

JOINT DGFT & CHAIRMAN OF ELECTION COMMITTEE, CAPEXIL.

Encl:

- i. Prescribed Nomination Form (ANNEXURE-A).
- ii. A specimen format of Chartered Accountant's Certificate (ANEXXURE:A-1)
- iii. Undertaking for DEL status on the letter head as (ANNEXURE: A-2)

**TO ALL THE ELIGIBLE ORDINARY MEMBERS OF GLASS & GLASSWARE PANEL OF CAPEXIL**

**CAPEXIL**

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

**ELECTION FOR THE GLASS & GLASSWARE PANEL REPRESENTATIVE (CHAIRMAN) IN THE CoA OF CAPEXIL FOR THE YEAR 2016-17****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 Chairman of Election Committee of CAPEXIL,

**Re.: Election for the Glass & Glassware Panel Representative (Chairman) in the CoA for the year 2016-17**

<b>Name of the Nominee</b>	
<b>Name of the Company / Firm of the Nominee with address</b>	
<b>Membership Code</b>	
<b>Particulars of the Nominee:</b> a) Designation b) Mobile No. c) Email d) DIN	

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

I am submitting my above nomination/candidature for the Glass & Glassware Panel Representative (Chairman) in the CoA for the year 2016-17. 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 Firm/Company

Yours faithfully,

(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 Glass & Glassware Panel 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 signature in original (duly ink signed) with their Company's/firm's Rubber Stamp in original at the specified place/box.**
- (4) **Nomination should be attested by banker of the Member-organization concerned in original.**
- (5) 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 & Chairman of Election Committee of CAPEXIL may treat nomination as cancelled/ invalid.
- (6) It is mandatory to fill and submit Annexure: A-1 with this nomination form i.e. CA Certificate.
- (7) It is mandatory to fill and submit Annexure: A-2 with this nomination form i.e. Undertaking for DEL Status.

**ANNEXURE : A-1**

**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:

<b>SR. NO.</b>	<b>YEARS</b>	<b>FOB value of physical export of CAPEXIL's Items (Rs. in Lakh) (3rd Party and Deemed Export not included)</b>
1.	2013-14	INR _____ in Lakhs
2.	2014-15	INR _____ in Lakhs
3.	2015-16	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.

Signature: Name: Position in the firm/company: Name of the exporting firm/company: Official Seal/Rubber Stamp of company/firm:	Signature: Name of the Chartered Accountant of 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. 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) Original Certificate duly signed by Chartered Accountant is mandatory. Photostat copies of CA certificate will not be acceptable.

**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 by the Directorate General of Foreign Trade Policy of Govt. of India (Refer Election Rules)

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

(Authorized signatory)

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

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

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

(Rubber Stamp of Company/Firm)

**Note:**

- 1) Please refer <http://dgft.gov.in/licasp/iecDenQuery.asp> in relation to point of election rules of the Nomination form.
- 2) This certificate should be printed on the company/firm's letterhead.