

**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-700 069
PHONE: 033-22486831/32/33/34, FAX: 033-22485892
Email : rc.kalra@nic.in / prasanta.mahanta@nic.in**

Ref. No. CAPEXIL/ELECTION-PANEL/e-Voting/2017-18/03

Dated: 16th August, 2017

NOTICE

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 2017-18.

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. F.No.01/94/180/93/AM16/PC-4/392 dated 4th August, 2017 as Chairman of Election Committee of CAPEXIL for conducting election of Six (6) Panels of CAPEXIL through e-Voting for the year 2017-18.

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 (www.capexil.org) for information and use the Voter members. The Nomination Form for enabling candidates to file their candidature along with annexures are enclosed for filling up in all respects duly 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 R. C. KALRA, JOINT DGFT, OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE, 4, ESPLANADE EAST, KOLKATA-700 069**) latest by 30th AUGUST, 2017 by 5.00 p.m.

Thanking you,

Yours faithfully,


(R. C. KALRA)

JOINT DGFT & CHAIRMAN OF ELECTION COMMITTEE, CAPEXIL.

Encl.:

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

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

- (1) Books, Publications & Printing Panel
- (2) Rubber Products Panel
- (3) Paints, Printing Ink & Allied Products Panel
- (4) Miscellaneous Products Panel
- (5) Ossein & Gelatine Panel
- (6) Glass & Glassware Panel

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 OF CAPEXIL FOR THE YEAR 2017-18**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 for the Panel Representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year 2017-18

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

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 2017-18. 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 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 be attested by** banker of the Member-organization concerned.
- (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** & 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. DEL status.

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 atand 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.	2014-15	INR _____ in Lakhs
2.	2015-16	INR _____ in Lakhs
3.	2016-17	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 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 as Foreign Trade (Development & Regulation) Act, 1992 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.