



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE
NISHTHA BHAVAN, 48, VITHALDAS THACKERSEY MARG, CHURCHGATE, MUMBAI 400 020
TEL: 022-22016421/22017716/22033097/22031074, FAX: 022-22063438

No: Addl.DGFT/MUM/CHEMEXCIL/Election 2016-18

21st September, 2016

NOTICE TO ALL ORDINARY MEMBERS (AS PER THE VOTERS LIST OF FY 2016-17) OF CASTOR OIL PANEL AND MERCHANT EXPORTER PANEL WHO HAVE RENEWED THEIR MEMBERSHIP FOR THE FINANCIAL YEAR 2016-17 ON OR BEFORE 30th JUNE, 2016.

Re.: Nomination for Election to the Committee of Administration of Basic Chemicals, Cosmetics & Dyes Export Promotion Council, Mumbai - for the years 2016-17 & 2017-18.

Dear Members,

As per the direction of Ministry of Commerce & Industry the undersigned has been appointed as a Returning Officer to conduct Election of Committee of Administration Chemexcil for the year 2016-17 & 2017-18 as per the Bye Laws of the Council.

In the Committee of Administration Meeting held on 15th June 2016 it has been decided to conduct Election of 2 seats in General Categories due to retirement of CoA Members.

1. VACANCIES OF PANELS

Panel wise bifurcation of reservation categories of COA for the years 2016-17 & 2017-18 is as follows:

PANAEL	NO OF VACANCIES	GENL (Other)
Panel – IV Castor Oil Panel	1	1
Merchant Exporter Panel	1	1
TOTAL	2	2

2. ELIGIBILITY FOR ELECTIONS

As you are aware, the Council has adopted the new Bye Laws/Articles, framed by the Central Government in its Extra-Ordinary General Meeting held on 8th February, 2002.

2.1. Right to Vote and Contest etc. confined to ordinary members

Only an ordinary member shall have the right to vote at or to offer self as a candidate at elections to various positions in the Council (as per Para 4.1 of Bye Laws).

2.2. Eligibility to Vote

- (a) Ordinary Members shall have the right to vote at the Election of the Council's Committee of Administration (as per Article 4.1 of Bye Laws).
- (b) Each Ordinary Member of the Council shall have one vote for every single representation/seat for the respective Panels as per the Panel opted/registered with the Council from time to time.

2.3 Eligibility for Candidature

- (i) A candidate must be the Ordinary Member of the Council.
- (ii) A candidate for election to any position in the Council must satisfy the following conditions namely;
 - a) He, or the entity represented by him, must have to his or its credit, during the one financial year immediately preceding exports of the products falling under purview of Council of not less than the amount mentioned below:
 - i. Small Scale Industries : Rs. 25 Lakhs
 - ii. Others : Rs. 1 Crore
 - b) Person standing for election, his/her name should appear in either **RCMC or Import – Export Code**.
 - c) Where a person is standing for the election as Chairman or Vice-Chairman or Regional Chairman, etc., he, or the entity represented by him, must have to his or its credit, during the one financial year immediately preceding, exports of the product falling under purview of Council not less than Rupees 2 crores. Candidate should represent the Industry which is member of the Council for the products coming under the purview of Council.
 - d) Candidate applying for nomination for election should submit Bank Certificate of realization in support of their fulfillment of condition under Para 4.2 (b) wherein products & FOB value of exports are given.

- e) Candidate should represent the Industry which is member of the Council for the products coming under the purview of Council. The Company engaged in exports of multiple products should have more than 75% of total exports of the items coming under the purview of the Council and should comply with requirements of para 4.2(a) of Bye Laws.
- f) Also member contesting election should be predominantly exporter of the items coming under the purview of the Council.
- (iii) Nomination indicating the name of the authorized representative of the Member eligible for election to any Panel of the Committee of Administration shall be proposed by members of the same Panel.
- (iv) The nominee and proposer should be otherwise eligible to vote. The nominations shall conform to the proforma prescribed by the Election Authority.
- (v) Any voter / member under Denied Entity List maintained by DGFT will not be eligible to file nominations for election of Committee of Administration. Therefore, on the original Nomination form itself the Member organization will also have to submit a declaration in writing signed by the Chairperson / Managing Director / Director / Partner / Proprietor as the case may be that the name of the firm / company is not under Denied Entity List.

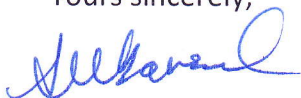
3. PROCEDURE FOR FILING & DEADLINE FOR SUBMISSION & WITHDRAWAL OF NOMINATION ETC.

- (i) A Nomination Form to be valid, must be:
- (a) Original Nomination Form enclosed with this Notice
- (b) Duly filled-in Nominations complete in all respects, along with the necessary declarations, duly signed, stamped and complying with the provisions of Election Rules hereinbefore and as mentioned in this notice. The forms and notice will also be available on the DGFT, Mumbai's website. http://dgft.gov.in/dgftmumbai/html/chemexcil/election_coa.htm and CHEMEXCIL's website <https://chemexcil.in>.
- (c) The sealed cover containing i) filled in prescribed forms for the respective panels of the Committee of Administration duly proposed and signed by the nominee ii) Turnover of Company duly certified by chartered Accountant and iii) sealed enveloped duly superscripted on the top as "**NOMINATION FOR ELECTION**" may be sent to undersigned by **hand-delivery or by Registered Post or by Speed Post** addressed to Dr. S.K. Bansal, Jt. Director General of Foreign Trade & Election Authority for CHEMEXCIL, Nishtha Bhavan, 48, Vithaldas Thackersey Marg, Churchgate, Mumbai 400 020 so as to reach on or before **4th October, 2016 by 3.00 p.m.** Nomination received after the due date and time shall not be considered. Those nominations which are not in accordance with this notice / specimen nomination form shall be treated as invalid.

- (d) A Nomination sent by telex/fax/telegram/e-mail to the Election Authority will be treated as invalid.
- (e) Any Nomination forms submitted to any of the offices of CHEMEXCIL will not be considered for scrutiny and will be treated as invalid.
- (ii) The firm / company represented by the proposer & the firm / company represented by the Nominee should be member of the Council from the same Panel. Nominee and the Proposer's name should not appear in **Denied Entity List of Directorate General of Foreign Trade** (Refer format given in Annexure A-2).
- (iii) In the event of the Election Authority having reasons to doubt the veracity of any of the particular/information contained in any Nomination form received by it, the Election Authority may call particulars/information from the Executive Director of the Council. He / She will also be at liberty to call for export performance of the member concerned as per the record of the Council from the Executive Director.
- (iv) The names of the nominees panel-wise shall be entered in a register and after due scrutiny a list of valid nominations received will be prepared. Copies of such lists duly signed by the undersigned shall be sent to Head Office and all the Regional Offices of the Council. The same will be available on the website of DGFT, Mumbai and CHEMEXCIL's website. In case of the invalid nominations the undersigned shall cite the reason for rejecting the same.
- (v) Nomination can be withdrawn by the candidate by a letter signed by him / her after aforesaid display of the list of valid nominations by the Election Authority. Original letter of withdrawal of nominations need to be submitted to the undersigned at Mumbai by post or through registered email with scan copy of withdrawal letter of company duly signed by candidates. Withdrawal of nomination will be allowed on or before **13th October, 2016 by 3.00 p.m.**
- (vi) Such a withdrawal shall be final and no subsequent request, for revoking such withdrawal shall be entertained by the undersigned.
- (vii) As per the directives received from Ministry of Commerce & Industry, Government of India, on 07th December, 2015, it has been decided to conduct elections to the Committee of Administration of the Council by online electronic voting process; the user manual for the same will be available on DGFT, Mumbai's website http://dgft.gov.in/dgftmumbai/html/chemexcil/election_coa.htm and CHEMEXCIL's website <https://chemexcil.in>.
- (viii) For participating in the online electronic voting process a valid E-mail ID and mobile number of the authorized representative is mandatory. Please check the voters list uploaded on DGFT, Mumbai website as well as CHEMEXCIL website for the e-mail id available in records with us.
- (ix) No further communication will be entertained in this regard for any modifications / changes / updation in the records and therefore, details given as per the records of the Election Authority will be treated as final and correct.

Members may note that the said nomination notice and the forms are being printed and dispatched in hard copy by Post for their convenience. However, Election Authority will not be responsible for the late receipt due to postal delay. Members are advised to use the Notification and the Annexures attached to the link given in the e-mail sent by the Election Authority or as available on the DGFT Mumbai's website http://dgft.gov.in/dgftmumbai/html/chemexcil/election_coa.htm and CHEMEXCIL's website <https://chemexcil.in>.

Yours sincerely,



Dr. S.K. Bansal,
Jt. Director General of Foreign Trade &
Election Authority of CHEMEXCIL, Mumbai

NOMINATION FORM

BASIC CHEMICALS, COSMETICS & DYES EXPORT PROMOTION COUNCIL
ELECTION FOR COMMITTEE OF ADMINISTRATION

For use of Election Authority only

SERIAL NO AS PER ELECTORAL ROLL:

PANELS FOR WHICH APPLIED (CASTOR OIL AND MERCHANT EXPORTERS)

CATEGORY UNDER WHICH APPLIED (General/Others)

DATE OF RECEIPT

Stamp and Signature of
Election Authority

(Please fill in all the columns. Do not leave any Column blank)

1. Name of the Firm / Company : _____

2. Address : _____

: _____

: _____

3. Name of the Panel in which Firm/Company primarily classified: _____

4. Membership no: _____ with
this office of CHEMEXCIL.

5. Particulars of the representative being nominated:

i) Name & Designation : _____

ii) Father's Name : _____

iii) Office / Residential address including Telephone number:

Office address : _____

Residential Address: _____

Telephone Nos.: Office _____ Residence _____

6. A candidate standing for election to any position in the Council must satisfy the following conditions, namely:

a) He, or the entity represented by him, must have to his or its credit, during the one financial year immediately preceding exports of the products falling under purview of Council of not less than the amount mentioned below:

iii. Small Scale Industries : Rs. 25 Lakhs

iv. Others : Rs. 1 Crore

g) Where a person is standing for the election as Chairman or Vice-Chairman or Regional Chairman, etc., he, or the entity represented by him, must have to his or its credit, during the one financial year immediately preceding, exports of the product falling under purview of Council not less than Rupees 2 crores.

Candidate should represent the Industry which is member of the Council for the products coming under the purview of Council.

h) Candidate applying for nomination for election should submit Bank Certificate of realization in support of their fulfillment of condition under Para 4.2 (b) wherein products & FOB value of exports are given.

i) The Company engaged in exports of multiple products should have more than 75% of total exports of the items coming under the purview of the Council and should comply with requirements of para 4.2(a) of Bye Laws.

8. Also member contesting election should be predominantly exporter of the items coming under the purview of the Council

9. Please enclose original certificate duly signed by Chartered Accountant certifying export performance in Indian Rupees (rounded off to nearest Lakh). (Format of CA certificate is given in Annexure A-1)

10. The Director / Partner / Proprietor, as the case may be of the Company /Firm should furnish an undertaking along with Nomination form, that the Company /Firm is not listed under DEL maintained by the Directorate General of Foreign Trade, Govt. of India as per existing Foreign Trade Policy (Format of undertaking is given in Annexure A-2).

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.

Signature of the Candidate

Name :

Designation :

(Rubber Stamp of member entity)

FORMAT OF CHARTERED ACCOUNTANT'S CERTIFICATE

This is to certify that we have verified Books of Accounts and other records of M/s.

having their head office / registered office at _____

and certify that their FOB value of physical export of Council's item

_____ falling under purview of the Council, during the year(s)

indicated hereunder is as follows:

Year	FOB value of physical export of Council's item (_____). (Rs. in Lakhs)
1. 2013-14	INR _____ in Lakhs
2. 2014-15	INR _____ in Lakhs
3. 2015-16	INR _____ in Lakhs
Average Export during last 3 years	INR _____ in Lakhs

Signature:

Name of the Chartered Accountant

Registration No & Seal / Rubber Stamp of CA
Firm:

Date & Place

Note:

1. Please specify name of the item of export at the appropriate place above for the Panel Representation.
2. Export figures to be rounded off to the nearest Rs in lakh. Original Certificate duly signed by Chartered Accountant is mandatory. Photostat copies of CA Certificate will not be acceptable.
3. A member not having qualifying exports will not be eligible to file nomination for Vice Chairman of Council.

ANNEXURE : A – 2

(Format of Undertaking for DEL status on the letterhead)

This is to certify that our Company/Firm having IEC _____ has not been listed Under DEL by the Directorate General of Foreign Trade, Govt. of India under Foreign Trade (Development & Regulation) Act / Rules.

Signature: _____

Name: _____

Designation: _____

Date: _____

(Rubber Stamp of Company)

Note: Please refer <http://dgft.gov.in/licasp/lecDenQuery.asp>

FORM FOR PROPOSER & NOMINEE

Date : _____

Dr. S.K.Bansal,
 Jt. Director General of Foreign Trade &
 Election Authority for CHEMEXCIL
 Nishtha Bhavan,
 48, Vithaldas Thackersey Marg,
 Churchgate, Mumbai 400 020

Dear Sir,

I, propose

Mr./Mrs./Ms. _____ of

M/s _____

for election as a member of the Committee of Administration of the Basic Chemicals, Cosmetics &
 Dyes Export Promotion Council for Panel _____ & Category
 _____ for 2016-17 & 2017-18 (Please specify Panel & Category if any).

Yours faithfully,

1. Name of the Proposer in BLOCK letters : _____

Signature of the Proposer _____

I propose the above nomination:

Name of the firm and address: _____

Serial No. in Electoral Roll: _____

Membership no: _____ (refer Membership Certificate)

with this office of CHEMEXCIL _____.

IEC No. : _____

Seal / Rubber Stamp of the Proposer's firm: _____

2. Name of the **Nominee**/candidate in BLOCK Letters _____

Name of the Firm and address: _____

Serial No. from electoral Roll: _____

Membership no: _____ (refer Membership Certificate)

with this office of CHEMEXCIL _____.

IEC : _____

Signature of the Nominee / candidate _____

I agree to the above nomination

Seal/Rubber Stamp of the Nominee's firm _____

General Notes:

- 1) Please fill in all the columns. Do not leave any column blank.
- 2) Strike out or write N.A. at places whichever are not applicable in the form.
- 3) A member not having qualifying exports will not be eligible to file nomination to be a member of the Committee of Administration of the Council.
- 4) Proposer should also be an ordinary member eligible to vote from the respective Panel if nomination is for Panel representation.
- 5) Proposer and Nominee should put their firm's Rubber Stamps at the specified place and also mention the membership no and office of CHEMEXCIL where the RCMC is registered.
- 6) Proposer and Nominee should write the SR NO from the Electoral Roll (Voter List) at the specified places.

CHEMEXCIL COA ELECTION SCHEDULE :

Sr. No.	Details of nomination	Date
1	Completion of Renewal of Membership	30 th June 2016
2	Notice to all ordinary members along with Nomination forms by Registered Post as well as Email and posting on the Website	21 st September 2016
3	Last date of receipt of nomination from candidates	4 th October, 2016 by 3.00 pm
4	Scrutiny and finalisation of Nominations	5th October, 2016
5	Letters to Candidate / Nominee for INVALID nomination forms	5th October, 2016
6	Last date of withdrawal of Nomination by EA through fax / e-mail	13 th October, 2016 by 3.00 pm (Scan copy of withdrawal letter of company duly signed by candidates to be accepted)
7	Final Election Notice regarding online voting process. Printing & Dispatch of voting notice with list of candidates and user manual	17 th October, 2016
8	Locking of Software at DGFT office	20 th October, 2016
9	E-mailer to voter members with links will start	20-21 st October, 2016
10	Commencement of online voting process	Start date 21 st October, 2016
11	Locking of Software at DGFT Office on last date of Online Voting to be closed by 5.00 pm	Last date 27 th October, 2016 (5.00 pm)
12	Extraction of count of votes from the system in presence of candidate (Within 7 days from the closing of process as per election rules)	4 th November , 2016
13	Declaration of Election results to CHEMEXCIL and all the members	4 th November, 2016