



सत्यमेव जयते

भारत सरकार/ Government of India
वाणिज्य और उद्योग मंत्रालय/ Ministry of Commerce and Industry
वाणिज्य विभाग/ Department of Commerce
विदेश व्यापार महानिदेशालय/ Directorate General of Foreign Trade
Office of the Additional Director General of Foreign Trade, Mumbai
सीजीओ कार्यालय, न्यू बिल्डिंग, एसई विंग, न्यू मरीन लाइन्स, चर्चगेट, मुंबई, मुंबई, महाराष्ट्र, 400020
CGO Office, New Building, SE wing, New Marine Lines, Churchgate, MUMBAI, MAHARASHTRA, 400020

No: Addl.DGFT/MUM/CHEMEXCIL/Election 25-27/01/44

July 15, 2025

TO ALL MEMBERS OF THE COUNCIL:

Re.: Nomination for Election to the Committee of Administration of Basic Chemicals, Cosmetics & Dyes Export Promotion Council, Mumbai for the period 2025-27.

Dear Members,

In accordance with the directions of the Ministry of Commerce & Industry, Government of India, the undersigned has been appointed as the Returning Officer to conduct the elections to the Committee of Administration of the Basic Chemicals, Cosmetics & Dyes Export Promotion Council (CHEMEXCIL) for the term 2025-2027, as per the Council's Bye-laws.

Chemexcil is holding election for 3 seats under different categories.

1. VACANCIES:

Bifurcation of reservation categories of COA for the period 2025-27 is as follows:

Panel/Category	MSME	Status Holder	General
Specialty Chemicals including Castor Oil Panel	-	-	01
Reservations:			
Startups, young entrepreneurs (less than 40 years of age as on 31 st March 2025)		01	
North Eastern/Hill Regions		01	
Total Vacancies		03	

2. ELIGIBILITY FOR ELECTIONS: (as per Article 4 of Bye Laws).

2.1 Right to Contest:

- a) Ordinary members shall have the right to offer its representative as a candidate at elections to various positions in the Council

2.2 Eligibility to Vote

- a) An Ordinary members shall have the right to vote at the election of the Council's Committee of Administration.

- b) Associate members having been completed 3 continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, have exports in his/her credit in any of the preceding three years, shall also have the right to vote.
- c) Each Ordinary Member of the Council shall have one vote for every single representation/seat for the respective Panels and Categories as per the Panel opted/registered with the Council from time to time.
- d) Tenure of elected members of the Committee shall be for the period of two years. Such members shall be eligible to contest for election after a cooling period of one term.

2.3 Eligibility for Candidature

A candidate for election to any position (except Chairperson and Vice- Chairperson) in the Council must satisfy the following conditions:

- a) He/ She or the entity represented by him/ her must have to his/ her or its credit during the two financial years immediately preceding the election the average exports of the products of not less than the amount mentioned below:
 - i. **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)
 - ii. **Others:** Above Rs.2.5 Crore
 - iii. Two seats are reserved for categories each under-
 - Startups, young entrepreneurs (less than 40 years of age as on 31st March 2025); and
 - North Eastern/Hill Regions to ensure their suitable representation in the Committee.
- b) where a person is contesting for election as Regional Chairperson, he/ she or the entity represented by him/her must have minimum average exports of the product to the tune of Rs. 2.5 crores to his/ her or its credit during the two financial years immediately preceding.
- c) where a person is contesting for election as Chairperson or Vice- Chairperson, he/ she or the entity represented by him/ her must have minimum average exports of the product to his/ her or its credit during the two financial years immediately preceding, as specified below:

Membership base of the Council (Ordinary & Associate Members)	Less than 1000 members	Between 1001-2500 members	Between 2501-5000 members	Between 5001-10000 members	Above10000 members
Minimum average exports of the product	Rs. 5 crores	Rs.10 crores	Rs.20 crores	Rs.50 crores	Rs.100 crores

2.4 The eligibility for Nomination

- a) 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.
- b) The nominee and proposer should be otherwise eligible to vote. The nominations shall conform to the proforma prescribed by the Election Authority.

- c) 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.**

A. A Nomination Form to be valid, must be:

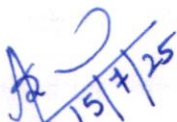
- (a) Original Nomination Form enclosed with this Notice.
- (b) Duly filled-in Nominations complete in all respects, along with the necessary declarations, duly signed, stamped and complying with the provisions of Election Rules herein before and as mentioned in this notice. The forms and notice will also be available on the DGFT, Mumbai's website- <https://www.dgft.gov.in> 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.
 - iii. Sealed envelope duly superscripted on the top as **"NOMINATION FOR CHEMEXCIL ELECTION"** may be sent to undersigned by **hand-delivery or by Registered Post or by Speed Post** addressed to 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 **31st July, 2025 by 3.00 pm.**
 - iv. Those 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.
 - v. A Nomination sent by telex/fax/telegram/e-mail to the Election Authority will be treated as invalid.
 - vi. Any Nomination forms submitted to any of the offices of CHEMEXCIL will not be considered for scrutiny and will be treated as invalid.
- B. The firm / company represented by the proposer & the firm / company represented by the Nominee should be member of the Council from the same Panel (Voter list). 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).
- C. In the event of the election, 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 Director General 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 Director General.
- D. 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.

- E. 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 needs 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 **4th August, 2025 by 3.00 pm.**
- F. Such a withdrawal shall be final and no subsequent request, for revoking such withdrawal shall be entertained by the undersigned.
- G. The elections to the Committee of Administration of the Council shall be conducted by online electronic voting process; as per para 9.1 of the Bye Laws of the Council. The user manual for the same will be available on DGFT, Mumbai's website <https://www.dgft.gov.in> and CHEMEXCIL's website <https://chemexcil.in>.
- H. 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.
- I. 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 Notification and the Annexures attached to the link are sent the eligible candidates on their registered e-mail sent and is also available on the DGFT Mumbai's website <https://www.dgft.gov.in> and CHEMEXCIL's website <https://chemexcil.in>

Yours sincerely,



Amit Sharma

Jt. Director General of Foreign Trade &
Election Authority of CHEMEXCIL, Mumbai

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

For use of Election Authority only

Serial No. as Per Electoral Roll: _____

APPLIED FOR:

- 1. Specialty Chemicals including Castor Oil Panel (General Category) ☐
- 2. Startups, Young entrepreneur (less than 40 years of age as on 31/03/2025) ☐
- 3. North Eastern/Hill Regions ☐

DATE OF RECEIPT

**Stamp and Signature of
Election Authority**

NOMINATION FORM

(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. : _____
- 5 Particulars of the representative being nominated-
 - i. Name & Designation : _____
 - ii. Father's Name : _____
 - iii. Office address including : _____
telephone number

 - iv. Residential address : _____
including telephone
number

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

- i. **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)
- ii. **Others:** Above Rs.2.5 Crore
- iii. Two seats are reserved for categories to ensure their suitable representation in the Committee-
 - Startups, Young Entrepreneur (less than 40 years of age as on 31/03/2025)
 - North Eastern/Hill Regions
- iv. where a person is contesting for election as Regional Chairperson, he/ she or the entity represented by him/her must have minimum average exports of the product to the tune of Rs. 2.5 crores to his/ her or its credit during the two financial years immediately preceding.

- A. 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)
- B. 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).
- C. Candidate contesting the election should submit self-attested Aadhar Card along with the application form.

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 Employer/MD/Director/ Chairman/ Candidate)

Name:

Designation:
(Rubber Stamp of member entity)

FORMAT OF CHARTERED ACCOUNTANT'S CERTIFICATE ON THEIR LETTER HEAD.

This is to certify that we have verified Books of Accounts and other records of *(Name of the Company)*

M/s. _____

having their head office / registered office at _____

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

(Dyes & Dye Intermediates/Basic Organic & Inorganic Chemicals including Agro Chemicals/
Cosmetics & Toiletries/ Specialty Chemicals including Castor Oil/Merchant Exporters **(75% of the
items falling under the purview of the Council)**), during the year(s) indicated hereunder is as
follows:

Year	FOB value of physical export of Council's item (for audited FY)
2022-23	INR _____ in Lakhs
2023-24	INR _____ in Lakhs
Average Export during last 2 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. Photocopies 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.

(Format of Undertaking for DEL status on the letterhead of company)

This is to certify that our Company/Firm M/s. _____
holding IEC No. _____ has not been listed under DEL as on today by the Directorate
General of Foreign Trade, Govt. of India under Foreign Trade (Development & Regulation) Act /
Rules.

Signature of the Candidate :

Name :

Designation :

Date :

Rubber Stamp of the Company :

Note: Please refer <https://www.dgft.gov.in>

FORM FOR PROPOSER

Date : _____

Shri Amit Sharma
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.(Name of the Nominee) _____ of
(Name of Nominee Company) M/s. _____
for election as a member of the Committee of Administration of the Basic Chemicals, Cosmetics &
Dyes Export Promotion Council for _____
for the period 2025-27.

(Please choose any one Panel/Reservation Category :

- Specialty Chemicals including Castor Oil Panel
- Startups, Young Entrepreneur (less than 40 years of age as on 31/03/2025)
- North Eastern/Hill Regions)

Yours faithfully,

1. Name of the Proposer
(in BLOCK letters) : _____
2. Name of the Proposer firm and
address : _____
: _____
: _____
3. Serial No. in Electoral Roll : _____
4. Membership no.
(refer Membership Certificate) : _____
5. IEC No. : _____

I propose the below nomination.

(Signature of the Proposer)

Seal / Rubber Stamp of the Proposer's firm

FORM FOR NOMINEE

1. Name of the **Nominee**/candidate
(in BLOCK letters) :
2. Name of the Nominee Firm
and address :
3. Serial No. from electoral Roll :
4. Membership no.
(refer Membership Certificate) :
5. IEC No. :
6. Date of Birth and Age of the
Nominee :
7. Gender of the Nominee :
8. Adhar Number of the Nominee :

I agree the above nomination

(Signature of the Nominee / candidate)

Seal / Rubber Stamp of the Nominee's firm

Instructions for Filling the Nomination Form:

1. All columns in the form must be duly filled. No field should be left blank.
2. A proposer is not permitted to nominate himself/herself for the post of Committee Member.
3. Wherever applicable, strike out the inapplicable sections or clearly mention "N.A."
4. Members without qualifying exports shall not be eligible to file nominations for the Committee of Administration of the Council.
5. The proposer must be an ordinary member eligible to vote under the respective panel, in case the nomination pertains to panel representation.
6. Both the proposer and nominee must affix their firm's rubber stamps at the designated place and clearly mention their membership numbers.
7. The serial numbers of both the proposer and nominee, as per the Electoral Roll (Voters List), must be indicated at the specified locations.
8. The nominee must enclose a self-attested copy of their Aadhaar Card with the nomination form.
