



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/2/Election 2022-24

November 15, 2022

**TO ALL MEMBERS OF THE COUNCIL:**

**Re.: Nomination for Election to the post of member of Committee of Administration in Dyes & Dye Intermediate Panel under Status Holder Category of Basic Chemicals, Cosmetics & Dyes Export Promotion Council, Mumbai for the period 2022-24**

Dear Members,

As per the direction of Ministry of Commerce & Industry, Government of India, the undersigned has been appointed as a Returning Officer to conduct Election to the post of member of Committee of Administration in Dyes & Dye Intermediate Panel under Status Holder Category of Basic Chemicals, Cosmetics & Dyes Export Promotion Council, Mumbai for the period 2022-24 as per the Bye Laws of the Council.

The election process for the said post was initiated in July 2022 and nominations were invited. However, due to receipt of nominations which were declared invalid, the post of member of Committee of Administration in Dyes & Dye Intermediates Panel under status Holder Category remained vacant.

**1. PANEL-WISE VACANCIES:**

Panel wise bifurcation of reservation categories of COA for the period 2022-24 is as follows:

Panel	No. of Vacancies	Status Holder Category
Dyes & Dye Intermediates	1	1
<b>TOTAL</b>	<b>1</b>	<b>1</b>

**2. ELIGIBILITY FOR ELECTIONS:**

***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 its representative 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. An Ordinary Member 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 and Categories as per the Panel opted/registered with the Council from time to time.
- C. 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 after completion of every three consecutive terms for the members of CoA.

## **2.3 Eligibility for Candidature**

- A. A candidate must be an Ordinary Member of the Council.
- B. A candidate contesting for the election to any position in the Council must satisfy the following conditions namely;
  - a) The firm or entity, must have to its credit, during immediately preceding one financial year the exports of the products falling under purview of Council of not less than the amount mentioned below:
    - i. MSME : Rs. 25 Lakhs
    - ii. Others : Rs. 1 Crore
  - b) Person contesting for the election under Status Holder Category, should submit Status Holder Certificate as per FTP 2015-2020 issued by DGFT.
  - c) Person contesting for the election under General Category representing Large Scale Manufacture shall submit SIA Certificate.
  - d) Candidate contesting election, should have his/her name incorporated either in RCMC or Import-Export Code.
  - e) Where a person is contesting the election for the post of Vice-Chairman or Regional Chairman, must have to his or its credit exports of the product falling under purview of Council not less than Rupees 2 crores during immediately preceding one financial year. Candidate should represent the industry which is member of the Council for the products coming under the purview of Council.
  - f) Candidate applying for nomination for election under Manufacturer Exporter should submit Bank Realization Certificate or Certificate from Auditor of the Company who signs the balance sheet in support of their fulfillment of condition under Para 4.2 (a) wherein products & FOB value of exports are given.
  - g) For contesting the election for Merchant Exporter Panel, the member company has to have 75% export of products coming under the purview of the Council and should submit a Certificate from Auditor of the Company who signs the balance sheet.
  - h) Candidate applying for nomination for election should have been allotted the Director Identification Number (DIN) under Section 154 of the Companies Act, 2013 as per para 4.2(d) of the Bye Laws of the Council.

## 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- <http://164.100.128.143/dgftmumbai/> 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 envelope 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 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 **30<sup>th</sup> November, 2022 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 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.
- 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 **5<sup>th</sup> December, 2022 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 9.3(a) of the Bye Laws of the Council. The user manual for the same will be available on DGFT, Mumbai's website <http://164.100.128.143/dgftmumbai/> 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 / up-dation 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 <http://164.100.128.143/dgftmumbai/> and CHEMEXCIL's website <https://chemexcil.in>

Yours sincerely,

  
V.C. Chaturvedi

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: \_\_\_\_\_

PANELS FOR WHICH APPLIED:

Dyes & Dye Intermediates

CATEGORY UNDER WHICH APPLIED

Status

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:

a. A firm represented by him/her, must have to 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. MSME : **Rs. 25 Lakhs**  
ii. Others : **Rs. 1 Crore**

A. Where a person contesting for the election for the post of 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.

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

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(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 & Intermediates/Basic Organic & Inorganic Chemicals including Agro Chemicals/  
Cosmetics & Toiletries/Castor oil and Speciality Chemicals/ 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)
2018-19	INR _____ in Lakhs
2019-20	INR _____ in Lakhs
2020-21	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. 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.

**ANNEXURE: A - 2**

**(Format of Undertaking for DEL status on the letterhead of company of the candidate and proposer both )**

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/CP/?opt=view-any-ice>

## FORM FOR PROPOSER

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

Shri V.C. Chaturvedi,  
 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 Panel Dyes & Intermediates & Category Status Holder/ for 2022-  
 24.

Yours faithfully,

1. Name of the Proposer : \_\_\_\_\_  
 (in BLOCK letters)
- Name of the Proposer firm and : \_\_\_\_\_  
 address : \_\_\_\_\_  
 : \_\_\_\_\_  
 : \_\_\_\_\_
- Serial No. in Electoral Roll : \_\_\_\_\_
- Membership no. : \_\_\_\_\_  
 (refer Membership Certificate)
- 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)
- Name of the Nominee Firm : \_\_\_\_\_  
 and address : \_\_\_\_\_
- Serial No. from electoral Roll : \_\_\_\_\_
- Membership no. : \_\_\_\_\_  
 (refer Membership Certificate)
- IEC No. : \_\_\_\_\_

I agree the above nomination

\_\_\_\_\_

\_\_\_\_\_

(Signature of the Nominee / candidate)

Seal / Rubber Stamp of the Nominee's firm

General Notes:

- 1) Please fill in all the columns. Do not leave any column blank.
- 2) Proposer cannot nominate himself or herself for the post of Committee Member.
- 3) Strike out or write N.A. at places whichever are not applicable in the form.
- 4) 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.
- 5) Proposer should also be an ordinary member eligible to vote from the respective Panel if nomination is for Panel representation.
- 6) Proposer and Nominee should put their firm's Rubber Stamps at the specified place and also mention the membership no.
- 7) Proposer and Nominee should write the Sr. No. from the Electoral Roll (Voter's list) at the specified places.
- 8)

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