



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/VC-Election 25-27/01/44

August 22, 2025

To
All Members of the Committee of Administration

Sub: Nomination for the post of Vice-Chairperson of Basic Chemicals, Cosmetics & Dyes Export Promotion Council (Chemexcil).

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 for the post of Vice-Chairperson.

1. ELIGIBILITY FOR ELECTIONS:

Any elected member of the Committee of Administration is eligible to contest the election for the post of Vice Chairperson. However, as per Article 27.1 of Bye Laws of the Council, any member having held the post of Chairperson may come back as Vice Chairperson in the Council after a gap of not less than 4 years.

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

The final updated voter list has been displayed on DGFT, Mumbai's website: <http://www.dgft.gov.in> and CHEMEXCIL's website <https://chemexcil.in>

1.2 Eligibility to Vote

- The Ordinary Members shall have right to vote at the Election for the post of Vice Chairperson as per Article 4.1 of the Bye Laws of the Council.
- 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.
- Each Ordinary Member of the Council shall have one vote for every single representation registered with the Council from time to time.

1.3 Eligibility for Candidature for Vice- Chairperson

- a) The Vice-Chairperson of the Committee shall be elected by the Council for a term of two years.
- b) Only the members of the CoA shall be eligible to contest the election for the post of Vice Chairperson
- c) If there are more than one contestant then, the Vice- Chairperson shall be directly elected by all the Ordinary members and Associate Members having completed 3 continuous years as a member and have exports in his/her credit in any of the preceding three years.
- d) If there is only one contestant, there shall be no election and contestant shall be elected unanimously.
- e) A person 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	Above 10000 members
Minimum average exports of the	Rs. 5 crores	Rs.10 crores	Rs.20 crores	Rs.50 crores	Rs.100 crores

Note 1: Minimum Average exports of the product in respect of manufacturer exporter shall be half of the ceiling limits prescribed in the Table above.

- f) Candidate applying for nomination for election should submit Certificate from Auditor of the company who signs the balance sheet in support of their fulfilment of condition under Para 4.2 (c) wherein products & FOB value of exports are given.
- g) Any Company or Co-operative Society or other Corporation which is a member of the Council shall, by a resolution of its Directors (or of any persons in the position of Directors) authorize any of its Directors or any person in the position of Directors to act as its representative at any meeting of the Council or of the Committee.
- h) Any member under Denied Entity List maintained by DGFT will not be eligible to file nominations for election of Vice Chairperson. 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.

2. **PROCEDURE FOR FILING & DEADLINE FOR SUBMISSION & WITHDRAWAL OF NOMINATION ETC.**

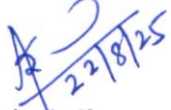
Only CoA members shall have right to contest the election and propose the nominee for the post of Vice Chairperson.

- i) A Nomination Form to be valid, must be-
 - (a) The original Nomination Form enclosed with this Notice
 - (b) Duly filled up 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 form and notice will also be available on the DGFT, Mumbai's website- <http://dgft.gov.in> and CHEMEXCIL's website <https://chemexcil.in>
 - (c) The sealed cover containing i) filled in prescribed forms for the vice Chairperson duly signed by the Proposer and Nominee and also ii) Turnover of company duly certified by chartered Accountant and iii) sealed enveloped duly superscripted on the top as **"NOMINATION FOR ELECTION OF VICE CHAIRPERSON"** may be sent to undersigned by hand-delivery or by Registered post or by speed post addressed to Shri Amit Sharma, Joint Director General of Foreign Trade & Election Authority of CHEMEXCIL, Nishtha Bhavan, 48 Vithaldas Thackersey Marg, Churchgate, Mumbai 400 020 so as to reach on or before **4th September, 2025 by 3.00 pm.**
 - (d) 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.
 - (e) A Nomination sent by telex/fax/telegram/e-mail to the Election Authority will be treated as invalid.
 - (f) 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 Nominee should be member of the Council. Names of Companies of both the Nominee and the Proposer 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 particular / 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.
- iv) The names of the nominee's 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. 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 needs to be submitted to the undersigned at Mumbai. Withdrawal of nomination will be allowed on or before **10th September, 2025 by 3.00 p.m** by email to the undersigned on **a.sharma25@nic.in.**
- vi) Such a withdrawal shall be final and no subsequent request, for revoking such withdrawal shall be entered by the undersigned.
- vii) 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 record with us.

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> and CHEMEXCIL's website <https://chemexcil.in>

Yours sincerely,



Amit Sharma

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

NOMINATION FORM

BASIC CHEMICALS, COSMETICS & DYES EXPORT PROMOTION COUNCIL

ELECTION FOR VICE-CHAIRPERSON

For use of Election Authority only

SERIAL NO AS PER CANDIDATE LIST:

ELECTION OF VICE-CHAIRPERSON

DATE OF RECEIPT

Stamp and Signature of
Election Authority

APPLICATION FOR NOMINATION FOR THE POST OF
VICE-CHAIRPERSON OF CHEMEXCIL

(On letter head of the Nominee Company)

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, Mr./Mrs./Ms. _____ of

M/s. _____ hereby

submit my nomination for the post of the Vice-Chairperson of the Basic Chemicals, Cosmetics
& Dyes Export Promotion Council. My details are as mentioned below:

- 1 Name of the Firm/Company : _____
: _____
- 2 Address : _____
: _____
: _____
- 3 IEC No. : _____
- 4 Name of the Panel in which
Firm/Company primarily : _____
classified : _____
- 5 Membership no. : _____
- 6 Particulars of the representative being nominated-
 - i. Name of the Candidate : _____
 - ii. Designation : _____
: _____
 - iii. Father's Name : _____

iv Office address including : _____
Telephone number _____

Residential address : _____
including Telephone _____
Number _____

iv Director Identification : _____
Number (DIN),
if applicable

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)

*Please fill in all the columns for the nomination CHEMEXCIL. Do not leave any Column blank

General Rules for election:

A candidate contesting election as Vice Chairperson in the Council must satisfy the following conditions, namely:

1. Only CoA members shall have right to contest and propose the nominee for the election for the post of Vice-Chairperson.
2. Proposer cannot nominate himself or herself for the post of Vice-Chairperson.
3. Candidate should represent the industry coming under the purview of the Council.
4. A person 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	Above 10000 members
Minimum average exports of the product	Rs. 5 crores	Rs.10 crores	Rs.20 crores	Rs.50 crores	Rs.100 crores

Note 1: Minimum Average exports of the product in respect of manufacturer exporter shall be half of the ceiling limits prescribed in the Table above.

5. Candidate applying for nomination for election should submit Certificate from Auditor of the company who signs the balance sheet in support of their fulfilment of condition under Para 4.2 (c) wherein products & FOB value of exports are given.
6. A member not having qualifying exports will not be eligible to file nomination for the post of Vice- Chairperson of the Council.
7. He/ She should predominantly exporter of the items coming under the purview of the Council.
 - ❖ 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)
8. 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).
9. Please fill in all the columns. Do not leave any column blank.
10. Strike out or write N.A. at places whichever are not applicable in the form.
11. Proposer and Nominee should put their firm's Rubber Stamps at the specified place and also mention the membership no.
12. Proposer and Nominee should write the Sr. No. from the Candidate List at the specified places.

FORMAT OF CHARTERED ACCOUNTANT'S CERTIFICATE
(On letterhead of the Chartered Accountant on the Nominee Company)

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	Name and HS Code of Council's Items exported	FOB value of physical export of Council's item
2023-24		INR _____ in Lakhs
2024-25		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. 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.
2. A member not having qualifying exports will not be eligible to file nomination for Vice-Chairperson of Council.

DEL STATUS

(Format of Undertaking for on the letterhead for **Nominee and Proposer Company both**)

This is to certify that our Company/Firm M/s. _____

_____ having IEC _____ 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 of Govt. of India.

Signature : _____

Name : _____

Designation : _____

Date : _____

Rubber Stamp of
the Company

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

FORM FOR PROPOSER
(On letterhead of the Proposer Company)

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. _____ of

M/s. _____

for election for the Vice Chairperson of the Basic Chemicals, Cosmetics & Dyes Export
Promotion Council.

A. PROPOSER DETAILS:

1. Name of the Proposer : _____
(in BLOCK letters)
2. Name of the firm and address : _____

3. Serial No. in Candidate List : _____
4. Membership no. : _____
(refer Membership Certificate)
5. IEC No. : _____

Cont.....

B. NOMINEE DETAILS

1. Name of the **Nominee**/candidate : _____
(in BLOCK letters)
2. Name of the Firm and address : _____

3. Serial No. from Candidate List : _____
4. Membership no. : _____
(refer Membership Certificate)
5. IEC No. : _____

I propose the above nomination

Signature of the Proposer

Seal/Rubber Stamp of the Proposer's firm

I agree the above nomination

Signature of the Nominee

Seal / Rubber Stamp of the Nominee's firm