



**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 2019-21

February 6, 2020

**TO ALL MEMBERS OF COMMITTEE OF ADMINISTRATION**

**Sub: Election for the post of Vice Chairman Basic Chemicals, Cosmetics & Dyes  
Export Promotion Council – Call for Nomination.**

Dear Members,

As per para 2.9 of the Handbook of Procedures of FTP 2015-20 and Amended Bye Laws of the Council followed by the 3<sup>rd</sup> meeting of the Committee of Administration for the year 2019-20 held on 17<sup>th</sup> January, 2019 it has been decided to conduct election of Vice-Chairman of the Council. Accordingly, the election for the post of Vice Chairman shall be conducted for the period 2019-21 and for such purpose; the voter list of financial year 2018-19 shall utilized.

**2. ELIGIBILITY FOR ELECTIONS:**

Any elected member of the Committee of Administration is eligible to contest the election for the post of Vice Chairman. However, as per Article 9.3 of Amended Bye Laws of the Council, any member having held the post of Chairman or Vice-Chairman may come back as Vice Chairman in the Council after a gap of not less than 4 years.

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

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

**2.2 Eligibility to Vote**

- a) The Ordinary Members shall have right to vote at the Election for the post of Vice Chairman as per Article 35 of the Amended Bye Laws of the Council and para 2.92 of FTP 2015-20.
- b) Each Ordinary Member of the Council shall have one vote for every single representation registered with the Council from time to time.



### **2.3 Eligibility for Candidature for Vice- Chairman**

- a) He /She must be elected committee Members and ordinary Members of the Council;
- b) Person standing for election, his/her name should appear in either RCMC or Import Export – Code.
- c) He/ She or the entity represented by him/her, must have to his or her credit during one financial year immediately preceding, export of products falling under purview of the Council of not less than Rupees 2 crores.
- d) Candidate applying for nomination for election should submit Bank Certificate of Realization or Certificate from Auditor of the company who signs the balance sheet in support of their fulfilment of condition under Para 4.2 (a) wherein products & FOB value of exports are given.
- e) Any voter / member under Denied Entity List maintained by DGFT will not be eligible to file nominations for election of Vice Chairman. 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.**

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

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/dgftmumbai/html/chemexcil/election\\_coa.htm](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 vice chairman duly signed by the Proposer and Nominee and also li) Turnover of company duly certified by chartered Accountant and iii) sealed enveloped duly superscripted on the top as "**NOMINATION FOR ELECTION OF VICE CHAIRMAN**" may be sent to undersigned by hand-delivery or by Registered post or by speed post addressed to Shri Sambhaji Chavan, Joint Director General of Foreign Trade & Election Authority for CHEMEXCIL, Nishtha Bhavan, 48, Vithardas




Thackersey Marg, Churchgate, Mumbai 400020 so as to reach on or before **13<sup>th</sup> February, 2020 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 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 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 need to be submitted to the undersigned at Mumbai. Withdrawal of nomination will be allowed on or before **18<sup>th</sup> February, 2020 by 3.00 p.m.**
- 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/dgftmumbai/html/chemexcil/election\\_coa.htm](http://dgft.gov.in/dgftmumbai/html/chemexcil/election_coa.htm) and CHEMEXCIL's website <https://chemexcil.in>

Yours sincerely,

  
Shri Sambhaji Chavan  
Joint Director General of Foreign Trade &  
Election Authority of CHEMEXCIL, Mumbai



**NOMINATION FORM**

**BASIC CHEMICALS, COSMETICS & DYES EXPORT PROMOTION COUNCIL**

**ELECTION FOR VICE CHAIRMAN**

**For use of Election Authority only**

SERIAL NO AS PER ELECTORAL ROLL:

ELECTION OF VICE CHAIRMAN

DATE OF RECEIPT

\_\_\_\_\_  
Stamp and Signature of  
Election Authority



**APPLICATION FOR NOMINATION FOR THE POST OF  
VICE CHAIRMAN OF CHEMEXCIL**

(On letter head of the Nominee Company)

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

Shri Sambhaji Chavan  
Joint 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 Chairman of the Basic Chemicals,

Cosmetics & Dyes Export Promotion Council. My details are as mentioned below:

- 1 Name of the Firm/Company : \_\_\_\_\_  
: \_\_\_\_\_
- 2 Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
- 3 ICE No. : \_\_\_\_\_  
Name of the Panel in which : \_\_\_\_\_
- 4 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:**

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

- a. He/She or the entity represented by him, 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 Rupees 2 crores.

Candidate should represent the industry coming under the purview of the Council.



- b. Candidate applying for nomination for election should submit Bank Certificate of Realization or Certificate from Auditor of the company who signs the balance sheet in support of their fulfilment of condition under Para 4.2 (a) wherein products & FOB value of exports are given.
  - c. He/ She should predominantly exporter of the items coming under the purview of the Council.
2. 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)
  3. 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).
  4. Only CoA members shall have right to contest the election for the post of Vice Chairman.

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**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	FOB value of physical export of Council's item
2016-17	INR _____ in Lakhs
2017-18	INR _____ in Lakhs
2018-19	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.



**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://dgft.gov.in/licasp/lecDenQuery.asp>

**FORM FOR PROPOSER**  
**(On letterhead of the Proposer Company)**

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

Shri Sambhaji Chavan  
 Joint 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 Chairman 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 Electoral Roll	:	_____
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 electoral Roll : \_\_\_\_\_
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

**General Notes:**

- 1) Only CoA members shall have right to propose the nominee for the post of Vice Chairman.
- 2) Please fill in all the columns. Do not leave any column blank.
- 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 for the post of Vice Chairman of the Council.
- 5) Proposer should also be a member of the Committee of Administration of the Council.
- 6) Only ordinary member is eligible to vote from all the Panels of the Council.
- 7) Proposer and Nominee should put their firm's Rubber Stamps at the specified place and also mention the membership no.
- 8) Proposer and Nominee should write the Sr. No. from the Electoral Roll (Candidate List) at the specified places.

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### CHEMEXCIL ELECTION SCHEDULE FOR THE POST OF VICE CHAIRMAN

Sr. No.	Details of nomination	Date
1	Notice to all members of the Committee of Administration along with Nomination forms invitee nomination to context the election for the post of Vice Chairman by Registered Post as well as Email and posting on the Website.	6 <sup>th</sup> February, 2020
2	Last date of receipt of nomination from candidates	13 <sup>th</sup> February, 2020
3	<ul style="list-style-type: none"> <li>i. Scrutiny and finalisation of Nominations</li> <li>ii. Letters to Candidate with valid nomination along with Last date of withdrawal of Nomination</li> <li>iii. Letters to candidate informing of invalid nomination</li> </ul>	14 <sup>th</sup> February, 2020
4	Last date of withdrawal of nomination	18 <sup>th</sup> February, 2020
5	Election Notice regarding online voting process <ul style="list-style-type: none"> <li>i. List of candidates</li> <li>ii. User manual</li> <li>iii. Link for e-voting</li> </ul>	20 <sup>th</sup> February, 2020
6	Locking of software by Returning officer	25 <sup>th</sup> February, 2020
7	Commencement of line voting process	26 <sup>th</sup> February, 2020
8.	Locking of software by Returning office on last date of online voting to be closed by 5.00pm	2 <sup>nd</sup> March, 2020
9.	<ul style="list-style-type: none"> <li>i. Counting of votes from the e-voting software in presence of candidate</li> <li>ii. Declaration of election results to all the members of the Council by uploading on the website and sending e-mail</li> </ul>	5 <sup>th</sup> March, 2020

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