

**CHAIRMAN OF ELECTION COMMITTEE, CAPEXIL**  
&  
**JOINT DIRECTOR GENERAL OF FOREIGN TRADE**  
**GOVERNMENT OF INDIA**  
**MINISTRY OF COMMERCE & INDUSTRY**  
**OFFICE OF THE ADDL. DIRECTOR GENERAL OF FOREIGN TRADE**  
**4, ESPLANADE EAST, KOLKATA - 700 069**  
**PHONE: 033- 22545908 (D), Email: [utpal.acharya@nic.in](mailto:utpal.acharya@nic.in)**

Ref. No.: JDGFT(UKA)/Kol/CAPEXIL Election/2019-20/

Dated: 4<sup>TH</sup> December, 2019

**NOTICE**

**Subject: Invitation for Nomination for the position of Panel representative (Chairman) in connection with reconstruction of the Committee of Administration of CAPEXIL for the year 2019-20.**

This is to inform you that under the provision of Rule No. 5 of the Bye-Laws and Rules for conducting election of CAPEXIL, the undersigned has been nominated by the Government of India, Ministry of Commerce & Industry, Directorate General of Foreign Trade, New Delhi as Chairman of the Election Committee of CAPEXIL for conducting election of Two Panels of CAPEXIL through e-Voting for the year 2019-20 and the same has been communicated to CAPEXIL vide letter no. Misc/1/Admn/2018 dated 25<sup>th</sup> November, 2019.

It is hereby informed that the election process has started. Further, in terms of the Election's Bye laws and Rules, the List of Voters and Election Rules are available on the Notice Board of the Head Office and Regional Offices of the Council as well as on the Council's Website for information and use of the Voter members. The Nomination Form for enabling candidates to file their candidature along with Annexures are enclosed for filing up in all respects duly signed and stamped in compliance with the provisions of the Election Rules.

These duly filled in forms must be submitted to the office of the undersigned i.e. **UTPAL KUMAR ACHARYA, JOINT DGFT, OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF FOREIGN TRADE, 4, ESPLANADE EAST, KOLKATA - 700069. The last date for submission shall be 5.00 P.M., 13<sup>th</sup> December, 2019.** The closed envelope containing the nomination along with other Annexures should be superscribed with **"Nomination for the Panel Election, CAPEXIL for the year 2019-20."**

(UTPAL KUMAR ACHARYA)  
JOINT DGFT & CHAIRMAN OF ELECTION COMMITTEE, CAPEXIL

**Encl.:**

- i. Prescribed Nomination Form (ANNEXURE-A)
- ii. A specimen format of Chartered Accountant's Certificate (ANNEXURE: A-I)
- iii. Undertaking for DEL status on the letter head as ANNEXURE: A-2

TO,

ALL THE ELIGIBLE ORDINARY MEMBERS OF CAPEXIL FOR THE FOLLOWING TWO PANELS, NAMELY:-

- (i) **Mfrd. Products of Carbon Graphite, Explosives and Accessories Panel and**
- (ii) **Ossein & Gelatine Panel.**

**CAPEXIL****(Sponsored by Ministry of Commerce & Industry, Government of India)****ELECTION FOR THE PANEL REPRESENTATIVE (CHAIRMAN) IN CONNECTION WITH RECONSTITUTION OF THE COMMITTEE OF ADMINISTRATION OF CAPEXIL FOR THE YEAR 2019-20****NOMINATION FORM**

- a) Use **BLOCK LETTERS** while filling-up this form  
 b) Please fill in all the columns. Do not leave any column blank

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

SPECIFY PANEL: \_\_\_\_\_

To,  
 The Election Authority/Returning Officer,  
 CAPEXIL.

**Re.: Election for the Panel Representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year 2019-20**

<b>Name of the Nominee</b>	
<b>Name of the Company / Firm (with member Code) of the Nominee with address</b>	
<b>Particulars of the Nominee:</b> a) Designation b) Mobile No. c) Email d) DIN	

**Nominee's/Candidate's acceptance:**

I am submitting my above nomination/candidature for the Panel Representative (Chairman) in connection with reconstitution of the Committee of Administration of CAPEXIL for the year 2019-20. I declare that the above information is true to the best of my knowledge and belief. I state that I am not otherwise disqualified to be appointed as a Director of a Company as provided under section 164 of the Companies Act, 2013 and I hereby give my consent to act as a member of CoA of CAPEXIL, if elected, as mentioned u/s 152 (5) of the Companies Act, 2013.

Seal / Rubber Stamp of the Nominee's Firm/Company
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Yours faithfully,

(Signature)

**Name & Designation**

Attestation of the signature of the person signing Nomination Form by banker of the Member-organization concerned.

Seal / Rubber Stamp of the Banker
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Attested by:  
 Signature:  
 Name of Bank Official:  
 Designation:

**Notes:**

- (1) **Nominee** should be the **Ordinary Members of CAPEXIL** as on date.
- (2) A member not having **qualifying exports** will not be eligible for the position of Panel Representative (Panel-Chairman) of the Council.
- (3) **Candidate** should put their **firm's Rubber Stamps** at the specified places/boxes.
- (4) **Nomination should be attested by** banker of the Member-organization concerned.
- (5) Kindly note that Nomination form shall be valid only **when payment of membership subscription has been made in stipulated time and there is no outstanding dues to CAPEXIL**. In case on **scrutiny**, if it is found that the **stipulated eligibility criteria** are **not fulfilled** as per the provisions of the Articles of Association and Election's Bye laws and rules of CAPEXIL, this **nomination** shall be **rendered invalid &** nomination shall be treated as cancelled/Invalid.
- (6) It is mandatory to fill and submit **Annexures: A-1** with this nomination form i.e. CA Certificate.
- (7) It is mandatory to fill and submit **Annexures: A-2** with this nomination form i.e. DEL status. If name show in DEL list this **nomination** shall be **rendered invalid &** nomination shall be treated as cancelled/Invalid.

## FORMAT OF CHARTERED ACCOUNTANT’S CERTIFICATE IN THEIR LETTER HEAD

This is to Certify that we have verified Books of Accounts and other records of M/s. \_\_\_\_\_ having their Registered Office/Head Office at \_\_\_\_\_ and certify that their FOB value of physical export of CAPEXIL’s items (rounded off to the nearest in INR Lakh) during the year (s), indicated hereunder is as follows:-

SR. NO.	YEARS	FOB value of physical export of CAPEXIL’s Items (Rs. in Lakh) <b>(3rd Party and Deemed Export not included)</b>
1.	<b>2016-17</b>	INR _____ in Lakhs
2.	<b>2017-18</b>	INR _____ in Lakhs
3.	<b>2018-19</b>	INR _____ in Lakhs
4.	<b>Average Export during last 3 years</b>	INR _____ In Lakhs

It is also hereby certified that M/s. \_\_\_\_\_ is a Ltd. Co./Pvt. Ltd. Co. as per Companies Act 1956/2013 / a partnership firm as per Partnership Act 1932 / LLP / a proprietorship firm / an HUF firm and Mr./Mrs./Miss. \_\_\_\_\_, whose signatures and stamp are appended here, is the Chairman / Managing Director / Director / Partner / Designated Partner / Proprietor / Karta of the said company / firm.

Signatures: Name: Position in the firm/company:  Name of the exporting firm/company:  Official Seal/Rubber Stamp of company/firm:	Signature: Name of the Chartered Accountant of his Company: Name of the Person Signing: Designation: Registration No.: Official Seal / Rubber Stamp of the CA firm:
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Place :

Date :

**Note:**

(1) Chartered Accountant’s Certificate of FOB value of physical exports of CAPEXIL’s items made by the member firm in each of the three preceding years (3rd party and deemed exports should not be included) must be submitted along with Nomination form. Export figures to be rounded off to the nearest Rs. in lakh. A member not having qualifying exports will not be eligible to be a member of the Committee of Administration of the Council.

(2) Original Certificate duly signed by Chartered Accountant is mandatory. Photostat copies of CA certificate will not be acceptable.



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

This is to certify that our Company/Firm is not in the DEL list of the Directorate General of Foreign Trade (DGFT).

Signature: \_\_\_\_\_

(Authorized signatory)

Name: \_\_\_\_\_

IEC: \_\_\_\_\_

Designation: \_\_\_\_\_

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

(Rubber Stamp of Company/Firm )

**Note:**

- 1) Please refer [http://dgftebrc.nic.in:8090/Del\\_Status/jsp/index.jsp](http://dgftebrc.nic.in:8090/Del_Status/jsp/index.jsp) in relation to above matter.
- 2) This certificate should be printed on the company/firm's letterhead.