

**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(VP)/2019-20/

Dated: 4th December, 2019

**NOTICE**

**Sub: Invitation for Nomination for the position of Vice President of CAPEXIL for the year 2019-20**

This is to inform you that under the provisions of Rule 4 of Bye-Laws and Rules for conducting election of CAPEXIL, the undersigned has been appointed vide letter No. Misc./1/Admn./2018 dated 25.11.2019 as Chairman of Election Committee, CAPEXIL for conducting election of CAPEXIL for the year 2019-20.

It is hereby informed that the election process for the position of Vice President of Council has started. Further, in terms of election Rules, the List of Voters for and Election Rules are available on the Notice Board of the Regional and sub-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 alongwith the format of Chartered Accountant's Certificate are enclosed for filing up in all respects, due signature and stamping and complying with 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 Vice President, CAPEXIL for the year 2019-20."**

Thanking you,

Yours faithfully,

(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 letterhead as Annexure A-2.

**To**  
**All Eligible members of CoA of CAPEXIL**

# CAPEXIL

(Sponsored by Ministry of Commerce & Industry, Government of India)

## ELECTION FOR THE VICE PRESIDENT OF THE 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: \_\_\_\_\_

To,  
 The Election Authority/Returning Officer,  
 CAPEXIL.

**Re.: Election of Vice President of CAPEXIL for the year 2019-20.**

<b>Name of the Nominee/Candidate</b>	
<b>Name of the Company / Firm 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 position of Vice President of CAPEXIL for the year 2019-20.

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 Vice President of the Council.
- (3) **Candidate** should put their **firm's / Company's Rubber Stamps** at the specified places/boxes along with Seal / Rubber Stamp of the Banker.
- (4) **Nomination should be attested by** banker of the Member-organization concerned.
- (5) Kindly note Nomination form shall be valid only in the event of **payment of membership subscription** and **no other 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 of CAPEXIL, this **nomination** shall be **rendered invalid** & Election Authority may treat nomination as withdrawn & cancelled.
- (6) It is mandatory to fill and submit **Annexure: A-1** with this nomination form i.e. CA Certificate.
- (7) It is mandatory to fill and submit **Annexure: A-2** with this nomination form i.e. DEL status. If name of the organization showing in DEL list, then **nomination** shall be **rendered invalid** & 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 firm/company:  Official Seal/Rubber Stamp of company/firm:	Signature: Name of the Chartered Accountant of his Company: Name of the Person Signing: Position in the firm: 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 to CAPEXIL. Export figures to be rounded off to the nearest Rs. in lakh. A member not having qualifying exports will not be eligible for the post of Vice President 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.