

HANDLOOM EXPORT PROMOTION COUNCIL

(Ministry of Textiles, Govt. of India)

No. 34, Cathedral Garden Road,
Nungambakkam,
Chennai – 600 034.

Phone : 044-28278879 / 28276043
Fax : 044-28271761
E.mail : hepc@hepcindia.com
Website : www.hepcindia.com
MOT Website : www.ministryoftextiles.gov.in

HEPC/EF/ELECTION NOTICE/15-16

Dt. 31.08.2015

NOTICE

All Members of the Council

Sir/Madam,

Sub: Election to the Executive Committee of the Council – Reg.

Election of members to the vacant posts in the Executive Committee of the Council will be held during the **46th Annual General Meeting at 12.00 noon on Monday, the 21st September 2015** at Conference Hall of the Council's premises.

The number of vacancies in each of the product group that will arise as on that day are indicated below :

<u>Product Groups</u>	<u>Vacancies to be filled</u>
1. Cotton Handloom Fabrics : RMHK	- 1
2. Cotton Handloom Fabrics : Lughies	- 1
3. Cotton Handloom Fabrics : Other than RMHK & Lughies	- 1
4. Cotton Handloom Made ups	- 5
5. Cotton Handloom Floor Coverings	- 1
3. Non Cotton Handloom Fabrics & Made-ups	- 3
Total	- <u>12</u>

The procedure laid down in clause 37(g) & (h) and other relevant clauses of the Articles of Association and Election Rules of the Council will be followed in the conduct of election.

The guidelines and proforma of Schedule – I, II, Proxy and Summary of election programme are enclosed herewith.

Thanking you,

Yours faithfully,



(R. Anand)
Executive Director

Encl : As above.

**GUIDELINES TO MEMBERS FOR CONTESTING / VOTING TO THE
EXECUTIVE COMMITTEE OF THE COUNCIL AT THE TIME OF A.G.M.**

ELIGIBILITY TO CONTEST AS EXECUTIVE COMMITTEE MEMBER

1. Candidates shall be a member of HEPC. (Registered Textile Exporter (R.T.E.) are not members within the meanings of the Companies Act, and hence not eligible to contest the election).
2. In the case of Small Scale Industries, the candidates shall have total Turnover of Exports atleast Rs.50 Lakh for the last three consecutive financial years and at least Rs.10 lakh per financial year. In the case of other candidates, (other than S.S.I), the total export Turnover of atleast Rs. 2 Crore for the three consecutive financial years and atleast Rs. 40 Lakh per financial year.
3. The member whose Export Turnover is not less than 51% of a particular Product Group alone is eligible to contest in the vacancies existing in that product group.
4. Candidates whose Export Turnover is more than 51% in one Product Group cannot contest the election in any other product groups where his Export Turnover is less than 51%.
5. The candidate should not have held office as a Committee Member for a period or periods totalling more than 12 years.
6. He should be otherwise eligible under these regulations to contest for elections.
7. A retiring Committee Member can also file the nomination for re-election provided he is otherwise eligible as indicated above.

THE PROCEDURE FOR NOMINATION

1. A candidate should give a notice in writing under his hand in the format schedule I signifying his candidature for the Office of Committee Member or the intention of such member to propose him as a candidate for that office as the case may be along with a deposit of Rs. 500/- which shall be refunded after election to the successful candidates. Such notice shall be left at the Registered Office of the Council not later than 14 days before the meeting. The candidature shall be proposed by any other member of the Council. A Retiring Committee Member need not pay the deposit amount of Rs. 500/- for nomination but other procedures for election shall apply **mutatis mutandis** to the re-election of the retiring member also.
2. Nomination should specify the Product Group under which member concerned opts to stand for election. A member shall not be eligible to seek election for more than one product group.
3. The Nomination shall be filed in complete shape with necessary documents and submit to the Council before the stipulated 14 days time. The nomination should be sent to the Council addressing the Returning Officer.
4. Any nomination received after the time limit will be outrightly rejected.

PROCEDURE FOR SCRUTINY AND ELECTION

1. The nominations shall be scrutinised by the Returning Officer on the next working day after the last date for receipt of the nominations. A candidate or any person holding his authorisation on his behalf in the form prescribed in Schedule II to these Rules shall be entitled to be present at such scrutiny.
2. Any nomination paper which does not comply with the requirements prescribed under these Rules or the Articles shall be rejected as invalid. The decision of the Returning Officer in regard to the validity or otherwise of the Nomination papers is final subject to arbitration under provisions of clause 53 of the Articles of Association.
3. A candidate may withdraw his nomination by intimation in writing to the Returning Officer which should reach the Returning Officer not later than the third working day after the date of scrutiny of nominations.
4. The Council shall notify the valid nominations through two leading newspapers (1-English, 1-local vernacular language) having wider circulation in the place where the registered office of the Council is located. Such publicity shall be given not less than 7 days before the meeting to conduct the election.

PROCEDURE FOR COUNTING AND DECLARATION OF RESULTS

Voting shall be closed exactly at the time fixed for that purpose. Immediately after closing, the counting will be held in the presence of the candidates or other authorised agents.

SCHEDULE - I

To

The Returning Officer,
The Handloom Export Promotion Council,
No. 34, Cathedral Garden Road,
Nungambakkam, Chennai – 600 034.

Dear Sir

We propose Shri/Smt. for election as
a member of the Executive Committee of the Handloom Export Promotion Council,
Chennai - 600 034, under the product group

Yours faithfully,

Signature of Proposer

Name of Proposer in block letters

For and on behalf of

.....

.....

Note : The Candidate can propose himself, in which case the Candidate must delete the
word proposer above and sign instead as the candidate.

Declaration by the Candidate :

I son/daughter of do hereby
solemnly declare that (i) I fulfill (the organisation I am duly representing fulfils) all the
qualifications set out in clause 36 (d) of the Articles of Association of the Council for being
elected as a member of the Executive Committee and (ii) I agree to the above nomination.

1. Name of the member firm
(if applicable)
and membership number

2. Address of the candidate
.....
.....
.....

3. If in the SSI Sector, please **furnish** a true copy of the **SSI certificate** for Registration.

4. Export turnover of **handloom products** for the last three consecutive financial years referred in clause 36(d) of the Articles.

Total Turnover of handloom products for the last three consecutive years in Rs.

I year

II year

III year

(Please produce **evidence of the same**, duly **certified by a Chartered Accountant**)

5. Whether **turnover** of the **product group** is **not less than 51%** of the turnovers above (Product Group turnover in Rs.)

I year

II year

III year

(Please produce **evidence of the same**, duly **certified by a Chartered Accountant**)

I solemnly declare that the declaration made above and all the above statements are true to the best of my knowledge.

Signature

Date :

Place :

SCHEDULE - II
AUTHORISATION

I hereby authorise Shri. / Smt to be present on my behalf at the Scrutiny of nomination paper / counting of votes for the election of the Executive Committee of the Handloom Export Promotion Council.

Name:

Serial Number of

Membership Certificate :

Date :

(Signature)

PROXY

THE HANDLOOM EXPORT PROMOTION COUNCIL

Registration Cum Membership Certificate (RCMC) No.

State :

I / We ofbeing a member of the HEPC hereby appoint of or being him ofas proxy to vote on my / our behalf of the 46th Annual General Meeting of the Council to be held on the date of and any adjournment thereof.

This proxy form is to be issued in favour of / against the Resolution No. unless otherwise instructed the proxy will vote as he thinks fit.

Signed at this date of

Seal :

Signature



Note: The proxy must be lodged so as to reach the Registered Office of the Council **not less than forty eight hours** (excluding holidays) before the time for holding the aforesaid meeting.

Instructions: All blanks must be filled up, including the RCMC No.

HANDLOOM EXPORT PROMOTION COUNCIL, CHENNAI
46th Annual General Meeting – 21.09.2015

SUMMARY OF ELECTION PROGRAMME

1.	Last date and time for receipt of nominations	Monday 07.09.2015 upto 12.00 Noon
2.	Date and time for scrutiny of nominations	Tuesday 08.09.2015 12.00 Noon
3.	Last date and time for withdrawal of nominations	Friday 11.09.2015 upto 12.00 Noon
4.	Publication of final list of Candidates	Sunday 13.09.2015
5.	Last date and time for lodging proxy	Wednesday 16.09.2015 12.00 Noon
6.	Inspection of instrument (proxy)	Friday 18.09.2015 from 12.00 Noon
7.	Date and time of poll	Monday 21.09.2015 from 12.00 Noon
8.	Declaration of results	Monday 21.09.2015 After Noon