ELECTIONS RULES 2026

EPCH
हस्तशिल्प निर्यात संवर्धन परिषद्
Export Promotion Council for Handicrafts

हस्तशिल्प निर्यात संवर्धन परिषद्
EXPORT PROMOTION COUNCIL
FOR HANDICRAFTS

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EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

RULES FOR ELECTION OF MEMBERS OF THE COMMITTEE OF ADMINISTRATION, REGIONAL CONVENERS, CONVENERS OF PANELS, CHAIRMAN AND VICE-CHAIRMAN

The Election Rules of the Council have been framed in accordance to the provisions of the Articles of Association and resolved, approved and adopted in the 211th Meeting of Committee of Administration (COA) held on 22nd October, 2026.

Overriding provisions in Election Rules of EPCH regarding e-voting:

The provisions of Election Rules and election procedure shall be applicable till finalization of list of contestant candidates. Thereafter, the entire process of election shall be carried out in terms of Companies Act, 2013. The process of e-voting shall be held as per Section 108 of Companies Act, 2013 and procedure as defined therein.

1. Name: These rules shall be called "Election Rules, 2026 of the Export Promotion Council for Handicrafts" hereinafter called "Election Rules, 2026" framed as per requirement of the Articles of Association of EPCH under Article 9.

2. In these rules, unless there is something in the subject or context inconsistent therewith:

2.1. **"EPCH"** means Export Promotion Council for Handicrafts hereinafter referred to as 'Council'

2.2. **"Council"** means the Council called "Export Promotion Council for Handicrafts" being a Company registered under Section 8 of the Companies Act,2013, having its registered office at EPCH House, Pocket 6 & 7, Sector-C, Local Shopping Centre, Vasant Kunj, New Delhi-110070, Website www.epch.in, E-mail mails@epch.com, election@epch.com or as notified from time to time.

2.3. **"Member"** means member of the Council for the time being and whose name is entered in the Register of Members of the Council in one of the following categories:-

(a) Associate member - Associate member means a member of the Council for the time being and whose name is entered in the Register of Associate Members of the Council.

(b) Ordinary member - Ordinary member means a member of the Council for the time being and whose name is entered in the Register of Ordinary Members of the Council.

2.4. **"Chairman"** means Chairperson or as per the gender in place for the time being of the Council.

2.5. **"Vice-Chairman"** means Vice-Chairman of the time being of the Council and will be eligible to be elevated as Chairman in due course as per relevant clauses of Article.

2.6. **"Committee"** means the Committee of Administration (CoA) duly constituted by the Members of the Council, which shall exercise the powers vested in a Board of Directors of a Company and, in relation to Council, shall be equivalent to such Board for the Purpose of the Act.

2.7. **"Committee Member"** means the Members of the Committee of Administration of the Council.

2.8. **"Annual General Meeting" or "AGM"** means an Annual General Meeting of the members of the Council duly held in accordance with the provisions of Section 96 of the Act and in accordance with Articles of Association of the Council or adjourned meeting thereof.

2.9. "**Articles of Association**" means the existing Articles of Association of the Export Promotion Council for Handicrafts herein referred to as "Articles".

2.10. **"Extra Ordinary General Meeting"** means an extra-ordinary general meeting of the Members of the Council duly held in accordance with the Articles of Association of the Council and any adjourned meeting thereof.

2.11. **"Month"** means a calendar month.

2.12. **"Office"** means the Registered Office of the Council.

2.13. **"Secretary"** means the Secretary of the Council for the time being and includes any officer of the Council performing Secretarial functions.

2.14. **"Year"** means financial year from April 1st to March 31st.

2.15. **"Term"** means Annual General Meeting to Annual General Meeting.

2.16. **"Election"** means election of members of the Committee of Administration, Chairman, Vice-Chairman, Regional Conveners, Conveners of Panels, as the case may be.

2.17. **Election Team** means, officer(s) and supporting election personnel appointed by Returning Officer for smooth and fair conduct of election.

2.18. **"Voter"** means an member whose name is appeared in the final Electoral Roll on Region wise basis. Such voter shall be registered as member with the Council on or before 30th June of the year and there are no arrears in payment of its Membership Renewal charges and any other dues within the time as prescribed.

2.19. **"Electoral Roll"** means the list of voters whose names have been notified in the Electoral Roll and are eligible to cast their vote.

2.20. **"Election Committee"** means a Committee of 3 (Three) Members of the Council appointed by the Committee of Administration to supervise election.

2.21. **"Elected Member"** means an ordinary member and his authorized representative whose name is entered into the register of the ordinary member of the Council.

2.22. **"Startup"** means an entity as defined under G.S.R 127(E) issued by the Ministry of Commerce and Industry (Department of Promotion of Industry and Internal Trade) or its subsequent amendment, modification, re-enactment or successor(s) policies;

2.23. **"Young Entrepreneur"** mean the entrepreneurs with less than 40 years of age as on 31st March of the year of election.

2.24. "**Woman Entrepreneur"** means an organization wholly owned by woman i.e. either as Proprietor or all Partners or all Directors are women".

2.25. **"Returning Officer"** means an Officer nominated by the Committee of Administration or in case no returning officer is nominated, the Secretary of the Council or an Officer appointed by the Committee of Administration, as the case may be, to function as Returning Officer for the election under these rules.

2.26. **"Scrutiniser"** means officer appointed by Committee of Administration who may be a Chartered Accountant in practice, Cost Accountant in practice, or Company Secretary in practice or an advocate, but not in employment of the company and is a person of repute who, in the opinion of the Committee of Administration can scrutinize the e-voting process in a fair and transparent manner.

2.27. "**Observer(s)"** means an Officer deputed by Ministry of Textiles/Commerce or Ministry in-charge of Handicrafts.

2.28. **"Officer"** means an officer not below the designation of **Deputy Director**, who is duly eligible and competent for appointment under these Election Rules.

2.29. **"Counting Staff"** means Officials appointed by Returning Officer to assist him and Scrutinizer for counting and managing the election.

2.30. **"Presiding Officer"** means an Officer nominated by the Committee of Administration or in case no Presiding Officer is nominated, the Secretary of the Council or an Officer appointed by the Committee of Administration, as the case may be, to function as Presiding Officer for the election under these rules.

2.31. **"Polling Officer"** means an Officer nominated by the Committee of Administration or in case no Polling Officer is nominated, the Secretary of the Council or an Officer appointed by the Committee of Administration, as the case may be, to function as Polling Officer for the election under these rules.

2.32. **"Authorized Person/Representative"** means a person duly authorized by a member as per procedure laid under these rules to vote in the Election of the Committee.

2.33. **"Panel"** means the panel of a group of the handicrafts constituted under Article 22 of Articles of Association of Council

2.34. **"Region"** means the Regions as defined in Articles of Association of Council Article 24.3(iv) of Articles of Association of Council

2.35. **"Regional Conveners"** mean Committee members holding office under Article 19 of Articles of Association of Council.

The words and expressions used and not defined in these Rules but defined in the Companies Act, 2013 or the Articles shall have the meanings respectively assigned to them in those acts.

3. APPLICABILITY:

a. These rules shall apply to the election of the members of Committee of Administration of the Council and to the election of Chairman, Vice-Chairman, Regional Conveners and Conveners of Panels excluding nominated members as per Article 19, 22, 24.1, 24.2, and 24.3 of the Articles, respectively and Co-opted /Special invitee member as per Article 24.4 of the Articles of Association of Council

4. ELECTORAL ROLL

EPCH shall prepare an Electoral Roll (eligible voter list) of its Members for every election, based on the records available with the Council. The Electoral Roll shall be prepared region-wise, corresponding to the Regions where vacancies exist, and shall be declared at least **15 (fifteen) days prior to** the election notification.

An exercise may also be undertaken by the Office of EPCH to update its records by inviting members to remove the discrepancies in the EPCH records. The updation of Electoral Roll will be an ongoing process prior to notification of Election.

The details of voters shall be updated as per schedule of updation indicated in the Electoral Roll Notification. A final and valid Electoral Roll be placed on the website of EPCH.

The EPCH while verifying its records for a final Electoral Roll shall also verify the details of members and email as per records. The Electoral Roll will have details of the member organizations, partners, Directors and Karta, Postal Address of Members and Email ID.

The details once verified, finalized and listed in the Electoral Roll shall be considered as registered details of the Members and shall be considered authentic and officially registered records of the Members. Such exercise shall be prior to the Notice of Schedule of Election and the list so compiled after verification by EPCH shall be considered as final and valid.

The postal address so mentioned shall be used for communication and E-mail ID for the registration with Electronic Processing Data for the vote by Electronic means, (In case of two E-mail IDs, the first ID will be considered as valid unless changed or deleted as informed by the Members in writing before the prescribed stipulated date).

Provided further that in case any Member is inadvertently or otherwise left out or omitted from the Electoral Roll or finds any discrepancy in his/her details in the notified Electoral Roll, a member may submit a written representation to the Secretary within the period of 7 (Seven) days from the date of issuance of Notice for Election. The Secretary upon due verification and satisfaction, will be authorized to make such corrections or amendments.

5. CATEGORIES OF COMMITTEE MEMBERS:

5.1 The Committee shall have not more than 25 (twenty-five) Members (20 (Twenty) elected members and 5(five) co-opted members).

5.2 There will be an election for 20 (Twenty) Members (or as per available vacancies) of the Committee and the Members of the Committee are to be elected by the Members of the Council on the basis of proportionate representation amongst voter members in each of the Seven Regions of the country, subject to a minimum of 1 (one) Member from each Region.

5.3 Out of twenty elected members, Eighteen members are from: (i) seven regions (including reserve seat for Hilly / North East region); and (ii) two members (reserve seat i.e., 1 seat for woman entrepreneur and 1 seat for Young Entrepreneur/ Startup) from the region having more than 2 representatives as elected members in the Committee. The reserved seats will be filled amongst the region where representation of committee members is more than two. First time reservation of this category shall begin by draw-of-lot in the Committee before conducting election of the Committee. The persons in the category so elected shall be rotated in the region in due course. Further, to begin with, woman and Startup/ Young Entrepreneur seat will rotate on completion of their term amongst the region where the seats are more than two and on completion of one cycle the same will go to other regions. In case no startup and women entrepreneur contesting election in the respective region, the Committee shall be empowered to nominate the Committee Member from these categories.

5.4 The number of seats for each Region shall be determined by the Returning Officer /Secretary as the case may be according to the article 24.3(iv) of Articles Territorial limit of each of the Seven Regions will be provided in Article 24.3(iv) of the Articles.

5.5 In case of election for 20 (Twenty) Members of the Committee, 1/3rd of the total seats shall be vacated in the following term. These seats shall be filled in every subsequent term and the incumbent be elected to these vacant seats from respective Region. After every 3 (three) terms w.e.f. 39th AGM (a block of three AGMs), the Returning Officer shall afresh determine the vacancies i.e. in 42nd AGM, 45th AGM and thereafter.

5.6 The reallocation of seats among regions, arising from a change in the proportionate representation of members, shall take effect only upon completion of the ongoing three-year tenure of the existing Committee of Administration (CoA). During the subsisting tenure, the concerned seat shall continue to remain allocated to the same region, and any reallocation shall be implemented solely after the conclusion of the said tenure. This provision shall operate as a one-time exception applicable exclusively for the 39th Annual General Meeting (AGM), after which no relaxation, deviation, or exemption shall be permitted under this clause.

5.7 Furthermore, in cases of retirement by draw of lots, any member whose name appears in the draw may, by mutual consent, exchange his/her position with another member due for retirement, provided that both members are duly eligible for such retirement in accordance with the prescribed rules.

5.8 In the event of no valid nomination is received from a particular region having available vacancy, the seats shall be kept vacant and same seat be filled at the next AGM, except for startup and woman entrepreneur as per Article 24.3(vi). The present incumbent shall cease to exist from the date of conclusion of existing AGM for which nominations were invited. The election for the other Region shall be continued and results be declared as per Schedule of Notice of Election and the available vacancies in such Regions.

5.9 In the Second term, the draw for retirement will be held among the remaining 13 (Thirteen) members in the same manner as mentioned in the first term. However, the members who are in the longest in the office be considered for the criteria of subsequent retirement.

5.10 In the event of a Casual Vacancy arising by way of resignation, demise, removal, etc., of a member of the Committee, which was not due to retire, the same shall be filled as per the Companies Act.

6. Voting Procedures:

(i) Authorized Person of a Member shall be entitled to cast the vote on behalf of the Member, as per procedure laid down under these Rules.
(ii) The authorization of the member shall be as per article 10 of Articles.
(iii) For the propose of voting in person, the signature of the Authorized Person shall be registered with the Council on Form 'A' duly attested by the Banker or Chartered Accountant and shall reach the same to the Office of the Council either through Registered/Speed Post or in person within 10 (ten) days from the date of issue of Notice of Schedule of the Election. In exceptional circumstances the courier can be used and the reason be recorded for the same.
(iv) For the purpose of voting by electronic means, the Authorized Person shall cast their vote as per the prescribed guidelines for voting by electronic means.
(v) The Member organization representing the candidature of Authorized Person should fulfill the minimum eligibility of export performance as defined in Article 3 and 4 of the Articles.

6.1. A Member from whom any amount is due to the Council on any account what so ever is liable to make the payment before the last date of removal of discrepancies in the Electoral Roll. However, in case of membership fees/renewal of membership, the Member is liable to make such payment by 30th June of the year. The Member from whom any amount of membership fee or any other amount is otherwise outstanding shall not be eligible to vote, contest or propose the candidature of any other Member in election of the Council. The contestant shall also make a declaration to this effect that there is no due pending against him/her. In the event of any wrong declaration, the nomination/election of the candidate will be treated as null and void.

6.2. An individual representing in one or more organization in any capacity such as Proprietor/Partner/Karta or Authorized representative of a Joint Stock Company, Corporation or a Cooperative Society (as the case may be of the constitution of said organization) will not be entitled to contest or to vote or to propose/second, if there is any outstanding amount is due for payment to EPCH by any of his/her organization in which he/she represent in any capacity. Such payment should have been made to EPCH before issue of Notice of Election otherwise their name will be placed in the list of such individual defaulter in all Member organization in which he/she represents individually. At the same time such organizations are also not eligible to nominate any person/Authorized Representative to contest or vote on behalf of the organization. However, the membership renewal fee dues will be applicable only to the same organization. Therefore, those members who have not paid membership fees will be treated defaulters only for the same organization.

6.3. A member can contest for only one vacancy of the Member of Committee.

"Explanation - Any individual person representing one or more Member organization shall be entitled to contest election for only 1 (one) vacancy and only one region of Member of the Committee".

6.4 Eligible Member of the Council shall have right to cast number of vote(s) as per available vacancy(s) of the Committee in their respective Region at the time of Election.

6.5 After these Election Rules are duly approved and adopted by the Committee, election shall be held to elect the Members of the Committee. The Secretary shall convene a meeting of the Committee of such elected Members. The Members so elected shall elect amongst themselves only available vacancies relevant in terms of the Articles for Vice-Chairman, Seven Regional Conveners and Convenors of Five Panels at a Meeting of the Committee. The election of Chairman, Vice-Chairman, Regional Convenors will be held as per Article 19, 20, 22 and 24 of the Articles. Election of Committee Members shall be held at the time of Annual General Meeting of the Council as per available vacancies, in accordance with the Articles of Association.

7. Eligibility of Ordinary Members to Contest in Elections

A candidate for election to any position in the Council must satisfy the following conditions:

(a) Only an Ordinary member shall offer him/ herself as a candidate at elections to various positions in the Council.

(b) He/ She or the entity represented by him/ her must have to his/ her or its credit during the two financial years immediately preceding the election the average annual exports of the Handicrafts products (as defined 2T of FTP time to time) of not less than Rs. 15 Lakh.

(c) where a Committee member is contesting for election as Chairman or Vice-Chairman he/ she or the entity represented by him/ her must have minimum average of exports of the handicrafts product to his/ her or its credit during the two financial years immediately preceding not less than Rs. 2.5 crores.

(d) A certificate issued by a Chartered Accountant shall be required for the purposes of fulfilment of conditions at (b) and (c) above.

8. Election of Chairman / Vice-Chairman:

8.1 The post of Vice-Chairman shall be filled amongst the duly elected members of COA. The election process for the post of Vice-Chairman shall be initiated by inviting nominations from all elected members of COA. In case of more than one candidate and valid nomination is received, the election for Vice-Chairman shall take place through e-voting by voting members and elected by majority vote, an Election committee shall prepare its procedure.

8.2 In case the Vice-Chairman is elected by the Committee and before taking over as Chairman is due for his election under Article 24 and not elected by the members of the aforesaid Region under Article 24, the vacant post of Vice-Chairman shall be filled only by an elected member of COA from the Region other than the one represented by the previous one. The nomination for the post of Vice-Chairman must be supported and seconded by not less than 1/3rd members of CoA. The candidates shall file their nomination for the post of Vice-Chairman in Form ‘B’.

8.3 If a Member gets elected to Vice Chairman in his second tenure and eligible to succeed the post of Chairman on completion of his/her tenure, he/she shall be deemed member of the Committee till during his/her period as Chairman of the Council.

8.4 The election of Chairman shall be via Vice-Chairman route. The Vice-Chairman shall elevate as Chairman after completion of two year tenure as Vice-Chairman of the Council.

8.5 Where the Vice-Chairman elected from the Northern Region/North Western Region (or the Region concerned) completes his/her term as a Member of the Committee of Administration (COA) and is thereafter required to contest for re-election under Article 24 but is not re-elected by the Members of that Region, the post of Vice-Chairman so vacated shall be filled from amongst the elected Members of the COA belonging to any other Region, except the Northern Region/North Western Region (or the Region in question).

8.6 In case no Vice-Chairman is elected the Council shall conduct a re-election for the post of Vice-Chairman in the same manner and procedure as defined in the Articles and Election Rules.

8.7 The tenure of members of Committee of Administration, Chairman and Vice-Chairman shall be as per Article 24 of Articles of Association of the Council. The Vice-Chairman of the Council shall be elected by all voting members of the Council through the process of electronic means.

8.8 After completion of the tenure of Chairman, Vice-Chairman so elected shall automatically hold office of Chairman for a period of 2 years, subject to Article 24.1 of the Articles. The Vice-Chairman so elected shall become Chairman after the present Chairman completes his tenure of 2 (two) years from the date of his appointment. In case, Vice-Chairman declines to accept the post of Chairman or he is removed from the post of Vice-Chairman by a no-confidence vote of not less than the 2/3rd of the Members of the Committee or he is not disqualified for the time being under article 8 and 17 of the Articles, the Committee shall initiate the process to appoint another Vice-Chairman as per procedure laid in Articles.

8.9 In the event of any subsequent merger / amalgamation / conversion / transfer of Business under BTA (Business Transfer Agreement) as the case may be of existing business of Member at the time of finalization of Election Roll to a new / another entity which can be either a Company registered under the provisions of the Companies Act 2013, or a LLP registered under the Limited Liability Partnership Act 2007 or a partnership firm or a Hindu Undivided Family or a proprietorship firm as the case maybe, if the ownership of the existing shareholders, partners or the proprietor is not less than 50% in the new / other entity arising due to effect of any of the aforesaid event then said new entity shall be treated as Member of COA and the *status quo* of Member shall be maintained and he will continue to serve on the post/position as if he was elected from the same organization.

However, it is clarified that such a person should be the authorised person of the Member organisation. In case of Joint Stock Company, Corporation, Cooperative Society, HUF, Partnership Firm revokes the authorised representative/authorised person in terms of Article 10 of the Articles, the persons so elected shall also automatically be revoked from the Committee of Administration with immediate effect.

8.10 Similarly, in case of a member has been de-registered from the membership register for any reason, his authorised representative/ authorised person has so represented in the Committee of Administration shall also automatically be revoked from the Committee of Administration with immediate effect.

9 PANELS AND SUB-COMMITTEES

9.1 The Committee may constitute Panels from amongst 20 (twenty) elected Members of the Committee in accordance to Articles of 22 of Articles of Association. The Panels shall be determined by the Committee. The products to be covered under such panels shall be as under:

Panel I	Exports of Handicrafts of Houseware, Decorative, Home, Gifts & lifestyle
Panel II	Exports of Handicrafts of wood, furniture & Accessories
Panel III	Exports of Textiles based Handicrafts
Panel IV	Exports of Fashion Jewellery & Accessories
Panel V	Exports of Other Handicrafts not covered under above Panels

9.2 The Convenor so elected for each Panel constituted above shall hold the office till next AGM.

9.3 Regional Convenor shall be elected as mentioned under article 19 of the Articles. The Regional Convenor shall hold the office till next AGM.

10 ROTATION OF MEMBERS

10.1 All the 20 (twenty) elected Members of the Committee of Administration shall be retiring members in accordance with relevant provisions of Companies Act and at every subsequent term, 1/3rd of the elected Members shall retire by rotation from the Office in accordance with relevant provisions of Companies Act read with Article 24.6 of the Articles. The retiring Members of the Committee are eligible for re-election subject to have a maximum of two tenure of three years each followed by a cooling off period of two years.

10.2 The vacancies shall be filled at the following Annual General Meeting failing which the meeting shall stand adjourned to the same day in the next week at the same time and place or such other day and time as the Committee of Administration may decide.

10.3 The Members of the Committee, Chairman and Vice-Chairman shall be deemed to continue in the office until their successors are elected and takeover.

11. ELECTION COMMITTEE

11.1. The Committee of Administration at any time before the Election may take a decision to constitute an Election Committee in one of the following manner:

(a) The Election Committee comprising of 3 (three) Members of the Committee of Administration who voluntarily submit in writing on their official letterheads, their decision not to contest the Election in question for any of the offices of the Committee of Administration. The Member so opting should also declare of his/her not being affiliated or associated (directly or indirectly) with any other Member so contesting.

(b) In case no Election Committee is formed by Committee of Administration of its Members of the Committee as mentioned at (a) above, the Central Government in the Office of Development Commissioner (Handicrafts), Ministry of Textiles may be requested by Committee of Administration through Secretary of EPCH to nominate an Election Committee.

11.2. The Election Committee shall be responsible for conducting election in a smooth and transparent manner. Any observation of the Election Committee shall be recorded in writing and submitted to Returning Officer.

The Committee of Administration shall appoint One Presiding Officer and one Polling Officer or in case no Presiding Officer and Polling Officer is nominated, the Secretary of the Council

shall appoint any Officer of Council as Presiding Officer and Polling Officer for the election under these rules.

11.3. The place, date and time of the election shall be fixed by Committee of Administration.

12. NOMINATION:

12.1 After the date, time and place of the election have been fixed by the Committee of Administration, the Returning Officer shall issue a notice in Form-I as per Notice of Schedule of Election decided by the Committee to the Members of Region in which such vacancies are available through email or Registered/Speed Post along with the nomination papers in Form-II inviting nominations in respect of vacant offices of Members of the Committee of Administration. However, the Member whose emails have not been provided in Electoral Roll will be served only through Registered/Speed Post. The Notice in Form-I shall be issued at least 7 (seven) days before the last date for filing of nomination paper by the candidates as indicated in Form-I.

12.2 In case of change of date or place of AGM, the schedule of voting in person for date and place shall only be changed. Accordingly, the counting of ballot shall also be on date and place of AGM. All other activities shall remain unchanged and organized exactly as per the schedule of election notice. In case of any fluctuation of dates due to details mentioned in the clauses of Election Rules, the schedule as indicated in the Notice of election shall be final and binding for such activities except date and place of AGM and voting in person/counting.

12.3 Nomination papers on the prescribed form of the candidature for which election are intended to be contested, duly complete in all respects should reach the Returning Officer by the last date specified in the Election Notice issued in Form-I. The Nomination Form should reach to Council Office by Speed Post / in person duly filled and complete by the last date specified in Election Notice. In case, any document submitted along with nomination will be found in variation of original document, the nomination of the candidate shall be rejected. Further, if candidate elected on the basis of any wrong information shall have to vacate the office of Member of COA. The candidates while filling the nomination shall declare their export performance (handicrafts items only) duly certified by the Chartered Accountant. The export performance filled by the candidate will generally accept that candidate has declared such performance after due diligence. The performance so declared should only be the “items of handicrafts” which are fully declared as description as “Handicrafts” (as defined in Appendix 2T of Foreign Trade Policy, 2023) in invoices/shipment bills with due declaration and attested by the customs irrespective of HS code for exports being used for statistical purposes of the Council.

12.4 Any Member interested in contesting for the post of Member of Committee of Administration shall deposit an amount of Rs. One Lakh in the name of “Export Promotion Council for Handicrafts” in form of Bank Draft or RTGS or NEFT along with a copy of PAN Card along with his/her nomination paper. This amount shall be refunded in full to the candidate who attained minimum 25% of the votes polled on that seat to the highest securing candidate. The winning candidates irrespective of percentage of votes polled and candidates withdrawing from contest as per rule will also be entitled for full refund to the deposit. The deposit of others will be forfeited. Nomination paper without requisite payment shall be rejected. The nomination papers rejected during scrutiny will also be refunded their deposit.

Clarification: It is hereby clarified that the person offering himself/herself as a candidate should be an authorised person as described under article 10 of the Articles.

12.5 Nomination papers not complete in all respects and not duly proposed shall be rejected. Nomination received after the prescribed date and time shall also stand rejected. The proposer should be a Member of the Council and the person so proposing should be authorised person as defined in article 10 of the Articles and qualify as a "Voter" for the election. A Member shall not propose more than 1 (one) candidate in a given Election. Nomination Form should be accompanied with the deposit as mentioned above in Rule 12.4 of these Rules. The proposer/ candidate shall make a declaration in the truthful manner as per Form-II at the time of nomination. In the event of any wrong declaration by the proposer or by the contestant, the nomination/ candidature shall be treated as null and void.

Explanation: The declaration if found wrong at any point of time, the election of the Member even if elected be also treated as null and void and such Member shall vacate the office with immediate effect. In case of any dues found at any point of time against any contesting candidate, his/her candidature shall be cancelled.

12.6 All nominations received within prescribed date and time shall be entered into a register maintained for the purpose in the Office of the Council.

12.7 A candidate can withdraw his/her name within 2 (two) days from the last date of display of names of valid nominations after scrutiny and shall be submitted on in Form-III either in person/speed post/ Registered Post/Registered Email of Member as per Electoral Roll subject to that signature of candidate withdrawing from contest of Election are duly attested and verified by Chartered Accountant or Banker as authenticated in accordance with the signature made on nomination Form.

12.8 The Returning Officer notified in advance shall scrutinize all nomination papers received and prepare lists of valid nominations and notify on the notice board of the Council's Office. In case the work is not completed on the same day, it would be continued on the following day till the work is over.

12.9 Immediately after completion of the scrutiny of nomination papers, the Returning Officer shall notify on Form-IV to the contesting members the list of valid nominations received by the Council. If the number of valid nominations for a vacancy or category received is equal to number of available seats, the candidates so nominated shall stand elected but the results shall be declared by the Returning Officer on the date fixed for announcement of result.

12.10 Any member against whom disciplinary proceedings have been initiated and / or are pending inter-alia including but not limited to under Article 8 of the AOA of EPCH, or who has been subjected to action, suspension, removal or expulsion under any clause of AOA inter-alia including but not limited to Article 8.1, 8.2, 8.3, 8.4 or 8.5, shall be deemed ineligible to file nomination or contest the EPCH Elections 2026.

Such ineligibility shall subsist until the proceedings are finally adjudicated and the member is expressly exonerated by the competent authority of EPCH.

13. Eligibility to Vote in election

(a) Ordinary members shall have the right to vote.

(b) Associate members having been completed 3 continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, having average annual exports of Handicrafts products (as defined 2T of Foreign Trade Policy time to time) Rs. 2.5 lakhs in preceding three financial years, shall also have the right to vote.

(c) An Ordinary Member (or his/ her authorized representative) and Associate Member as per Article 4.1(b), shall be entitled to vote at the general meetings, including AGM meetings and extra-ordinary general meetings, of the Council.

(d) Every such member shall have only one vote.

(e) Each member of the council shall have right to cast number of vote(s) as per available vacancy(s) of CoA in their respective region at the time of Election.

(f) The Chairperson shall have, in addition, a casting vote.

14. VOTING

14.1. In the event of elections taking place, the Returning Officer shall direct his Election team about the date & time to issue Ballot Paper to all such members who are eligible to vote for Election to the vacancies to be filled up and provide the same as per procedure of Election, through electronic or voting in person, as the case may be.

14.2. The Returning Officer shall coordinate all Election activities with the Election Committee and the Election team.

14.3. In these Rules, wherever any function is assigned to the Returning Officer of EPCH, he may delegate the same or any of them to any other officer of the Council, who shall be called the "Election Officer".

14.4. In case of Ballot through electronic means, the Electronic Agency (under the supervision of Returning Officer) shall be authorized to issue the Ballot Paper on the registered E-mail ID of the concerned Members except those have specifically requested for voting in person.

14.5. In the event of voting in person, the voter shall be provided with the Ballot/e-Ballot at the counter after verifying their particulars that they are the authorized persons of the Member organization. The particulars such as signature duly attested by the Banker or Chartered Accountant so filed as per the procedure and deadlines with the Council shall only be taken into consideration. The Presiding Officer may also demand additional details such as Photo ID, PAN Card, or any other such particular, which satisfies him to allow the Authorized Person to cast the vote in person.

14.6. The voting shall be secret ballot / through e-voting system.

14.7. The Returning Officer shall notify the names of other election personnel 3 (three) days before the date of poll. In case of electronic means, the Electronic Agency shall provide the names

and full particulars of all personnel of their organization connected with the working pertaining to the process of Election.

14.8. Eligible Member of the Council shall have right to cast votes as per available vacancies in their respective Region in the Committee at the time of election as per Article 24.3 of the Articles of Association of the Council for the Members of Committee of Administration.

14.9. The voting shall be by electronic means. However, the Member shall also be entitled to vote at the time of election by voting in person. In case of a member opting for voting in person, the member shall give his/her option in writing by the date as specified in the Election Notice i.e. within 10 (ten) days from the date of issue of Election Notice along with his attested signature in the manner prescribed under these Rules.

Voting by Electronic means

14.10. Voting by electronic shall be available to all eligible members on their Electronic Mail ID and have been declared in the Electoral Roll and notified for the purpose along with the other details of the organization. Such E-mail IDs are deemed to be considered as registered E-mail ID with EPCH. It is further clarified only one E-mail ID (in case of two E-mail IDs, the first email ID in sequence of address will be considered for electronic means only) of a voter organization shall be considered. The procedure framed by the Election Committee to appoint an Electronic Agency as per the Companies Act, 2013 will be followed time to time to conduct the election in a free and fair manner.

Explanation: The voters who have requested for exercising their right through voting in person shall be excluded from the electronic process of voting.

14.11. Electronic ballot shall be issued to the members and be made available on electronic mails as per procedure defined thereof. The voter while casting vote electronically is deemed to have read the declaration, terms and conditions available on the system and thereafter shall become eligible to cast vote and consequent upon confirmation of the declaration, terms and conditions, the electronic process will further be operative. A Member may also be asked to provide his / her Membership / Registration number or any such additional details which bonafide his / her right of exercising the vote by his/her registered email ID to Electronic Agency and Returning Officer.

14.12. The entire process of instructions will also be made available on the EPCH and Electronic Agency websites under the column “ELECTION PROCESS and E-VOTING” respectively. The Member may first look into the instructions and thereafter may cast their vote through relevant Electronic means as per procedure.

14.13. A Member shall be responsible for security/safety as provided in the instructions, to ensure that voting is done through electronics means only by authorized person and shall not hold the Council or Electronic agency involved in the voting by electronic means responsible for any misuse thereof.

14.14. A member can cast his vote by electronic means at any time, any day prior to the date of polling (actual poll – voting in person) upto 5.00 p.m. and immediate thereafter the process to cast vote through electronic means be closed. In case a member unable to access to this process, he / she can exercise his / her right to vote through voting in person as per procedure.

14.15. On completion of the process of voting by electronic means, the Electronic Agency shall hold the data captured in the system without declaration to the members. Such data will be finalized by scrutinizer and handed over to Returning Officer for announcement along with counting of votes by other system of voting such as electronic voting and voting in person.

14.16. Any act of Impersonation or commission of any other offence shall attract the applicable provisions of the enactment of the Cyber Law, BNS and other related provisions of Law as applicable in India on the subject.

Voting in Person

14.17. To enable a Member to cast his vote in person through his Authorized Person (including Authorized Representative as Authorized Person), a polling booth shall be set up where arrangements for a secret marking of ballot papers/E-ballot shall be made.

The Presiding Officer shall be in-charge of the polling booth. Ballot boxes/E-ballot electronic device and in case of ballot boxes the same be duly sealed and with a small slit for inserting the ballot paper shall be kept in the polling booth. The boxes will be kept in such a way that the candidates are able to see it.

The ballot papers on Form-V duly signed by Returning Officer issued for the purpose of casting vote in Person after due verification that member has not exercised his right to cast vote through electronic means, the Polling Officer shall verify the antecedents of the voter. On satisfaction, the Polling Officer shall provide the Ballot Paper/e-ballot and allow the voter to cast the vote. Arrangements for marking of the ballot paper/e-ballot shall be so made that nobody is able to view the marking by any voter who shall mark/cast the ballot paper/e-ballot on the covered table, fold the ballot papers and insert the same in the ballot boxes/electronic device aforesaid mentioned. Only the candidates or one of their representatives declared in advance shall be allowed to enter the polling booth.

Explanation: In case a Member in the list of voters by way of electronic has not been able to exercise his right by voting through electronic means due to any reason, the Member can represent in writing to the Returning Officer with full fact and details and the reason of his inability to exercise his vote through electronic means. Such representations should reach prior to the date and time of voting (actual poll).

POLLING:

14.18. In case of the representation as mentioned above, the same shall also have to be accompanied with the attested signature of the authorized person exercising such right to vote in a manner as prescribed in article 10 of Articles for authorization.

(i) There will be no canvassing of any form whatsoever inside or up to 20 meters outside the booth.

(ii) One ballot box at a time shall be provided at the polling booth. At the entrance of the booth, a voter shall deliver his authorization letter (Form ‘A’) brought with him (a copy of which should have been forwarded to the Returning Officer prior to the actual date of poll in advance to the polling officer). The Polling Officer will counter check the records available with him that no ballot is cast by the Member Organization through electronic

means. Thereafter, the authorized person of Member Organisation will be allowed to make his attendance marked, go inside the secret marking table, cross mark against the name of the candidate of his choice in ink/ball pen provided by the Polling Officer at the entrance, fold the ballot paper after marking, come out and insert the same one by one in the ballot box. In case one box is full during the poll, it shall be replaced by another and so on. In case of e-voting, e-ballot shall be issued by the Returning Officer and allowed member organization to cast his vote through electronic device provided by the Electronic Agency.

(iii) The polling hours shall be announced in the notice of schedule of election.

(iv) When the poll is nearing closure, all remaining voters present at the booth shall report to the Presiding Officer/Polling Officer within 15 minutes of the close of the poll and they will be provided with chits signed by the Presiding Officer, allowed to stand in queue for their turn to cast votes. All such voters shall be allowed to exercise the voting rights even beyond the hour fixed for closure of the poll.

(v) No voter shall be allowed to enter the polling booth after the time fixed for voting except as provided and his/her request to be allowed to cast vote shall not be entertained.

(vi) The candidate or his representative (names and details declared in advance) shall be allowed to watch the proceedings during the poll and counting, but only one of them can remain present during the poll or the counting at a time.

(vii) After the voting is over, the ballot boxes shall be sealed immediately in presence of the candidates or their authorized agents and taken to the premises of counting if the premises are different from the place of poll.

(viii) The Presiding Officer shall work under control and supervision of Returning Officer and Polling Officers shall likewise be controlled and supervised by the Presiding Officer.

15. COUNTING, TABULATION OF VOTE AND DECLARATION OF RESULT

15.1. The manner of counting and tabulation of voting and declaration of result shall be as follows:

(i) The counting of voting in person shall start in presence, and under supervision and control of the Returning Officer who will be assisted by the Election Personnel/Team.

(ii) The counting of electronic votes will be held electronically as per system.

(iii) The counting of physical ballot shall be made in respect of voting made in person by the counting staff.

(iv) The counting staff shall bring to the Returning Officer the doubtful or likely to be rejected ballot papers and obtain his order on each of them.

(v) The counting shall be continued till it is completed.

(vi) The counting of all the ballot boxes shall be done separately.

(vii) Tabulation of the votes shall be done under control of the Returning Officer with the support of necessary staff.

(viii) In case of any objection to the counting of votes, the Returning Officer shall decide about acceptance / rejection of the objection.

(ix) Before announcing the result on the basis of counting, the results of candidates elected unopposed shall also be announced.

(x) After the result of all the officers have been tabulated and checked and signed by the Scrutinizer/Returning Officer, he shall announce the total number of votes polled by each candidate for each office.

(xi) In case there is no objection to the counting, the result based on the principle of person getting the largest number of votes shall be declared as elected by the Returning Officer in Form-VI of Schedule of these Rules.

(xii) If at any stage, during the process of election or after the declaration of result, the candidature of any contestant is found to be null and void under these Rules, than the next candidate on the principle stated in above shall be declared elected.

After results have been announced, the members of each category and office shall be given certificates of being elected by the Returning Officer on Form-VII of Schedule of these Rules.

(xiii) In case of any result is withheld for a particular seat and region, the result will be withheld only for the particular region. The results of other regions shall be announced, declared and member(s) elected the Committee shall be inducted.

15.2. THE VOTES TREATED TO BE INVALID

The following categories of votes shall be treated as invalid:

(i) If number of vote casted are more than the numbers of seats available.

(ii) If secrecy has not been maintained i.e., the voter has made any such mark on the ballot paper so that he/she could be identified.

(iii) If there are names of more candidates marked than required to be marked on the ballot paper.

(iv) If there is no marking in the ballot paper at all.

(v) If the marking is such that it cannot be decided as to in whose favour the marking has been done.

(vi) If there is marking in the blank area.

(vii) If the marking is outside the marking area.

(viii) If the ballot paper is torn or mutilated.

15.3. **COUNTING OF VOTES**

(i) In the event that a mark or indication appears in the common area between the names of two candidates, the intention of the voter shall be determined by the Returning Officer, whose decision in this regard shall be final. The vote shall thereafter be counted in favour of the candidate in whose favour the Returning Officer is satisfied that the voter intended to vote.

(ii) In the event of a tie between two or more candidates securing an equal number of votes, the result shall be determined by the drawing of lots, and the candidate whose name is drawn shall be declared elected.

(iii) The Returning Officer shall be the final authority to determine the validity of any vote, including the acceptance or rejection thereof. The decision of the Returning Officer in this regard shall be final, conclusive, and not open to question in any manner.

(iv) The votes shall be tabulated against the names of each candidate getting the highest number of votes shall be declared elected.

(v) All election records shall be sealed immediately after the results have been announced and signed by the Returning Officer and the Scrutinizer.

16. GENERAL

16.1. The record of the elections shall be kept in the office of the Council duly sealed for 6 (six) months after the election and then destroyed.

16.2. The dates of all postings on web, sending and receiving nomination papers, withdrawal and all notices and papers etc. shall be taken to be authentic and final as per records of the office of the Council and by the address relevant to such paper or documents. In case of any doubt or dispute, the decision of the Secretary and the Council shall be final in this regard.

16.3. In case of any dispute about the interpretation of any of the Rules, the decision of the Election Committee shall be final and binding.

16.4. In the event of any variation in the number of days or timing specified in the Election Schedule, the days and time indicated in the Notice of Election Schedule shall be treated as final. However, if any modification becomes necessary, the Returning Officer shall be authorized to issue a corrigendum specifying the revised date(s), day(s), and/or time. In such a case, no fresh notice shall be required to be issued, and the corrigendum shall be deemed sufficient once placed on the official website and/or Notice Board of EPCH.

16.5. Any appeal on matter pertaining to election shall be filed within 10 (ten) days from the declaration of result with the Development Commissioner (Handicrafts), Office of the Development Commissioner (Handicrafts), Ministry of Textiles, Government of India and the decision of later shall be final and binding.

16.6. All legal matters shall be subject to jurisdiction of Delhi Courts only.

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REGISTERED/SPEED POST

FORM – I

Ref.No.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
"EPCH House", Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

ELECTION OF THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Notice of Schedule for election of the Office of Members of the Committee of Administration

It is hereby notified for information of the concerned members of the Export Promotion Council for Handicrafts and Programme of the election to the above Office.

S. No	Activities		Date
1.	Date of Election	:	
2.	Date of issue of Nomination papers from EPCH's Office/Display on website.		
3.	Last date of receipt of nomination papers in EPCH's office.	:	
4.	a. Date & time of Scrutiny b. Place of Scrutiny c. Date of display of names of valid nominations after the Scrutiny on Notice Board of EPCH	: : :	
5.	Last date of receipt of Authorization Form A to cast vote by Voting in person	:	
6.	Date of posting of list of voter opting Voting in Person on EPCH website		
7.	Last date fixed for withdrawal of Nominations	:	
8.	Date of issue of lists of valid contesting candidates on Notice Board of EPCH/website and to contesting Members	:	
9.	Date of commencement of remote Electronic Voting to eligible members	:	
10.	Closing date and time of remote Electronic Voting	:	
11.	Place of polling in case of voting in person	:	
12.	Date and Time of polling (actual poll) at the polling booth	:	
13.	Date of counting of votes (ballot papers and electronic ballots) after the polling.	:	
14.	Place of counting of all ballots	:	
15	Declaration of result and award of certificates	:	

Sd/
(Returning Officer)
Election –COA
Export Promotion Council for Handicrafts

FORM – II

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

ELECTION OF COA MEMBER OF EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

The Returning Officer,
Export Promotion Council for Handicrafts,
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

Dear Sir,

We/I Mr./Mrs./Ms. _____ the Authorised Person of M/s _____ do, hereby propose the name of Mr./Mrs./Ms. _____. The Authorized Person of M/s_____ who are the Members of the Export Promotion Council for Handicrafts (hereinafter referred to as Council) for the Office of Members of the Committee of Administration of the Council.

We also hereby, solemnly declare that we are the duly Authorised Person of the Members mentioned above from whom no money is due to the Council on any account nor we have been disqualified from the Membership. We further declare that our authorization still subsists.

Place _____ Signature: Proposer _____
Date _____ (Seal of the Co./Firm/Orgn.)
Name and Address

This is to certify that the above signature of the above proposer are as per article 10 of the Articles and Election Rules clause 12.

Name and Signature of Chartered Accountant/Banker
With stamp and membership No./Branch No.

ACCEPTANCE FORM TO BE FILLED BY THE CONTESTANT CANDIDATE

I hereby agree to be a candidate for the Office of the Member of Committee of Administration of the Council. The Handicrafts Export Performance (as defined in Appendix 2T of Foreign Trade Policy, 2023) of my company in preceding two years is as follows, and duly certified:

Preceding last 2 financial years (April-March)	**Export Performance of Handicrafts items (as defined in Appendix 2T of Foreign Trade Policy, 2023) only (Amounts in Rs.)**
Year _____ Year _____ **Total**	_____ _____

I hereby solemnly declare that I am the member/authorized representative of the member below mentioned Company / Firm / organization from whom no money is due to the Council on any account nor the below mentioned member has been disqualified from the membership of the Council. I further declare that my authorization still subsists. I declare that I have read the Articles of Association of the Council and its Election Rules, and they do not disqualify me from contesting this Election. I am also enclosing a Demand Draft No. _____ dated_____ or RTGS/NEFT for Rs. One Lakh (along with photocopy of PAN Card) payable in favour of Export Promotion Council for Handicrafts, New Delhi as a deposit requirement of Election Rules.

Place _____ Signature of the Candidate _____
Date _____ (Seal of the Co./Firm/Organization)
Name and Address

This is to certify that the above signature of the candidate is as per clause 10 of Articles of Association and clause 12 of the Election Rules. This is also certified that the export performance mentioned above of the member organization representing the candidature of authorized person is of handicrafts items (as defined in Appendix 2T of Foreign Trade Policy, 2023) only and is true and correct.

Name and Signature of Chartered Accountant/Banker
With stamp and membership No./Branch No.

N.B. The requisite amount should be deposited through RTGS / NEFT to EPCH account No. 00291010002970, IFSC Code: PUNB0002910, Bank: Punjab National Bank, K-59, Vasant Kunj Road, VPO-Mahipalpur-110037 and also to inform by email on election@epch.com

FORM – III

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

ELECTION OF THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

WITHDRAWAL FORM FOR THE CANDIDATURE TO THE POST OF
THE MEMBERS OF THE COMMITTEE OF ADMINISTRATION OF
THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

To,
The Returning Officer,
Export Promotion Council for Handicrafts,
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj,
New Delhi-110070

Dear Sir,

With reference to my candidature for the Office of the member, Committee of Administration of the Export Promotion Council for Handicrafts, I am to say that I hereby withdraw my candidature from the elections to this Office.

An amount of Rs. One Lakh deposited by me vide Demand Draft No. _____ dated ____ or RTGS/ NEFT for in favour of Export Promotion Council for Handicrafts please be refunded to me.

I hereby declare and affirm that my above withdrawal is final and irrevocable and I fully own responsibility for the same, and the same has been made voluntarily, without any coercion or undue pressure.

Signature of the Candidate: _____
Name and Address of Co./Firm/ Organization representing

_____
(SEAL)

This is to certify that the above signature of the candidate whose signature is given above are of the same candidate who has submitted his nomination as per clause 10 of Articles of Association and clause 12 of the Election Rules and the same is hereby verified and authenticated by the undersigned as desired in the Election Rules.

Name and Signature of Chartered Accountant/Banker
With stamp and membership No./Branch No.

Remarks of the Returning Officer, Export Promotion Council for Handicrafts:
Dated _____

(Returning Officer)
Election - COA
Export Promotion Council For Handicrafts
(Signature & Seal of Returning Officer)

FORM – IV

Ref.No.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

ELECTION TO THE OFFICES OF THE MEMBERS OF
THE COMMITTEE OF ADMINISTRATION OF
THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS _____ (YEAR)

LIST OF VALID NOMINATIONS FOR ELECTION TO MEMBERS OF COMMITTEE OF ADMINISTRATION

OFFICE OF THE MEMBERS OF COMMITTEE OF ADMINISTRATION

S.NO.	NAME	REPRESENTING CO./ FIRM/ ORGANISATION	STATION
1.			
2.			
3.			
4.			
etc.			

(Returning Officer)
Election - COA
Export Promotion Council For Handicrafts
(Signature & Seal of Returning Officer)

To be retained with Returning Officer

FORM – V

Sl. No. _____

Detail of Organization issued the ballot paper

M/s_____

_____

Signed by voter_____

Signed by Returning Officer_____

……cut from here……

FORM – V
For use of Voting in Person at AGM

Sl. No. _____

Ref.No.VP/

_____
Seal & Signature of the Returning Officer

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

ELECTION TO THE OFFICES OF THE MEMBERS OF THE COMMITTEE OF ADMINISTRATION OF
THE EXPORT PROMOTION COUNCIL FOR HANDICRAFTS ____ (YEAR)

VOTING IN PERSON

NAME OF THE CANDIDATE	CO./FIRM/ORGANISATION REPRESENTING	"X" mark to be made if chosen to be voted for
1.		
2.		
3.		
4.		
etc.		

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

FORM – VI

DECLARATION OF RESULT

The names of elected candidates as a member of Committee of Administration are given below:

SL. NO.	NAME OF THE CANDIDATE	SEAT FOR WHICH ELECTION IS HELD
1.		
2.		
3.		
4.		
or so on		

(Returning Officer)
Election - COA
Export Promotion Council For Handicrafts
(Signature & Seal of Returning Officer)

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

FORM – VII

CERTIFICATE

It is certified that Shri _____ of M/s _____ _____ is hereby declared elected as Member of Committee of Administration of the Council in its election held on _____ for the year _____.

(Returning Officer)
Election - COA
Export Promotion Council For Handicrafts
(Signature & Seal of Returning Officer)

On the letterhead of Member (Proprietorship/partnership/joint stock company/ cooperative societies/HUF)

FORM A

Authorization Form for voting in person

To,
The Secretary,
Export Promotion Council for Handicrafts,
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj,
New Delhi-110070

Dear Sir,

We hereby authorize *Shri _____ of M/s _____ as the Authorized Person of M/s _____ (name of member organization) who is a member of EPCH as a person authorized to vote by voting in person. The signature of *Shri _____ mentioned above are appended and attested below:-

*Signature : _____
Name : _____
Date : _____

*The above signature is attested.

**Signature _____
Name _____
Designation _____
Company Name & Address _____
_____
Seal of Company_____
Date _____

*** Sign (in case of partnership firm/HUF/cooperative societies/joint stock company to be signed by person other than the person so authorized)**

(In case of cooperative societies/association of person/joint stock company, the same shall be accompanied by resolution of the Managing Committee/Board of the Cooperative Societies/ Association /Joint Stock Company authorizing such a person to act as a authorized person under the Election Rules).

**The above AUTHORISED PERSON BE AUTHORISED as per clause 10 of Articles of Association and signatures are attested as per Rule 6(iii) of the Election Rules.

**Signature _____
Name _____
Seal of Company_____
Date _____
(Signature to be attested by Banker, a schedule Bank only/
Chartered Accountant with Seal & Mem. No.)

FORM – B

To,

The Secretary,
Export Promotion Council for Handicrafts,
EPCH House, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj,
New Delhi-110070

Sir,

I _____, member Committee of Administration, offer my nomination for the office of Vice-Chairman of Committee of Administration for the term _____.

I fulfil the eligibility criteria set out in the Election Rules, Rule 8 thereof and Article 4.2(b) of the Articles of Association.

My export performance of Handicrafts items in the last 2 years, duly certified by my Chartered Accountant, is as follows:

Export Performance of last two years (April – March)	**AMOUNT IN RS. (Handicrafts items only)**
Year _____	_____
Year _____	_____
Total	_____

I solemnly state that the information furnished by me is true and correct and if the same is ever found to be incorrect, my nomination / election may be treated as null and void. I further declare that I have read the Articles of Association of the Council and its Election Rules, and they do not disqualify me from contesting this election.

Signature _____

Name _____

(Seal of the Organization Represented)

This is to certify that the above signature of the candidate is as per clause 12 of the Election Rules. This is also certified that the export performance mentioned above of the member organization representing the candidature of authorized person is of handicrafts items only and is true and correct. Name and Signature of Chartered Accountant/Banker.

With membership No./Branch No.

(P.T.O)

Mr. _____ elected member of CoA representing M/s_____ is hereby proposed by Mr. _____, elected member of CoA representing M/s_____ for the nomination of Vice-Chairman and seconded by 1/3rd elected member of the Committee as follows:-

S. No.	**Name of CoA Member**	**Signature**
1		
2		
3		
4		
5		
6		
7		