EPCH
Export Promotion Council for Handicrafts
Connecting. Empowering. Transforming.

हस्तशिल्प निर्यात संवर्धन परिषद्
CIN U20299DL1986 NPL023253
EXPORT PROMOTION COUNCIL FOR HANDICRAFTS
"EPCH HOUSE" POCKET - 6 & 7, SECTOR - C, L.S.C., VASANT KUNJ, NEW DELHI-110 070
Tel. : +91-11-26135256
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E-mail : election@epch.com
Web. : www.epch.in

Ref. No. EPCH/COA/XL/2026

November 10, 2026

All Concerned Members

SPEED POST/EMAIL

Subject: Election for the Members of Committee of Administration (CoA) of Export Promotion Council for Handicrafts.

Sir/Madam,

In terms of Articles of Association of EPCH and Election Rules-2026, the Committee of Administration has appointed the undersigned as the "Returning Officer" for holding the Election of the Members of Committee of Administration of EPCH. The nominations (Form-II) will be received as per the enclosed Notice of Schedule for Election (Form-I) in the Council's office at EPCH House, Pocket 6 & 7, Sector – C, LSC, Vasant Kunj, New Delhi – 110070. A copy of the Election Rules-2026 has already been circulated by EPCH to concerned members in advance vide Email Circular dated 9th November, 2026 and the same is also placed on website www.epch.in. An updated Electoral Roll has been placed on EPCH website.

As per Article 24.7(a) of Memorandum and Article of Association of EPCH "The Election of the members of the Committee of Administration shall be held at the end of every term to elect new members in place of those who are retiring, as per Election Rules so framed by COA and circulated in advance. Eligible members shall be entitled to vote at the time of the election of COA by electronic means of e-voting process and the procedure as contained in Companies Act, 2013". Therefore, as per the above Memorandum and Article of Association and Election Rules-2026 circulated to members, there shall be the election of 4 vacancies for the members of the Committee of Administration. Accordingly, the details of retiring members of the Committee and the region from which such members are retiring and the availability of the vacancies in the region(s) are given below:-

Region	Name of retiring Organization
Northern	• M/s Exmart International Pvt. Ltd., New Delhi, Mr. Rajesh Jain • M/s QTL Export House, New Delhi, Mr. Sagar Mehta #1
Central	• M/s Nodi Exports Inc., Moradabad, Mr. Neeraj Khanna #2 • M/s Shree Sai De Art, Moradabad, Mr. Avdesh Chandra Agarwal
Eastern	• M/s Hitaishi Creative Enterprises Pvt. Ltd., Kolkata, Mr. Om Prakash Prahladka
Western	• M/s Muchhala N.V., Mumbai, Mr. Pradip Muchalla

#1 The Vice-Chairman shall continue as a deemed member of the Committee and, upon succession to the office of Chairman, shall hold the position of Chairman for the applicable tenure in accordance with the provisions of the Articles of Association and the Election Rules.
#2 The Chairman shall hold office for a period of two years from the date of his initial appointment and shall retire upon completion of his tenure.

REGION	TERRITORIAL LIMIT OF EACH REGION	NUMBER OF SEATS FOR ELECTION (AVAILABLE VACANCIES)	
Northern	Punjab, Haryana, Delhi and Chandigarh	01	One
Central	U.P., Bihar, Jharkhand	01	One
Eastern	West Bengal, Orissa, Andaman & Nicobar	01	One
Western	Goa, Gujarat, Maharashtra, Chhattisgarh, Dadar & Nagar Haveli, Daman & Diu	01	One

The retiring members shall retire during 40th Annual General Meeting. In case no nomination is received from the region from which vacancy is available, the same shall be dealt as per Clause 5.8 of the Election Rules.

The Notice of Schedule for Election is given at **Form No. I** enclosed herewith.

Contd.2...

As per Memorandum and Article of Association and Election Rules of EPCH "The contesting candidate must have annual average export performance, during the two financial years immediately preceding the election, of the Handicrafts products (as defined 2T of FTP time to time) of not less than Rs. 15 Lakh."

The Nomination Paper, Withdrawal Forms and Authorization Form for voting in person are also enclosed for necessary action at your end.

Yours faithfully,



(Rajesh Rawat)
Returning Officer
Election – COA
Export Promotion Council for Handicrafts

Encl.:

1.	Notice of Schedule for Election of office of members of the Committee of Administration	-	**FORM No. I**
2.	Nomination Paper	-	**FORM No.II**
3.	Withdrawal Form	-	**FORM No.III**
4.	Authorization Form for Voting in person	-	**FORM A**

N.B. 1. The Council's office will remain open on Saturday/Sunday or any other holiday falling on any of the days of programme of the Notice of Schedule of the election.

2. The usual office timing of EPCH for receipt of documents pertaining to dealing with the process of election will be 10.00 AM to 5.00 PM unless specified in the notice of schedule for election or notified separately.

3. All relevant information pertaining to the Election of Committee of Administration of EPCH is also posted from time to time on website – www.epch.in as well as on the NOTICE BOARD of the Council.

REGISTERED/SPEED POST / E-MAIL

FORM – I

Ref. No. EPCH/COA/XL/2026

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

"EPCH House", Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi – 110070

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	**30.11.2026 (Monday)**
2.	Date of issue of Nomination papers from EPCH's Office/Display on website	10.11.2026 (Tuesday)
3.	Last date of receipt of nomination papers in EPCH's office	17.11.2026 (Tuesday), up to 5:00 PM
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	18.11.2026 (Wednesday), 11:00 AM onwards till scrutiny is over. EPCH House, Vasant Kunj, New Delhi 18.11.2026 (Wednesday)
5.	Last date of receipt of Authorization Form A to cast vote by Voting in Person	20.11.2026 (Friday), up to 5:00 PM
6.	Date of posting of list of voter opting Voting in Person on EPCH website	21.11.2026 (Saturday)
7.	Last date fixed for withdrawal of Nominations	20.11.2026 (Friday), up to 5:00 PM
8.	Date of issue of lists of valid contesting candidates on Notice Board of EPCH/website and to contesting Members	21.11.2026 (Saturday)
9.	Date of commencement of remote Electronic Voting to eligible members	25.11.2026 (Wednesday), 10:00 AM
10.	Closing date and time of remote Electronic Voting	29.11.2026 (Sunday), 5:00 PM
11.	Place of polling in case of voting in person	*Venue of A.G.M.
12.	Date and Time of polling (actual poll) at the polling booth	30.11.2026 (Monday), 11:00 am to 1:00 pm
13.	Date of counting of votes (ballot papers and electronic ballots) after the polling	On the day of A.G.M.
14.	Place of counting of all ballots	*Venue of A.G.M.
15.	Declaration of result and award of certificates	* On the day of A.G.M. and after counting is over.

*for details please see Notice of AGM and also refer to www.epch.in



(Rajesh Rawat)
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 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)

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.)