



1st September 2022

ALL MEMBERS OF THE ASSOCIATION:

Sub: Election to the Managing Committee of ISFEA – 2022-2023 and 2023-2024.

As the term of the present Managing Committee (Board) ceases at the end of conclusion of this AGM, a new Managing Committee has to be elected for a period of (2) TWO YEARS in terms of the Memorandum and Article of Association.

The Managing Committee shall comprise of 11 members. TEN out of which shall be from the category of Exporter Members and the remaining ONE shall be from the category of Associate Members.

Nominations are invited on the firm's letter head for filing these 11 vacancies created by the retiring members of the Managing committee. **The specimen Nomination form along with Form DIR 2 (i.e. consent to act as Director) is enclosed herewith. The duly completed nomination form and Form DIR 2 along with proof of Identity and Proof of residence should be addressed and sent to the Election Commission mail Id at riddhi.b.tanna@gmail.com.**

The time schedules for the election procedure are as follows:

1. Last date and time for receipt of nominations 12th September 2022 at 1300 hours.
2. Last date and time for withdrawal of nominations 14th September 2022 at 1500 hours.
3. Date of Scrutiny and declaration of valid nominations 16th September 2022 at 1700 hours.
4. Declaration of Final list of nominations 16th September 2022.
5. Date and time of Election 24th September 2022 at 1800 hours to 1900 hours
6. Announcement of Election of Results 24th September 2022 at 1900 hours.

In terms of Article 21 & 22 of the Memorandum and Article of the Association, every member (i.e. on Exporter or an Associate) shall have the right to exercise one vote. However, nomination of an Exporter Member/Associate Member must be proposed by one and seconded by another member of the Company, duly signed by the person nominated and should be in accordance with the rules and bye-laws of the Company for the time being in force. In other words, both Exporter member/Associate member candidates must ensure that their nominations are proposed and seconded by existing Exporter OTHER THAN THEIR OWN COMPANY.

Furthermore, the right to vote for and on behalf of any member shall be exercisable by only Partners/Directors/Proprietor or the representative duly nominated under Article 10.

Yours Faithfully,

Sd/-
MS. JOANITA DSOUZA
Office Secretary