



WOOL & WOOLLENS EXPORT PROMOTION COUNCIL

(MINISTRY OF TEXTILES, GOVT. OF INDIA)

No. 57-AGM/AM.3/C-6/2024/

1st April, 2025

ALL ELIGIBLE MEMBERS OF THE COUNCIL

Subject: Notice for the election of the Members of the Committee of Administration of Wool & Woollens Export Promotion Council for the year 2024-25

Dear Member,

In the 190th meeting of the Committee of Administration held on 26th March, 2025, it was decided to proceed with the election of members of the Committee of Administration for the year 2024-25, which has been pending since September 2024. This election will be conducted in accordance with the Memorandum and Articles of Association of the Council, modified in line with the Model Bye Laws circulated by the Department of Commerce, Government of India and adopted to the extant applicable in the AGM held on 30th September, 2024.

Accordingly, all eligible members of the Council who have renewed their membership and cleared their dues as of 30th June, 2024, in accordance with the Memorandum & Articles of Association, are hereby notified that the election of members to the Committee of Administration for the year 2024-25 will be conducted as per the schedule mentioned herein.

As per the decision of the Committee of Administration, the following members are retiring by rotation in accordance with Para 24 and other applicable provisions of the Bye-Laws:

S.No.	Categories of Membership as per old Bye Laws	Name of Member of CoA	Elected During
1	Composite Unit	Shri Raghav Goel	Elected first time in Sept. 2022
2	Composite Unit	Shri Nitin Jindal	Elected first time in Sept. 2022
3	Hosiery Manufacturers including Jersey Fabrics mfrs (GCA)	Shri Sandeep Thapar	Elected first time in Sept. 2004 and last reelected in Sept. 2021
4	Hosiery Manufacturers including Jersey Fabrics mfrs (GCA)	Shri Sanjeev Dhir	Elected first time in Sept. 2011 and last reelected in Sept. 2022
5	Machine Made Carpets	Shri Mahavir Pratap Sharma	Elected first time in Sept. 2019 and last reelected in Sept. 2021
6	Powerloom Unit	Shri D. K. Jain	Elected first time in Sept. 2004 and last reelected in Sept. 2021

Nominations are hereby invited for election to the following seats for the year 2024-25, with the tenure counted from AGM to AGM:

S.No.	Membership Categories	MSMEs	Star Export Houses	Women Entrepreneur	Young Entrepreneur	Startup	North Eastern/ Hill Regions	Total
1	Combers	1	-	-	-	-	-	1
2	Spinning Units	-	1	-	-	-	-	1
3	Shoddy Manufacturers	-	1	-	-	-	-	1
4	Composite Units	-	1	-	-	-	-	1
5	Hosiery, Acrylic Knitwear & Garments Manufacturers	-	1	1	-	1	-	3

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6	Shawl Manufacturers	1	1	1	-	-	-	3
7	Powerloom Units	1	-	-	-	-	-	1
8	Machine Made Carpet Manufacturers	1	-	-	-	-	-	1
9	Merchant Exporter	-	1	-	1	-	1	3
	TOTAL	4	6	2	1	1	1	15

Eligibility to Contest in Elections:

- (a) Only an Ordinary Member shall be eligible as a candidate for elections to various positions in the Council.
- (b) The person or the entity represented by the person must have to its credit during the **two financial years** (2022-23 & 2023-24) immediately preceding the election, the average exports of the products falling under the purview of the Council of not less than the amount mentioned below:

Micro Enterprises	Rs. 50 Lakhs
Small Enterprises	Rs. 1 Crore
Medium Enterprises	Rs. 2.5 Crore
Others	Above Rs. 2.5 Crore

For the purpose of contesting the election of the Committee of Administration for a particular category, the member will have to meet the minimum export threshold of the products falling under that specific category as per Article 3.1. In the case of variation between the category opted and the products exported, the member will have to opt for the category to which the export products belong before the 30th of June each year. They will then be eligible to contest the election in that category only. There shall be a cooling off period of two years after two consecutive terms of the elected member of CoA.

- (c) A certificate issued by a Chartered Accountant shall be required for the purposes of export performance.

- (d) The following documents shall be necessarily required for the purposes of reservation:

S.No.	Reserved Category	Supporting Documents required
1	Women Entrepreneurs	The candidate should be a Women and also Proprietor/Director in a Company/Partner in an LLP/ Partner in Partnership Firm.
2	Young Entrepreneurs	The candidate should be a Proprietor/ Director in a Company/Partner in an LLP/Partnership Firm. The candidate applying for the election from the reserved category of Young Entrepreneur should be less than 40 years of age as on 31 st March of the year.
3	Startups	The candidate should be a Proprietor/ Director in a Company/Partner in an LLP/Partnership Firm. Certificate of Recognition issued by the Department for Promotion of Industry and Internal Trade (DPIIT)
4	North East/Hill	The candidate should be a Proprietor/ Director in a

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	Region	Company/Partner in an LLP/Partnership Firm. The candidate shall have woollen products manufacturing unit/business unit in any one of the North East/Hill region i.e. Arunachal Pradesh, Assam, Manipur, Meghalaya, Tripura, Mizoram, Nagaland, Sikkim, J&K, Himachal Pradesh & Uttarakhand. The proof of having woollen products manufacturing unit/business unit in any one of the North East/Hill regions as mentioned above shall be submitted i.e. Factory License/UDYAM Certificate having factory address/ copy of the RCMC having factory address of the that region.
5	MSME manufacturers including Merchant Exporter	UDYOG ADHAAR Certificate issued by Ministry of MSME, Government of India for determining whether industry is a Micro, Small or Medium Enterprise.
6	Star Export Houses/ Star Trading Houses	Valid Certificate issued by the Directorate General of Foreign Trade (DGFT).

- (e) Members who have paid their Annual Subscription for the year 2024-25, as well as any other dues on or before 30th June, 2024 and meet the eligibility criteria as per the Bye-Laws, will be eligible to stand for election and to vote in their respective membership category.
- (f) Shri Sanjay Chawla, AED has been appointed as Returning Officer to supervise and manage the election process and prepare schedule of the election.
- (g) Elections will be held through the Electronic Voting System.
- (h) The Central Depository Services (India) Limited (CDSL) has been appointed to conduct the election of the committee members electronically. The weblink and password for evoting will be sent to all eligible voters at the email ID available with the Council alongwith guidelines provided by the CDSL, in accordance with the above election schedule.
- (i) The members appointed CA Pankaj Agarwal (Membership No. 86877), Partner at M/s Neeraj Agarwal & Co. (CA Firm Registration No. 04186N) as the Scrutinizer. His responsibilities include verifying nominations, validating ballots, overseeing the e-voting process, and ensuring compliance with the Council's rules and regulations.
- (j) A request will be made to the Government to nominate an Observer for the election of the members of the Committee of Administration.
- (k) An Election Committee has been constituted, consisting of Shri Kawaljit Singh of M/s. Winter Woollies, Ludhiana Shri Salim Malik of M/s. Fair & More Inc., New Delhi and Shri Shivnater Verma of M/s. Verma Exports International, Ludhiana to oversee the election.
- (l) The Memorandum & Articles of Association, as adopted in the AGM held on 30.09.2024, along with the Election Rules/Guidelines approved in 188th meeting of the CoA on 07.01.2024, must be strictly adhered to when filing nominations for the election.
- (m) A non-refundable fee of ₹5,000/- must be submitted along with the nomination form for the CoA Election.

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Schedule of Election:

1	Notice to all ordinary members along with Nomination forms by courier as well as email and posting on the website	1 st April, 2025 (Tuesday)
2	Last date of receipt of nomination from in WWEPC office in New Delhi	14 th April, 2025 (Monday) 5:00 PM
3	Updation of changes to the email address or mobile number	14 th April, 2025 (Monday) 5:00 PM
4	Date, Time and Place of Scrutiny of Nomination papers	16 th April, 2025 (Wednesday) at 2:30 PM at Head Office, New Delhi
5	Last date of withdrawal of Nomination through fax / e-mail	16 th April, 2025 (Tuesday) at 2:30 PM
6	Letters to Candidate / Nominee for VALID/INVALID nomination forms	16 th April, 2025(Tuesday)
7	Notice regarding online voting process with list of candidates and user manual	21 st April, 2025 at 11:00 AM (Monday)
8	Date and Time of commencement of e-voting process	22 nd April, 2025 (Tuesday) at 11:00 AM onwards
9	Locking of evoting Software	24 th April, 2025 (Thursday) by 5:00 PM
10	Extraction of count of votes from the system in presence of candidate and Declaration of Results in the EGM	25 th April, 2025 (Friday) 12:30 PM

Procedure for Submitting Nominations:

Eligible Members interested in contesting the election may submit their Nomination Form in the enclosed format Form-I alongwith required documents and a non-refundable fee of Rs. 5,000/- plus GST @ 18%, payable via cheque/DD. The completed nomination form must be submitted within the stipulated date mentioned in the election schedule in a sealed envelope duly superscribed as '**NOMINATION FOR THE POST OF MEMBER-COA.**' Nominations must be submitted to the Returning Officer at Head Office, New Delhi, either by hand delivery or by registered post/courier **on or before 14th April, 2025 by 17:00 hours.** Nominations received after the due date and time will not be considered. Please ensure that the nomination form is submitted in the **prescribed format** and accompanied by the required documents and cheque/DD. Nominations not adhering to these requirements will be deemed invalid.

Withdrawal of Nominations:

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Candidates who wish to withdraw their nomination after submission must submit the Withdrawal Form to the Returning Officer at the Head Office, New Delhi, on or before 16th April, 2025, by 2:30 PM, or via email at info@wwepcindia.com.

The Nomination Form is enclosed and being sent to the eligible members of the respective category who have paid their dues as on 30th June, 2024, as per the Bye-Laws of the Council. The Nomination Form, Memorandum & Articles of Association of the Council and Election Rules/Guidelines are available on the Council's website (www.wwepcindia.com). Members are requested to carefully review the Bye-Laws of the Council for eligibility criteria and other relevant details. In case of any changes to the email address or mobile number, eligible members must update the same in writing via email to the Council at info@wwepcindia.com by 14.02.2025. Please note that requests for resending the link to a different email ID will not be entertained by WWEPC.

For any further clarifications, please feel free to contact the undersigned.

Thanking you,

Yours faithfully,

SANJAY CHAWLA
RETURNING OFFICER

Encl:

1. Nomination Form along with format for certificate from the Chartered Accountant
2. Nomination Withdrawal Form
3. List of Eligible Members
4. Memorandum & Articles of Association of the Council
5. Election Rules of the Council

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