



PHD CHAMBER
OF COMMERCE AND INDUSTRY
VOICE OF INDUSTRY AND TRADE

Dr. Ranjeet Mehta

Executive Director

By Post / E-mail

No.AGM-4-3
1st July 2024

ALL MEMBERS

**SECOND CIRCULAR
119TH ANNUAL GENERAL MEETING –
NOMINATIONS FOR ELECTION TO THE MANAGING COMMITTEE FOR 2024-25**

The 119th Annual General Meeting of PHD Chamber of Commerce and Industry (PHDCCI) will be held in the month of September 2024 at New Delhi. The formal notice mentioning the day, date, time, venue and business to be transacted at the Annual General Meeting will be followed in due course.

In terms of Article 28 of the Articles of Association of PHDCCI, the tenure of an elected Member of the Managing Committee shall be two years. At every Annual General Meeting, the retiring Members shall be those who have completed a tenure of two years in office. However, the retiring Members of the Managing Committee shall be eligible for re-election in the following manner.

Sl. No.	Categories of Members	Number of Seats	Number of Members to be Elected
1	Having annual turnover up to Rs.5 crore	4	2
2	Having annual turnover exceeding Rs. 5 crore but less than Rs. 25 crore	8	4
3	Having annual turnover exceeding Rs. 25 crore but less than Rs.100 crore	10	5
4	Having annual turnover exceeding Rs. 100 crore but less than Rs. 250 crore	8	4
5	Having annual turnover exceeding Rs. 250 crore but less than Rs. 500 crore	8	4
6	Having annual turnover exceeding Rs. 500 crore	14	7
7	Professional Members i.e. lawyers, chartered accountants, cost accountants and company secretaries engaged in profession	4	2
TOTAL		56	28

“Voice of Industry & Trade”

Members desirous of filing nominations for election / re-election to the Managing Committee for the year 2024-25 are required to send the hard copies so as to reach Executive Director / Secretary General & CEO, PHD Chamber of Commerce and Industry at PHD House, 4/2 Siri Institutional Area, New Delhi - 110016 on or before Friday, 26th July 2024 before 5.30 p.m. Scanned Nomination Form with all annexures can also be sent via electronic means from the authorized e-mail ID of the Company to sg@phdcci.in.

PHD Chamber of Commerce and Industry is a company which comes under Section 8 of the Companies Act, 2013 ("the Act"). Therefore, the Members desirous of filing nominations for Election / Re-Election should also not be disqualified in terms of Section 164(1) and 164(2) of the Companies Act, 2013 read with rules made thereunder and competent to be the Director of the company in terms of applicable provisions of the Act.

The Guidelines for filing nomination for the election are given in **Annexure-I**.

With best regards,

Yours sincerely,



(Dr. Ranjeet Mehta)
Executive Director

Enclosures:-

- | | |
|--|-----------------|
| 1. Guidelines for Filing Nomination | - Annexure-I |
| 2. Standard Operating Procedure for Election Process | - Annexure-II |
| 3. List of Retiring Members | - Annexure-III |
| 4. Nomination Form | - Annexure-IV |
| 5. Form MBP-1 | - Annexure-V |
| 6. Form DIR – 2 | - Annexure-VI |
| 7. Form DIR – 8 | - Annexure-VII |
| 8. Declaration of Non- Disqualifications for Appointment as Director under section 152 (4) | - Annexure-VIII |

Note: Any nomination without complete information or incomplete / missing Annexures will be disqualified.

**GUIDELINES FOR FILING NOMINATION FOR ELECTION TO THE
MANAGING COMMITTEE OF PHDCCI FOR THE YEAR 2024-25**

1. The Nomination Form is attached as **Annexure-IV**.
2. **Number of Members to be Elected to the Managing Committee**

According to Article 26(b), 28 new Members will be elected to the Managing Committee in the following categories:

Sl. No.	Categories of Members	Number of Seats	Number of Members to be Elected
1	Having annual turnover up to Rs.5 crore	4	2
2	Having annual turnover exceeding Rs. 5 crore but less than Rs. 25 crore	8	4
3	Having annual turnover exceeding Rs. 25 crore but less than Rs.100 crore	10	5
4	Having annual turnover exceeding Rs. 100 crore but less than Rs. 250 crore	8	4
5	Having annual turnover exceeding Rs. 250 crore but less than Rs. 500 crore	8	4
6	Having annual turnover exceeding Rs. 500 crore	14	7
7	Professional Members i.e. lawyers, chartered accountants, cost accountants and company secretaries engaged in profession	4	2
TOTAL		56	28

According to Article 12 Explanation (a), the term annual "Turnover" / "Receipts" will mean gross turnover and / or receipts, as the case may be, of the Member.

The Members seeking election are required to submit the latest audited financial statements along with Nomination Form. As per Article 12, Explanation (b), to determine the Annual Turnover or Receipts, reliance shall be placed on the latest audited financial statements for the immediately preceding financial year of the concerned Member, and if the same is not available, then the details of Annual Turnover / Receipts, as the case may be, shall be certified by the Statutory Auditor, if appointed, or by a practicing Chartered Accountant.

According to Article 37, for the purpose of election to the Managing Committee in any year, a Member himself, or where the candidate is nominated by any Member, then the said Member, shall furnish statutory auditors' certificate or audited accounts as on 31st March of the previous year in support of the "Turnover / Receipts" to determine the category of Membership. Where a statutory auditor is not required to be appointed, the "Turnover / Receipts" shall be certified by a practicing Chartered Accountant. Even if the

Turnover/ Receipts of the concerned Member is increased as of 31st March of the election year, the concerned Member will seek election in the same category as of the preceding year. In the event of it being discovered that the Member had furnished a false certificate or a wrong declaration, the Managing Committee shall have the power to appoint a committee to look into the matter and take appropriate action including annulling and/ or disqualifying the election of the concerned Member to the Managing Committee.

3. Retiring Members on the Managing Committee of PHDCCI who are Eligible for Re- Election (Annexure-III)

As per Article 28, the tenure of an elected Member of the Managing Committee shall be two years. At every Annual General Meeting, the retiring Members shall be those who have completed a tenure of two years in office. However, the retiring Members of the Managing Committee shall be eligible for re-election. The names of retiring Members are given in **Annexure – III**.

4. Retiring President, Senior Vice President and Vice President

As per Article 32, the retiring President, Senior Vice President, and Vice President shall not be liable to seek re-election to the Managing Committee and shall ipso facto be Members of the next Managing Committee.

5. Nominations

A Member is eligible to file nomination and seek election in the category declared by him/ her and for which subscription has been paid by him/ her.

- i. According to Article 17 and 18, the due date for payment of the Membership subscription will be 1st April of the year. A Member whose subscription is in arrears for 3 months i.e. who has not paid subscription up to 30th June, shall not be entitled to file nomination for seeking elections or otherwise seek election to the Managing Committee. Further, the Member shall not be entitled to vote unless the subscription is paid up to 31st July.
- ii. As per the provisions of Article 31, subject to Article 26, all Members of the Managing Committee shall be elected by all the Members of the Chamber, except Honorary Members. In case of equality of votes, the election shall be by draw of lots by the Chairman of the meeting.
- iii. According to Article 40 (a), election of the Managing Committee shall be by secret ballot. After the scrutiny of nominations, and withdrawals if any, for election to the Managing Committee, the Chamber shall send ballot papers containing the names of valid nominations by registered post, or any other mode that may be decided by the Managing Committee permissible under the Act, to all Members eligible to vote along with a self-addressed envelope for the Members to return the ballot papers after entering their vote on or before the date as mentioned in the ballot papers.
- iv. According to Article 34, no person shall be eligible to stand for election unless he has been duly proposed by the concerned Member, or by himself in case of individual Member, and such proposal must reach the Delhi Office on or before the date fixed by the Managing Committee for the purpose which shall not be less than forty-five (45) days before the date of the Annual General Meeting of the Chamber. Provided that no Member can contest election to the Managing Committee or nominate any other person for the same unless such Member has been a Member of the Chamber for a minimum period of one year before the date of filing the Nomination.
- v. As per Article 26(b), the election of such Members shall be undertaken in the manner provided in these Articles. Further, not more than one representative of the same firm or company, or undertaking, whether incorporated or not, shall seek election or be elected as a Member of the Managing Committee.

vi. In terms of Article 35, the following will be eligible to seek election to the Managing Committee of PHDCCI :

- Member himself;
- Partner or the Proprietor of a Member firm;
- Director on the Board of Directors, President / Chief Executive Officer of a Corporate Member.

6. Section 164 of the Companies Act, 2013, Disqualifications for Appointment of Director

- (1) A person shall not be eligible for appointment as a Director of a company, if -
- (a) he is of unsound mind and stands so declared by a competent court;
 - (b) he is an undischarged insolvent;
 - (c) he has applied to be adjudicated as an insolvent and his application is pending;
 - (d) he has been convicted by a court of any offence, whether involving moral turpitude or otherwise, and sentenced in respect thereof to imprisonment for not less than six months and a period of five years has not elapsed from the date of expiry of the sentence:

Provided that if a person has been convicted of any offence and sentenced in respect thereof to imprisonment for a period of seven years or more, he shall not be eligible to be appointed as a Director in any company;

- (e) an order disqualifying him for appointment as a Director has been passed by a court or Tribunal and the order is in force;
 - (f) he has not paid any calls in respect of any shares of the company held by him, whether alone or jointly with others, and six months have elapsed from the last day fixed for the payment of the call;
 - (g) he has been convicted of the offence dealing with related party transactions under section 188 at any time during the last preceding five years; or
 - (h) he has not complied with sub-section (3) of section 152.
 - (i) he has not complied with the provisions of sub-section (1) of section 165.
- (2) No person who is or has been a Director of a company which—
- (a) has not filed financial statements or annual returns for any continuous period of three financial years; or
 - (b) has failed to repay the deposits accepted by it or pay interest thereon or to redeem any debentures on the due date or pay interest due thereon or pay any dividend declared and such failure to pay or redeem continues for one year or more,

shall be eligible to be re-appointed as a Director of that company or appointed in other company for a period of five years from the date on which the said company fails to do so.

Provided that where a person is appointed as a Director of a company which is in default of clause (a) or clause (b), he shall not incur the disqualification for a period of six months from the date of his appointment.

- (3) A private company may by its articles provide for any disqualifications for appointment as a Director in addition to those specified in sub-sections (1) and (2):

Provided that the disqualifications referred to in clauses (d), (e) and (g) of sub-section (1) shall continue to apply even if the appeal or petition has been filed against the order of conviction or disqualification.

[RULE 14 OF COMPANIES (APPOINTMENT AND QUALIFICATIONS OF DIRECTORS) RULES, 2014]

Disqualification of Directors Sub-Section (2) of Section 164 -

(1) Every Director shall inform to the company concerned about his disqualification under sub-section (1) or sub-section (2) of section 164, if any, in Form DIR-8 before he is appointed or re-appointed.

Members who are desirous of seeking election may **send their nomination on or before Friday, 26th July 2024 by 5.30 p.m.** keeping in view the above provisions of the Articles of Association of PHDCCI.

Please note that the nomination letter along with brief profile of candidate not exceeding 150 words, should reach to the Executive Director / Secretary General & CEO, PHD Chamber of Commerce and Industry, PHD House, 4/2 Siri Institutional Area, New Delhi - 110016 on or before Friday, 26th July 2024 before 5.30 p.m.

Check List for Valid Nominations

1. ***Nomination on the letter head of the Member Organisation. Please follow format given as Annexure-IV***
2. ***Form MBP – 1 – Annexure – V***
3. ***Form DIR – 2 – Annexure – VI***
4. ***Certificate in terms of Section 164 (1) and (2) of the Companies Act, 2013 in Form DIR-8 – Annexure – VII***
5. ***Declaration of Non - Disqualifications for Appointment as Director under section 152 (4) – Annexure – VIII***
6. ***Audited Annual Accounts / Certificate from the Statutory Auditors of Member Organisation certifying annual turnover for the year ending on 31st March of the immediately preceding year.***
7. ***Brief Profile (not exceeding 150 words) of the candidate.***
8. ***Nominations will be submitted with signed copies of these Guidelines and Standard Operating Procedure (SOP).***

Declaration by the Candidate:

I, _____ representing _____, **(Authorised Representative of Organisation)** a Member of the PHD Chamber of Commerce and Industry, and with e-mail i.d. _____@_____ hereby, declare that:

The above-mentioned Member has paid all Membership subscription dues to PHDCCI. I have read and understood the election process instructions, Standard Operating Procedure, Guidelines and other relevant circulars/notices pertaining to the PHDCCI elections.

[Signature of Candidate]

Full Name & Designation: _____

NOTE: Any nomination without complete information or incomplete/missing annexures will be disqualified

**Standard Operating Procedure (SOP) for
Election Process of Managing Committee of PHDCCI**

1. First Circular shall be sent through an e-mail to Members seeking information about the Authorized Representatives of the Member Organizations in the month of April each year. In case of non-receipt of any communication in this regard within 30 days of the date of the circular, it shall be assumed that the existing authorised representative remains authorised representative of the Member organisation.
2. The President, Sr. Vice President and Vice President (by consensus or simple majority) shall set an Election Schedule and shall appoint a Scrutiny Committee for the election process. The Scrutiny Committee shall consist of at least three Members prior to the issuance of a Second Circular referred below. The election schedule shall comply with the time-lines set out below and dates set may be prior to all deadlines mentioned below.
3. The Second Circular inviting nominations to the election of Managing Committee shall be sent to all Members on or before 1st day of July every year along with the following :
 - a) Guidelines for filing the Nomination Form
 - b) Standard Operating Procedure for Election to the Managing Committee
 - c) List of Retiring Members of the Managing Committee
 - d) Nomination Form
 - e) Form: MBP-1, Form: DIR-2 and Form: DIR-8
 - f) Declaration Form regarding Disqualifications for Appointment as Director
4. The last date for receiving nominations shall not be later than last week of July.
5. According to Article 17 & 18 of the Articles of Association, the due date for payment of membership subscriptions is 1st April, a Member whose subscription is in arrears for Three months i.e. who has not paid their subscription upto 30th June, shall not be entitled to file a nomination for seeking election or otherwise to seek election to the Managing Committee. Further, a Member shall not be entitled to vote unless the subscription is paid up to 31st July.
6. The Scrutiny Committee shall complete the scrutiny process for all nominations received from Members on or before third week of August of the relevant year. The Scrutiny Committee's decision on defects in any nomination shall be communicated by e-mail to the concerned candidate by the Executive Director / Secretary General & CEO at the e-mail id mentioned in the Candidates Nomination Form. Incomplete nominations may be accepted by the Scrutiny Committee within a period of 3 days from the date of the meeting of Scrutiny Committee, if the Committee is satisfied that defects in the nomination are cured and thereafter no further changes in the list of Valid Nominations shall be entertained. The decision of the Scrutiny Committee shall be final and binding.
7. The Third Circular shall then be sent to all candidates on or before last of week of August with the particulars of Valid Nominations received for the Elections to the Managing Committee.
8. Nominations may be withdrawn on or before first week of September of the relevant year.
9. The Fourth Circular shall be sent to all members on or before second week of September with the following enclosures:
 - a) List of Valid Nominations

- b) Short Profile of candidates contesting election for the Managing Committee.
- c) Ballot Paper along with an envelope for return of the ballot paper to the PHDCCI.
- d) Forwarding Letter for enclosing Ballot Paper for election to the Managing Committee.

10. The last date for receiving Ballot Papers shall be one week before AGM.

11. The President, Sr. Vice President and Vice President (by consensus or simple majority) shall appoint a Scrutineer or Returning Officer and also an Observer for the purpose of scrutiny and counting of valid votes. The counting of votes shall be video-graphed and the video file shall be retained by the Executive Director / Secretary General & CEO for a period of two years.

12. The Election Results for the Managing Committee will be declared by the Chairman of the Annual General Meeting on the day of AGM. Names of successful candidates thereafter will be displayed on the Notice Board at PHD House, New Delhi and uploaded on the PHDCCI Website.

13. Election Grievances

(a) In case a candidate is aggrieved by his non-election and challenges the election outcome, the said candidate shall notify such objection/(s) in writing either from the Member's registered and usual official e-mail, to the Secretary-General at sg@phdcci.in or on the Member's letterhead in physical form with the signature of the candidate. Such objection(s) should reach the Secretary-General within two working days after the declaration of the results of the election at the Annual General Meeting.

(b) The Secretary-General & CEO shall attempt to resolve the objection(s) as quickly as possible in the first instance in case the said objection(s) is/ are not resolved within 30 (thirty days) by the Secretary-General & CEO, then the said issue shall be referred to a Three-Member Committee consisting of the President, Senior Vice President and Vice President. The Committee shall hold its sittings at the Delhi Office and shall attempt to resolve the objection(s) as quickly as possible but not exceeding thirty (30 days unless extended by the Managing Committee). The decision of said Committee shall be final and binding on all concerned.

14. This SOP is premised on the assumption that the Annual General Meeting is scheduled for the last day of September. Any change in the date of the AGM (preponement or postponement) will be correspondingly reflected in the Election Schedule.

Declaration by the Candidate:

I, _____ representing _____, **(Authorised Representative of Organisation)** a Member of the PHD Chamber of Commerce and Industry, and with e-mail i.d. _____@_____ hereby, declare that:

The above-mentioned Member has paid all membership subscription dues to PHDCCI. I have read and understood the election process instructions, Standard Operating Procedure, Guidelines and other relevant circulars/notices pertaining to the PHDCCI elections. I agree to abide by the same. I have read and agree to the prescribed Election Grievance procedure.

[Signature of Candidate]

List of Members of Managing Committee who are Retiring at the 119th AGM of PHDCCI

I. Members other than covered under Clause-II below:		
a) Having Annual Turnover upto Rs. 5 crore – Number of Vacancies Two (2)		
Sl. No.	Name of the Nominee	Name of the Member Company
1.	Ms. Alka Batra	AEGIS Jobs Pvt. Ltd.
2.	Shri Shyam Poddar	Forex Capital Services Pvt Ltd.
b) Having Annual Turnover exceeding Rs. 5 crore but less than Rs. 25 crore – Number of Vacancies Four (4)		
Sl. No.	Name of the Nominee	Name of the Member Company
1.	Shri Kunal Singhal	Eazy ERP Technologies Pvt. Ltd.
2.	Shri Priyank Varshney	Eminent India Pvt. Ltd
3.	Shri Vivek Agarwala	MV Cotspin Ltd
4.	Shri Ashish Mohan Wig	WIG Brothers (India) Pvt. Ltd.
c) Having Annual Turnover exceeding Rs. 25 crore but less than Rs. 100 crore – Number of Vacancies Five (5)		
Sl. No.	Name of the Nominee	Name of the Member Company
1.	Shri Satyadeo Goyal	ATC Supply Chain Solutions Pvt Ltd.
2.	Shri Ranjan Dhingra	Laraon Engineers and Consultants Pvt. Ltd.
3.	Shri Vishwa Nath	Nath Bros Exim International Ltd.
4.	Shri Rupinder Singh Bedi	P S Bedi & Company Pvt. Ltd
5.	Shri Manish Agarwal	Satya Developers Pvt. Ltd.
d) Having Annual Turnover exceeding Rs. 100 crore but less than Rs. 250 crore – Number of Vacancies Four (4)		
Sl. No.	Name of the Nominee	Name of the Member Company
1.	Shri Sumit Agarwal	AXA Parenterals Ltd.
2.	Shri Manoj Kumar Jain	Deep Blue Xpress Pvt. Ltd.
3.	Shri Harpreet Singh Malhotra	Tiger Logistics India Limited
4.	Shri Vinod Kumar Karwa	Victor Agencies
e) Having Annual Turnover exceeding Rs. 250 crore but less than Rs. 500 crore – Number of Vacancies Four (4)		
Sl. No.	Name of the Nominee	Name of the Member Company
1	Shri Ravi Gupta	Instinct Infra & Power Ltd.
2	Shri Saurabh Khanna	Intercontinental Consultants & Technocrats Pvt. Ltd
f) Having Annual Turnover exceeding Rs. 500 crore – Number of Vacancies Seven (7)		
Sl. No.	Name of the Nominee	Name of the Member Company
1.	Shri Vipin Vohra	Continental Carriers Pvt. Ltd.
2.	Ms. Kanika Shriram	DCM Shriram Industries Ltd.
3.	Shri Anurag Dalmia	GHCL Limited
4.	Shri Shishir Jaipuria	Ginni Filaments Limited
5.	Shri Kunal Gupta	KRBL Ltd
6.	Shri Nikhil Chandra Gupta	Payal Polyplast Pvt. Ltd.
7.	Shri Himanshu Baid	Poly Medicure Ltd.
II. Professional Members i.e. Lawyers, Chartered Accountants, Company Secretaries, Cost Accountants engaged in profession – Number of Vacancies Two (2)		
Sl. No.	Name of the Nominee	Name of the Member Company
1.	Shri Mukul Bagla	O P Bagla & Co LLP
2.	Ms. Priya Hingorani	Priya Hingorani

ANNEXURE-IV

(NOMINATION FORM SHOULD BE SUBMITTED ON THE MEMBER ORGANISATION'S LETTER HEAD)

NOMINATION FORM - 2024

Affix recent
passport
size
Photograph of
Candidate

1.	Name of the Candidate	:	
2.	Designation / Status of the Candidate	:	
3.	Name of the Member Organisation	:	
4.	PHDCCI Membership No.	:	
5.	Director Identification Number (Section 152 of Companies Act, 2013)*	:	
6.	Address	:	
7.	Turnover for the immediate preceding year**	:	
8.	Whether subscription has been paid for the current year#	:	
9.	Whether the Member belongs to any Business 'group', if yes, the name of the same*** (Group means having common control and Management)	:	
10.	Brief Profile of candidate which shall be circulated is enclosed.		
11.	Name of Proposer of Member Organisation and the PHDCCI Membership Number	:	
	Signatures of the Authorised Proposer	:	

Declaration by the Candidate:

I, _____ representing _____, **(Authorised Representative of Organisation)** a Member of the PHD Chamber of Commerce and Industry, and with e-mail i.d. _____@_____ hereby, declare that:

The above-mentioned Member has paid all membership subscription dues to the Chamber. I have read and understood the election process instructions, Standard Operating Procedure, Guidelines and other relevant circulars/notices pertaining to the PHD Chamber of Commerce and Industry elections. I agree to abide by the same. I have read and agree to the prescribed Election Grievance procedure.

[Signature of Candidate]

Date:
Place:

Rubber Stamp of the Member Organisation

*For immediate reference, Section 152 (3) of Companies Act, 2013, no person shall be appointed as a director of a company unless he has been allotted the Director Identification Number under section 154, and According to Article 36, Any Member or representative of a Member filing nomination for election to the Managing Committee shall hold a valid Director Identification Number ("DIN") as on the date of the nomination otherwise the nomination shall be treated as invalid.

** According to Article 37, for the purpose of election to the Managing Committee in any year, a Member himself, or where the candidate is nominated by any Member, then the said Member, shall furnish statutory auditors' certificate or audited accounts as on 31st March of the previous year in support of the "Turnover / Receipts" to determine the category of membership. Where a statutory auditor is not required to be appointed, the "Turnover / Receipts" shall be certified by a practicing Chartered Accountant. Even if the Turnover/ Receipts of the concerned member is increased as of 31st March of the election year, the concerned Member will seek election in the same category as of the preceding year. In the event of it being discovered that the Member had furnished a false certificate or a wrong declaration, the Managing Committee shall have the power to appoint a committee to look into the matter and take appropriate action including annulling and/ or disqualifying the election of the concerned Member to the Managing Committee.

According to Article 17 & 18, the due date for payment of the membership subscription will be 1st April of the year. A Member whose subscription is in arrears for 3 months i.e. who has not paid subscription up to 30th June, shall not be entitled to file nomination for seeking elections or otherwise seek election to the Managing Committee. Further, the Member shall not be entitled to vote unless the subscription is paid up to 31st July.

*** According to Article 26(b), not more than one representative of the same firm or company, or undertaking, whether incorporated or not, shall seek election or be elected as a Member of the Managing Committee.

FORM MBP-1**Notice of interest by director**

[Pursuant to Section 184(1) of the Companies Act, 2013 and Rule 9 (1) of the Companies (Meetings of Board and its Powers) Rules, 2014]

**To,
The Board of Directors
PHD Chamber of Commerce and Industry
PHD House
4/2, Siri Institutional Area
August Kranti Marg
New Delhi – 110016**

Dear Sir(s)

I, _____, son/ daughter/ spouse of _____, resident of _____, being a Director in the company hereby give notice of my interest or concern in the following companies, bodies corporate, firms or other association of individuals:-

Sl. No	Name of the Companies/ Bodies Corporate/ Firms/ Association of Individuals	Nature of interest or concern/ change in interest or concern	Shareholding	Date on which interest or concern arose/ changed

Signature

MD/ Director/ Secretary/ Whole Time Director

Place: _____

Date: _____

Form DIR-2
Consent to act as a Director of a company

[Pursuant to section 152(5) of the Companies Act, 2013 and rule 8 of Companies (Appointment and Qualification of Directors) Rules, 2014]

To,
PHD Chamber of Commerce and Industry
PHD House, 4/2 Siri Institutional Area
New Delhi-110016

Subject: Consent to act as a director

I,, hereby give my consent to act as director of PHD Chamber of Commerce and Industry pursuant to sub-section (5) of section 152 of the Companies Act 2013 and certify that am not disqualified to become a Director under the Companies Act, 2013.

Sl. No.	Particulars	Details
1.	Director Identification Number (DIN)	
2.	Name (in full)	
3.	Father's Name (in full)	
4.	Address	
5.	E-mail id	
6.	Mobile no.	
7.	Income-tax PAN	
8.	Occupation	
9.	Date of Birth	
10.	Nationality	

No. of companies in which am already a Director and out of such companies the names of the companies in which I am a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, Manager.

Name of Companies	Nature of Directorship	Duration

Particulars of Membership No. and Certificate of Practice No. if the applicant is a member of any professional Institute. Specifically state NIL if none.

Professional Institute	Membership Number	Certificate of Practice

Declaration

(I) I declare that I have not been convicted of any offence in connection with the promotion formation or management of any company or LLP and have not been found guilty of any fraud or misfeasance or of any breach of duty to any company under this Act or any previous company law in the last five years. I further declare that if appointed my total Directorship in all the companies shall not exceed the prescribed number of companies in which a person can be appointed as a Director.

(II) I further declare that –
I am not required to obtain the security clearance from the Ministry of Home affairs, Government of India before seeking appointment as Director.

Or

I am required to obtain the security clearance from the Ministry of Home Affairs, Government of India before seeking appointment as director and the same has been obtained and is attached.

Date:
Place:

Signature:
Designation:

Attachments:

- 1. Proof of Identity: PAN card
- 2. Proof of Residence; Aadhaar card/Passport
(Require separate documents of the above)

FORM 'DIR-8'
Intimation by Director

[Pursuant to Section 164(1) or (2) of Companies Act, 2013 and rule 14(1) of Companies (Appointment and Qualification of Directors) Rules, 2014]

Registration No. of Company: U74899DL1951NPL001947

Nominal Capital Rs.: Not Applicable

Paid-up Capital Rs.: Not Applicable

Name of Company: PHD Chamber of Commerce and Industry

Address of its Registered Office: PHD HOUSE, 4/2, Siri Institutional Area, August Kranti Marg, New Delhi – 110016

To
PHD Chamber of Commerce and Industry
PHD House,
4/2, Siri Institutional Area,
August Kranti Marg
New Delhi - 110016

I _____ son / daughter/ wife of _____ resident of _____ director/managing director/manager in the company hereby give notice that I am/was a director in the following companies during the last three years: -

<u>Name of the company</u>	<u>Date of Appointment</u>	<u>Date of Cessation</u>
1.		
2.		

I further confirm that I have not incurred disqualification under section 164 (1) or (2) of the Companies Act, 2013 in any of the above companies, in the previous financial year, and that I, at present, stand free from any disqualification from being a director.

Or _____

I further confirm that I have incurred disqualification -(A) under section 164(1) on the following ground(s) in the previous financial year; or (B) under section 164(2) of the Companies Act, 2013 in the following company(s) in the previous financial year, and that I, at present stand disqualified from being a director :

<u>Name of the company</u>	<u>Date of Appointment</u>	<u>Date of Cessation</u>
1.		
2.		

Signature:
(Full Name)
DIN:

Dated this _____ day of _____

Declaration of Non- Disqualifications for Appointment as Director
[Pursuant to section 152(4), 164(1) & 164(2) of the Companies Act, 2013]

To
PHD Chamber of Commerce and Industry
PHD House,
4/2, Siri Institutional Area,
August Kranti Marg
New Delhi - 110016

Subject: Declaration for Disqualifications for Appointment as Director

I _____, Son of _____, resident of _____, having my Director Identification Number (DIN) _____ hereby declare and confirm that as on date of appointment, I am stand free from the disqualifications as mentioned under section 164(1) and (2) of the Companies Act, 2013 and Rules made thereunder, to be appointed as Director in the Company. I hereby further, confirm and declare that:

- 1) I have not been declared of unsound mind and not stands so declared by a competent court;
- 2) I am not an undischarged insolvent;
- 3) I have not applied to be adjudicated as an insolvent and the application is not pending anywhere;
- 4) I have not been convicted by a court of any offence, whether involving moral turpitude or otherwise, and not sentenced for any period of imprisonment.
- 5) No order for disqualifying me, to be appointed as a director has been passed by a court or Tribunal;
- 6) I do not hold any share in the Company either in my individual name or jointly with any other name;
- 7) I have not been convicted of the offence dealing with related party transactions under section 188 at any time during the last preceding five years; or
- 8) I have compiled with sub-section (3) of section 152 of the Companies Act, 2013.

I further certify that I have compiled with the requirements of section 152(4), 164(1) & 164(2) of the Companies Act, 2013

Date:
Place:

Signature:
(Name)