

**Information and Code of Conduct Regarding the Board of Directors Election 2025–2027  
Bangladesh-German Chamber of Commerce and Industry (BGCCI)**


**Election Related Information**

**1. Required Documents for Inclusion in the Voter List:**

- i. Photocopy of the updated trade license of the respective company/firm (valid until 30 June 2025)
- ii. Photocopy of the updated Income Tax Certificate / Receipt of return submission (up to the tax year 2024-25) [In the case of a proprietorship, the individual's income tax certificate must be submitted, and in the case of a limited or partnership company, the company's income tax certificate must be submitted]
- iii. In the case of a limited company, the original copy of the resolution from the Board of Directors appointing a representative (who must be a shareholder of the company) must be submitted; in the case of a partnership business, a nomination letter of the representative appointed by the partners is required; and in the case of a sole proprietorship, the owner shall be the representative.
- iv. Two copies of passport-sized color photographs of the respective representative.
- v. Membership renewal certificate/updated information as per the constitution [Receipt of payment for outstanding dues (money receipt)]

**The aforementioned documents must be submitted to the Election Board within the time specified in the election schedule (by 19 August 2025).**

2. If there is a need to include a name in the preliminary voter list or to remove a name from the voter list, a written objection must be submitted to the Election Appeal Board within the time specified in the election schedule. The decision of the Election Appeal Board regarding the submitted objection shall be considered final.
3. A candidate may submit and withdraw the nomination paper personally or through a representative. If the nomination paper is to be withdrawn through a representative, a letter of authorization from the candidate appointing the representative must be submitted as proof.
4. (a) No person whose name is not included in the voter list shall be eligible to be a candidate, proposer, or supporter in the election.  
(b) **According to Rule 18(4) of the Trade Organization Regulations, 2025, any member who has been previously elected consecutively twice to the Board of Directors shall not be eligible to participate in this election.**  
(c) Within 7 (seven) days from the date of publication of the final voter list, interested candidates shall submit duly completed nomination papers along with the following documents to the Election Board, as follows:
  - (i) Original certification issued by Bangladesh Bank, verified by a Notary Public, regarding whether the applicant is a defaulter or not;
  - (ii) Original certificates of income tax, VAT returns, and duty payments issued by the National Board of Revenue, notarized to confirm that taxes, VAT, and duties have been duly paid and updated;

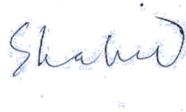
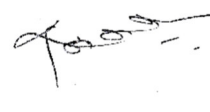


- (iii) Original police clearance certificate regarding whether the individual has been convicted of any criminal offense and sentenced to imprisonment, and whether five (5) years have passed since their release;
  - (iv) Other necessary documents. Also, it will be mentioned in the Call for Nomination.
5. Nomination forms designated by the Election Board can be collected after the publication of the final voter list.
  6. If the Election Board cancels any candidate's nomination paper, the candidate may submit a written objection to the Election Appeal Board within the time specified in the election schedule after the publication of the candidate list. In this case, the decision of the Election Appeal Board shall be considered final.
  7. If the concerned candidate has any objection regarding the declared election result, the candidate may submit a written objection to the Election Appeal Board within the time specified in the schedule after the result is announced. In this case, the decision of the Election Appeal Board shall be considered final.
  8. Eligible voters must be present in person to cast their votes in the election. Voting by proxy is not allowed.
  9. The election will be held by secret ballot, and each voter shall have the right to cast one vote for each position.
  10. Out of the valid candidates, a 14-member Executive Board (7 from German Company and 7 From Bangladesh Company) comprising the President (German Company), two Senior Vice Presidents (German and Bangladesh Company), two Vice Presidents (German and Bangladesh Company), One Treasurer (German or Bangladesh Company), and other eight Directors (German and Bangladesh Company) will be elected through direct voting by the voters. Each voter shall cast exactly 14 (Fourteen) votes on a single ballot paper. If fewer or more than 14 votes are cast, the ballot paper will be considered invalid.
  - 11. Voter identity cards will be distributed at the polling center on the day of the election starting from 9:30 AM.**

**12. Non-Refundable Election-Related Fees:**

- a) **Nomination Fee:** The specified amount must be deposited in cash or via pay order in favor of “Bangladesh German Chamber of Commerce and Industry” at the BGCCI office.

Serial No.	Position Title	Committee	Nomination Form Fee (BDT)
1.	President	Office Bearers	10,000/-
2.	Senior Vice President	Office Bearers	8,000/-
3.	Vice President	Office Bearers	6,000/-
4.	Treasurer	Office Bearers	5,000/-
11.	Director	Executive Board	4,000/-

**(b) Appeal Fee:** If a candidate has any objection regarding the announced election results, they must submit an appeal to the Appeal Board within 3 (three) days of the result being declared. A non-refundable fee of Tk. 10,000/- (ten thousand) must be paid in cash or via pay order in favor of the Chamber at the time of appeal submission.

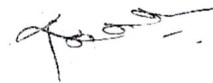
13. To become a candidate for the Executive Board, the nomination paper must be collected and submitted within the timeframe mentioned in the election schedule. At the time of submission, the original or photocopy of the receipt of the nomination fee payment, along with the documents mentioned in Serial No. 4, must be attached with the nomination paper. The nomination form must be collected from the Chamber office, duly filled out, and submitted to the Chamber office accordingly.
14. As per the Constitution of the Chamber, any member who fails to pay the Chamber's annual subscription fee and other dues at least 60 days prior to the date of election (i.e., by 19<sup>th</sup> August 2025) shall not be eligible to be included in the voter list and shall not have the right to vote.
15. Members who have obtained membership at least 120 days prior (20.06.2025) to the date of the election shall be eligible to be voters in the said election.
16. The same individual shall not represent more than one organization. That is, if a person owns multiple organizations or holds multiple memberships in the association, he/she shall be entitled to only one vote.
17. All election-related notices and announcements will be published on the Chamber's noticeboard and website.
18. The election results will be announced after being counted.
19. No individual shall be eligible to contest in the executive committee or governing body elections of any trade organization or hold any position therein if he/she-
  - (a) Has been convicted and sentenced to imprisonment for any criminal offense under the Trade Organization Act, 2022, or any other prevailing law, and five (5) years have not passed since their release;
  - (b) Is a loan defaulter or has not paid updated income tax, VAT, or customs duties. Provided that, if a person is listed as a loan or tax defaulter after being elected, and fails to clear the dues within 180 (one hundred and eighty) days from the date of listing, the respective position shall be deemed vacant.

#### Code of Conduct Related to the Election

1. Rallies or chanting slogans in connection with the election are strictly prohibited.
2. All forms of election campaigning will be strictly prohibited starting from 9:00 AM on October 16, 2025, i.e., 48 hours before the election.
3. On election day, assembly, gatherings, wearing badges, or carrying posters by any candidate or supporter within 100 yards of the polling center declared by the Election Board will be strictly prohibited.
4. No candidate or voter may remain unnecessarily in the polling area beyond what is permitted by the Election Board.
5. No advertisements, posters, wall writings, or banners shall be used for election purposes. However, social media may be used for election campaigning.



6. Only black-and-white A4-sized campaign leaflets may be sent to voters. No gifts or giveaways are allowed.
7. An official group-based candidate introduction session may be held under the chairmanship of the Election Board Chair. Candidates may speak for a specified time and must avoid personal slander, indecent, or political remarks. A uniform participation fee may be imposed by the Election Board.
8. If any clause of the Code is violated or a complaint is raised, the Election Board will allow the concerned party to respond before making a decision. Appeals may be filed with the Election Appeal Board, which will conduct hearings and make final decisions. Notices regarding hearings will be communicated via official announcements on the noticeboard.
9. The Election Board will regulate the number of voters entering the polling room. Only the Election Board, officials, polling agents (must be voters), and voters casting ballots may enter the polling room. Each candidate may appoint a maximum of one polling agent at the center.
10. No more than one voter may enter the secret ballot room at a time. Ballot papers may not be taken outside the polling room.
11. All voting must be done via secret ballot under the control of the Election Board and officials. Any violation or misconduct may lead to expulsion from the polling area.
12. Candidates may remain only in areas reserved by the Election Board and may enter the polling area solely to cast their vote with permission.
13. No candidate may speak to or campaign with any voter inside the polling room.
14. A candidate may contest for only one position.
15. If a candidate submits multiple nomination papers for the same position, only one will be considered valid.
16. Objections against invalid voting or misconduct may be raised to the Election Board or officials by candidates.
17. The Election Board will resolve such objections and take necessary measures.
18. If a candidate continues campaigning or speaking inside the polling room despite warnings, their candidacy may be canceled after due process.
19. Ballot paper formats will be determined by the Election Board. Each ballot must bear a serial number, the organization's seal, and the Election Board Chair's signature otherwise, it will be invalid.
20. Votes must be cast by marking [x] next to the candidate's name. The cross must not exceed the designated box.
21. Voter lists must include the voter's number, photo, name, organization, and TIN number. Voter identity will be confirmed via specimen signatures or ID cards issued by the Election Board. Votes cannot be cast if there's a signature mismatch or missing ID.
22. The ballot will be issued after proper verification, and the ballot number will be recorded against the voter's name. Only one ballot will be issued per voter.




23. If a physically challenged voter cannot vote unaided, an Election Board member may assist inside the booth.
24. At least 15 minutes before voting starts, the ballot box will be sealed in front of candidates (if present) and placed in a visible location.
25. Only one ballot box shall be used per group for reserved seats in one room. If full, the sealed box will be replaced with another sealed empty box.
26. If voting is temporarily suspended, the sealed ballot box will be securely stored until voting resumes.
27. All voters present at the center within the scheduled time may vote.
28. Vote counting will begin immediately after voting ends and will continue without interruption. Candidates may attend the count or assign a representative with prior approval.
29. The Election Board will extract and count all ballots from the boxes.
30. Ballots without the official seal or signature will be considered invalid.
31. Ballots with votes for more or fewer than the required number of candidates will be invalid.
32. Ballots with overwriting, unclear marks, or failure to follow instructions will be invalid.
33. The Election Board will record the votes received by each candidate. Only the Election Board and officials may participate in the count.
34. The Election Board will announce and publish the results after vote counting.
35. The Election Board reserves the right to amend or revise this code of conduct as necessary.



**Mr. Depok Kumar Baral**  
Member  
BGCCI Election Board



**Mr. Shahid Alam**  
Member  
BGCCI Election Board



**Prof. Tanvir A. Khan Ph.D.**  
Chairman  
BGCCI Election Board

**Distribution (Not Based on Seniority) :**

1. President and Board of Directors BGCCI.
2. Chairman and members of the BGCCI Election Appeal Board, Election 2025-2027
3. All Members of BGCCI.
4. Notice board and Website of BGCCI.
5. BGCCI office and Secretariat.