

Information and Code of Conduct Regarding the Election of the Dutch-Bangla Chamber of Commerce and Industry (DBCCI) for the term 2027–29

(In accordance with TO Rules, 2025 and DTO Order No. SRO 144-Law/2025 DTO, 2022 dated 19 May 2025 of the Ministry of Commerce, Government of Bangladesh and Articles of Association of the DBCCI)

1. ELECTION BOARD

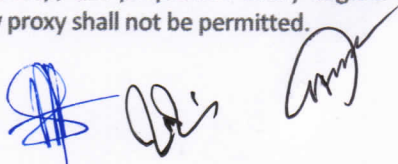
- The Board of Directors shall appoint the Election Board which shall consist of 3 (three) members. One of them would be the Chairman of the Board. It shall perform all functions relating to the election of 15 (Fifteen) Members of the Board of Directors of DBCCI for a period of 2 (two) years 2027-2029 (effecting from 27 January 2027). The office of the Election Board shall be located in the DBCCI office, "Hasan Holdings (8th Floor)" 52/1 New Eskaton Road, Dhaka 1000.
- Two members of the Board shall form quorum.
- Administrative Officer of the DBCCI shall act as the Secretary to the Election Board. He will handle all matters relating to the election as assigned to him by the Election Board
- The Election Board may appoint the Returning Officer(s) for the Election and may engage any person to execute the secretarial and other related jobs for Election or requisition the services of some officials of the Chamber, if felt necessary, for the Election purpose. However, in all such cases, the Secretary of the Board shall obtain prior consent of the Election Board.
- The Secretary of the Board shall engage necessary hands with the approval of the Election Board and make payment to such persons who would remain involved with the Election work having prior approval of the Election Board.
- The Election Board may fix reasonable honorarium for the person(s) who will assist the Board in conducting the election.

2. ELECTION APPEAL BOARD

The Board of Directors shall appoint an Election Appeal Board consisting of 3(three) members. One of them would be the Chairman of the Election Appeal Board. The Appeal Board shall hear appeal pertaining to the matters relating to the Voters' List, Candidates' Nomination Papers and against the result of Election. All such appeal should be filed within date and time as per Election Schedule. The decision of the Appeal Board shall be final. The Chamber Secretary to the DBCCI shall act as Secretary to the Election Appeal Board. The office of the Election Appeal Board shall be located in the Chamber office, Dhaka.

3. VOTER

- In accordance with 19.kha (3) of the Trade Organization Rules, 2025, members who obtained their membership at least 120 days before the date of the election and have paid their annual subscription and all other dues payable to the Chamber at least 60 days before the election date shall be eligible for inclusion in the voter list and to participate in the election.
- Only the duly nominated and eligible representative of a member unit, in accordance with the applicable Trade Organization Rules, 2025, shall be entitled to vote. In the case of a limited company, the nominated voter must be a shareholder-director; in the case of a partnership firm, a partner; and in the case of a sole proprietorship, the proprietor. Every eligible voter must be physically present to cast their vote, and voting by proxy shall not be permitted.



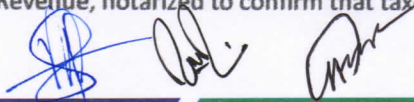
- c) The election will be held by secret ballot and each voter shall have the right to cast one vote for each position.
- d) Out of the valid candidates, a 15-member Executive Committee—comprising the President, Senior Vice President, Vice President-1 and Vice President-2, Secretary General, Joint Secretary General, Director (Finance), and 8 (eight) Directors—will be elected through direct voting by the voters. Each voter shall cast exactly 15 (Fifteen) votes on a single ballot paper. If fewer or more than 15 votes are cast, the ballot paper will be considered invalid.
- e) The preliminary voters' list shall be published on the date as mentioned in the Election Schedule. Such voters' list shall be placed on the Chamber's notice board and website only. Any objection in respect of such voters' list may be filed with the Election Appeal Board for the consideration by the Board within the date and time as specified in the schedule. The Appeal Board shall dispose off the appeals within specified time. The final voters' list shall be published within date and time as per Election Schedule on the Chamber's notice board and website only.
- f) If a person owns more than one company in a business organization with TIN or BIN, he/she will be entitled to vote for all the companies and the vote will not be transferable in any way. Provided that a person who has such voting rights will not be able to run for more than one position in the election.
- g) The violation of the above shall not be allowed under any circumstances.

Required Documents for Inclusion in the Voter List: The under mentioned documents must be submitted to the Election Board within the time specified in the election schedule (by 14 November 2026)

- i. Photocopy of the updated trade license of the respective company/firm (valid until 30 June 2026)
- ii. Photocopy of the updated Income Tax Certificate/Receipt of return submission (up to the tax year 2025-26)
[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 appointed representative 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)]

4. PARTICIPATION IN THE ELECTION

- a) Members who have cleared up their subscription including all kind of dues up to 14 November 2026 within the stipulated time as mentioned in the Election Schedule and whose names appear in the final voters' list shall be eligible to participate in the ensuing election of the Chamber.
- 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 loan 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.

5. PROPOSAL

- Every nomination for the office of the Member of the Director of the Board shall be proposed by one voter and seconded by another voter whose names appeared on the final Voters' List. for DBCCI Election 2025. The nomination paper for candidature shall be signed by the proposer, the seconder and the candidate with their official seal indicating their respective designation.
- Any over-writing, erasing or correction by fluid or by any other means shall invalidate the nomination paper for candidature. Any addition or omission of details other than what is printed in the final Voters' List shall also invalidate the nomination paper.
- Nomination Paper is to be obtained from the Office of the Election Board and each form (Nomination Paper for candidature) must bear the seal and signature of the Secretary to the Election Board or any member of Election Board in the back of the Form. Nomination Paper for candidature without having such seal and signature shall invalidate the nomination paper.

6. NOMINATION FOR ELECTION

- Any voter whose name appears in the Final Voters' List is eligible for Election to the Board of Directors.
- The Nomination Paper for candidature shall be submitted at the office of the Election Board in the prescribed form duly filled in, proposed and seconded in the manner as prescribed in the form itself, either in person or by messenger in a close cover, addressed to the Chairman of the Election Board by such date and time as specified in the Election Schedule. Nomination papers(s) for candidature received after the expiry of the scheduled date and time shall be considered invalid.
- Nomination papers must be submitted for the specific position being contested, comprising the President, Senior Vice President, Vice President-1, Vice President-2, Secretary General, Joint Secretary General, Director (Finance), and 8 (eight) Directors.

7. NON-REFUNDABLE CANDIDATURE FEE

The specified amount must be deposited via Pay Order in favor of Dutch-Bangla Chamber of Commerce and Industry (DBCCI) at the DBCCI office.

Sl. No.	Position	Committee	Nomination Fee
1.	President	Office Bearer	=2,00,000/-
2.	Senior Vice President	Office Bearer	=1,50,000/-
3.	Vice President-1	Office Bearer	=1,50,000/-
4.	Vice President-2	Office Bearer	=1,50,000/-
5.	Secretary General	Office Bearer	=1,50,000/-
6.	Joint Secretary General	Office Bearer	=1,50,000/-
7.	Director Finance	Office Bearer	=1,50,000/-
8.	Director (8 nos)	Executive Committee	=1,00,000/-

Failure to submit the aforesaid Pay Order, Bank Draft, or Pay-in Slip evidencing payment of the prescribed fee along with the Nomination Paper shall render the Nomination Paper invalid during scrutiny.



8. SCRUTINY

The Election Board shall scrutinize the nomination papers on the date and at the time specified in the Election Schedule. The list of valid nominations shall be announced and published for the information of voters on the Chamber's notice board and website only. Any candidate or their authorized representative may remain present during the scrutiny of the nomination papers on behalf of the candidate, if they so desire.

9. WITHDRAWAL OF CANDIDATURE

- Any candidate whose Nomination Paper has been found valid, may withdraw the candidature by giving a notice in writing to the Election Board within such time and date as specified in the Election Schedule.
- No prayer for cancellation of the withdrawal of Nomination Paper shall be entertained after submission of an application for withdrawal of candidature.

10. MANNER OF ELECTION

After withdrawal of Nomination Papers(s) if the total number of candidates with valid Nomination is found to be equal to the number of Directors to be elected, then the candidates shall be declared elected uncontested. If the total number of candidates with valid nominations is found to be less than the Directors to be elected, then the candidates shall be declared elected and the remaining offices(s) shall be filled in through an election within 15 days.

11. BALLOT PAPERS

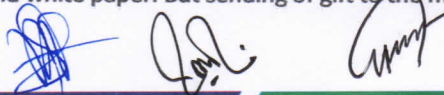
The ballot papers shall be prepared and made available according to the instruction of the Election Board. Ballot Paper shall be signed with seal by the Chairman of the Election Board before issuing the same to the voters at the polling centre. No Ballot Paper shall be considered valid unless it is so signed and bears the seal of the Chairman of the Election Board.

12. POLLING CENTRE

Polling of votes for the voters will be held within the office premises of the Chamber office, Hasan Holdings, 8th Floor, 52/1, New Eskaton Road, Dhaka.

13. CODE OF CONDUCT OF CANDIDATES AND THEIR SUPPORTERS

- After declaration of the Election schedule no activity/gathering by any contesting group/candidate shall be allowed that would influence the ensuing DBCCI Election 2027 but in case of holding any General Meeting organised by DBCCI the matter shall have to be discussed in the Board Meeting.
- From declaration of the Election Schedule till the Election activities is over the contesting candidates shall have to comply with the following procedure failing of which his/her candidature should be cancelled by giving a noticed in writing to defend himself personally or through some one nominated by him of the purpose.
- 48 hours before the election the candidate or his/her supporters of his/her panel shall make no advertisement, poster, wall writing, banner in favour of the candidate for election campaigning. However, social media may be used for election campaigning.
- 48 hours before the election procession and canvassing for Election is completely prohibited. Under no circumstances, the contesting candidates or his/her supporters or his/her panel shall make procession and canvass in favour of the candidate.
- Candidate may send manifesto along with activity report of the candidate to the voters on A-4 size black and white paper. But sending of gift to the member voters is prohibited.





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Commerce & Industry (DBCCI)



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- f) All type of Election campaigning should be suspended at least 48 hours before the holding of the Election.
- g) On the Election day, any gathering of the contesting candidates or his/her supporters, wearing of panel badge and carrying of posters within 100 yards of the area fixed for the polling centre is prohibited.
- h) No voter or contesting candidate shall be allowed to remain present or re-enter into the polling area after casting his/her vote.
- i) 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. In the Joint Projection Meeting each contesting panel candidate may present his or her respective election manifesto and actively report/candidate's profile. The Election Board would decide the modalities of the Joint Projection Meeting. No projection meeting shall be held on the day before the Election date. False and malicious statement against any contesting candidate or political speech is prohibited in the Election Manifesto and Joint Projection Meeting.
- j) Any dispute or objection for violation of code of conduct for election or objection on any matter relating to election may be lodged against the contesting candidate(s). A notice shall be issued against the concerned candidate(s) to enable him/her to be present at the hearing and defend himself/herself personally or through some one nominated by him for the purpose. The Election Board may take any action as deemed fit for violation of the above code of conduct. The victim candidate may file an appeal to the Election Appeal Board against the decision of the Election Board taken in this regard. The decision of the Election Appeal Board on receipt of the appeal in this regards shall be final.
- k) A common seating arrangement, shall be made in front of the building of the Chamber office.
- l) Each candidate is allowed to nominate only one voter as his/her polling agent to remain present inside the polling centre. The name of polling agent has to be submitted to the Election Board two days prior to the election. Only the candidates and their polling agents can remain within the polling centre during the time of the poll.
- m) A candidate may contest for only one position.
- n) If a physically challenged voter cannot vote unaided, an Election Board member may assist inside the booth.
- o) The Election Board may take any action as deemed fit for violation of the above Code of Conduct.

14. POLLING TIME

- a) Polling shall continue from 9 a.m. till 5 p.m. on the day fixed for the poll.
- b) No voter shall be allowed to enter the polling centre after polling time is over. The voters who will enter the polling centre in time shall be allowed to cast their votes.

15. MANNER OF VOTING

Votes at Election shall be cast directly in person only. Voting by proxy or by postal ballot is not allowed. A voter on receipt of the Ballot Paper shall go to the polling booth fixed for marking the ballots and shall cast votes by putting cross marks (X) against the names of the candidates of his/her choice. Every voter must cast vote for 15 (Fifteen) candidates. In case of short of excess casting of votes for election of candidates than the requirement as stated, the Ballot Paper shall be treated as invalid.

16. COUNTING OF VOTES

- a) The Election Board, shall, after the close of the polling, commence counting of votes in presence of the candidates or their polling agents and shall declare the result of the poll immediately after completing of counting the votes. The final result of the Election would be announced by the Election Board as per

schedule after consolidating the results of polling of votes. The result of the Election shall be formally announced in the Annual General Meeting of the Chamber as per schedule.

- b) Candidates who will secure the highest number of votes in serial order shall be declared elected. In the event of a tie or equality of votes the Election Board shall arrange drawing of lottery for declaring the winner. However, in case of such tie any candidate may withdraw/concede in favour of the other.

17. 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 Association at the time of appeal submission.

18. UNFORESEEN

If any of the scheduled programme of the Election can't be adhered to on account of any reason or situation beyond control or on account of civil commotion, strike etc. then the same shall be held on the subsequent working day and the Election Schedule shall be revised to complete the Election process.

19. SAVING

Any matter not covered by these Rules shall be decided in accordance with the provisions of the Trade Organization Rules, 2025 and DTO ORDER No. SRO 144-Law/2025 DTO, 2022 dated 19 May 2025 of the Ministry of Commerce, Government of Bangladesh and Memorandum & Articles of Association of the DBCCI.



By order of the Election Board,



(Nazrul Islam Chowdhury)
Secretary, Election Board
DBCCI Election- 2027-2029