

Bangladesh Shipping Agents' Association

BSAA Circular No. 02/2023

Dated: 02-01-2023

All Member Agents
Bangladesh Shipping Agents' Association,
Chattogram

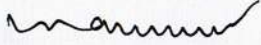
Sub: **Election of Directors of the Board for the period from 29-04-2023 to 28-04-2025**

1. **NOTICE** is hereby given that Election of Directors of the Board of **Bangladesh Shipping Agents' Association** will be held on **02-04-2023** as per enclosed schedule (**Annexure-1**) for the period from **29-04-2023 to 28-04-2025**. As per SRO No. 244-Act/2018 dated 29-07-2018 of the Ministry of Commerce, any Individual or Member Body represented through an Individual in the Board will be eligible for Election as a Director as per Articles of Association of Bangladesh Shipping Agents' Association.
2. Member Bodies whose names shall appear in the Register of the Association **Category wise** as Members 120 days before the date of holding Election i.e. on or before **03-12-2022** are eligible to nominate their candidate for Election in the Board from **that Category**. Members who are in default for payment of Annual Subscription upto 2023 together with all other charges/dues upto December, 2022 by **31-01-2023** shall not be eligible for Election. In this respect, Members concerned are requested to contact Accounts Section of the Association to know about their outstanding charges/dues and clarification, if any, about payment of outstanding.
3. In order to ensure casting of Votes appropriately, Member Bodies are advised to ensure submission of particulars of their authorized nominee/representative with his specimen signature duly attested by the appropriate authority (as referred to under serial-6 of this circular) with Office Seal on or before **31-01-2023** by 1600 hrs. (**Annexure-2**) for necessary action including identification by the Election Board.
4. Nomination for Election of Directors for the period from 29-04-2023 to 28-04-2025 shall have to be submitted to the Association Secretariat as per enclosed Election Schedule. Election will be held for 24 Directors (16 in General Category and the rest 8 in Associate Category).
5. Election of respective Directors of the **General** and the **Associate** Categories shall be held separately. Accordingly, **Nomination Form (Annexures-3 & 4)** duly filled in along with the signature of the Proposer and the Seconder Member Body as per Voter list of the **same category** is to be submitted within the stipulated time as per Election Schedule for both General & Associate category, as the case may be.
6. Interested Member Agents shall file **nomination** in the Prescribed Form to be collected from the Association Secretariat from **18 February, 2023** on payment of **Tk. 5,000/-** (non-refundable) against proper money receipt duly completed to the **Chairman, Election Board** at Association Secretariat as per Election schedule. Nomination Form should be submitted under the signature with name, designation and seal of **Chairman / Managing Director / Director / Administrator / Company Secretary/ Managing Partner / Partner / Owner / Chief Executive**, as the case may be.
7. Receipt (original copy) of payment of Nomination Fees is to be enclosed with the nomination paper. Otherwise nomination paper shall be treated as void.



8. All procedures of Election shall be conducted according to (1) BSAA Articles of Association and (2) Code of Conduct of Election (**Annexure-5**).
9. **Only one** representative of a Member Body may be nominated for the respective category for Election as Director.
10. Member Bodies/Voters enlisted in the **Final Voter List** shall only be eligible for participation in the Election of Board of Directors.
11. Vote shall be cast **personally** by secret ballot within the date & time of Election. **Advance Vote, Postal Vote and Proxy Vote** will not be permissible.
12. Each Voter shall cast Vote for exact number of posts for which the General or the Associate Category, respectively is entitled to Vote. The same if found otherwise shall be treated as void.
13. If any event cannot be held on the scheduled date because of reasons beyond control of the Election Board, such event shall be held on the next working day or on the earliest day fixed thereafter.
14. Following Annexures are integral part of this circular:
 - Annex - 1 : Election schedule for the period from 29-04-2023 to 28-04-2025 (1 page)
 - Annex - 2 : Authorization/Identification of Voter (1 page)
 - Annex - 3 : Nomination Form (General Category) (1 page)
 - Annex - 4 : Nomination Form (Associate Category) (1 page)
 - Annex - 5 : Code of Conduct of Election (3 pages)

By order of the Election Board,



(Secretary General)

Copy forwarded for kind information to:

1. Chairman & Members of the Election Board
2. Chairman & Members of the Election Appeal Board
3. Notice Board of BSAA



BANGLADESH SHIPPING AGENTS' ASSOCIATION

ELECTION SCHEDULE FOR THE PERIOD FROM 29-04-2023 TO 28-04-2025

1.	Issuance of Election Notice	Monday	02-01-2023
2.	Last date and time for: (i) Payment of all charges/dues and arrears, if any (ii) Submission of Authorization/Identification of Voter with all documents as per enclosed Form (Annexure-2)	Tuesday	31-01-2023 1600 hrs.
3.	Publication of Provisional List of Voters	Tuesday	07-02-2023
4.	Last date and time of filing objection to the Provisional List of Voters to the Election Appeal Board.	Monday	13-02-2023 1500 hrs.
5.	Hearing & Disposal of objection by Election Appeal Board	Thursday	16-02-2023
6.	Publication of Final List of Voters	Saturday	18-02-2023
7.	Last date and time for submission of Nomination for the post of Directors of the Board	Sunday	26-02-2023 1600 hrs.
8.	Scrutiny of nomination papers by the Election Board	Wednesday	01-03-2023
9.	Publication of the List of Valid Nominations by Election Board	Thursday	02-03-2023
10.	Last date & time for filing appeal to Election Appeal Board against cancellation of Nominations, if any	Monday	06-03-2023
11.	Hearing & Disposal of Appeal, if any by the Election Appeal Board.	Saturday	11-03-2023
12.	Publication of the Final List of Valid Nominations by Election Board	Sunday	12-03-2023
13.	Last date and time for withdrawal of Candidature	Sunday	19-03-2023 1600 hrs.
14.	Publication of Final List of Candidates by Election Board	Monday	20-03-2023
15.	Date of Election of Board of Directors: (i) Casting of Votes (0830 -1500 hrs.) (ii) Counting of Votes (iii) Publication of result Place of Election: Ichamati Hall, Hotel Agrabad, Agarabad C/A, Chattogram	Sunday	02-04-2023
16.	Election of: i. One Chairman (From either General Category or Associate Category by voting of all Directors) ii. 02 (Two) Senior Vice-Chairmen (From General Category by voting of Directors of that Category) iii. 02 (Two) Vice-Chairmen (From Associate Category by voting of Directors of that Category) Place of Election: Association's Secretariat	Monday	03-04-2023 1100 hrs.
17.	Last date and time of filing appeal to the Election Appeal Board against the Election Result	Thursday	06-04-2023 1600 hrs.
18.	Disposal of appeal by the Election Appeal Board & communication to Election Board	Monday	10-04-2023 1600 hrs.
19.	Publication/Announcement of Final Result by the Election Board	Tuesday	11-04-2023



(To be submitted in letter head by 31-01-2023)

The Chairman,
Election Board (Period from 29-04-2023 to 28-04-2025)
Bangladesh Shipping Agents' Association,
Chattogram.-

Sub: Authorization/Identification of Voter
(Particulars of representative for Identification by Election Board)

Dear Sir,

With reference to Circular No. 02/2023 dated 02-01-2023, we do hereby nominate Voter for casting Vote on our/my behalf:

(A) (i) Name :

(ii) Designation:

(iii) Specimen Signature:

(iv) Mobile No.:

(v) Email ID:

(vi) Category of Membership:

Photograph

(B) Attested/Authorized by appropriate Authority:

Name:

Designation:

Company E-TIN No.:

Signature with date & company seal:

Note: Representatives of Member Bodies will have to submit Authorization/Identification of Voter Form with following documents:

- Recent coloured passport size photograph to be affixed with round Seal covering a portion of the Photograph. This shall be applicable in line with the clarification given against item-6 of the circular.
- Photocopy of Current year's Custom Valid License. In the case when photocopy of license is not possible to submit due to expiry of Validity, photocopy of receipt copy of renewal application to the Custom Authority.
- Photocopy of Current year's Trade License.
- Photocopy of E-TIN certificate of the latest financial year prior to the year of election. In the case when photocopy of E-TIN certificate of latest financial year is not possible to submit due to complexity of assessment, documentary evidence in support of submission of Income Tax Return of the latest financial year prior to the year of election.



NOMINATION FORM (GENERAL CATEGORY)

Election of Directors of the Board of BSAA for the period from 29-04-2023 to 28-04-2025

1. (a) Name of **Nominating Member/Company**

(i) Voter No (ii) E-TIN No

(b) (i) Name of **Nominee**

2. (a) Name of **Proposing Member/Company**

(i) Voter No (ii) E-TIN No

(b) (i) Name of the **Proposer**

(ii) Signature with Seal & Date

3. (a) Name of **Seconding Member/Company**

(i) Voter No (ii) E-TIN No

(b) (i) Name of the **Second**

(ii) Signature with Seal & Date

I have accepted the above nomination.

Specimen Signature of the **Nominee**
with date

Signature with date & seal of
Nominating Authority

For verification by the Election Board (For the period from 29-04-2023 to 28-04-2025):

In order/not in order

(Tareq Kamal)
Chairman, Election Board

(Kazi Md. Nazmul Huda)
Member, Election Board

(Md. Harun-Ur-Rashid Bhuiyan)
Member, Election Board



NOMINATION FORM (ASSOCIATE CATEGORY)

Election of Directors of the Board of BSAA for the period from 29-04-2023 to 28-04-2025

1. (a) Name of **Nominating Member/Company**

(i) Voter No (ii) E-TIN No

(b) (i) Name of **Nominee**

2. (a) Name of **Proposing Member/Company**

(i) Voter No (ii) E-TIN No

(b) (i) Name of the **Proposer**

(ii) Signature with Seal & Date

3. (a) Name of **Seconding Member/Company**

(i) Voter No (ii) E-TIN No

(b) (i) Name of the **Seconder**

(ii) Signature with Seal & Date

I have accepted the above nomination.

Specimen Signature of the **Nominee**
with date

Signature with date & seal of
Nominating Authority

For verification by the Election Board (For the period from 29-04-2023 to 28-04-2025):

In order/not in order

(Tareq Kamal)
Chairman, Election Board

(Kazi Md. Nazmul Huda)
Member, Election Board

(Md. Harun-Ur-Rashid Bhuiyan)
Member, Election Board



Code of Conduct of Election:

The following Code of Conduct shall come into force from the date of declaration of Election Schedule and shall be valid till the completion of Election:

1. (i) Any kind of advertisement, poster, wall-writing or banner cannot be used for the purpose of election;
- (ii) Procession or slogans shall remain completely prohibited;
- (iii) Only A4 size black and white leaflets can be sent to the voters but sending gifts to the voters shall remain prohibited;
- (iv) No candidate in person or in group shall arrange and take part directly or indirectly in Election Meeting and Projection Meeting in any hotel or restaurant or community center, or arrange and take part in any entertainment party for the voters;
- (v) On the supervision of Election Board, Nominees in a group may arrange for their self-introduction;
- (vi) All sorts of Election campaigns shall remain prohibited from 48 hours before the commencement of the polling;
- (vii) On the day of polling, gathering or assembling of the candidates or their supporters, wearing badges and carrying posters within the surrounding of 100 yards of the polling center as declared by the Election Board shall remain completely prohibited; and
- (viii) No candidate or voter shall be allowed to stay unnecessarily in the polling area violating the direction issued by the Election Board.
2. Projection Meetings of all Members may, however, be held which shall be presided over by the Chairman of the Election Board. Candidates may address the voters for the time to be specified by the Chairman of the Election Board. Personal Vilification, Indecent Remarks or Political Statements shall remain strictly prohibited. The Election Board may impose fees in equal rate on all candidates in order to meet the expenses of such Projection Meetings.
3. In case of any violation of the Code of Conduct mentioned in Clause (1) (i) to (viii) above or any complaint lodged against such violations, the Election Board shall immediately take appropriate steps including cancellation of concerned candidature after giving him/her an opportunity of being heard. Any party aggrieved by any such decision taken by the Election Board may appeal to the Election Appeal Board by next working day, in case of such violations before the polling-date.
4. For violations that take place on the date of polling, such appeal may be filed only within the next hour but before the closing time of polling on the polling day. The Election Appeal Board shall remain present in the polling center during the polling in order to settle such references of violation of Code of Conduct. The Election Appeal Board shall hold hearing and the parties concerned shall be called for hearing by special announcements- A notice given in the Notice Board in this respect shall be treated as the only legal notice. The Election Appeal Board after holding hearing shall award its judgment and the decision of the Election Appeal Board shall be final, provided that all references on grounds of violations of Code of Conduct shall be disposed of before the counting of votes casted.
5. The Election Board shall regulate the number of voters to be admitted at a time in the polling booth. Only the members of Election Board, Election Appeal Board, Law Enforcing Agencies, the Polling Agencies, the candidates and the voters who

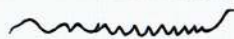


- have come to cast votes shall have the right to enter into the polling booth.
6. No more than one voter at a time shall be allowed to enter the secret vote casting enclosure. The Ballot Paper shall not be taken outside the polling booth.
 7. All voters in the polling booth shall cast vote through secret ballot under the supervision of the Election Board. The Election Board reserves the right to expel any electoral candidate or voter from the polling center area who violates the above rules or Code of Conduct, or is found to be engaged in any Election campaign or provocative act.
 8. The candidates shall be allowed to stay at the place or seat earmarked for them by the Election Board in the polling area and polling booth, candidates shall be allowed to enter the adjacent area of the polling booth by the Election Board only to cast their votes.
 9. No candidate shall be allowed to be engaged in any conversation or canvassing with any voter in the polling center. If any candidate is engaged in any conversation or canvassing in the polling booth in spite of warning by the Election Board or Election Officer, his/her candidature can be cancelled as stated in Clause (3) above giving the candidate an opportunity of being heard.
 10. The Election Board shall prescribe the form of Ballot Paper. On the counter foil of the Ballot Paper, the number of Ballot Paper shall be engraved and the Ballot Paper shall compulsorily bear the seal of the Association and the original signature of the Chairman of the Election Board, otherwise it shall not be valid.
 11. Voter list shall bear voter number, name of the voter, name of his organization address and E-TIN. A voter shall have to be identified on the basis of his specimen signature preserved in the office of the Association (Authorization/Identification of voter) or Identify Card attached with his photograph issued by the Election Board. In absence of Identity Card or incase of difference of signature a voter shall not be allowed to cast his vote.
 12. When a voter is identified beyond any doubt by the Election Board on the basis of the Identity Card or Specimen Signature preserved in the office of the Association, the Election Officer shall write down the name and number of the voter on the counter foil of the Ballot Paper and fill in it with the said voter's signature, his own signature and seal properly. The Ballot Paper shall then be handed over to the voter by the Election Officer after detaching it from the counter foil. The Election Officer shall write down the number of the Ballot Paper against the name of the voter in the final Voters' List to record the casting of vote. A voter shall, in no case, be given more than one Ballot Paper.
 13. If any voter is physically present but unable to cast vote without the help of others, the Election Board shall employ one Polling Officer to help the said voter in the polling booth.
 14. At least 15 minutes before the poll begins the Election Board in presence of the candidates (if present), shall make sure that Ballot Box is empty and close and seal it and place the sealed Ballot Box in a proper place well visible to the Election Board, candidates and voters.
 15. In a polling booth, more than one Ballot Box cannot be used at the same time for the Election of a seat earmarked for a particular Group. If a Ballot Box is full or appears to The Chairman of the Election Board to be unsuitable for further use for collection of Ballots, he shall seal that Ballot Box and preserve it in a safe and visible place and replace it with another empty and sealed Ballot Box.



16. During the interval of poll or if voting is postponed temporarily, the Ballot Box shall be sealed and remain preserved until the Election Board directs to resume the poll again.
17. All voters present at the Polling Center within the date and time as fixed in the Election Schedule shall be allowed to cast their votes.
18. Polling shall be closed when voting as stated in sub clause (17) is finished. After polling is closed, counting of votes shall commence and continue at stretch until counting is completed. The candidates shall be allowed to remain present during the counting. But if any candidate cannot remain present personally, he/she shall be allowed to appoint a representative on his/her behalf with prior permission of the Election Board.
19. For counting of votes, the Election Board shall, after taking out all the Ballot Papers from the Ballot Boxes, record in writing the total numbers of Ballot Papers from the Ballot Boxes, and then shall start counting of Ballot Paper. Ballot Paper shall be invalid on the following grounds:-
 - (a) If it does not bear the signature of the Chairman, Election Board with official seal;
 - (b) If votes are cast for more or fewer candidates than the scheduled number of posts; or
 - (c) Illegible Ballot Paper with over-writing, or Ballot Papers filled in by violating directions prescribed in the Ballot Paper;The Election Board shall record the total number of the aforesaid invalid Ballot Papers and put them in sealed packets.
20. The Election Board shall count and record in writing votes cast in the valid Ballot Papers in favour of each candidate. Only the Election Board and the Polling Personnel shall take part in counting of votes.
21. The Election Board shall, after completion of polling and counting of votes announce and publish the results of election. The Election Board shall then pack the following documents in separate packets with seal and signature of the Election Board on each packet. Such packets shall be preserved in special custody under the joint supervision of the Election Board and the Election Appeal Board: -
 - (a) Unused Ballot Papers, (Serial numbers and total numbers are to be noted);
 - (b) Valid Ballot Papers. (Number shall be mentioned);
 - (c) Ballot Papers declared invalid (Number shall be mentioned);
 - (d) Counterfoils of used Ballot Papers. (Serial number and total numbers shall be recorded); and
 - (e) Vote counting papers signed by the respective vote counting Election Officer and the Election Board
22. Papers and documents preserved under sub-clause (21) above shall only be unpacked for examination in presence of the candidate or candidates concerned according to the direction of The Election Appeal Board, FBCCI Arbitration Tribunal, the Government or the Court of Law.

By order of the Election Board,


Secretary General

