



## ALL GUJARAT FEDERATION OF TAX CONSULTANTS

Room No.303/B-wing, Pratyaksha Kar Bhavan, Nr. Panjrapole, Ambawadi,  
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### Process for ONLINE Filing of Nomination Forms for Senior Vice President and Managing Committee (Both Category Individual as well as Institutional) positions at All Gujarat Federation of Tax Consultants

#### Preface:

As a precautionary measures the process of online filing of nomination forms for various positions to be filled at the association is prescribed here.

In the 5<sup>th</sup> meeting of the managing committee held on 01/05/2023 the members discussed about the election process, the members of managing committee unanimously decided to conduct the election process and holding Election Meeting through digital medium.

The members of managing committee determined the process which has been followed since last 3-4 years and convenient for election to be conducted through digital medium within the rules and regulations of the constitution of the association. The detailed process has been determined and documented as below.

The committee noted that the elections conducted through digital medium is just change of medium and adopting a fair and transparent process. All the rules related to election and conducting the AGM as provided by the constitution of the association and rules framed thereunder from time to time shall apply mutatis mutandis.



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### Step by Step Process:

1. Member interested for candidature should download applicable nomination e-form in PDF format attached with election notice e-mail or from the website of the association. The e-form is fillable with all mandatory fields.
2. The provided e-form needs to be filled properly containing all details and the same should be signed as per the prescribed mode as provided in the instructions.
3. In addition, the proposer member and the seconder member of the member interested for candidature, should send verification mails in prescribed format and method to the official e-mail ID.
4. When institutional member is proposer or seconder, the e-mail ID of Association or e-mail ID of President or Secretary can be used for the same. Also, for the institutional category, the copy of resolution should be attached along with the form.
5. For proper submission, **FIRST** the proposer and seconder send their respective mail as per the prescribed manner and format, which is provided in the instructions along with the form.
6. Once the proposer and seconder mails are sent, **THEREAFTER** the candidate needs to send properly filled and signed e-form along with payment details and copy of resolution (in case of institutional member).
7. In case of institutional member, the resolution should be sent separately by the association to the official e-mail ID [sec.agftc@gmail.com](mailto:sec.agftc@gmail.com).
8. The candidate should ensure that only one mail is sent for filled e-form. In case of multiple e-mails received, only first e-mail will be considered and rest of all e-mails will not be considered. No explanations or arguments in this matter will not be entertained.
9. In case of any doubt, scrutinizers may contact the member, the proposer and the seconder for confirmation of details and verification.



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### **WARNING:**

The candidates should carefully read the following step by step process and instructions provided along with the e-form so as to avoid any mistake in process which may lead to rejection of the candidature.

All the candidates hereby need to note that e-mails contain time stamp (actual time of up to seconds). Therefore, please ensure that the e-form is mailed **ONLY AFTER** the mail from proposer and seconder **BOTH** are sent.

**ALSO** ensure to take note of cut-off timing, which will in no case will be considered even by a single minute. So, prepare in advance and don't wait until last minute.

### **Notes:**

1. Official e-mail ID for this purpose should be [sec.agftc@gmail.com](mailto:sec.agftc@gmail.com)
2. Prescribed modes for payment:  
(1) Pay through NEFT / IMPS on following bank details:  
All Gujarat Federation of Tax Consultants  
Bank of India Savings Account No. **203410100005412**  
Income Tax Char Rasta, Ahmedabad IFSC **BKID0002034**
3. All the rules as applicable for candidature in normal conditions to the physical application are equally applicable to digital applications, just process for candidature and verification is modified for digital mode.
4. The constitution can be downloaded from the Website.
5. Detailed instruction and prescribed modes are provided along with e-form.



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### Process flow diagram for easy understanding:

This process flow diagram is for easy understanding and is not substitute of step by step process and instructions. Please read step by step process and instructions carefully.

1. Download the applicable (Senior Vice President OR Member of Managing Committee) e-form from the website or attachment received with election notice e-mail.



2. Ask proposer and seconder to send verification mail as per the format provided in the e-form instructions to the e-mail ID of association [sec.agftc@gmail.com](mailto:sec.agftc@gmail.com) AND e-mail ID of the candidate.



3. Fill the e-form with all mandatory fields and sign as per method provided in the form. Send the form with payment of Rs. 1000 details (refer instructions in the e-form) and resolution (if applicable).



4. The duly filled e-form should be sent to [sec.agftc@gmail.com](mailto:sec.agftc@gmail.com) ONLY AFTER proposer and seconder mails are sent. ENSURE to send the e-mail ONLY ONCE with all details.



5. Scrutinizers will verify the forms and e-mails and may call the candidate, proposer and seconder randomly for verification.



6. In case of withdrawal of the nomination form, the same e-mail ID should be used, from which the e-form was mailed.