IAEAB
International Air Express
Association of Bangladesh

Date: October 26, 2026

Ref: IAEAB/Election-2027-02

To
All the respected members of the
International Air Express Association of Bangladesh (IAEAB)

NOTICE OF THE ELECTION OF THE BOARD OF DIRECTOR OF IAEAB FOR THE TERM 2027-2029

It is hereby notified for information of all the members of International Air Express Association of Bangladesh that the Election of the Board of Director of the Association, for a term of two years, will be held on 16th January, 2027 from 10:30 am to 2:30 pm which will be conducted by the Election Board. The members(s) interested to run for the election may **submit nomination at the Secretariat of the Association at House No. 65, Road No. 17, Block C, Banani, Dhaka-1213 between December 06, 2026, to December 10, 2026 (from 10.00 am to 3:00 pm).**

1. Nomination of the intending candidate is to be submitted as per enclosed format under signature of the Managing Director/Managing Partner/Proprietor, as the case may be, along with two passport size photographs (of the candidate) duly attested by Director/Partner of the member company/firm, in a closed cover along with the following documents/requirements:

   (a) Copy of valid updated Trade License duly attested by Chairman/Managing Director/ Director/ Proprietor.

   (b) Copy of Memorandum & Articles of Association in case of limited company, copy of Partnership Deed in case of Partnership firm with up-to-date amendments, if any, duly attested by the Chairman or Managing Partner. If the Chairman of the company runs for the election, the documents are to be attested by the Managing Director or Director and for Partnership firm any partner who will not compete in the election. Copy of Board Resolution in which such Director or Partner, as the case may be, has been nominated to participate in the election duly attested by the Managing Director/Director/Partner as per Memorandum and Articles of Association/Partnership Deed.

   (c) Copy of TIN certificate duly attested.

   (d) 3 (three) passport size and 3 (three) stamp size color photographs.

2. For any further information members are requested to kindly contact the undersigned at the IAEAB Office during office hours.

3. Members, whose Annual Subscription Fee dues if remain unpaid shall not be eligible to collect nomination paper to participate in the election.

4. The Election of the Board of Director of 11 (Eleven) members as stated below for the year 2027-2029 of the International Air Express Association of Bangladesh (IAEAB) will be held on January 16, 2027 at House # 65, Road # 17, Block-C, Banani, Dhaka–1213 from 10:30 am to 2:30 pm as per enclosed Election Schedule:

01	**President**	**One**
02	**Senior Vice-President**	**One**
03	**Vice President**	**Two**

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04	**Director (Administration)**	**One**
05	**Director (Finance)**	**One**
06	**Director**	**Five**

4(b). **Nomination Form Fee**

Sl. No.	Post	Nomination Fee (Tk.)
01.	President	**1,00,000/-**
02.	Senior Vice-President	**75,000/-**
03.	Vice-President	**50,000/-**
04.	Director (Administration)	**50,000/-**
05.	Director (Finance)	**50,000/-**
06.	Director	**40,000/-**

5. A Member shall not be allowed to run for the election for any post of the Board of Director of IAEAB if he fails to comply with any of the following requirements in due time:

   (a) **Has not paid Annual Subscription and cleared all others dues in due time;**

   (b) **Has not obtained Courier Service License from the Licensing Authority from the Ministry of Post and Telecommunication Authority of the Govt. of Bangladesh.**

6. Nominations for Election for the year 2027-2029 shall have to be submitted as per enclosed Election Schedule. The original receipt confirming payment of the nomination fee must be submitted along with the nomination paper at the time of submission.

7. Members who do not have voting rights shall not be entitled to submit their nominations to participate in the election.

8. Nomination Papers for the election shall be available at the office of the IAEAB during office hours on all working days after the publication of Final Voters List.

9. **Bar on Contesting Election of IAEAB:** No person shall be eligible to contest in the election for any of the post of the Board of Director of IAEAB if he or she is –

   (a) **Loan defaulter;**

   (b) **Tax defaulter;**

   (c) **Convicted by a court on criminal case/corruption case/case involving moral turpitude.**

10 Nomination paper shall be submitted in prescribed Form duly filed in as specified in the Form.

The nomination papers shall be submitted to the Chairman, Election Board at the office of the IAEAB within the date and time as fixed in the Election Schedule. Nomination papers shall not be received after expiry of the scheduled date and time.

11. One candidate is entitled to contest for one post only. If a person submits nomination for more than one post, his both nominations shall be cancelled.

12. All procedures of election shall be conducted according to the Trade Organization Rules, 2025 and IAEAB Articles of Association.

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Code of Conduct of Election:

The following code of the conduct shall come into force from the date of declaration of Election Schedule and shall be valid till the completion of election:

1. (a) Any kind of advertisement, poster, wall-writing or banner cannot be used for the purpose of election;

   (b) Procession or slogans shall remain completely prohibited;

   (c) Only A4 size black and white leaflets and/or emails can be sent to the voters, but sending of gifts to the voters shall remain prohibited;

   (d) 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 centers, or arrange and take part in any entertainment party for the voters;

   (e) Group-wise projection meeting of all the candidates may be arranged under the supervision of the Election Board;

   (f) All sorts of election campaigns shall remain prohibited from 48 hours before the commencement of the polling;

   (g) On the day of polling, gathering or assembling of the candidates or their supporters, wearing badges and carrying posters within 100 yards of the polling center, as declared by the Election Board, shall remain completely prohibited; and

   (h) No candidate or voter shall be allowed to stay unnecessarily in the polling area violating the direction issued by the Election Board.

2. Group wise projection meeting(s) of all members 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 each projection meeting(s).

3. In case of any violation of the code of conduct mentioned in sub-clause 15B (iii)- (a) to (h) above or any complaint lodged against such violations, the Election Board shall immediately take appropriate steps including cancellation of concerned candidate 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 two hours 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 instances 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 notification. 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 commencement of counting of vote's caste.

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, Law enforcing agencies, the polling agents, the Candidates and the

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voters who have come to cast votes shall have the right to enter into the polling booth.

6. 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 only to cast their votes.

7. 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 sub-clause (3) above giving the candidate an opportunity of being heard.

8. 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 Federation and the original signature of the Chairman of the Election Board, otherwise it shall not be valid. Candidates, interested to contest for the post of Board of Director shall have to pay fixed amount. only as nomination fee (non-refundable) is the form of pay order/Bank draft in favour of International Air Express Association of Bangladesh.

9. The voters' list shall contain voter number, name of the voter, name of the firm of the voter with its address and TIN number. A voter shall have to be identified on the basis of his/her specimen signature preserved in the office of the Federation or Identity Card attached with the photograph issued by the Election Board. In absence of Identity Card or in case of difference of signature a voter shall not be allowed to cast his/her vote.

10. When a voter is identified beyond any doubt by the Election Board on the basis of the Identify Card or Specimen Signature preserved in the office of the Federation, 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/her 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.

11. If any voter is physically unable to cast vote without the help of others, the Election Board shall employ one polling officer to help the said voter to enter into the polling booth.

12. 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.

13. 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 collecting 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.

14. During the interval of poll or if voting is postponed temporarily, the ballot box shall be sealed and preserved until the Election Board directs to resume the poll again.

15. All the voters present at the Polling Center within the date and time as fixed in the Election Schedule shall be allowed to cast their votes.

16. Polling shall be closed when voting is finished. After polling is closed, counting of votes shall commence and continue at a 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.

17. For counting of votes, the Election Board shall, after taking out all the ballot papers from the ballot

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boxes, record in writing the total numbers of ballot papers from the ballot boxes, and then shall start counting of votes. A 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 papers and put them in sealed packets.

18. The Election Board shall count and record in writing votes cast in the valid ballot papers in favor of each candidate. Only the Election Board and the polling personnel shall take part in the counting of votes.

19. The Election Board shall, after completion of polling and counting of votes, announce and publish the results of election duly signed and chopped. 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 number 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 number shall be recorded); and

(e) Vote counting papers signed by the respective vote counting Election Officer and the Election Board.

Kazi Md. Mahfuzur Rahman
Chairman
IAEAB Election Board 2027-2029

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Chairman
IAEAB Election Board-(2027-2029)

Enclosure:

(a) Annexure-I (Election Schedule)

(b) Annexure-II (Voter Nomination Form)

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