



कैपेक्सिल  
CAPEXIL

(Sponsored by Ministry of Commerce & Industry Govt. of India)  
(बाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

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E-mail: capexil@capexil.in, Website : www.capexil.org / www.capexil.com CIN : U36900WB1958NPL023786

Ref. No. CAPEXIL/eVoting (2019-20)/COA,VP&AGM/112

Dated: June 27, 2019

**VERY IMPORTANT AND URGENT REMINDER**

**TO ALL THE MEMBERS OF CAPEXIL**

Dear Sir(s),

**Sub.: Collection of data for finalization of ordinary members list for participation by eVoting: a) in the election of Representatives for six panels for the year 2019-20 and Vice President later on for the year 2019-20 and b) in the 61st AGM of CAPEXIL for passing necessary resolutions.**

In terms of Para 2.92 of the Handbook of Procedure (2015-20) as well as subsequent letter No. 12/2/2013-E&MDA dated 7th December, 2015 issued by the Ministry of Commerce & Industry, Govt. of India, Electronic Voting would be mandatory for election to the posts of Vice President and Executive Committee members with a view to ensuring wider participation. Moreover, in terms of Companies Act' 2013, it is mandatory to pass the resolutions only by eVoting in the AGM. CAPEXIL's 61st Annual General Meeting is likely to be held in the month of September, 2019. The date, time and venue shall be intimated to you in due course. So, it is mandatory on the part of CAPEXIL to be eVoting compliant.

In the 14th CoA Meeting (2018-19) of CAPEXIL held on 21st June, 2019 in New Delhi, it has been decided to conduct election of the following Panels to elect Panel representatives for the year 2019-20:

**(i) Plywood & Allied Products Panel, (ii) Cement, Cement Clinkers and Asbestos Cement Products Panel, (iii) Ceramic & Allied Products including Refractories Panel, (iv) Paper, Paper Board and Paper Products Panel, (v) Mfrd. Products of Carbon Graphite, Explosives and Accessories Panel, and (vi) Ossein & Gelatine Panel and Vice President for the year 2019-20 later on.**

As such, CAPEXIL intends to complete election process by eVoting for the aforesaid six panels to reconstitute the Committee of Administration of the Council for the year 2019-20 & Vice President for the year 2019-20 later on.

In terms of Articles of Association of CAPEXIL, only ordinary members are eligible to participate in the election process. In order to be eligible for Ordinary Membership of the Council, a person must satisfy the following requirements, namely:

(a) He, or the entity represented by him, must have been an Associate Member of the Council for at least three years.

(b) He, or the entity represented by him, must have, to his or its credit, during the three financial years immediately preceding (2016-17, 2017-18 and 2018-19) average exports in respect of the product, of not less than the amount mentioned below:

(i)	MSME	Rs. 10 Lakhs
(ii)	Others	Rs. 25 Lakhs

In view of the above we have to finalize the list of ordinary members to enable them to take part in the eVoting. We, therefore, request our bona fide members to furnish their export turnover of CAPEXIL's products for immediately three preceding financial years (i.e. for the F.Y. 2016-17, 2017-18 and 2018-19) as well as self

certified payment particulars of membership subscription etc. for the financial year 2018-19 and 2019-20 specifying cheque/DD No./NEFT, date and amount etc. to enable the Council to reconcile and update records **to be submitted online ANNEX-I by login at <http://membership.capexil.com> by using authentic login ID (your registered email) / Password(your IECNO.) on or before 10th July, 2019 (Wednesday). For assistance related to login Id/Password, applicant may write to [data@capexil.in](mailto:data@capexil.in).**

**Print copy of Online ANNEX-1 for Election 2019-20 duly certified by the Competent Authority of the member firm have to be submitted to Shri B K Roy, Executive Officer at the CAPEXIL's Head Office - "Vanijya Bhavan", 3rd Floor, 1/1, Wood Street, Kolkata-700016 on or before 12th July, 2019 (Friday), 18.00 hours.**

**Rules related to eligibility for contesting in the election process for the position of Panel Representative in each panel are as follows:-**

Nomination will be valid in the event of both the nominator and the nominee paid their up-to-date membership subscriptions in full within 30<sup>th</sup> April, 2019 and they have no other outstanding dues to the Council.

In terms of Clause no. 13 of Articles of Association of CAPEXIL read with Clause no. 11 and 12 of the Articles of Association of CAPEXIL, the eligibility criteria is that the ordinary members can nominate or be nominated or cast their vote provided they have already paid their up-to-date membership subscription and they have no other outstanding or dues to CAPEXIL.

In terms of Clause no. 4.2 of Articles of Association of CAPEXIL, a candidate for election to any position in the Council must satisfy the following conditions, namely;

(a) He, or the entity represented by him, must have, to his or its credit, during the one financial year immediately preceding, exports of the products of not less than the amount mentioned below:

- |      |        |              |
|------|--------|--------------|
| (i)  | MSME   | Rs. 50 Lakhs |
| (ii) | Others | Rs. 2 Crore  |

We, therefore, once again request you to furnish all the required information latest by 12<sup>th</sup> July, 2019 to enable us to publish "Electoral Rolls" of the above mentioned six panels and to invite nominations from the eligible ordinary members as well as "Electoral Roll" for participation in the election of Vice President for the year 2019-20 later on and also participation in the 61<sup>st</sup> AGM's resolutions via e-voting. Kindly note that in the event of non-receipt of Annex-1 latest by 12<sup>th</sup> July, 2019, the Council will be compelled not to include their names in the ordinary members list of the Council and they shall not be eligible to take part either in the election or to contest in the election process of the above mentioned six panels for the purpose of inclusion in the reconstitution of Committee of CAPEXIL for the year 2019-20 as well as not eligible to participate in the election of Vice President for the year 2019-20 later on and also in the 61<sup>st</sup> AGM's resolutions via e-voting.

Kindly treat this letter on PRIORITY and URGENT basis.

Thanking you,

Yours sincerely,

Sd/-

B. K. Roy  
Executive Officer  
For & on behalf of CAPEXIL  
E-mail: [data@capexil.in](mailto:data@capexil.in)

Encl.: Annex--1

## CAPEXIL

(Please fill in all the columns. Do not leave any column blank)

1	Name of the Firm/ Company				
2	For Communication: Mailing Address City/District/ State with Pin code. Phone: Contact Person : Designation :				
3	E-mail (for eVoting) :				
4	Mobile No. (for eVoting) :				
5	IEC No.				
6	RCMC Details		RCMC No.: Date of Issue: Valid Upto:		
7	Name of the Panel				
8	Membership Code No.				
9	Status -Manufacture / Merchant /Both		(1)Large Scale Manufacture [ <input type="checkbox"/> ], (2)Large Scale Trader [ <input type="checkbox"/> ], (3)Small Scale Manufacture [ <input type="checkbox"/> ], (4)Small Scale Trader [ <input type="checkbox"/> ] (Please tick [v] on the above)		
10	Annual Export Turnover of items falling under CAPEXIL canopy (3rd Party and Deemed Export not included)		F.Y.	FOB value of physical export of CAPEXIL's Items (Value in Rs. Lakh)	
			2016-17		
			2017-18		
			2018-19		
11	Details of Membership Subscription paid to the CAPEXIL.	Cheque/Draft No./NEFT/RTGS details if any	Cheque/Draft/ NEFT/RTGS Date: (dd/mm/yyyy)	Date of Membership Subscription paid to the CAPEXIL: (dd/mm/yyyy)	Amount (Rs.)
	2018-19				
	2019-20				

I declare that the all the information provided in this form and in the annexures attached to this form are true to the best of my knowledge and belief.

Signature of Authorised Signatory:

Name:

Designation:

Official Seal

Date:

Place: