



केपेक्सिल  
CAPEXIL

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

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Ref. No. CAPEXIL/eVoting (2019-20)/FIVE PANELS/346

Dated: August, 19, 2019

**VERY IMPORTANT AND URGENT**

**TO ALL THE MEMBERS OF CAPEXIL OF-**

- (1) **Animal By Products Panel,**
- (2) **Auto Tyres & Tubes Panel,**
- (3) **Bulk Minerals & Ores incl. Salt, Coal & Aluminium Metal Panel,**
- (4) **Processed Minerals including Upgraded Ilmenite Ore Panel and**
- (5) **Natural Stones & Products Panel.**

Dear Sir(s),

**Sub.: Collection of data for finalization of ordinary members list for participation by eVoting in the election of Representatives for Five Panels for the year 2019-20.**

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 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.

As per subsequent OM letter no. K-15011/1/2016-EP-CAP-DoC dated 1st August, 2019 and an OM No. K-15011/1/2016-EP-CAP-DoC dated 13th August, 2019 issued by the Ministry of Commerce & Industry, Govt. of India, it has been decided by the Competent Authority to conduct election of the following Panels to elect Panel representatives for the year 2019-20: **(i) Animal By Products Panel, (ii) Auto Tyres & Tubes Panel, (iii) Bulk Minerals & Ores incl. Salt, Coal & Aluminium Metal Panel, (iv) Processed Minerals including Upgraded Ilmenite Ore Panel and (v) Natural Stones & Products Panel.**

As such, CAPEXIL intends to complete election process by eVoting for the aforesaid five panels to reconstitute the Committee of Administration of the Council for the year 2019-20.

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)  | <b>MSME</b>   | <b>Rs. 10 Lakhs</b> |
| (ii) | <b>Others</b> | <b>Rs. 25 Lakhs</b> |

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 23<sup>rd</sup> August, 2019 (Friday). 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 scanned copy through email [data@capexil.in](mailto:data@capexil.in) 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 23<sup>rd</sup> August, 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:

- |                    |                     |
|--------------------|---------------------|
| <b>(i) MSME</b>    | <b>Rs. 50 Lakhs</b> |
| <b>(ii) Others</b> | <b>Rs. 2 Crore</b>  |

We, therefore, once again request you to furnish all the required information latest by 23<sup>rd</sup> August, 2019 to enable us to publish "Electoral Rolls" for the above mentioned five panels. Kindly note that in the event of non-receipt of Annex-1 latest by 23<sup>rd</sup> August, 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 five panels for the purpose of inclusion in the reconstitution of Committee of CAPEXIL for the year 2019-20.

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**

**PS.: In case you have already submitted the details as per ANNEX-I in terms of our above earlier circular ref no. CAPEXIL/eVoting (2019-20)/COA, VP&AGM/112, Dated: June 27, 2019, please ignore this circular.**

## 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 [ ], (2)Large Scale Trader [ ], (3)Small Scale Manufacture [ ], (4)Small Scale Trader [ ] (Please tick [√] 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: