

CAPEXIL

(Sponsored by Ministry of Commerce & Industry, Government of India)

Vanijya Bhavan (ITFC), 1/1 Wood Street, 3rd floor, Kolkata-700016

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E-mail: data@capexil.in Web: www.capexil.com

Ref. No. CAPEXIL/VJ/E-Voting/ 940

Dated: 30th September, 2015

IMPORTANT AND URGENT

To All Members of CAPEXIL

Dear Sir(s),

Sub.: Collection of data for finalization of Ordinary Members list for participation in the 57th AGM of CAPEXIL by E-voting.

CAPEXIL's 57th Annual General Meeting is likely to be held in the month of December, 2015. The date, time and venue shall be intimated to you in due course. In terms of Companies Act' 2013 and Handbook of procedure 2015-2020, it is mandatory on the part of CAPEXIL to be E-Voting compliant in the AGM.

In view of the above, we have to ascertain Ordinary Members, who can participate in the e-voting. The export turnover and timely membership fee payment are the requisites for becoming an Ordinary Member. As such we request our bonafide members to furnish their export turnover of CAPEXIL's products for the immediately three preceding financial years (i.e. for the F.Y. 2012-13, 2013-14 and 2014-15) as well as self certified payment particulars of membership subscription for the financial years 2014-15 and 2015-16 specifying Cheque/DD No./NEFT, Date, Amount etc. to enable the Council to reconcile and update records. Please fill and submit the enclosed format (**ANNEX-I**) to data@capexil.in followed by hard copy to **Mr. Vineet Jhabak, Joint Director(Accounts) at the CAPEXIL's Head Office at "Vanijya Bhavan", 3rd Floor, 1/1, Wood Street, Kolkata-700016 on or before 9th October, 2015 (Friday) 18.00 hours.**

Kindly note that in the event of non-receipt of self certified statement on export turnover for the last three preceding financial years and payment particulars latest by 9th October, 2015, the Council will be compelled not to include their names to ordinary members list for the purpose of participation in the E-Voting process of CAPEXIL.

Kindly treat this letter on PRIORITY.

Thanking you,

Yours sincerely,

Sd/-

(Vineet Jhabak)

Joint Director

For & on behalf of CAPEXIL

E-mail: data@capexil.in

Encl.: A specimen Format (**Annex-I**)

CAPEXIL

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

1	Name of the Firm/ Company				
2	Mailing Address for Communication City/District/ State with Pin code Phone/Fax/E-mail				
3	IEC No.				
4	RCMC No. Date of Issue and validity period		RCMC No.: Date of Issue: Valid Upto:		
5	Name of the Panel				
6	Membership Code No. issued by CAPEXIL				
7	Status -Manufacture / Merchant /Both		(1)Large Scale Manufacture [], (2)Large Scale Trader [], (3)Small Scale Manufacture [], (4)Small Scale Trader [] (Please tick [v] on the above)		
8	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)	
			2012-13		
			2013-14		
			2014-15		
9	Details of Membership Subscription paid to the CAPEXIL.	Cheque/Draft No./NEFT/RTGS details if any	Cheque/Draft No./NEFT/RTGS Date: (dd/mm/yyyy)	Date of Membership Subscription paid to the CAPEXIL Date: (dd/mm/yyyy)	Amount(Rs.)
	2014-15				
	2015-16				

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