

# CAPEXIL

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

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

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Ref. No. CAPEXIL/VJ/eVoting (2015-16)/978

Dated: 14<sup>th</sup> October, 2015

## **VERY IMPORTANT AND URGENT**

**To All the Members of CAPEXIL for the following Panels namely:-**

- (1) **Paper, Paper Board & Paper Products Panel,**
- (2) **Plywood & Allied Products Panel,**
- (3) **Ceramics & Allied Products including Refractories Panel,**
- (4) **Mfrd. Products of Carbon Graphite, Explosives & Accessories Panel, and**
- (5) **Cement, Cement Clinker & Asbestos Cement Products Panel.**

Dear Sir(s),

**Sub.: Collection of data for finalization of Ordinary Members list for Participation in the 57<sup>th</sup> AGM of CAPEXIL by eVoting and Election of Panel Representatives in the Committee of Administration during the year 2015-16.**

CAPEXIL's 57<sup>th</sup> 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, Govt. of India, it is mandatory on the part of CAPEXIL to pass the resolutions only by eVoting in the AGM. Prior to that CAPEXIL has to complete election procedures for reconstitution of the Committee of Administration (CoA) of CAPEXIL.

In the 5<sup>th</sup> CoA (2014-15) meeting of CAPEXIL held at New Delhi on 12<sup>th</sup> October, 2015 it has been decided to conduct election of the following panels to select representatives of the Panels as such CAPEXIL intends to complete election process by eVoting for the **(i) Paper, Paper Board & Paper Products Panel, (ii) Plywood & Allied Products Panel, (iii) Ceramics & Allied Products including Refractories Panel, (iv) Mfrd. Products of Carbon Graphite, Explosives & Accessories Panel, and (v) Cement, Cement Clinker & Asbestos Cement Products Panel** as soon as possible to reconstitute the Committee of Administration of the Council during the year 2015-16 after completion of all the procedural formalities and eVoting in terms of the directive of the Govt. of India.

**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 (2012-13, 2013-14 and 2014-15) average exports in respect of the product, of not less than the amount mentioned below:**

- |             |                                |                     |
|-------------|--------------------------------|---------------------|
| <b>(i)</b>  | <b>Small -scale industries</b> | <b>Rs. 10 Lakhs</b> |
| <b>(ii)</b> | <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 participate in the eVoting. We therefore request our bona fide 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 etc. for the financial year 2014-15 and 2015-16 specifying Cheque/DD No./NEFT, Date and Amount etc. to enable the Council to reconcile and update records by return mail to: [data@capexil.in](mailto:data@capexil.in) in the enclosed format (ANNEX-I) followed by hard copy by speed post to **Shri Vineet Jhabak, Joint Director (Accounts) at the CAPEXIL's Head Office at "Vanijya Bhavan", 3<sup>rd</sup> Floor, 1/1, Wood Street, Kolkata-700016 on or before 27<sup>th</sup> October, 2015(Tuesday), 18.00 hours.**

**Rules related to Eligibility for Contesting in the Election Process for the position of Panel representative in each panel:**

Kindly note, 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, 2015 and they have no other outstanding dues to the Council. In terms of clause no. 13 of Articles of Association 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.

Further in terms of clause no. 4.2 of Articles of Association, 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)</b>	<b>Small scale industries</b>	<b>Rs. 25 Lakhs</b>
<b>(ii)</b>	<b>Others</b>	<b>Rs. 1.0 Crore</b>

We therefore once again request you to furnish all the required information **latest by 27<sup>th</sup> October, 2015** to enable us to publish “**Electoral rolls**” of the above noted panels and to invite nominations from the eligible ordinary members. **Kindly note that in the event of non-receipt of self certified statement on export turnover for the last three preceding financial years latest by 27th October, 2015 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 participate either in the election or to contest in the election process for the purpose of inclusion in the reconstitution of Committee of CAPEXIL for the year 2015-16 and they shall also not be eligible for the purpose of participation in the eVoting process of CAPEXIL.

**Kindly treat this letter on PRIORITY and URGENT.**

Thanking you,

Yours sincerely,

Sd/-

(Vineet Jhabak)

Joint Director

For & on behalf of CAPEXIL

E-mail: [data@capexil.in](mailto:data@capexil.in)

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

**PS.: In case you have already submitted the details as per ANNEX-I in terms of our circular 29<sup>th</sup> September, 2015, please ignore this circular.**

**ANNEX-I  
BY SPEED POST**

**CAPEXIL**

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

<b>1</b>	<b>Name of the Firm/ Company</b>				
<b>2</b>	<b>Mailing Address for Communication</b> City/District/ State with Pin code Phone/Fax/E-mail				
<b>3</b>	<b>IEC No.</b>				
<b>4</b>	<b>RCMC No.</b> Date of Issue and validity period		RCMC No.: Date of Issue: Valid Upto:		
<b>5</b>	<b>Name of the Panel</b>				
<b>6</b>	<b>Membership Code No. issued by CAPEXIL</b>				
<b>7</b>	<b>Status -Manufacture / Merchant /Both</b>		(1)Large Scale Manufacture [   ], (2)Large Scale Trader [   ], (3)Small Scale Manufacture [   ], (4)Small Scale Trader [   ] <b>(Please tick [√] on the above)</b>		
<b>8</b>	<b>Annual Export Turnover of items falling under CAPEXIL canopy</b> (3rd Party and Deemed Export not included)		<b>F.Y.</b>	<b>FOB value of physical export of CAPEXIL's Items</b> <b>(Value in Rs. Lakh)</b>	
			<b>2012-13</b>		
			<b>2013-14</b>		
			<b>2014-15</b>		
<b>9</b>	<b>Details of Membership Subscription paid to the CAPEXIL.</b>	<b>Cheque/Draft No./NEFT/RTGS details if any</b>	<b>Cheque/Draft/NEFT/RTGS Date: (dd/mm/yyyy)</b>	<b>Date of Membership Subscription paid to the CAPEXIL Date: (dd/mm/yyyy)</b>	<b>Amount (Rs.)</b>
			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

Date :

Place: