



**कैपेक्सिल**  
**CAPEXIL**

पुर्व प्रचलित रासायनिके षडार्थ तथा सम्बन्ध उत्पाद निर्यात संवर्धन परिषद्  
'वानिज्य भवन' इन्टरनेशनल ट्रेड फेसिलिशन सेन्टर, १/१, उड स्ट्रीट, तीसरी मंजिल, कलकत्ता - ७०० ०१६  
Formerly **Chemicals & Allied Products Export Promotion Council**



(Sponsored by Ministry of Commerce & Industry, Govt. of India)

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E-mail : capexil@capexil.in, • Website : www.capexil.com

Dear Member,

The 57<sup>th</sup> Annual General Meeting of Capexil is scheduled on 17.12.2015. The Notice has already been circulated to the Members setting out the business to be transacted therein along with other statutory explanations.

The Members can vote on a Resolution by manual ballot on the date of the AGM. Pursuant to Section 108 of the Companies Act, 2013 read with Rule-20 of the Companies (Management and Administration) Rules, 2014 ("Rules"), Members can vote on a resolution either through e-voting or by manual ballot. The procedure below sets out the steps to be followed for e-voting. The e-voting period begins on 10<sup>th</sup> December, 2015 (9.00 A.M) and ends on 12<sup>th</sup> December, 2015 (5.00 P.M). The E-voting module shall be disabled and thereafter E-voting facility shall be automatically stalled.

#### **PROCEDURE TO BE FOLLOWED FOR E-VOTING :-**

- I. **The CAPEXIL has extended the mandatory 'E-voting' facility through the Ministry of Corporate Affairs approved entity "CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED" (CDSL). Members voting electronically may kindly follow the instructions provided as under.**
  - i. Every member eligible to vote will receive the **USER ID** and **PASSWORD** for the purpose of e-voting directly from "CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED" (CDSL) by email.
  - ii. The Members should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
  - iii. Click on Shareholders/ Members.
  - iv. Enter your User ID as **<Userid>**
  - v. Next enter the Image Verification as displayed and Click on Login.
  - vi. Enter your password **<password>**
  - vii. After entering these details appropriately, click on "SUBMIT" tab.
  - viii. Select the EVSN of "CAPEXIL" on which you choose to vote.

- ix. On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- x. Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- xi. After selecting the resolution you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- xii. Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- xiii. You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.

In case you have any queries or issues regarding e-voting, write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact 18002005533 (toll free).

The Members can cast their votes at the Annual General Meeting through ballot paper if they have not availed the remote e-voting facility. A Member who had cast his vote through e-voting facility can participate in the Annual General Meeting, but cannot exercise his vote.

Thanking you,

**For CAPEXIL**

By Order of the Committee of Administration

Sd/-

Ramesh K. Mittal

Authorised Signatory