



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

“Vanijya Bhavan”, International Trade Facilitation Centre,  
1/1 Wood Street, 3rd floor, Kolkata-700016



कैपेक्सिल  
**CAPEXIL**

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\*PAN: AAACC9959R, \*CIN: U36900WB1958NPL023786

Ref. No. CAPEXIL/eVoting (2016-17)/527

Dated: June 17, 2016

**VERY IMPORTANT AND URGENT**

TO ALL 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) Glass & Glassware Panel

Dear Sir(s),

**Sub.: Collection of data for finalization of ordinary members list for participation in the election of Panel Representatives in the Committee of Administration during the year 2016-17.**

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.

In the 4<sup>th</sup> CoA (2015-16) meeting of CAPEXIL held at Mumbai on 20<sup>th</sup> May, 2016 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) **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) **Glass & Glassware Panel** as soon as possible to reconstitute the Committee of Administration of the Council during the year 2016-17 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 (2013-14, 2014-15 and 2015-16) average exports in respect of the product, of not less than the amount mentioned below:

- |      |                         |              |
|------|-------------------------|--------------|
| (i)  | Small -scale industries | 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. 2013-14, 2014-15 and 2015-16) as well as self certified payment particulars of membership subscription etc. for the financial year 2015-16 and 2016- 17 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 to Shri B. K. Roy, Executive Officer at the CAPEXIL's Head Office at “Vanijya Bhavan”, 3<sup>rd</sup> Floor, 1/1, Wood Street, Kolkata-700016 on or before 5<sup>th</sup> July, 2016(Tuesday), 18.00 hours.**

...2/-

**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, 2016 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)	Small scale industries	Rs. 25 Lakhs
(ii)	Others	Rs. 1 Crore

We therefore once again request you to furnish all the required information latest by 5<sup>th</sup> July, 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 5<sup>th</sup> July, 2016 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 for the purpose of inclusion in the reconstitution of Committee of CAPEXIL for the year 2016-17.

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.: A specimen Format (Annex-I)

**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>For Communication:</b> <b>(a) Mailing Address</b> <b>City/District/ State</b> <b>with Pin code</b>				
	<b>(b) Phone:</b> <b>(c) Fax:</b> <b>(d) E-mail:</b> <b>(e) Contact Person:</b> <b>(f) Designation:</b> <b>(g) Mobile:</b>				
<b>3</b>	<b>IEC No.</b>				
<b>4</b>	<b>RCMC No. Date of Issue</b> <b>and validity period</b>		<b>RCMC No.:</b> <b>Date of Issue:</b> <b>Valid Upto:</b>		
<b>5</b>	<b>Name of the Panel</b>				
<b>6</b>	<b>Membership Code No. issued by</b> <b>CAPEXIL</b>				
<b>7</b>	<b>Status -Manufacture / Merchant /Both</b>		<b>(1)Large Scale Manufacture [     ], (2)Large Scale Trader [     ],</b> <b>(3)Small Scale Manufacture [     ], (4)Small Scale Trader [     ]</b> <b>(Please tick [√] on the above)</b>		
<b>8</b>	<b>Annual Export Turnover of items</b> <b>falling under CAPEXIL canopy</b> <b>(3rd Party and Deemed Export not included)</b>		<b>F.Y.</b>	<b>FOB value of physical export of</b> <b>CAPEXIL's Items</b> <b>(Value in Rs. Lakh)</b>	
			<b>2013-14</b>		
			<b>2014-15</b>		
			<b>2015-16</b>		
<b>9</b>	<b>Details of</b> <b>Membership</b> <b>Subscription paid to</b> <b>the CAPEXIL.</b>	<b>Cheque/Draft</b> <b>No./NEFT/RTGS</b> <b>details if any</b>	<b>Cheque/Draft/</b> <b>NEFT/RTGS</b> <b>Date:</b> <b>(dd/mm/yyyy)</b>	<b>Date of</b> <b>Membership</b> <b>Subscription</b> <b>paid to the</b> <b>CAPEXIL</b> <b>Date:</b> <b>(dd/mm/yyyy)</b>	<b>Amount</b> <b>(Rs.)</b>
	<b>2015-16</b>				
	<b>2016-17</b>				

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:**