

CAPEXIL

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

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

Phone: 033 - 2289-1721/22/23/25, Fax: 2289-1724

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

Ref. No.: CAPEXIL/TKB/eVoting (2016-17)/777

Dated: 12th August, 2016

MOST URGENT AND VERY IMPORTANT

TO ALL THE MEMBERS OF CAPEXIL,

Dear Sir(s),

Sub.: Collection of data for finalization of Ordinary Members list for participation in the 58th AGM of CAPEXIL by e-Voting for Adoption of Annual Report and Accounts for the F.Y. 2015-16 and Appointment of Statutory Auditor of CAPEXIL for the F.Y. 2016-17.

CAPEXIL's 58th Annual General Meeting is likely to be held in the month of September, 2016. 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 be e-Voting compliant in the AGM by all eligible ordinary members for Adoption of Annual Report and Accounts for the F.Y. 2015-16 and Appointment of Statutory Auditor for the F.Y. 2016-17.

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 Member 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:

- | | | |
|-----|----------------------------|--------------|
| (1) | Small-scale industries --- | Rs. 10 Lakhs |
| (2) | Others --- | Rs. 25 Lakhs |

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. 2013-14, 2014-15 and 2015-16) as well as self certified payment particulars of membership subscription etc. for the financial years 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 in the enclosed format (**ANNEX-I**) followed by hard copy to **CAPEXIL's Head Office at "Vanijya Bhavan", 3rd Floor, 1/1, Wood Street, Kolkata-700016 on or before 25th August, 2016 (Thursday), 18.00 hours.**

Kindly note that in the event of non-receipt of self certified ANNEX-I latest by 25th August, 2016 (Thursday), the Council will be compelled not to include their names in the ordinary members list and they shall not be eligible to participate in the e-Voting process for Adoption of Annual Report and Accounts for the F.Y. 2015-16 and Appointment of Statutory Auditor of CAPEXIL for the F.Y. 2016-17. Kindly treat this letter on PRIORITY and URGENT.

Thanking you,

Yours sincerely,

Sd/-

(T. K. Bhattacharyya)

Executive Director

For & on behalf of CAPEXIL

E-mail: 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 earlier circular dated 17th June, 2016 and 14th July, 2016, 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: (a) Mailing Address City/District/ State with Pin code. (b) Phone: (c) Fax : (d) E-mail : (e) Contact Person : (f) Designation : (g) Mobile No. (for eVoting)				
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)	
			2013-14		
			2014-15		
			2015-16		
9	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.)
	2015-16				
	2016-17				

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: