



कैपेक्सिल
CAPEXIL

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

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

*Tel: 033 -2289-1721/22/23/25, *Fax: 2289-1724,
* E-mail: capexil@capexil.in *Web: www.capexil.com ,
*PAN: AAACC9959R, *CIN: U36900WB1958NPL023786



NOTICE TO THE MEMBERS OF THE CAPEXIL


NOTICE is hereby given that the **58th Annual General Meeting** of the Members of CAPEXIL will be held at The Lalit Great Eastern, Kolkata on Tuesday, **20th September 2016 at 11.00 a.m. onwards** to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Financial Statements as at 31st March, 2016 together with the Member of COA's Report and Auditors' Report thereon.
2. To reconstitute the Committee of the CAPEXIL for the year 2016-17 pursuant to the Article 9 and 27 of the Articles of Association of the CAPEXIL.
3. To ratify the appoint of M/s. ADD & Associates (Firm Registration Number 308064E), Chartered Accountants,

To consider and, if thought fit, to pass with or without modification, the following resolution:

“Resolved that pursuant to the provisions of Section 139 of the Companies Act, 2013 and the Rules made thereunder, and pursuant to the recommendations of Committee of Administration of the Council, be and are hereby ratified the appointment of M/s ADD & Associates (Firm Registration Number 308064E), Chartered Accountants, Kolkata, Auditors of the Council to hold office from the conclusion of this 58th Annual General Meeting until the conclusion of 59th Annual General Meeting and their remuneration be fixed at Rs. 40,000/- excluding out of pocket expenses (if any).”

	By Order of the Committee of Administration
Place: Kolkata	 T.K. Bhattacharyya
Dated: September 02, 2016	Executive Director

NOTES:

1. **A member entitled to attend and vote at the General Meeting (“meeting”) is entitled to appoint an authorized representative to attend and vote on a poll instead of himself /herself and the authorized representative need not be a member of the Council.**
2. Members intending to send their authorised representatives to attend the Meeting are requested to send to the Council a certified true copy of the Board Resolution/ Authorised Letter authorising their representative to attend and vote on their behalf at the Meeting.
3. For convenience of the members and for proper conduct of the meeting, entry to the place of the meeting will be regulated by way of attendance slip. Members are requested to bring their Attendance Slip, sign the same at the place provided and hand it over at the entrance of the venue.
4. As per the Companies Act, 2013 and rules made thereunder, the Notice of Annual General Meeting along with the Attendance Slip are also being sent by electronic mode to all the members whose email ids are registered with Council. For members who have not registered their email address, physical copies of the Notice of 58th Annual General Meeting of the Company inter alia indicating the process and manner of e-voting is being sent along with other members in the permitted mode.

Members are also requested to register/update their email addresses, with the Council.

5. Members may please note that the Notice of the Annual General Meeting and the Annual Report for the FY 2015-16 will also be available on the Council’s website www.capexil.com/ www.capexil.org for their download. The physical copies of the aforesaid documents will also be available at the Council’s Head Office for inspection during normal business hours on working days.


General Instruction:

- a. The e-voting period commences on September 17, 2016 (9.00 a.m.) and ends on September 19, 2016 (5.00 p.m.). The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the members, the members shall not be allowed to change it subsequently.
- b. E-voting facility shall not be available at the venue of AGM for the better compliances of *para 2.92 of Foreign Trade Policy 2015-20* and to maintain a fair and transparent process of election. The voting facility will be closed on September 19, 2016 (5.00 p.m.).
- c. Shri Abhijit Bakshi, Joint DGFT, Kolkata has been appointed as Returning Officer for conducting the process of election in a fair and transparent manner.
- d. The Returning officer/Scrutinizer shall, within a period not exceeding three working days from the conclusion of the e-voting period, unlock the votes in the presence of two witnesses, not in the employment of the company and make a Report of the votes cast in favour of or against, if any forthwith to the Chairman of the Company.

e. The result declared along with the Returning Officer's Report/Scrutinizer's Report shall be placed on the Council's website www.capexil.com/www.capexil.org and on the CDSL's website within two days of passing of the resolutions at the Annual General Meeting of the Council on September 20, 2016.

Steps for e-voting

- 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.
- 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.
- xiv. In case you have any queries or issues regarding e-voting, write an email to helpdesk.evoting@cdslindia.com or contact 18002005533 (toll free).
- xv. In case of any queries, you may refer the frequently asked questions (FAQs) for shareholders and e-Voting user manual for shareholders available at the link: <https://www.evotingindia.com/Help.jsp>

	By Order of the Committee of Administration
Place: Kolkata	 T.K. Bhattacharyya
Dated: September 02, 2016	Executive Director

CAPEXIL

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BALLOT FORM 58TH ANNUAL GENERAL MEETING

1. Name of Member(s):
(In Block Letter)
2. Registered address of the Firm
Named/ Member :-
3. Membership Number : -
4. I/We hereby exercise my/ our vote in respect of the Ordinary Resolutions to be passed through Ballot for the business stated in the Notice of 58th Annual General Meeting of the Council to be held on Tuesday, 20th September, 2016 by conveying my/our assent or dissent to the said Resolution by placing the tick (✓) mark in the appropriate box below.

Item No.	Description	I/We assent to the Resolution	I/We dissent to the Resolution
1.	Consideration & adoption of the Financial Statements as at 31st March, 2016 together with the Member of CoAs' Report and Auditors' Report thereon		
3	Ratification of appointment of M/s. ADD & ASSOCIATES (Firm Registration Number 308064E), Chartered Accountants		
Date:	(Signature of the Member(s))		

INSTRUCTIONS

1. This Ballot Form is provided for the benefit of Members who do not have exercise e-voting facility.
2. A Member can opt for only one mode of voting i.e. either through e-voting or by Ballot. If a Member has already casted vote through e-voting shall not be allowed to vote again in the meeting.
3. The scrutinizer will collate the votes downloaded from the e-voting system and votes casted at AGM to declare the final result for each of the Resolutions forming part of the Notice of the AGM.
4. Unsigned Postal Ballot Form will be rejected.
5. The votes should be cast either in favour or against by putting tick (✓) mark in the column provided for assent or dissent. Ballot Form bearing tick marks in both the columns will render the Ballot Form invalid.

CAPEXIL

(CIN: U36900WB1958NPL023786)

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ATTENDANCE SLIP

58TH ANNUAL GENERAL MEETING – SEPTEMBER 20, 2016

Membership No.

Name of Panel Representing

I certify that I am a member/ representative of a member of the Council.

I hereby record my presence at the Annual General Meeting of the Council held at **The Lalit Great Eastern, Kolkata**, on Tuesday, September 20, 2016 at 11 a.m. onward.

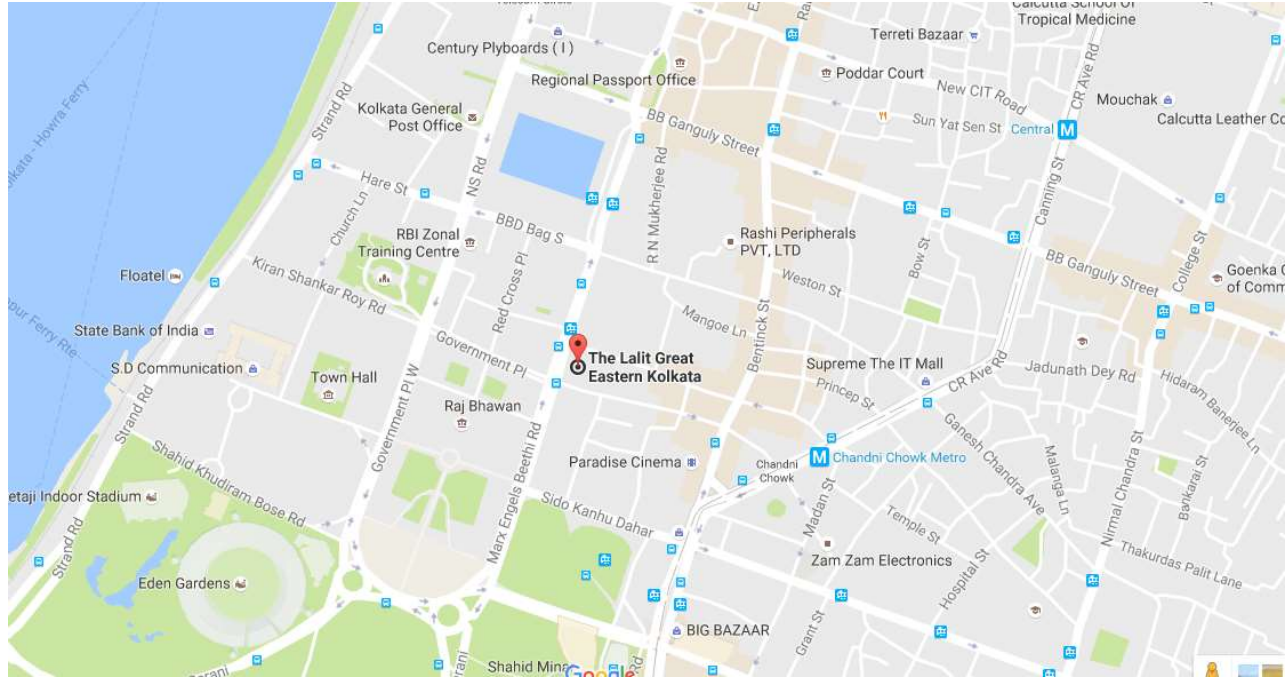
.....
Name of the member/ representative
(in BLOCK letters)

.....
Signature of the member/ representative

Note: Please fill up this attendance slip and hand it over at the entrance of the meeting hall.

Route Map to the venue of the AGM:

The Lalit Great Eastern Kolkata, 1, 2, 3, Old Court House Street, Dalhousie Square, Near Raj Bhawan, Kolkata, West Bengal 700069



Link:

<https://www.google.co.in/maps/dir//the+lalit+great+eastern+kolkata/@22.5683438,88.2795576,12z/data=!3m1!4b1!4m8!4m7!1m0!1m5!1m1!1s0x3a0277a695a0da53:0x122a931b2e38319f!2m2!1d88.349598!2d22.568359>