



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

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\*PAN: AAACC9959R, \*CIN: U36900WB1958NPL023786



### **NOTICE TO THE MEMBERS OF THE CAPEXIL**

NOTICE is hereby given that the **59<sup>th</sup> Annual General Meeting** of the Members of CAPEXIL will be held at **The Park Hotel, Kolkata** on **Monday, the 18<sup>th</sup> September 2017 at 11.30 a.m.** onwardsto transact the following business:

#### **ORDINARY BUSINESS:**

1. To receive, consider and adopt the Financial Statements as at 31<sup>st</sup> March, 2017together with the Member of CoAs' Report and Auditors' Report thereon.
2. To re-constitute the Committee of the CAPEXIL for the year 2017-18 pursuant to the Article 9 and 27 of the Articles of Association of the CAPEXIL.
3. To ratify the appointmentof 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 59<sup>th</sup> Annual General Meeting until the conclusion of 60<sup>th</sup>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

T.K. Bhattacharyya  
Executive Director

Place: Kolkata

Dated: September 02, 2017

## 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 is being sent by electronic mode to all the members at the email IDs registered with Council.
5. Members may please note that the Notice of the Annual General Meeting and the Annual Report for the FY 2016-17 will also be available on the Council's website [www.capexil.com/www.capexil.org](http://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 14, 2017 (9.00 a.m.)** and ends on **September 17, 2017 (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 17, 2017 (5.00 p.m.)**.
- c. Shri R CKalra, 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 President/ ED 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](http://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 18, 2017**.

**General Instruction:**

The e-voting facility is available at the link <https://www.evotingindia.com/>.

The e-voting facility will be available during the following voting period:

**The instructions for shareholders voting electronically are as under:**

<b>EVSN (Electronic Voting Sequence Number)</b>	<b>Use ID</b>	<b>PAN/Sequence No.</b>
170911020		

1. Every member eligible to vote will receive the USER ID and respective details for the purpose of e voting directly from "CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED" (CDSL) by email
2. Members who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
3. The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
4. Click on Shareholders/Members.
5. Now Enter your User ID
6. Next enter the Image Verification as displayed and Click on Login.
7. Now put the Sequence number in PAN field
8. Now put Sequence Number again in Bank details field
9. After entering these details appropriately, click on "SUBMIT" tab.
10. For Members, the details can be used only for e-voting on the resolutions contained in this Notice.
11. Click on the relevant EVSN for the <CAPEXIL> on which you choose to vote.
12. 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.
13. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
14. 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.
15. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
16. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
17. Members can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)

By Order of the Committee of Administration



Place: Kolkata

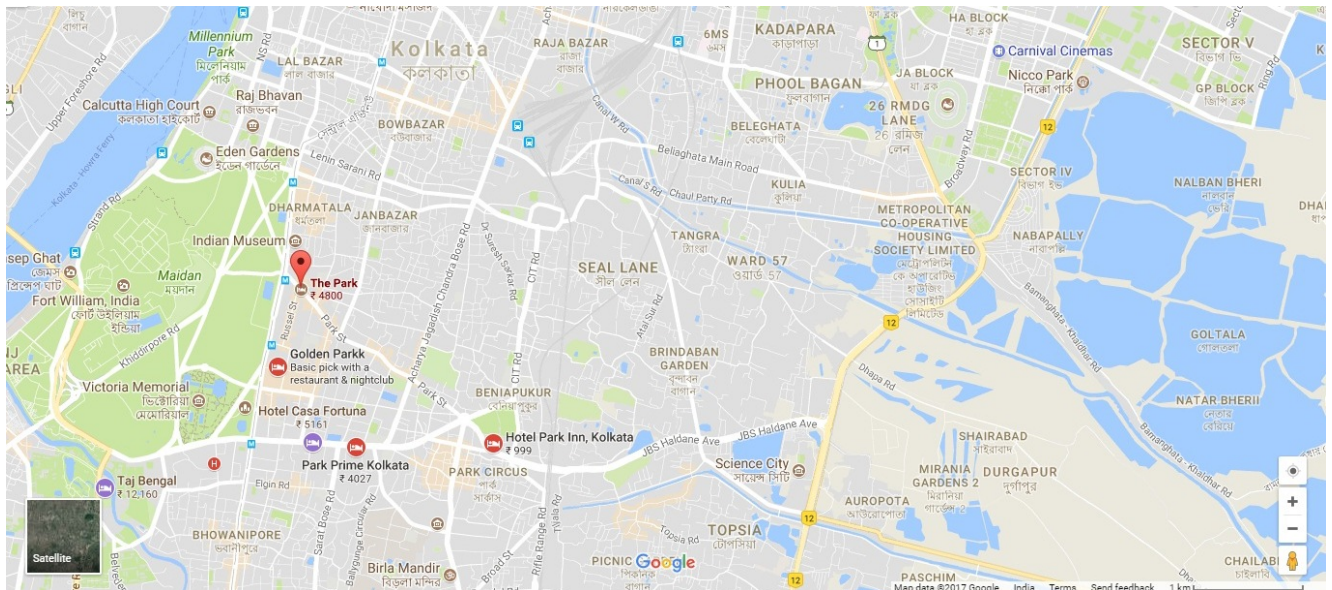
Dated: September 02, 2017

T.K. Bhattacharyya

Executive Director

Rout Map to the venue of the AGM:

The Park Hotel Kolkata- 17, Park Street, Kolkata, West Bengal 700016



Link:

<https://www.google.co.in/maps/place/The+Park/@22.5471878,88.3555975,15z/data=!4m8!1m2!2m1!1sThe+Park+Hotel+Kolkata+google+Map!3m4!1s0x0:0x20315851aca51471!8m2!3d22.5539451!4d88.3516163>