



कैपेक्सिल
CAPEXIL

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

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

Registered & Head Office

Vaniya Bhavan, International Trade Facilitation Centre, 1/1, Wood Street, 3rd Floor, Kolkata - 700016

Tel: +91-33-2289-1721/22/23/25, Fax: +91-33-2289-1724

E-mail: capexil@capexil.in, Website : www.capexil.org, CIN: U36900WB1958NPL023786

NOTICE TO THE MEMBERS OF THE CAPEXIL

NOTICE is hereby given that the **60th Annual General Meeting** of the Members of CAPEXIL will be held at **The Park Hotel, Kolkata** on **Sunday, the 23rd September 2018 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, 2018 together with the Member of CoA's Report and Auditors' Report thereon.
2. To ratify the appointment 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 60th Annual General Meeting until the conclusion of 61st 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

Sd/-

Place: Kolkata

Dated: September 06, 2018

V. R. Chitalia,
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 authorizing 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 60th 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 2017-18 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 18, 2018 (9.00 a.m.) and ends on September 22, 2018 (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. The Returning officer/Scrutinizer/ Company Secretary 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.

c. The result declared along with the Returning Officer's Report/Scrutinizer's Report/ Company Secretary 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 23, 2018.**

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

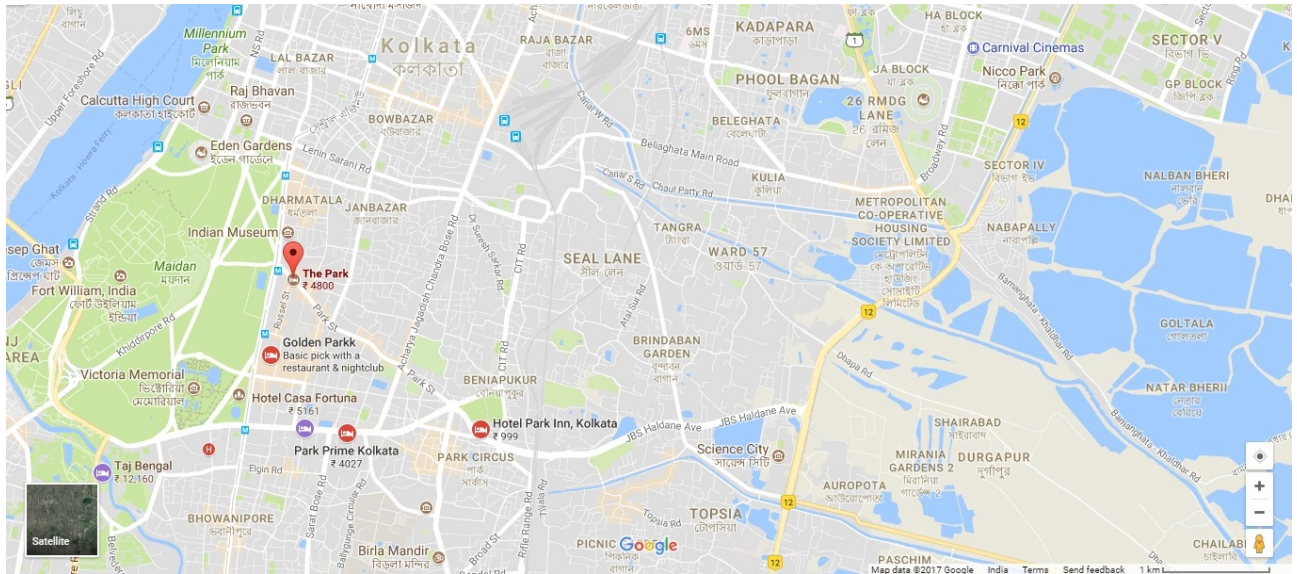
Sd/-

Place: Kolkata
Dated: September 06, 2018

V. R. Chitalia,
Director

Route Map to the venue of the AGM:

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



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>