



कैपेक्सिल
CAPEXIL

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

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

Registered & Head Office

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Ref. No. CAPEXIL/e-Voting (2020-21)/O11

Dated: 8th November, 2020

VERY IMPORTANT AND URGENT

TO ALL THE MEMBERS OF CAPEXIL,

Dear Sirs,

Sub.: Collection of data for finalization of ordinary members list for participation in the election of Representatives/Chairman for five Panels for the year 2020-21 and in passing resolutions in the 62nd AGM by e-Voting.

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, Government of India, Electronic Voting would be mandatory for election to the posts of Executive Committee members with a view to ensuring wider participation. Moreover, in terms of the Companies Act 2013, it is mandatory to pass the resolutions only by e-Voting in the AGM.

The Competent Authority has decided to conduct election of the following five panels to elect the Panel Representatives (Chairmen) for the year 2020-21:

- 1) Books, Publications & Printing Panel,
- 2) Rubber Products Panel,
- 3) Paints, Printing Ink & Allied Products Panel,
- 4) Glass & Glassware Panel and
- 5) Manufactured Products of Carbon Graphite, Explosives and Accessories Panel.

As such, CAPEXIL intends to complete the election process by e-Voting for the aforesaid five panels to reconstitute the Committee of Administration of the Council for the year 2020-21 in stipulated time.

In terms of the Articles of Association of CAPEXIL, only Ordinary Members are eligible to participate in the election process. In terms of Clause no. 3.3 of Articles of Association of CAPEXIL, in order to be eligible for Ordinary Members 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 (2017-18, 2018-19 and 2019-20) average exports in respect of the product, of not less than the amount mentioned below:

- | | | |
|------|---------------|---------------------|
| (i) | MSME | Rs. 10 Lakhs |
| (ii) | Others | Rs. 25 Lakhs |

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, ordinary members can stand as a candidate or cast their vote provided that they have already paid their upto-date membership subscription by the 30th April of the year for which it has become due.

However, in view of OM F. No. J/8/2020-E&MDA-DoC dated 24th September, 2020, the Competent Authority has decided to take all members who have paid their membership fees for the F.Y. 2020-21 on or before 30th September, 2020 and followed other requisite criterion in finalising the list of Ordinary Members/ Voters for taking part in the Election process for the year 2020-21 and passing resolutions in the 62nd AGM of 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) | MSME | Rs. 50 Lakhs |
| (ii) | Others | Rs. 2 Crore |

In view of the above, we have to finalize the list of ordinary members (publish “Electoral Rolls”) to enable them to take part in the e-Voting. We therefore, request our bonafide members to furnish their export turnover of CAPEXIL’s products for immediately three preceding financial years (i.e. for the F.Y. 2017-18, 2018-19 and 2019-20) as well as self-certified payment particulars of membership subscription etc. for the F.Y. 2019-20 and 2020-21 specifying cheque/DD No./online payment details, date and amount etc. Above details to be submitted online in ANNEX-1 by login at https://members.capexil.org/member_home.php by using registered email as User Id & IEC as Password on or before 16th November, 2020 (Monday). **Print copy of Online ANNEX-1 for Election 2020-21 duly certified by the Competent Authority of the member firm needs to be forwarded to data@capexil.in on or before 16th November, 2020 (Monday).**

Please note that in the event of non-receipt of Annex-1 latest by 16th November, 2020, the Council will be compelled not to include their names in the Ordinary Members List / Voter List of the Council and accordingly, they shall not be eligible to take part either in the election or to contest in the

election process of the above mentioned five panels for the purpose of inclusion in the reconstitution of Committee of CAPEXIL for the year 2020-21 and passing resolutions in the 62nd AGM of CAPEXIL.

Kindly treat this letter on PRIORITY and URGENT basis.

Thanking you,

Yours sincerely,



Vineet Jhabak

Joint Director, Election Officer, CAPEXIL

CAPEXIL

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Pls. file Annex-1 online at Member's login account and then send a scanned copy of Annex-1 in data@capexil.in on or before 16th November, 2020.

Steps to file Annex-1:

- 1) Click on https://members.capexil.org/member_home.php**
- 2) Select "Login to Update/ Continue"**
- 3) Put registered email id as your Username & IEC as your Password**
- 4) Click on ** Election Form (2020-2021)- ANNEX-I ****
- 5) Check the filled-in details and add/amend the details as required (All fields are mandatory to filled-in.)**
- 6) Submit the form after due checking**
- 8) Download the pdf file of Annex-1 and forward the same to data@capexil.in**

For any assistance related to login Id/Password or election process, applicant may write to data@capexil.in or may contact Mr. B. K. Roy, Executive Officer, CAPEXIL (M)- 97486 59197 & Mr. G. N. Kundu, OSD, CAPEXIL (M)- 99036 21620 and the undersigned.