CAPEXIL
(CIN: U36900WB1958NPL023786)
("Vanijya Bhavan", International Trade Facilitation Centre,
1/1 Wood Street, 3rd Floor, Kolkata-700016)

(ONLY FOR BOOKS, PUBLICATIONS & PRINTING PANEL OF CAPEXIL)

Dear Member,

Subject : Instruction for Election via e-voting in **BOOKS, PUBLICATIONS & PRINTING PANEL** of CAPEXIL during the year 2020-21

EVSN	USER ID	SEQUENCE NO 1	SEQUENCE NO 2
201218003	A026	UDRW31244F32	MZTN76795Y13

Pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, the Council is pleased to provide Members facility to exercise their right to vote on resolutions proposed for Election via e-voting in **BOOKS, PUBLICATIONS & PRINTING PANEL** of CAPEXIL during the year 2020-21 by electronic means and the business may be transacted through e-voting Services. The facility of casting the votes by the Members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED.

The instruction for Members voting electronically are as under :

i. **The voting period begins on 21st December, 2020 at 08.00 A.M. and ends on 23rd December, 2020 at 10.00 P.M.** The e-voting module shall be disabled by CDSL for voting thereafter.

ii. The Members should log on to the e-voting website:-www.evotingindia.com.

iii. Click on Members.

iv. Now enter your Member Code/User ID provided by CDSL.

v. Next enter the image verification as displayed and click on Login.

vi. Now put the Sequence number 1 provided by CDSL in PAN Field.

vii. Now put Sequence Number2 provided by CDSL in Bank details field.

viii. After entering these details appropriately, click on "SUBMIT" tab.

ix. Members will then directly reach the Company selection screen.

x. For Members, the details can be used only for e-voting on the resolutions contained in this Notice.

xi. Click on the relevant EVSN for the Capexil on which you choose to vote.

xii. On the voting page, you will see "LIST OF THE MEMBERS TO BE VOTED ON" and against the same the option for radio button for voting. Select the required members as desired. Click on the "RESOLUTION FILE LINK" if you wish to view the entire Resolution details.

xiii. After selecting the resolution you have decided to vote 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.

xiv. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.

xv. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.

xvi. **Members can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be download 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.**

xvii. 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, under help section or write an email to helpdesk.evoting@cdslindia.com.

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From CDSL

Green Initiative <GreenInitiative@cdslindia.com>
Go Green <gogreen@cdslindia.com>