



कैपेक्सिल
CAPEXIL

(Sponsored by Ministry of Commerce & Industry Govt. of India)
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

Registered & Head Office
Vanija 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

Ref. No. CAPEXIL/11 Panels/e-Voting (2023-24 & 2024-25)/01

Dated: 27th June, 2024

VERY IMPORTANT AND URGENT

TO ALL THE MEMBERS OF CAPEXIL OF THE FOLLOWING PANEL,

- i) Miscellaneous Products Panel
- ii) Glass and Glassware Panel
- iii) Paints, Printing Ink & Allied Products Panel
- iv) Rubber Products Panel
- v) Manufactured products of Carbon Graphite, Explosives & Accessories Panel
- vi) Cement, Cement Clinkers & Asbestos Cement Products Panel
- vii) Plywood & Allied Products Panel
- viii) Ossein and Gelatine Panel
- ix) Bulk Minerals & Ores Panel
- x) Auto Tyres & Tube Panel
- xi) Paper, Paper Board & Products Panel

Dear Sirs,

Sub.: Collection of data for finalization of Ordinary Members list for participation in the election of Representatives/Chairmen for 11 Panels for the year 2023-24 & 2024-25 by e-Voting

In terms of Para 2.78 of the Handbook of Procedure (2023) 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 and the applicable Rules made thereunder, it is mandatory to pass the resolutions only by e-Voting in the AGM.

In the 36th Meeting of Committee of Administration (CoA) (2023-24) of CAPEXIL held on 20th March, 2024 in New Delhi, the Competent Authority has decided to conduct election of the following Eleven Panels to elect the Panel Representatives (Chairmen) for the year **2023-24 & 2024-25**:

- i) Miscellaneous Products Panel
- ii) Glass and Glassware Panel
- iii) Paints, Printing Ink & Allied Products Panel
- iv) Rubber Products Panel
- v) Manufactured products of Carbon Graphite, Explosives & Accessories Panel
- vi) Cement, Cement Clinkers & Asbestos Cement Products Panel
- vii) Plywood & Allied Products Panel
- viii) Ossein and Gelatine Panel
- ix) Bulk Minerals & Ores Panel
- x) Auto Tyres & Tube Panel
- xi) Paper, Paper Board & Products Panel

Notes - The Council is in process to conduct the election for 11 Panels as under:-

- (a) 3 Panel chairman which are going to be vacated in the ensuing AGM
- (b) 4 Panel Chairman who were liable to retire by rotation at the 65th AGM held on 29th December, 2023 but election was not held and not filed the vacancy caused by retirement of panel chairman at the said AGM due to the direction of the Ministry of Commerce and Industry to put on hold all elections.
- (c) 4 Vacant Panel

As such, CAPEXIL intends to complete the election process by e-Voting for the aforesaid eleven panels to reconstitute the Committee of Administration of the Council for the year **2023-24 & 2024-25** 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 (2021-22, 2022-23 and 2023-24) 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, an ordinary member 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. Further the COA has passed circular resolution to consider the ordinary members to participate in the election of 11 panels who have paid their membership subscription for FY 2024-25 by 31st May, 2024 instead of 30th April, 2024 due to revision in membership fee this year and the technical glitches faced by members in making payment through NSDL/DGFT Site, therefore the due date would be 31st May, 2024 for payment of membership subscription for FY 2024-25.**

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. **2021-22, 2022-23 and 2023-24**) as well as **self-certified payment particulars of membership subscription etc. for the F.Y. 2022-23, 2023-24 and 2024-25 specifying cheque/DD No./online / others 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 Login to Update/ Continue by using registered email as User Id & IEC as Password on or before **5th July, 2024 (Friday)**. Print copy of Online **ANNEX-1** for Election **2023-24 & 2024-25** duly certified by the Competent Authority of the member firm needs to be forwarded to data@capexil.in / eoero@capexil.in / accounts3@capexil.in on or before **5th July, 2024 (Friday)**.

Please note that **in the event of non-submission of online Export Return / non-receipt of Annex-1 latest by 5th July, 2024 (Friday), 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 eleven panels for the purpose of inclusion in the reconstitution of Committee of CAPEXIL for the year **2023-24 & 2024-25** later on and also passing the resolutions in the **66th AGM** of CAPEXIL via e-voting.

Kindly treat this letter on PRIORITY and URGENT basis.

Thanking you,

Yours sincerely,

Sd/-

Kuntal Ghosh & Chandan Debnath

Election Officer, CAPEXIL

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

Pls. file Annex-1 online at Member's login account and then send a scanned copy of Annex-1 in data@capexil.in / eoero@capexil.in / accounts3@capexil.in on or before **5th July, 2024 (Friday)**.

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 ** Submit / Print Election Form (2023-24 & 2024-25)- ANNEX-1 **
- 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
- 7) Download the pdf file of Annex-1 and forward the same to data@capexil.in / eoero@capexil.in / accounts3@capexil.in **duly certified by the Competent Authority of the member firm.**

For any assistance related to login Id/Password or election process, applicant may write to data@capexil.in or may contact Mr. Kuntal Ghosh, EO, CAPEXIL (K)- 9674992355 & / or Mr. Chandan Debnath, EO, CAPEXIL (K)- 9830414422 or Office Ph No. 033 – 22891721/22/23/25.