

Ref. No. CAPEXIL/All Members /Ordinary Member List /01               Dated: 24th September, 2024

**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 voting process to pass the resolutions in the 66th AGM through remote e-Voting & Voting** **conducted through Ballot Paper at AGM for ordinary members who have not participated in Remote Evoting.**

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, Govt. of India, and as per the Companies Act, 2013 and the applicable Rules made thereunder, Electronic Voting would be mandatory for election to the posts of Vice President and 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 of CAPEXIL has decided to conduct the **66th AGM of the Council on 16th October, 2024 in Kolkata.** As such, CAPEXIL intends to complete the Ordinary Member List for all the Panels so that ordinary members may take part in the voting process.

In terms of the Articles of Association of CAPEXIL, **only Ordinary Members are eligible to participate in the voting process to pass the resolutions in the AGM.**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 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. 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***](https://members.capexil.org/member_home.php) **Login to Update/ Continue** **by using registered email as User Id & IEC as Password on or before 3rd October, 2024 (Thursday). Print copy of Online ANNEX-1 for E-voting for 66th AGM duly certified by the Competent Authority of the member firm needs to be forwarded to** **data@capexil.in** **on or before 3rd October, 2024 (Thursday).**

Please note that **in the event of non-submission of online Export Return / non-receipt of Annex-1 latest by 3rd October, 2024 (Thursday)**, **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 on 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/-

Harpal Singh

Secretary

CAPEXIL

Website: [www.capexil.org](http://www.capexil.org)

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 **3rd October, 2024 (Thursday),**.

**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 / E-voting 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**

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 Office Ph No. 033 – 22891721/22/23/25.