

Ref. No. CAPEXIL/All Members /Ordinary Member List /01              Dated: 23rd November, 2022

**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 64th AGM through e-Voting & Voting**

As directed, we would like to apprise you that 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 to pass the resolutions in the AGM with a view to ensuring wider participation. Moreover, in terms of the Companies Act 2013, it is mandatory to pass the resolutions e-Voting & voting in the AGM.

The competent authority of CAPEXIL has decided to conduct the 64th AGM of the Council on 20th December, 2022 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 (2019-20, 2020-21 and 2021-22) 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.**

In view of the above, we have to finalize the list of ordinary members to enable them to take part in the Voting Process to pass the resolutions in the 64th AGM of CAPEXIL.

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. 2019- 20, 2020-21 and 2021-22) as well as self-certified payment particulars of membership subscription etc. for the F.Y. 2021-22 and 2022-23 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***](https://members.capexil.org/member_home.php) **Login to Update/ Continue** **by using registered email as User Id & IEC as Password on or before 30th November, 2022 (Wednesday). Print copy of Online ANNEX-1 for voting in the 64th AGM duly certified by the Competent Authority of the member firm needs to be forwarded to** **data@capexil.in /****accounts3@capexil.in** / **eoero@capexil.in**  **on or before** **30th November, 2022 (Wednesday).**

Please note that **in the event of non-submission of online Export Return / non-receipt of Annex-1 latest by 3** **30th November, 2022 (Wednesday)**, **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 in the voting process for the purpose of passing the resolutions in connection with the 64th AGM of CAPEXIL.

**Kindly treat this letter on a PRIORITY and URGENT basis.**

Thanking you,

Yours sincerely,

Sd/-

Chandan Debnath & Kuntal Ghosh

Executive Officer

CAPEXIL

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

E-mail: data@capexil.in

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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****/****accounts3@capexil.in** / **eoero@capexil.in**  on or before  **30th November, 2022 (Wednesday)**.**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 Password4) Click on \*\* Submit / Print -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 checking7) Download the pdf file of Annex-1 and forward the same to **data@capexil.in****/****accounts3@capexil.in** / **eoero@capexil.in** For any assistance related to login Id/Password or the process, applicant may write to data@capexil.in or may contact Mr. Chandan Debnath, EO, CAPEXIL (K)- 9830414422 & / or  Mr. Kuntal Ghosh, EO, CAPEXIL (K)- 9674992355  or Office Ph No. 033 – 22891721/22/23/25. |

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