

CAPEXIL

(Sponsored by Ministry of Commerce & Industry, Government of India)

Vanijya Bhavan (ITFC), 1/1 Wood Street, 3rd floor, Kolkata-700016

Phone: 033 - 2289-1721/22/23/25, Fax: 2289-1724

E-mail: data@capexil.in Web: www.capexil.com / www.capexil.org

Ref. No.: CAPEXIL/60TH AGM/e-Voting (2018-19)/ Dated 28th August, 2018

MOST URGENT AND VERY IMPORTANT

TO ALL THE MEMBERS OF CAPEXIL

Sub.: Collection of data for finalization of Ordinary Members list for Participation in the 60th AGM of CAPEXIL by e-Voting for Adoption of Annual Report and Accounts for the F.Y. 2017-18 and Appointment of Statutory Auditors of CAPEXIL for F.Y. 2018-19.

Dear Sir(s),

Greetings from CAPEXIL...

In terms of Companies Act'2013 and Handbook of procedure 2015-2020, Govt. of India, it is mandatory on the part of CAPEXIL to pass the resolutions only by e-Voting in the AGM. CAPEXIL's 60th Annual General Meeting is likely to be held in the month of September, 2018. The date, time and venue shall be intimated to you in due course. It is mandatory on the part of CAPEXIL to be e-Voting compliant in the AGM by all eligible ordinary members for Adoption of Annual Report and Accounts for the F.Y. 2017-18 and Appointment of Statutory Auditor for the F.Y. 2018-19.

In terms of Articles of Association of CAPEXIL, only ordinary members are eligible to participate in the e-voting process & above mentioned affairs. In order to be eligible for Ordinary Membership 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 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 view of the above, we have to finalize the list of **ordinary members** to enable them to participate in the e-Voting.

We, therefore, request our bona fide members to furnish their export turnover of CAPEXIL's Products for the immediately three preceding financial years (i.e. for the F.Y. 2015-16, 2016-17 and 2017-18) as well as self certified payment particulars of membership subscription etc. for the financial year 2017-18 and 2018-19 specifying Cheque/DD No./NEFT, Date and Amount etc. to enable the Council to reconcile and update records by return mail to: data@capexil.in in the enclosed format **(ANNEX-I)** followed by hard copy by courier/speed post to **CAPEXIL's Head Office at "Vanijya Bhavan", 3rd Floor, 1/1, Wood Street, Kolkata-700016 on or before 6th September, 2018 (Thursday), 18.00 hours.**

Kindly note that in the event of non-receipt of self certified statement on export turnover for the last three preceding financial years latest by 6th September, 2018 (Thursday), the Council will be compelled not to include their names in the ordinary members list for the purpose of participate in the e-Voting process of CAPEXIL. **Kindly treat this letter on PRIORITY and URGENT.**

Thanking you,

Yours sincerely,

Sd/-

(V. R. Chitalia)

Director

CAPEXIL

For & on behalf of CAPEXIL

E-mail: data@capexil.in

Encl.: A specimen Format **(Annex-I)**

CAPEXIL

(Please fill in all the columns. Do not leave any column blank)

1	Name of the Firm/ Company				
2	For Communication: (a) Mailing Address City/District/ State with Pin code. (b) Phone: (c) Fax : (d) E-mail : (e) Contact Person : (f) Designation : (g) Mobile No. (for eVoting)				
3	IEC No.				
4	RCMC No. Date of Issue and validity period		RCMC No.: Date of Issue: Valid Upto:		
5	Name of the Panel				
6	Membership Code No. issued by CAPEXIL				
7	Status -Manufacture / Merchant /Both		(1)Large Scale Manufacture [], (2)Large Scale Trader [], (3)Small Scale Manufacture [], (4)Small Scale Trader [] (Please tick [v] on the above)		
8	Annual Export Turnover of items falling under CAPEXIL canopy (3rd Party and Deemed Export not included)		F.Y.		FOB value of physical export of CAPEXIL's Items (Value in Rs. Lakh)
			2015-16		
			2016-17		
			2017-18		
9	Details of Membership Subscription paid to the CAPEXIL.	Cheque/Draft No./NEFT/RTGS details if any	Cheque/Draft/ NEFT/RTGS Date: (dd/mm/yyyy)	Date of Membership Subscription paid to the CAPEXIL: (dd/mm/yyyy)	Amount (Rs.)
	2017-18				
	2018-19				

I declare that the all the information provided in this form and in the annexures attached to this form are true to the best of my knowledge and belief.

Signature of Authorised Signatory:

Name:

Date:

Designation:

Place:

Official Seal