



कैपेक्सिल
CAPEXIL

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

Registered & Head Office
Vaniya 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/VC Election/e-Voting (2023-24 & 2024-25)/01

Dated: 24th January, 2025

VERY IMPORTANT AND URGENT

TO

ALL THE MEMBERS OF CAPEXIL

Dear Sirs,

Sub.: Collection of data for finalization of Electoral Roll for participation in the election of Vice Chairperson of CAPEXIL 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 Vice Chairperson of CAPEXIL with a view to ensuring wider participation. Moreover, it is mandatory in terms of the Companies Act 2013 and the applicable Rules made thereunder.

It has been decided in the 36th Meeting of Committee of Administration (CoA) of CAPEXIL held on 20th March, 2024 at New Delhi to hold election for the post of Vice President of CAPEXIL for the year 2023-24 & 2024-25. However, elections of Vice President were deferred until elections of NEW CoA members for 11 panels were completed. And after CoA members' election, new Articles of Association are adopted by COA and in AGM held during 16/10/2024.

Now the election for the post of Vice Chairperson is being initiated as per the new Articles of Association.

As such, CAPEXIL intends to complete the election process by e-Voting for the post of Vice Chairperson of CAPEXIL for the year **2023-24 & 2024-25** in stipulated time. In terms of the Articles of Association of CAPEXIL, **Ordinary Members & Associate Members both are eligible to participate in the election process.** In terms of Clause no. 3.3 of Articles of Association of CAPEXIL, a person shall be eligible for admission to the Council as an Ordinary member of the Council, on meeting the following requirements, namely:

(a) The person or the entity represented by the person, **must have been an Associate member of the Council for at least two years;** and

(b) The person or the entity represented by the person must have to its credit during the **two immediately preceding financial years (during 2022-23 & 2023-24) average exports** in respect of the product of **not less than the amount mentioned below:**

(i) Micro, Small, Medium Enterprises (MSMEs): Rs. 25 Lakh - Rs. 1 Crore (**Micro Enterprises- Rs. 25 Lakhs, Small Enterprises -Rs. 50 lakh and Medium Enterprises- Rs. 1 crore**)

(ii) **Others: Above Rs.1 Crore**

In terms of Clause no. 4.1 of Articles of Association of CAPEXIL read with Clause no. 11 and 12 of the Articles of Association of CAPEXIL,

(a) **Ordinary members shall have the right to vote.**

(b) **Associate members having completed 3 continuous years, and not fulfilling the eligibility criteria for Ordinary Member, however, having average exports of Rs. 2.5 Lakhs to their credit during the preceding three financial years (2021-22, 2022-23 & 2023-24), shall also have the right to vote and elect Vice Chairperson in the Council by participation in e-Voting provided that they have already paid their upto-date membership subscription by the 30th June, of the year for which it has become due and are continuing as members of the Council.**

Therefore, the due date would be 30th June, 2024 for payment of membership subscription for FY 2024-25.

Contd...2

In terms of Clause no. 4.2 of Articles of Association of CAPEXIL, a candidate for election to the post of Vice Chairperson in the Council must satisfy the following conditions, namely:

- (a) Only an Ordinary Member shall be eligible as a candidate for elections to various positions in the Council.
- (b) Where a CoA member is contesting for election as Vice- Chairperson, the person or the entity represented by the person must have minimum average exports of Rs. 2.5 crores of the product to its credit during the two financial years (for 2022-23 & 2023-24) immediately preceding the election.
- (c) A certificate issued by a Chartered Accountant shall be required for the purposes of paragraph (b), of this Article.

In view of the above, we have to finalize the list of Electoral Rolls (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 the immediately three preceding financial years including NIL exports (i.e. for the F.Y. 2021-22, 2022-23 & 2023-24), Status of the member firm viz. Micro / Small / Medium Enterprises or Others as well as self-certified payment particulars of membership subscription for the financial years 2022-23, 2023-24 and 2024-25 specifying Cheque/Draft No. /NEFT/RTGS/IMPS/Others, Date, Amount etc. within the stipulated time through **ONLINE ONLY**. 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 2nd February, 2025 (Sunday). Print copy of Online ANNEX-1 for the Vice Chairperson Election for 2023-24 & 2024-25 duly certified by the Competent Authority of the member firm needs to be forwarded to data@capexil.in on or before 2nd February, 2025 (Sunday).

Please note that ONLINE SUBMISSION OF ANNEX-1 IS MANDATORY. In the event of NON-SUBMISSION / NON-RECEIPT of ONLINE Annex-1 latest by 2nd February, 2025 (Sunday) the Council will be compelled not to include their names in the Electoral Roll / 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 election of Vice Chairperson of CAPEXIL for the year 2023-24 & 2024-25 later on.

Kindly treat this letter on PRIORITY and URGENT basis. The above issue is with the approval of the competent authority.

Thanking you,
Yours sincerely,

Sd/-

Priyanka Tarafdar & Kuntal Ghosh
Election Team,
CAPEXIL, Kolkata

Website: www.capexil.org,

E-mail: data@capexil.in

Steps to file Annex-1: Please follow next page

Contd...3

Pls. file Annex-1 online **(IT IS MANADTORY AND ONE OF THE CONDITIONS TO INCLUDE YOUR NAME IN ELECTORAL ROLL FOR THE ELECTION OF VICE CHAIRPERSON OF CAPEXIL FOR THE YEAR 2023-24 & 2024-25)** at Member's login account and then send a scanned copy of Annex-1 to data@capexil.in on or before **2nd February, 2025 (Sunday)**.

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 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 Ms. Priyanka Tarafdar, Dy. Director, CAPEXIL (K) – 9432861512 / Mr. Kuntal Ghosh, EO, CAPEXIL (K)- 9674992355 & / or Office Ph No. 033 – 22891721/22/23/25 (Monday – Friday).