



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/6 Panels Election/e-Voting (2026-27)/01

Dated: **09.09.2026.**

VERY IMPORTANT AND URGENT

TO

ALL THE MEMBERS OF CAPEXIL OF THE FOLLOWING PANELS:

- 1. Glass & Glassware Panel**
- 2. Paints, Printing Ink & Allied Products Panel**
- 3. Rubber Products Panel**
- 4. Paper, Paper Board and Paper Products Panel**
- 5. Plywood and Allied Products Panel**
- 6. Bulk Minerals and Ores Panel**

Dear Sirs,

Sub.: Collection of data for finalization of Electoral Roll for participation in the (i) election for the year 2026-27 for Representatives / Chairmen for 6 Panels by e-Voting and (ii) to pass the resolutions in the 68th AGM through remote e-Voting & Voting to be conducted through Ballot Paper at AGM who have not participated in remote 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 Committee Members of CAPEXIL with a view to ensuring wider participation. Moreover, it is mandatory in terms of the Companies Act 2013, Article of Association and the applicable Rules made thereunder, to pass the resolutions only by e-Voting in the AGM.

It has been decided in the 45th Meeting of Committee of Administration (CoA) of CAPEXIL held on 21st August, 2026 in Kolkata to hold election for the year 2026-27 of the following Six Panels to elect the Panel Representatives / Chairmen.

1. Glass & Glassware Panel
2. Paints, Printing Ink & Allied Products Panel
3. Rubber Products Panel
4. Paper, Paper Board and Paper Products Panel
5. Plywood and Allied Products Panel
6. Bulk Minerals and Ores Panel

Notes:- The Council is in process to conduct the election for six panels as under:-

- a) 5 Panel Chairmen who are going to retire in the ensuing AGM
- b) 1 Vacant Panel

Now the election for the post of Six Panel Representatives / Chairmen is being initiated as per the new Articles of Association adopted at the 66th AGM held on 16th October, 2024.

The Council is encouraging more participation of members from MSME, Export Houses, Women Entrepreneurs, Start-ups, Young Entrepreneurs and North Eastern/Hill Regions in CAPEXIL CoA.

As such, CAPEXIL intends to complete the election process for the year 2026-27 by e-Voting for the post of Six Panel Representatives / Chairmen of CAPEXIL & AGM 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 as well as 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, 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 2024-25 & 2025-26) average exports** in respect of the product of **not less than the amount mentioned below:**

Micro, Small, Medium Enterprises (MSMEs): Rs. 25 Lakh - Rs. 1 Crore

- (i) **Micro Enterprises- Rs. 25 Lakhs**
- (ii) **Enterprises -Rs. 50 lakhs**
- (iii) **Medium Enterprises- Rs. 1 crore**
- (iv) **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 (2023-24, 2024-25 & 2025-26), shall also have the right to vote and elect Panel Representatives / Chairmen in the Council by participation in e-Voting provided that they have already paid their up-to-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 in all cases would be 30th June, 2026 for payment of membership subscription for FY 2026-27.

In terms of Clause no. 4.2 of Articles of Association of CAPEXIL, **a candidate for election to the post of Panel Representatives / Chairmen 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) The person or the entity represented by the person must have to its credit during the two financial years immediately preceding the election, the average exports of the products of not less than the amount mentioned below:**

Micro, Small, Medium Enterprises (MSMEs): Rs.50 Lakh - Rs.2.5 Crore

- (i) Micro Enterprises- Rs. 50 Lakhs,
- (ii) Small Enterprises -Rs. 1 Crore
- (iii) Medium Enterprises- Rs. 2.5 Crore
- (iv) Others: Above Rs.2.5 Crore.

- (c) A certificate issued by a Chartered Accountant shall be required for the purposes of paragraph (b) above.**

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 **(i) election for the year 2026-27 for Representatives / Chairmen for 6 Panels by e-Voting (ii) to pass the resolutions in the 68th AGM through remote e-Voting & Voting to be conducted through Ballot Paper at AGM who have not participated in remote 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. 2023-24, 2024-25 & 2025-26), 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 2024-25, 2025-26 and 2026-27 specifying Cheque/Draft No. /NEFT/RTGS/IMPS/Others, Date, Amount etc. along with necessary supporting documents within the stipulated time through **ONLINE ONLY**.

Above details along with necessary supporting documents 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 **(21 days from the date of issue i.e 09.09.2026 – that is 30.09.2026).** Print copy of Online ANNEX-1 along with necessary supporting documents duly certified by the Competent Authority of the member firm may be forwarded to data@capexil.in on or before **(21 days from the date of issue i.e 09.09.2026 – that is 30.09.2026).** **No earlier submission of ANNEX-1 to be referred for consideration.**

Please note that ONLINE SUBMISSION OF ANNEX-1 ALONG WITH NECESSARY SUPPORTING DOCUMENTS ARE MANDATORY. In the event of NON-SUBMISSION / NON-RECEIPT of ONLINE Annex-1 AND SUPPORTING DOCUMENTS latest by 21 days from the date of issue i.e 09.09.2026 – that is 30.09.2026). 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 for the year 2026-27 of Representatives / Chairmen for 6 Panels of CAPEXIL later on as well as they shall not be eligible to take part on passing the resolutions in the 67th AGM of CAPEXIL .

Pls. file Annex-1 online & upload necessary documents **(IT IS MANADATORY AND ONE OF THE CONDITIONS TO INCLUDE YOUR NAME IN ELECTORAL ROLL FOR THE ELECTION OF THE YEAR 2026-27 OF THE REPRESENTATIVES / CHAIRMEN FOR 6 PANELS OF CAPEXIL AS WELL AS TO PASS THE RESOLUTIONS IN THE 68TH AGM)** at Member's login account and then Print copy of Online ANNEX-1 & necessary supporting documents duly certified by the Competent Authority of the member firm may be forwarded to data@capexil.in **ON OR BEFORE (21 days from the date of issue i.e 09.09.2026 – that is 30.09.2026).**

Steps to file Annex-1 online:

- 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 / AGM Form **(2026-27)- ANNEX-1** **
- 5) Check the filled-in details and add/amend the details as required (All fields are mandatory to be filled-in). Necessary supporting documents are mandatory to upload.
- 6) Submit the form after due checking
- 7) Download the pdf file of Annex-1 & necessary supporting documents which may be forwarded 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 Arpita Paul, Election Officer, CAPEXIL (K)- 9432601580 / Mr. Kuntal Ghosh, Election Officer, CAPEXIL (K)- 9674992355 & / or Office Ph No. 033 – 22891721/22/23/25 (Monday – Friday).

Kindly treat this letter on PRIORITY and URGENT basis.

Thanking you,

Yours sincerely,

Sd/-

(Arpita Paul & Kuntal Ghosh)

Election Officers

CAPEXIL, Kolkata

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