

EEPC INDIA
VANIJYA BHAVAN (1ST FLOOR)
INTERNATIONAL TRADE FACILITATION CENTRE
1/1, WOOD STREET, KOLKATA-700 016
TELEPHONE: 91-33-22890651/52/53
FAX: 91-33-22890654, E-MAIL: eepcho@eepcindia.net
URL: www.eepcindia.org
CIN: U51900WB1955NPL022644

NOTICE

To
ALL MEMBERS OF EEPC INDIA

Re: 63rd Annual General Meeting of EEPC India

NOTICE is hereby given to all the members that the 63rd Annual General Meeting of EEPC India will be held at its Registered Office, 1/1 Wood Street, Kolkata – 700 016 **on Thursday, the 20th September, 2018 at 11.30 a.m.** to transact the following business:

ORDINARY BUSINESS

1. To consider and adopt the Audited Financial Statements of EEPC India for the financial year ended 31st March 2018 and the reports of the Working Committee ('the Board') and the Auditors thereon.
2. To place on record names of the members elected to the Working Committee in place of those retiring by rotation or ipso facto ceased to be a member of the Working Committee.
3. To ratify the appointment of the Statutory Auditors and to fix their remuneration. In this connection, to consider and, if thought fit, to pass with or without modification the following resolution which will be proposed as an Ordinary Resolution:-

“RESOLVED THAT pursuant to the provisions of Section 139 and 142 and other applicable provisions, if any, of the Companies Act, 2013 and the rules made thereunder, the appointment of M/s. S.Saraogi & Co., Chartered Accountants (Registration No. 312196E), as the Statutory Auditors of the Council from the conclusion of this Annual General Meeting till the conclusion of the 64th Annual General Meeting be and is hereby ratified and remuneration of M/s. S.Saraogi & Co., to conduct the audit for the financial year 2018-19 may be mutually agreed between the Working Committee of EEPC India and the Auditors.”

By Order of the Working Committee

Place: Kolkata
Date: 05th September, 2018

Sd/-
ADHIP MITRA
Additional Executive Director & Secretary

NOTES:

1. A MEMBER SHALL NOT BE ENTITLED TO APPOINT ANY OTHER PERSON AS HIS/HER PROXY UNLESS SUCH OTHER PERSON IS ALSO A MEMBER OF EEPC INDIA. (Rule 19(1) of the Companies (Management and Administration) Rules, 2014).

Proxies, in order to be effective, must be received at the Registered Office of the Company, 1/1, Wood Street, Kolkata 700 016, not less than forty-eight hours before the commencement of the 63rd Annual General Meeting i.e. by 11.30 am. on 20th September, 2018.

2. Ordinary Members intending to send their authorised representatives to attend the Meeting are requested to send to EEPC India a certified true copy of the Board Resolution/ Authorisation Letter authorising their representative to attend and vote on their behalf at the Meeting. Associate members may also attend the meeting by themselves or through their authorised representative.
3. The Companies Act, 2013 and rules made thereunder provide that documents like Annual General Meeting Notice, Audited Financial Statements, Directors' Report, Auditors' Report, Annual Report etc. be sent to the members in electronic form to the e-mail address provided by them. Accordingly, such emails have been sent. The physical copies of the annual report will also be available at our Head Office for inspection during office hours. Members are also requested to update their email addresses with EEPC India in case of any change.
4. Electronic copy of the Notice of the 63rd Annual General Meeting of EEPC India inter alia indicating the process and manner of e-voting is being sent to all the members to that email IDs registered with EEPC India. However, the votes of only the ordinary members will be valid. The said notice will indicate the process and manner of voting.
5. Members may please note that the facility for voting through polling paper shall be made available at the 63rd Annual General Meeting and only the eligible members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through polling paper.
6. Members may please note that the Notice of 63rd Annual General Meeting and Annual report for 2018 will also be available at EEPC India website www.eepcindia.org. The Physical copies of the aforesaid documents will also be available at all the offices of EEPC India for inspection during normal business hours on working days. Also, the printed copies of the same will be made available on specific requisition.
7. **Voting through electronic means (only for Ordinary Members)**

Pursuant to provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Council is pleased to offer e-voting facility to the ordinary members to exercise their right to votes electronically on all the resolutions set forth in the Notice convening the 63rd

Annual General Meeting to be held on Thursday, 20th September, 2018 at 11.30 a.m. EEPC India has engaged the services of National Securities Depository Limited (NSDL) to provide e-voting facility..

The e-voting facility is available at the link <https://www.evoting.nsdl.com>

The e-voting facility will be available during the following voting period:

Commencement of e-voting	End of e-voting
13 th September, 2018 at 10.00 a.m	19 th September, 2018 at 5.00 p.m

Please read the following instructions to exercise your vote:

These details and the instructions form an integral part of the Notice for the 63rd Annual General Meeting to be held on Thursday, 20th September, 2018.

Steps for e-voting (only for Ordinary Members)

The process and instructions for e-Voting enclosed as attachment to the Notice.

- I. Open the attached PDF file “**e-Voting.pdf**” giving your membership code as password, which contains your “User ID” and “Password for e-voting”. Please note that the password is an initial password.
- II. Open the internet browser and type the following URL.
<https://www.evoting.nsdl.com>
- III. Click on members –Login
- IV. Insert User ID and Password as initial password stated in (I) above. Click on ‘**Login**’
- V. The Password change menu will appear on your screen. Change to new Password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of the two. Please take utmost care to keep your password confidential.
- VI. Once the e-voting home page opens, click on **e-voting> Active Voting Cycles**.
- VII. Select the EVEN (E-Voting Event Number) of EEPC INDIA (the number is provided in this document). Once you enter the number, the Cast Vote page will open. Now you are ready for e-voting.
- VIII. Cast your vote by selecting your favored options and click **Submit**. Also click **Confirm** when prompted. Please note that once your vote is cast on the selected resolution, it cannot be modified.
- IX. In case of any queries, you may refer the frequently asked questions (FAQs) for members and e-voting user manual for members available at the Downloads section of <https://www.evoting.nsdl.com> . You can also mail your queries at NSDL, by sending an email to evoting@nsdl.co.in.
- X. Corporate and institutional members are required to send a scanned copy of the relevant Board Resolution / appropriate authorisation, with the specimen signature(s) of the authorised signatory(ies) duly attested, to the Scrutinizer through e-mail at caanujtulsyan@hotmail.com with a copy marked to NSDL’s e-mail ID evoting@nsdl.co.in.

- XI. You can also update your mobile number and email id in the user profile details of the folio which may be used for sending future communications(s)

General Instructions

- a. The remote e-Voting period commences on 13th September, 2018 (10.00 a.m.) and ends on 19th September, 2018 (05.00 p.m.).
- b. Mr. Anuj Tulsyan, Practicing Chartered Accountant (Membership No.067173), has been appointed as the Scrutinizer to collate the votes downloaded from the e-voting system and votes casted at 63rd Annual General Meeting to declare the final result for each of the Resolutions forming part of the Notice of the 63rd Annual General Meeting.
- c. The Scrutinizer shall, within a period of not exceeding three working days from the conclusion of the e-voting, unlock the votes in the presence of at least two witnesses, not in the employment of EEPC India make a Scrutinizer's Report of the votes cast in favor of or against, if any, forthwith to the Chairman of EEPC India or a person authorised by him in writing.
- d. The results declared along with the Scrutinizers' Report shall be placed on EEPC India website www.eepcindia.org and on the website of NSDL within 2 days of the passing of the resolutions at the 63rd Annual General Meeting of EEPC India.

By Order of the Working Committee

Place: Kolkata

Date: 05th September, 2018

Sd/-

ADHIP MITRA

Additional Executive Director & Secretary

EEPC INDIA
Vanijya Bhavan (1st Floor), International Trade Facilitation Centre
1/1, Wood Street, Kolkata-700 016
Telephone: 91-33-22890651/52/53, Fax: 91-33-22890654,
E-Mail: eepcho@eepcindia.net, URL: www.eepcindia.org
CIN: U51900WB1955NPL022644

ATTENDANCE SLIP

(To be signed and handed over at the entrance of the meeting venue)

Regd. Folio No.: _____

Full Name of the Member (in Block Letters): _____

Name of the Proxy: _____

(To be filled-in if the Proxy Form has been duly deposited with the Council)

I hereby record my presence at the **63rd ANNUAL GENERAL MEETING** of EEPC India on **Thursday, September 20, 2018 at 11:30 a.m.** at the Registered Office of the Council at Vanijya Bhavan (1st Floor), International Trade Facilitation Centre, 1/1, Wood Street, Kolkata -700016.

Members / Proxy's Signature
(To be signed at the time of handing over this slip)



EEPC INDIA

Registered Office: Vanijya Bhavan (1st Floor), International Trade Facilitation Centre, 1/1, Wood Street, Kolkata - 700016
CIN: U51900WB1955NPL022644, **Web Site:** www.eepcindia.org, **Tel:** 91 33 22890651/52/53, **Fax:** 91-33-22890654, **E-Mail:** eepcho@eepcindia.net

PROXY FORM - MGT - 11

(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014)

Name of the Council: **EEPC INDIA**, CIN: U51900WB1955NPL022644

Registered Office: Vanijya Bhavan (1st Floor), International Trade Facilitation Centre, 1/1, Wood Street, Kolkata – 700016. India.

Name of the Member (s):
Registered Address:
E-mail Id: Folio No / Client Id:

I / We, being the member(s) of the above mentioned Council, hereby appoint

1. Name:
Address:
E-mail Id:
Signature:, or failing him/her
2. Name:
Address:
E-mail Id:
Signature:, or failing him/her
3. Name:
Address:
E-mail Id:
Signature:

as my / our proxy to attend and vote (on a poll) for me / us and on my / our behalf at the 63rd Annual General Meeting of EEPC India to be held on the **20th day of September 2018 at 11.30 a.m.** at the Registered Office of EEPC India and at any adjournment thereof, in respect of such resolutions as are indicated below:

Ordinary Business

Resolution No.1 : Adoption of Audited Financial Statements for the financial year ended March 31, 2018.

Resolution No.2 : Place on record names of the members elected to the Working Committee in place of those retiring by rotation or ipso facto ceased to be a member of the Working Committee.

Resolution No.3 : Appointment of Auditors and fixing their remuneration.

Signed this day of, **2018**

Signature of Member (s)

Signature of Proxy Holder (s)

Affix Revenue Stamp

Note: This form of proxy in order to be effective should be duly completed, signed and deposited at the Registered Office of the Council, not less than 48 hours before the commencement of the Meeting.