

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: 61st Annual General Meeting of the Council

NOTICE is hereby given to all the members that the 61st Annual General Meeting of EEPC India will be held at its Registered Office, 1/1 Wood Street, Kolkata – 700 016 on Tuesday, the 27th December, 2016 at 12.30 P.M. to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Financial Statements for the year ended 31st March 2016 along with reports of the Working Committee 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 Statutory Auditors and to fix their remuneration.

By Order of the Working Committee

Place: Kolkata
Date: 09th December, 2016

Sd/-
B. SARKAR
Executive Director & Secretary
(DIN: 06865347)

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 THE COUNCIL. (Rule 19(1) of the Companies (Management and Administration) Rules, 2014).**
2. Ordinary Members intending to send their authorised representatives to attend the Meeting are requested to send to the Council a certified true copy of the Board Resolution/ Authorised 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. As per the Companies Act, 2013 and rules made thereunder all documents to be sent to members like General Meeting Notices (including AGM), Audited Financial Statements, Directors' Report, Auditors' Report, etc. henceforth to the members in electronic form, to the e-mail address provided by them and made available to us. 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 register/update their email addresses, with the Council.
4. Electronic copy of the Annual Report for 2015-16 is being sent to all the members whose mail IDs are registered with the Council for communication purposes. For members who have not registered their email address, physical copies of the Annual Report for 2016 is being sent along with other members in the permitted mode.
5. Electronic copy of the Notice of the 61st Annual General Meeting of the Council inter alia indicating the process and manner of e-voting is being sent to all the members whose email IDs are registered with the Council for communication purposes. However, the votes of only the ordinary members will be valid. For members who have not registered their email address, physical copies of the Notice of 61st Annual General Meeting of the Council inter alia indicating the process and manner of e-voting is being sent.
6. Members may please note that the Notice of 61st Annual General Meeting and Annual report for 2016 will also be available at the Council website www.eepcindia.org for their download. The Physical copies of the aforesaid documents will also be available at all the offices of the Council for inspection during normal business hours on working days.
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 61st Annual General Meeting to be held on Tuesday, 27th December, 2016 at 12.30 P.M. The Council 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
22 nd December, 2016 at 10.00 a.m	26 th December, 2016 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 61st Annual General Meeting to be held on Tuesday, 27th December, 2016.

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. You will not receive this PDF file if you are already registered with NSDL for e-voting.
- II. Open the internet browser and type the following URL.
<https://www.evoting.nsdl.com>
- III. Click on members -Login
- IV. If you are already registered with NSDL for e-voting, you can use your existing User ID and Password for Login.
- V. If you are logging in for the first time, please enter the User ID and Password provided in this document.
- VI. 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.
- VII. Once the e-voting home page opens, click on **e-voting> Active Voting Cycles**.
- VIII. 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.
- IX. 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.
- X. 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.
- XI. 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.
- XII. 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 22nd December, 2016 (10.00 a.m.) and ends on 26th December, 2016 (05.00 p.m.).
- b. Mr. Anuj Tulsyan, Practicing Chartered Accountant (Membership No.067173), has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

- 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 the Council make a Scrutinizer's Report of the votes cast in favor of or against, if any, forthwith to the Chairman of the Council.
- d. The results declared along with the Scrutinizers' Report shall be placed on the Council's website www.eepcindia.org and on the website of NSDL within 2 days of the passing of the resolutions at the 61st Annual General Meeting of the Council on 27th December, 2016.

Place: Kolkata

Date: 09th December, 2016

By Order of the Working Committee

Sd/-

B. SARKAR

Executive Director & Secretary

DIN: 06865347

EEPC INDIA
Vanijya Bhavan (1st Floor), International Trade Facilitation Centre
1/1, Wood Street, Kolkata-700 016
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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 **61st ANNUAL GENERAL MEETING** of the Council on **Tuesday, December 27, 2016 at 12:30 P.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

Note: Members are requested to bring their copies of the Annual Report to the meeting

(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 61st Annual General Meeting of the Council to be held on the **27th day of December 2016 at 12.30 P.M.** at the Registered Office of the Council and at any adjournment thereof, in respect of such resolutions as are indicated below:

Resolution No.1 : Adoption of Audited Financial Statements for the financial year ended **March 31, 2016.**

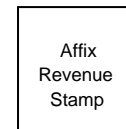
Resolution No.2 : Place on record names of the members elected to the Working Committee in place of those retiring by rotation or ipso facto ceased to be a member of the Working Committee.

Resolution No.3 : Appointment of Auditors.

Signed this day of, **2016**

Signature of Member (s)

Signature of Proxy Holder (s)



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.