

# EEPC INDIA

VANIJYA BHAVAN (1ST FLOOR)  
INTERNATIONAL TRADE FACILITATION CENTRE  
1/1, WOOD STREET, KOLKATA-700 016  
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CIN: U51900WB1955NPL022644

## NOTICE

To  
ALL MEMBERS OF EEPC INDIA

Re: 69th Annual General Meeting of EEPC India

NOTICE is hereby given to all the members that the 69<sup>th</sup> Annual General Meeting of EEPC India will be held on Friday, the 27<sup>th</sup> September, 2024 at 11.30 a.m. (IST) for the transaction of the following businesses through Video Conferencing (“VC”) / Other Audio-Visual Means (“OAVM”) in conformity with the regulatory provisions and Circulars issued by the Ministry of Corporate Affairs, Government of India in the matter. The venue of the meeting shall be deemed to be the Registered Office of the Company at Vanijya Bhavan (1<sup>st</sup> floor), 1/1 Wood Street, Kolkata – 700 016.

### ORDINARY BUSINESS

1. To consider and adopt the Audited Financial Statements of EEPC India for the financial year ended 31<sup>st</sup> March, 2024 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 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 139,142 and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Audit & Auditors) Rules,2014, including any amendment, modification or variation thereof, and pursuant to the recommendation of the Working Committee (‘the Board’), M/s. Ranjit Jain & Co., Chartered Accountants having Firm Registration Number 322505E, be and are hereby re-appointed as the Statutory Auditors of the Company from the conclusion of this Annual General Meeting till the conclusion of the 74<sup>th</sup> Annual General Meeting of the Company to be held in the year 2029, to examine and audit the accounts of the Company, at remuneration to be decided upon.”

## SPECIAL BUSINESS

### 4. Adoption of new set of Articles of Association of the Company

To consider and, if thought fit, to pass with or without amendments, the following Resolution as a Special Resolution:

“**RESOLVED THAT** pursuant to the provisions of section 14 and other applicable provisions, if any, of the Companies Act, 2013 read with rules made thereunder (including any statutory modifications or re-enactment thereof, for the time being in force), and subject to the approvals, permissions, and sanction from the Registrar of Companies, Eastern Region, Kolkata, approval of the members of the Company be and is hereby accorded for adoption of the new set of Articles of Association which has been approved by the Working Committee (‘the Board’).

**RESOLVED FURTHER THAT** Mr. Adhip Mitra, Executive Director & Secretary and Mr. Rajat Srivastava, Additional Executive Director, be and are hereby authorized to interact with the Registrar of Companies, Eastern Region and all other persons necessary for giving effect to the proposed amendment.”

By Order of the Working Committee  
For EEPC India

**Place:** Kolkata

**Date:** 09<sup>th</sup> September, 2024

*Sd/-*

**ADHIP MITRA**

Executive Director & Secretary

DIN: 10684740

### NOTES:

1. In view of the Ministry of Corporate Affairs (MCA) General Circular Nos.14/2020 dated 8th April, 2020, 17/2020 dated 13th April, 2020, 20/2020 dated 5th May,2020, 02/2021 dated 13th January,2021, 02/2022 dated 5th May,2022, 10/2022 dated 28.12.2022 and the latest being 09/2023 dated 25.09.2023 has allowed the Companies to conduct the AGM through Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”) till 30<sup>th</sup> September, 2024. In accordance with, the said circulars of MCA and applicable provisions of the Act, the 69<sup>th</sup> Annual General Meeting of EEPC India shall be conducted through VC/ OAVM. National Securities Depositories Limited (‘NSDL’) will be providing facility for voting through remote e-voting, for participation in the AGM through VC / OAVM facility and e-voting during the AGM. The procedure for participating in the meeting through VC / OAVM is explained at Note No. 6 below and is also available on the website of the Company at [www.eepcindia.org](http://www.eepcindia.org).
2. Members may please note that the facility for voting through polling paper shall also be made available at the 69<sup>th</sup> Annual General Meeting and only the ordinary 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.

3. 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. Since, this AGM will be held in accordance with the Circulars through Video Conferencing (“VC”) / Other Audio-Visual Means (“OAVM”), the facility for appointment of Proxies by the Members is not available and hence the Proxy Form and Attendance Slip including Route Map are not annexed to this Notice.
4. Authorised representatives of Ordinary members who will attend the meeting are requested to send to EEPC India in advance a scanned certified true copy (PDF/JPEG format) of the Board Resolution/ Authorisation Letter authorising their representative to attend and vote on their behalf at the Meeting through email at [eepcho@eepcindia.net](mailto:eepcho@eepcindia.net). Associate members may also attend the meeting by themselves or through their authorised representative.
5. Electronic Dispatch of Notice and Annual Report and Process for Registration of Email ID for Obtaining Copy of Annual Report:
  - a. In accordance with, the General Circular No. 20/2020 dated 5th May, 2020 issued by MCA, owing to the difficulties involved in dispatching of physical copies of the financial statements (including Report of Board of Directors, Auditor’s report or other documents required to be attached therewith), such statements including the Notice of the 69<sup>th</sup> Annual General Meeting of EEPC India inter alia indicating the process and manner of e-voting is being sent to all the members to the email IDs registered with EEPC India. However, the votes of only the ordinary members will be valid.
  - b. We urge members to support our commitment to environmental protection by choosing to receive the Company’s communication through email. For members who have not updated/registered their email addresses with EEPC India are requested to update/register their email addresses by writing to EEPC India at [eepcho@eepcindia.net](mailto:eepcho@eepcindia.net) along with the copy of the signed request letter mentioning the name and address of the Member, self-attested copy of the PAN card, and self-attested copy of any document (e.g.: Telephone Bill, Electricity Bill) in support of the address of the Member immediately to obtain the copies of the Annual Report 2023-2024 in electronic mode along with the Notice of 69<sup>th</sup> AGM, instructions for remote e-voting and instruction for participation in the AGM through VC/OAVM. In case of any queries / difficulties in registering the e-mail address, Members may write to [eepcho@eepcindia.net](mailto:eepcho@eepcindia.net).
  - c. Members may please note that the Notice of 69<sup>th</sup> Annual General Meeting of EEPC India along with Annual Report for the financial year 2023-24 will also be available at EEPC India website [www.eepcindia.org](http://www.eepcindia.org) and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). 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.

6. Procedure for Attending the AGM through VC/OAVM:

- a. Ordinary Members who wish to attend this AGM through VC / OAVM are requested to login to the e-voting system of NSDL at <https://www.evoting.nsdl.com/> under 'Shareholder / Member - Login' by using their remote e-voting user ID and password. Thereafter, click on the link appearing under 'Join Meeting' against the Electronic Voting Event Number ('EVEN') of EEPC India.

Ordinary Members who do not have their user ID and password for remote e-voting or have forgotten their user ID and / or password may retrieve the same by following the instructions given under # 8[A] below. Further Members can also use the OTP based login for logging into the e-voting system of NSDL.

Associate Members who wish to attend may do so by using the link sent to them by NSDL.

- b. For convenience of the Members and proper conduct of AGM, Members can login and join at least 15 (fifteen) minutes before the time scheduled for the AGM and shall be kept open throughout the proceedings of AGM.
- c. Members who need assistance before or during the AGM with use of technology, can:-
- Send a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) or call at: **022-48867000**;
  - Contact Mr. Amit Vishal, Deputy Vice President or Ms. Pallavi Mhatre, Senior Manager, NSDL, Trade World, 'A' Wing, 4<sup>th</sup> Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai- 400 013 at the designated email IDs: [evoting@nsdl.com](mailto:evoting@nsdl.com) or [amitv@nsdl.com](mailto:amitv@nsdl.com) or [pallavid@nsdl.com](mailto:pallavid@nsdl.com) ;
- d. Members are requested to login to the NSDL e-voting system using their laptops / desktops / tablets with stable Wi-Fi or LAN connection for better experience. Members logging in from mobile devices or through laptops / desktops / tablets connecting via mobile hotspot or with low bandwidth, may experience audio / video loss due to fluctuation in their respective network.
- e. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.

7. Procedure to raise Questions / seek clarifications:

- a. As the AGM is being conducted through VC / OAVM, for the smooth conduct of proceedings of the AGM, Members are encouraged to express their views / send their queries in advance mentioning their name of the organisation, Membership number, email id, mobile number at [eeepcho@eeepcindia.net](mailto:eeepcho@eeepcindia.net). Relevant Questions / queries received by the Company till 5.00 p.m. on Tuesday, 17<sup>th</sup> September, 2024 shall only be considered and responded during the AGM.

- b. Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by visiting the link <https://www.evoting.nsdl.com> from 10.00 a.m. on Sunday, 22<sup>nd</sup> September, 2024 till 5.00 p.m. on Tuesday, 24<sup>th</sup> September, 2024.
- c. EEPC India reserves the right to restrict the number of questions and number of speakers, as appropriate for smooth conduct of the AGM.
8. Remote E-Voting and E-Voting During the 69<sup>th</sup> Annual General Meeting [Voting through electronic means for Ordinary Members only]:

Pursuant to provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and the Secretarial Standard on General Meeting (SS2) issued by The Institute of Company Secretaries of India, EEPC India is pleased to offer remote e-voting facility (facility to cast vote prior to the AGM) and also e-voting during the 69<sup>th</sup> Annual General Meeting to the ordinary members to exercise their right to votes electronically on all the resolutions set forth in the Notice convening the 69<sup>th</sup> Annual General Meeting to be held on Friday, the 27<sup>th</sup> September, 2024 at 11.30 a.m. Ordinary Members who have cast their votes by remote e-voting prior to the AGM may participate in the AGM but shall not be entitled to cast their votes again. Ordinary Members attending the AGM who have not cast their vote by remote e-voting shall be eligible to cast their vote through e-voting during the AGM. Associate Members may participate in the AGM but will not have voting rights. The Working Committee ('the Board') of EEPC India has engaged the services of National Securities Depository Limited (NSDL) to provide e-voting facility. The Working Committee of EEPC India ('the Board') has appointed **Mr. Rohit Kejriwal, Practicing Chartered Accountant (Membership No.305751)**, as the Scrutinizer to scrutinize the e-voting for this purpose.

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

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

Commencement of remote e-voting	End of remote e-voting
22 <sup>th</sup> September, 2024 at 10.00 a.m.	26 <sup>th</sup> September, 2024 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 69<sup>th</sup> Annual General Meeting to be held on Friday, 27<sup>th</sup> September, 2024 at 11.30 a.m.]

**[A]. Instructions for remote e-voting (only for Ordinary Members)**

The details of the process and manner for remote e-voting are explained below:

- 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**’ and also insert the verification code as shown on the screen.
  - 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. If you are unable to retrieve the ‘initial password’ or have forgotten your password, you may send an e-mail requesting for password at [\*\*evoting@nsdl.com\*\*](mailto:evoting@nsdl.com), mentioning your name of organisation and membership number.
  - VII. Alternatively, ordinary members can also use the OTP (One Time Password)-based login for casting their vote on the e-voting system of NSDL, if the members email id and/or mobile number is registered with EEPC India.
  - VIII. Once the e-voting home page opens, click on **e-voting> Active Evoting Cycles/VC or OAVM**.
  - IX. 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.
  - X. Cast your vote by selecting your favored options and click ‘**Submit**’. Thereafter click ‘**Confirm**’ when prompted. Please note that once your vote is cast on the selected resolution, it cannot be modified. Thereafter, the message ‘**Vote cast successfully**’ will be displayed.
- Note: Once your vote is cast on the selected resolution, it cannot be modified

**Notes: -**

- a. Corporate and institutional members are required to send a scanned copy (in PDF/JPEG format) 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 [\*\*rohitkejriwal@yahoo.co.in\*\*](mailto:rohitkejriwal@yahoo.co.in) with a copy marked to NSDL’s e-mail ID [\*\*evoting@nsdl.com\*\*](mailto:evoting@nsdl.com). Corporate and institutional members can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on “Upload Board Resolution / Authority Letter” displayed under “e-Voting” tab in their login
- b. In case of any queries/grievance, you may refer the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available under the Downloads section of NSDL’s e-voting website [\*\*https://www.evoting.nsdl.com\*\*](https://www.evoting.nsdl.com). You can also mail your queries at NSDL, by sending an email to [\*\*evoting@nsdl.com\*\*](mailto:evoting@nsdl.com) Or call at.: **022-48867000**;
- c. 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)
- d. The remote e-Voting period commences on 22<sup>th</sup> September, 2024 (10.00 a.m.) and ends on 26<sup>th</sup> September, 2024 (05.00 p.m.).

**[B]. Instructions for e-voting during the AGM (only for Ordinary Members)**

- I. The procedure for e-voting during the 69<sup>th</sup> Annual General Meeting is the same as mentioned above for remote e-voting.
- II. The aforesaid facility will be available only to those ordinary members who are present in the AGM and who have not cast their votes by remote e-voting prior to the AGM. Members, who cast their votes by remote e-voting, will not be entitled to cast their votes once again.

**[C]. General Information**

- I. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the ‘**Forgot User Details/Password?**’ or ‘**Physical User Reset Password?**’ option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
- II. The Working Committee of EEPC India (‘the Board’) has appointed **Mr. Rohit Kejriwal, Practicing Chartered Accountant (Membership No.305751)**, as the Scrutinizer, to scrutinize the entire e-voting process of 69<sup>th</sup> Annual General Meeting in a fair and transparent manner and to declare the final result for each of the Resolutions forming part of the Notice of the 69<sup>th</sup> Annual General Meeting.
- III. The Scrutinizer shall, within a period 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.
- IV. The results declared along with the Scrutinizers’ Report shall be placed on EEPC India website [www.eepcindia.org](http://www.eepcindia.org) and on the website of NSDL within 2 days of the passing of the resolutions at the 69<sup>th</sup> Annual General Meeting of EEPC India.

All documents referred to in the accompanying Notice and the Statement pursuant to Section 102 of the Companies Act, 2013, will be available for inspection at the registered office of EEPC India during business hours on all working days up to the date of the 69<sup>th</sup> Annual General Meeting.

Encl: Explanatory Statement, pursuant to section 102 of the Companies Act, 2013 relating to Ordinary and Special Businesses to be transacted at the 69<sup>th</sup> Annual General Meeting (AGM) is annexed hereto.

By Order of the Working Committee  
For EEPC India

**Place:** Kolkata  
**Date:** 09<sup>th</sup> September, 2024

*Sd/-*  
**ADHIP MITRA**  
Executive Director & Secretary  
DIN: 10684740

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 FORMING PART OF THE NOTICE**

**Item No. 3**

The Members at the 64th Annual General Meeting ('AGM') held on 26th September, 2019 approved the appointment of Messrs. Ranjit Jain & Co, Chartered Accountants (Firm Registration No. 322505E), as the Auditors of the Company for a period of five years from the conclusion of the said AGM. M/s. Ranjit Jain & Co, Chartered Accountants will complete their present term on conclusion of this AGM.

The Working Committee of EEPC India ('the Board') at the meeting held on 03rd September, 2024, considering M/s. Ranjit Jain & Co, Chartered Accountants experience & expertise, and in the best interest of the Company, recommended for the approval of the Members, the re-appointment of M/s. Ranjit Jain & Co, Chartered Accountants having Firm Registration Number 322505E as the Auditors of the Company for a period of five years from the conclusion of this AGM till the conclusion of the 74th AGM, in terms of Section 139, 142 and other applicable provisions if any, of the Companies Act, 2013 and the Companies (Audit & Auditors) Rules, 2014, including any amendment, modification or variation thereof. The Working Committee of EEPC India ('the Board') recommended for the approval of the Members. The remuneration of M/s. Ranjit Jain & Co, Chartered Accountants for the financial year 2024-25 may be mutually agreed between the Working Committee of EEPC India and the Auditors.

M/s. Ranjit Jain & Co, Chartered Accountants have given their consent to act as the Auditors of the Company and have also confirmed compliance with the conditions prescribed under Sections 139 and 141 of the Act read with the Rules thereunder.

None of the Working Committee members of EEPC India and their relatives is concerned or interested in this Resolution.

The Working Committee of EEPC India ('the Board') recommends this Ordinary Resolution for the approval of the members.

**Item No. 4**

Annexed to the Notice convening the 69<sup>th</sup> Annual General Meeting to be held on Friday, 27<sup>th</sup> September, 2024.

Section 14 of the Companies Act, 2013 provides that Subject to the provision of the Companies Act 2013 and the conditions contained in the Memorandum, if any, a company may, by a special resolution, alter its articles.

In view of the certain changes suggested by the Ministry of Commerce & Industry, Department of Commerce, Government of India regarding existing functioning of EEPC India and also the existing rules for conducting elections of Working Committee of EEPC India ('the Board'), changes are required to be made in the relevant provisions of the Articles of Association. The Working Committee of EEPC India ('the Board') at its meeting held in Kolkata on 03<sup>rd</sup> September, 2024 deliberated upon this issue and was of the opinion that the matter be placed before the general members of EEPC India in the forthcoming Annual General Meeting for their concurrence.



The statement of changes proposed to be made in the existing Article of Association as approved by the Working Committee ('the Board') will be available on [www.eepcindia.org](http://www.eepcindia.org) along with the Notice of 69<sup>th</sup> Annual General Meeting, and also all the Offices of EEPC India during office hours for inspection of the members.

Consent of the members by passing a Special Resolution is required in this regard.

None of the Working Committee members of EEPC India and their relatives is concerned or interested in this Resolution.

The Working Committee of EEPC India ('the Board') recommends this Special Resolution for the approval of the members.