

EEPC INDIA

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

NOTICE

To
ALL MEMBERS OF EEPC INDIA

Re: 64th Adjourned Annual General Meeting of EEPC India

NOTICE is hereby given to all the members that the 64th Adjourned Annual General Meeting of EEPC India will be held on Wednesday, the 23rd December, 2020 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 (1st floor), 1/1 Wood Street, Kolkata – 700 016.

ORDINARY BUSINESS

To place on record names of the members elected to Working Committee in place of those retiring by rotation or ipso facto ceased to be a member of the Working Committee.

The 64th Annual General Meeting of EEPC India held on Thursday, the 26th September, 2019 at 2.30 p.m. in Kolkata was adjourned on the issue of recording the names of members of the Working Committee 2019-2020 in place of those retiring by rotation or ipso facto ceased to be a member of the Working Committee since the election process could not be completed within that date. Since the place of the retiring members of the Working Committee has not yet been filled up and since no express resolution has been passed not to fill up the vacancies, it is proposed that the existing Members of the Working Committee due to retire at the adjourned 64th Annual General Meeting of EEPC India to be held on Wednesday, the 23rd December, 2020 at 11.30 A.M will be deemed to be reappointed in terms of Section 152(7)(b) of the Companies Act, 2013, except those members who have ceased to be members of the Working Committee.

“Resolved that the Members due to retire at the 64th Annual General Meeting of EEPC India shall be deemed to have been reappointed at the adjourned 64th Annual General Meeting till the 65th Annual General Meeting, except those members who have ceased to be members of the Working Committee.”

By Order of the Working Committee
For EEPC India

Place: Kolkata

Date: 04th December, 2020

Sd/-

ADHIP MITRA

Additional Executive Director & Secretary

NOTES:

1. In view of the continuing restrictions on the movement of people at several places in the country, due to outbreak of COVID-19, the Ministry of Corporate Affairs (MCA), vide its General Circular No. 20/2020 dated 5th May, 2020 read with General Circular No. 14/2020 dated 8th April, 2020 and General Circular No. 17/2020 dated 13th April, 2020, has allowed the Companies to conduct the AGM through Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”) during the calendar year 2020. In accordance with, the said circulars of MCA and applicable provisions of the Act, the 64th Adjourned 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. 7 below and is also available on the website of the Company at www.eepcindia.org.
2. 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.
3. 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. Associate members may also attend the meeting by themselves or through their authorised representative.

Electronic Dispatch of Notice and Process for Registration of Email ID for Obtaining Copy of Notice:

4. 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 copy of the Notice of the 64th Adjourned 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.
5. 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 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 copy of the Notice of the 64th Adjourned AGM in electronic mode along with the 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.
6. Members may please note that the Notice of 64th Adjourned Annual General Meeting of EEPC India will also be available at EEPC India website www.eepcindia.org and on the website of NSDL at 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.

Procedure for Attending the AGM through VC/OAVM:

7. 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 General Meeting**' against the Electronic Voting Event Number ('EVEN') of EEPC India.

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 # 15[A] below. Further Members can also use the OTP based login for logging into the e-voting system of NSDL.

8. 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.
9. Members who need assistance before or during the AGM with use of technology, can:-
 - Send a request at **evoting@nsdl.co.in** or use Toll free no.: **1800-222-990**;
 - Contact Mr.Amit Vishal, Senior Manager/Ms. Pallavi Mhatre, Manager, NSDL, Trade World, 'A' Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai- 400 013 at the designated email ID: evoting@nsdl.co.in or AmitV@nsdl.co.in or at telephone number **022- 24994360/022 24994545**;
10. 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.
11. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.

Procedure to raise Questions / seek clarifications:

12. 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 **eepto@eeptocindia.net**. Relevant Questions / queries received by the Company till 5.00 p.m. on Monday, 21st December, 2020 shall only be considered and responded during the AGM.

Further, Members who would like to have their questions / queries responded to during the AGM are requested to send such questions / queries in advance within the aforesaid date and time, by following similar process as stated above.

13. 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 Friday, 18th December, 2020 till 5.00 p.m. on Monday, 21st December, 2020.

14. EEPC India reserves the right to restrict the number of questions and number of speakers, as appropriate for smooth conduct of the AGM.

Procedure for Remote E-Voting and E-Voting During the 64th Adjourned Annual General Meeting:

15. 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, 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 64th Adjourned 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 64th Adjourned Annual General Meeting to be held on Wednesday, the 23rd December, 2020 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. 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. Anuj Tulsyan, Practicing Chartered Accountant (Membership No.067173), 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
18 th December, 2020 at 10.00 a.m.	22 th December, 2020 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 64th Adjourned Annual General Meeting to be held on Wednesday, the 23rd December, 2020 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.co.in, mentioning your name of organisation and membership number.
- VII. Once the e-voting home page opens, click on **e-voting> Active Evoting Cycles/VC or OAVM**.

- 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'. 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.

Other Instructions

- 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 **caanujtulsyan@hotmail.com** with a copy marked to NSDL's e-mail ID evoting@nsdl.co.in
- 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>. You can also mail your queries at NSDL, by sending an email to evoting@nsdl.co.in. Or use Toll free no.: **1800-222-990**;
- 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 18th December, 2020 (10.00 a.m.) and ends on 22st December, 2020 (05.00 p.m.).

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

- a. The procedure for e-voting during the 64th Adjourned Annual General Meeting is the same as mentioned above for remote e-voting.
- b. The aforesaid facility will be available only to those ordinary members who present in the AGM and who do 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

- a. 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** to reset the password.
- b. The Working Committee of EEPC India (‘the Board’) has appointed Mr. Anuj Tulsyan, Practicing Chartered Accountant (Membership No.067173), as the Scrutinizer, to scrutinize the entire e-voting process of 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 64th Adjourned 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 64th Adjourned Annual General Meeting of EEPC India.

By Order of the Working Committee
For EEPC India

Place: Kolkata

Date: 04th December, 2020

Sd/-

ADHIP MITRA

Additional Executive Director & Secretary