



HANDLOOM EXPORT PROMOTION COUNCIL  
(Ministry of Textiles, Govt. of India)

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HEPC/ADMIN/EGM/15-16

Dt.05.03.2016

Notice is hereby given that an Extraordinary General Meeting of the Council will be held on Tuesday, 29<sup>th</sup> March 2016 at the registered office of the Council at 12.00 Noon to transact the following business:

1. To elect Chairman and Vice Chairman of the Council through e-voting process.

For Handloom Export Promotion Council

-sd/-

R.Anand,

Executive Director

Date: 05.03.16

Place: Chennai

- Note: 1. No TA/DA is admissible for attending the Extraordinary General Meeting.  
2. A member entitled to attend and vote is entitled for appointing a proxy to attend and vote instead of himself and a proxy need not be a member.

**Instructions for Voting through electronic means**

1. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015, the Council is pleased to provide members facility to exercise their right to vote on resolutions

proposed to be considered at the Extraordinary General Meeting by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the EGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).

- II. The facility for voting electronically through Insta Poll shall be made available at the EGM and the 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 Insta Poll.
- III. The members who have cast their vote by remote e-voting prior to the EGM may also attend the EGM but shall not be entitled to cast their vote again.
- IV. The remote e-voting period commences on Saturday, March 26, 2016 (9:00 am IST) and ends on Monday, March 28, 2016 (5:00 pm IST) (both days inclusive). During this period eligible members' may cast their vote electronically. During this period members of the council as on the cutoff date of 1<sup>st</sup> February 2016, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- V. The process and manner for remote e-voting are as under:
  - A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Council] :
    - (i) Open email and open PDF file viz; "HEPC.pdf" with your Folio No..... as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
    - (ii) Launch internet browser by typing the following URL:  
<https://www.evoting.nsdl.com/>
    - (iii) Click on Shareholder - Login
    - (iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
    - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
    - (vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
    - (vii) Select "EVEN" of "HANDLOOM EXPORT PROMOTION COUNCIL".
    - (viii) Now you are ready for remote e-voting as Cast Vote page opens.
    - (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
    - (x) Upon confirmation, the message "Vote cast successfully" will be displayed.

(xi) Once you have voted on the resolution, you will not be allowed to modify your vote.

B. In case a Member receives physical copy of the Notice of EGM [for members whose email IDs are not registered with the Council or requesting physical copy] :

(i) Initial password is provided as below/at the bottom of the Attendance Slip for the EGM :

**EVEN (Remote e-voting Event Number) 103885**

**USER ID**

**PASSWORD/PIN**

(ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xi) above, to cast vote.

- VI. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of [www.evoting.nsd.com](http://www.evoting.nsd.com) or call on toll free no.: 1800-222-990.
- VII. A member may participate in the EGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the EGM.
- VIII. Mr. N.A. Srinivasan, Advocate & Corporate Consultant, (Enrollment Number: Ms.2065/2006) has been appointed as the Scrutinizer for providing facility to the members of the Council to scrutinize the insta poll and remote e-voting process in a fair and transparent manner.
- IX. The Chairman shall, at the EGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, for the members, who have not exercised their votes earlier, to cast their vote electronically at the EGM venue.
- X. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Council and shall make, not later than three days of the conclusion of the EGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- XI. The Results declared alongwith the report of the Scrutinizer shall be placed on the website of the Council [www.hepcindia.com](http://www.hepcindia.com) and on the website of NSDL immediately after the declaration of result by the Returning Officer.

**Please note:**

Members will not be able to use user ID & password (obtained during election of EC members) for casting vote in the election for Vice Chairman. Kindly use the new user ID & password sent by NSDL for casting vote.