



कालीन निर्यात संवर्धन परिषद् CARPET EXPORT PROMOTION COUNCIL (Set up by Ministry of Textiles, Govt. of India)

Working Office : 2nd Floor, Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, New Delhi - 110001

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Guidelines for Web-based Electronic Voting System for Council's Election, 2021.

Council's Elections-2021 has already been notified vide Notification No. CEPC/ELE-2021/Cir. No. 1 dated 20th July, 2021. The Guidelines for Web-based Electronic Voting System was uploaded on the Council's Web-site on the basis of the procedure adopted by the agency for conducting elections through web-based electronic system.

The Carpet Export Promotion Council engaged **National Securities Depository Limited (NSDL)** for conducting **Web-based Electronic Voting Election of 1/3rd Retired Members of the Committee of Administration of the Carpet Export Promotion Council from Various Categories for the Years 2017-18, 2018-19 and 2019-20.** The procedure for Web-based e-voting system is notified here-in-under. The eligible members should follow the below mentioned procedure for casting their votes through web-based electronic system.

1. Remote E-voting

Pursuant to Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management & Administration) Rules, 2014 substituted by Companies (Management & Administration) Amendment, Rules, 2015, the Carpet Export Promotion Council, New Delhi is pleased to provide the facility for casting the votes by the eligible members using an electronic voting system from a place other than venue of the Elections ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).

2. The members can cast their votes on electronic voting system from place other than the venue of the meeting (remote e-voting). **The remote e-voting period will commence on 2nd September, 2021 at 9.30 a.m. and will end on 9th September, 2021 at 5.00 p.m. Thereafter, the remote e-voting facility shall be disabled by NSDL for voting.** In addition, the facility for Voting in Person through Electronic Means shall also be made available on **10th September, 2021** from 10.00 a.m. to 2.00 p.m. at the venue of Election in Concord Hall, Hotel Radisson MBD, L-2, Sector-18, NOIDA (U.P.) and the Members attending the Elections who could not cast their vote by remote e-voting has to adopt the procedure as defined in Election Rules of the Council. Once the vote is casted by the member, he/she shall not be allowed to change it subsequently or cast vote again.

3. The Company has appointed Mr. Pankaj Agarwal, CA to act as the Scrutinizer for providing facility to the members of the company, to scrutinize the entire voting process in a fair and transparent manner. The Members desiring to vote through remote e-voting are requested to refer to the detailed procedure given hereinafter.

4. Members whose names are recorded in the Register of Members with the company as on the Cut-off date i.e. **20th July, 2021**, shall be entitled to avail the facility of remote e-voting or voting in person through Electronic Means facility available **at the venue of the Election on 10th September, 2021 from 10.00 a.m. to 2.00 p.m.**

PROCEDURE FOR REMOTE EVOTING

5. The instructions for remote e-voting are as under : -

(a) **In case of Eligible Members receiving an e-mail from NSDL (for members whose email addresses are registered with the company) :**

- i. Open the email and also open PDF file, namely "e-Voting.pdf " attached to the e-mail, using your Membership Number as password. The said PDF file contains your User ID and Password for e-voting. Please note that the Password provided in PDF is an 'Initial Password'.
- ii. Open the internet browser and type the following URL <https://www.evoting.nsdl.com>
- iii. Click on Shareholder/Member - Login.
- iv. Put 'User ID' and 'Initial Password' as noted in step (i) above and click on 'Login'.
- v. Password change menu will appear on your screen. Change the Password with a new Password of your choice with minimum 8 digits/characters or combination thereof to proceed further. Please keep a note of the new Password. It is strongly recommended not to share your Password with any other person and take utmost care to keep it confidential.
- vi. Home page of e-voting opens
- vii. Select 'EVEN' (E-Voting even number) of Carpet 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 confirmed your vote on the resolution, you cannot modify your vote.

6. In case of any queries, you may refer to the 'Frequently Asked Questions' (FAQs) and 'User manual' available in downloads section of NSDL's e-voting website <https://evoting.nsdl.com>. In case of any grievances, you may contact Ms. Pallavi Mhatre, Manager of NSDL at Toll free number 1800 1020 990/1800 224 430; email: evoting@nsdl.co.in who will also address grievances connected with the voting by electronic means.

7. A person who is not a member as on the cut-off date should treat this notice for information only.

8. The facility for **Voting in Person through Electronic Means**, shall be made available at the venue of Election and the members attending the Election who could not cast their votes by remote e-voting or members whose email ids / links face unexpected errors, if any, shall be able to exercise their right at the Election. Subject to completion of formalities as notified by Election Circular No. CEPC/ELE-2021/Cir. No. 4 dated 20th July, 2021 alongwith complete Form – A. Members who have cast their votes by remote e-voting may also attend the Elections but shall not be entitled to cast their votes again.
9. At the Elections, at the end of the discussion of the resolutions on which voting is to be held, the Returning Officer shall with the assistance of the Scrutinizer order voting for all those members who are present but could not cast their vote electronically using the remote e-voting facility.
10. The Scrutinizer shall immediately after the conclusion of voting at the Elections, first count the votes at the Elections, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and make not later than three days of Elections, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Returning Officer or a person authorised by him in writing who shall countersign the same.
11. The Returning Officer or a person authorised by him in writing shall declare the result of voting forthwith.
12. The results of the electronic voting along with the Scrutinizer's Report, shall also be placed on the company's website www.cepc.co.in and on the website of NSDL www.evoting.nsdl.com.

Contact Details

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| Company | : | Carpet Export Promotion Council, 2nd Floor, Rajiv Gandhi Handicrafts Bhawan, Baba Kharak Singh Marg, New Delhi-110001. E-mail – info@cepc.co.in CIN No. U17222UP1982NPL005557 |
| E-voting agency | : | National Securities Depositories Ltd https://evoting.nsdl.com contact on Toll free number 1800 1020 990 / 1800 224 430 |
| Scrutinizer | : | Mr. Pankaj Agarwal, CA M/s. Neeraj Agrawal & Co., CAs M. No. 86877 nac.pankaj@gmail.com |
