



हस्तशिल्प निर्यात संवर्धन परिषद् Export Promotion Council for Handicrafts

CIN: U20299DL1986NPL023253

Regd. Office: EPCH House, Plot No. 1, Pocket 6 & 7, LSC, Sector – C, Vasant Kunj, New Delhi – 110070,
Tel.: +91-11-26135256 Fax: 011-26133518 / 19 Email id: mails@epch.com Website: www.epch.in

NOTICE OF THE 37th ANNUAL GENERAL MEETING, INFORMATION ON E-VOTING

NOTICE IS HEREBY GIVEN THAT the 37th Annual General Meeting (AGM) of the Council is scheduled on Wednesday, December 20th, 2023 at 11:00 A.M at Govt. Servants Co-operative House Building Society Ltd., Kalyan Kendra, 9, Paschimi Marg, Vasant Vihar, New Delhi - 110057, to transact the business as stated in the notice of meeting sent to the members individually.

The Annual report for the Financial Year 2022-23 of the council along with the Notice of AGM has been dispatched to all the members whose email IDs are registered with the council. Physical copies of the same have been sent to members at their registered address in the permitted mode who's email ID's are not registered with EPCH.

The same are also available on the EPCH website www.epch.in. Additionally, the notice of AGM is also available on the website of National Securities Depositories Limited ('NSDL') at <https://evoting.nsdl.com>.

In terms of Section 108 of Companies Act, 2013, read with rules thereto, as amended, the council is pleased to provide Remote E-Voting facility to the members to cast their vote by electronic means (Remote E-voting) on all the resolutions set forth in the notice. The company has engaged services of NSDL for providing e-voting facility. Kindly refer the notice of the AGM regarding instructions on e-voting and same is also available EPCH website www.epch.in.

The remote e-voting commences on Sunday, December 17th, 2023 at 10:00 a.m. (IST) and will end on Tuesday, December 19th, 2023 at 5:00 p.m. (IST). The remote e-voting shall not be allowed beyond the said date and time.

- The cut-off date for determining the eligibility to vote by electronic means or at the AGM is Friday, June 30, 2023.
- A person whose name is recorded in the register of members as on the cut-off date, i.e. Friday, June 30 2023, shall be entitled to avail the facility of remote e-voting or voting-in-person available at the meeting, as the case may be.
- The company shall also provide facility for voting through polling paper / e-voting at the venue of the meeting and Members attending the meeting who have not already casted their vote by remote e-voting shall be able to exercise their right to vote at the AGM.
- The members who have casted their vote by remote e-voting prior to the meeting may participate in the meeting but shall not be entitled to cast their vote again
- In case of any queries, you may refer to the 'Frequently Asked Questions' (FAQs) and 'e-voting user manual' available in downloads section of NSDL's e-voting website <https://evoting.nsdl.com>. In case of any grievances, you may contact NSDL at Toll free number 1800-222-990; email: evoting@nsdl.co.in who will also address grievances connected with the voting by electronic means.
- The results of voting would be declared as stipulated under the relevant rules and will also be posted on the EPCH website and website of NSDL.

By Order of the Committee of Administration

New Delhi

Date: December 01, 2023

Rajesh Rawat
Secretary-EPCH



हस्तशिल्प निर्यात संवर्धन परिषद् Export Promotion Council for Handicrafts

सीआईएन: U20299DL1986NPL023253

पंजीकृत कार्यालय: ईपीसीएच हाउस, प्लॉट नंबर 1, पॉकेट 6 व 7, एलएससी, सेक्टर- सी, वसंत कुंज, नई दिल्ली, 110070, टेलीफोन: +91-11-26135256 ईमेल आईडी: mails@epch.com वेबसाइट: www.epch.in

37वीं वार्षिक आम बैठक की नोटिस और ई-वोटिंग की सूचना

सूचित किया जाता है कि परिषद् की 37वीं वार्षिक आम बैठक (एजीएम) दिनांक 20 दिसंबर, 2023 दिन बुधवार को सुबह 11.00 बजे, गवर्नमेंट सर्वेंट कोपरेटिव बिल्डिंग सोसाइटी लिमिटेड, कल्याण केंद्र, 9, पश्चिम मार्ग, वसंत विहार, नई दिल्ली- 110057 में आयोजित की जा रही है। इसकी सूचना सभी सदस्यों को व्यक्तिगत रूप से भी भेजी जा चुकी है।

वित्त वर्ष 2022-23 के लिए परिषद् की वार्षिक रिपोर्ट एजीएम की सूचना के साथ सभी पंजीकृत सदस्यों के ईमेल आईडी पर भेज दिया गया है। जिन सदस्यों की ईमेल आईडी ईपीसीएच के पास पंजीकृत नहीं है उन्हें स्वीकृत रूप में इसकी भौतिक प्रतियां उनके पंजीकृत पते पर भेज दी गई हैं।

यह ईपीसीएच की वेबसाइट www.epch.in पर भी उपलब्ध है। इसके अतिरिक्त, एजीएम की नोटिस राष्ट्रीय प्रतिभूति निक्षेपागार लिमिटेड ('एनएसडीएल') की वेबसाइट <https://evoting.nsdl.com> पर भी उपलब्ध है।

परिषद् अधिनियम 2013 के धारा 108 के अनुसार, नियम ऊपर से पढ़ें, यथा संशोधित, परिषद् ने सदस्यों को नोटिस में उल्लिखित सभी प्रस्तावों पर इलेक्ट्रॉनिक माध्यम (रिमोट ई-वोटिंग) से मतदान करने के लिए रिमोट ई-वोटिंग की सुविधा प्रदान की है। परिषद् ने ई-वोटिंग की सुविधा उपलब्ध कराने के लिए एनएसडीएल की सेवाएं ली हैं। कृपया ई-वोटिंग पर निर्देशों के बारे में एजीएम की सूचना को देखें और यह ईपीसीएच की वेबसाइट www.epch.in पर भी उपलब्ध है।

रिमोट ई-वोटिंग 17 दिसंबर 2023, रविवार को सुबह 10.00 बजे (भारतीय समयानुसार) शुरू होगी और 19 दिसंबर 2023, मंगलवार की शाम 5 बजे (भारतीय समयानुसार) खत्म होगी। रिमोट ई-वोटिंग की अनुमति उक्त समय और तारीख के बाद नहीं दी जाएगी।

- इलेक्ट्रॉनिक माध्यम से या वार्षिक आम बैठक में मतदान करने के लिए पात्रता का निर्धारण करने के लिए कट ऑफ तारीख 30 जून 2023, शुक्रवार है।
- एक व्यक्ति जिसका नाम कट ऑफ तिथि के आधार पर सदस्यों के रजिस्टर में दर्ज है, अर्थात् शुक्रवार 30 जून 2023 तक, बैठक में उपलब्ध वोटिंग सुविधा का लाभ उठाने के लिए हकदार होगा।
- कंपनी बैठक के दौरान भी मतपत्र / ई-वोटिंग के माध्यम से उन सदस्यों को मतदान की सुविधा प्रदान करेगी जिन्होंने ई-वोटिंग के माध्यम से अपने मताधिकार का प्रयोग नहीं किया है।
- बैठक से पहले रिमोट ई-वोटिंग के जरिए मतदान कर चुके सदस्य बैठक में भाग ले सकते हैं, लेकिन पुनर्मतदान के हकदार नहीं होंगे।
- किसी भी सवाल के लिए, आप एनएसडीएल की ई-वोटिंग वेबसाइट <https://evoting.nsdl.com> के डाउनलोड खंड पर उपलब्ध 'सामान्यतः पूछे जाने वाले प्रश्न' (एफएक्यू) और 'ई-वोटिंग से संबंधित प्रश्न' की सहायता ले सकते हैं। किसी प्रकार की शिकायत के लिए, आप एनएसडीएल से टोल फ्री नंबर 1800-222-990, ईमेल: evoting@nsdl.co.in पर संपर्क कर सकते हैं जो इलेक्ट्रॉनिक मतदान से संबंधित शिकायतों का भी समाधान करेंगी।
- प्रासंगिक नियमों के तहत निर्धारित कर मतदान का परिणाम घोषित किया जाएगा और इसे ईपीसीएच और एनएसडीएल की वेबसाइट पर पोस्ट किया जाएगा।

प्रशासन समिति के आदेश से
हस्ताक्षर /—
राजेश रावत
सचिव — ईपीसीएच

नई दिल्ली

तारीख: 01 दिसंबर 2023



EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

EPCH-House, Pocket 6&7, Sector-C, Local Shopping Centre, Vasant Kunj, New Delhi -110070

Phone No: 011-26135256-58; Fax 011-26135518-19; Email: mails@epch.com; Website: www.epch.in

CIN: U20299DL1986NPL023253

NOTICE OF 37th ANNUAL GENERAL MEETING

Notice is hereby given that the 37th Annual General Meeting of Export Promotion Council for Handicrafts will be held at 11:00 AM on Wednesday, 20th December, 2023 at Hall of Govt. Servants Co-operative House Building Society Ltd. "Kalyan Kendra", 9, Paschimi Marg, Vasant Vihar, New Delhi - 110057 to transact the following business:

1. To receive, consider and adopt the report of the proceedings of the Committee for the period 01-04-2022 to 31-03-2023
2. To receive, consider and adopt the Audited Annual Balance Sheet as on 31/03/2023, Audited Income & Expenditure Accounts for the period ended on that date and Auditor's Report thereon.
3. To constitute the committee as per available vacancies (vacancies of 06 (six) members of the committee (COA) - This agenda been deferred due to office memorandum No. 12/1/2017 - E&MDA dated 10th May 2023 issued by Ministry of Commerce & Industry regarding holding of the Election until further order.
4. To appoint M/s H L G & Co., Chartered Accountants as a statutory auditors for the Council to hold office for a period of 5 (Five) consecutive financial years, from the conclusion of the 37th Annual General Meeting of the Council until the conclusion of the 42nd Annual General Meeting of the Council and fix their remuneration i.e. Rs. 4,00,000/- Per Annum for the Financial Year 2023-24.
5. To consider or transact any business which under these Articles ought to be transacted at an Annual General Meeting.

New Delhi
Date : 01-12-2023

By order of Committee of Administration

Sd/-
(RAJESH RAWAT)
SECRETARY

N.B.: Article-50 No person other than a Council member or an authorised representative or nominee appointed in accordance with Article 50(a) and subject to the provision of Section 187 shall be entitled to vote at the meeting of the Council provided such intimation in writing is received in the Council's Office at least 48 hours prior to commencement of the meeting.

Article-50(a) A firm, Joint stock company or corporation or co-operative society being a member may nominate in writing a person to represent it at a meeting of the Council and vote on its behalf as defined in Article 19.

Enclosures : A) Proforma of authorised representative for this meeting wherever applicable
B) Attendance Slip for the meeting

NOTES

1. Pursuant to Section 101 and Section 136 of the Companies Act, 2013 read with relevant Rules made there under, companies can serve Annual Reports and other communications through electronic mode to those Members who have registered email address with the Company. The notice is being sent to all the members, whose names appeared in the Register of members as on 30.06.2023. The notice is also posted on the website of the company, www.epch.in and other procedure be followed by council as per companies act 2013 for AGM. The Notice of AGM, Annual Report, Proxy form and Attendance Slip are being sent in electronic mode to Members whose email address are registered with the Company, unless the Members have registered their request for the hard copy of the same. For members who do not have any email registered with the Company, physical copies are being sent by the permitted mode.
2. Members who have received the Notice of AGM, Annual Report, Proxy form and Attendance Slip in electronic mode are requested to print the Attendance Slip and submit a duly filled in Attendance Slip at the Registration Counter at the AGM. Authorised Representative attending the meeting on behalf of members are also requested to submit a duly filled in Attendance Slip at the Registration Counter at the AGM.
3. 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 company is pleased to provide the facility to Members to exercise their right to vote on the resolutions proposed to be passed at AGM by electronic means. The facility of casting the votes by the members using an electronic voting system of the AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
4. The members may cast their votes on electronic voting system. The remote e-voting period will commence on Sunday, December 17, 2023 at 10:00 a.m. and will end on December 19, 2023, Tuesday at 5:00 p.m. The remote e-voting facility shall be disabled by NSDL for voting thereafter. In addition, the facility for voting in person through polling paper/e-voting, shall also be made available at the AGM and the Members attending the AGM who have not cast their vote by remote e-voting has to adopt procedure as defined in Election Rules 2023. Once the vote on a resolution is cast by the member, he/she shall not be allowed to change it subsequently or cast vote again.
5. The Company has appointed Mr. Vaibhav Jain, Practicing Chartered Accountant of M/s Mehra Goel & Co. (M.No. 515700) scrutinizer, 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.
6. Members whose names are recorded in the Register of Members with the company as on the Cut-off date i.e. June 30, 2023, shall be entitled to avail the facility of remote e-voting or voting facility available at the meeting, as the case may be.

PROCEDURE FOR REMOTE E-VOTING

7. The instructions for remote e-voting are as under:
 - (a) In case of 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 ID 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/Creditor - Login".
 - iv. Put 'User ID' and 'Initial Password' as noted in step (i) above and click on 'Login'.
 - v. Enter the verification code (Captcha) as shown on the screen
 - vi. Click on "I hereby agree to all Terms and Conditions"

- vii. Click "Login"
 - viii. For the First time the system will ask to reset your password.
 - ix. Home page of e-voting will open.
 - x. Once the Home page of e-voting opens, Click on Remote e-Voting: Active Voting Cycles.
 - xi. Select 'EVEN' (E-Voting event number) of Export Promotion Council for Handicrafts.
 - xii. Now you are ready for remote e-voting as 'Cast Vote' page opens.
 - xiii. Cast your vote by selecting appropriate option and click on 'Submit' and also 'Confirm' when prompted.
 - xiv. Upon confirmation, the message 'Vote cast successfully' will be displayed.
 - xv. Once you have confirmed your vote on the resolution, you cannot modify your vote.
- (b) In case of members receiving physical copy of the Notice of AGM (for members whose email addresses are not registered with the company or requesting physical copy)
- i. Initial Password is provided, as follows, attached with the Attendance Slip in the Annual Report.

EVEN (Remote E-Voting Number)	USER ID	PASSWORD
—	—	—

- ii. Please follow all steps from Sr. No. (i) to Sr. No. (xii) mentioned above in (a), to cast vote.
8. In case of any queries, you may refer to the 'Frequently Asked Questions' (FAQs) and 'remote e-voting user manual' available in downloads section of NSDL's e-voting website <https://evoting.nsdl.com> or email at evoting@nsdl.co.in or call on Landline number - 022-48867000 and 022-24997000.
 9. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
 10. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
 11. A person who is not a member as on the cut-off date should treat this notice for information only.
 12. However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on www.evoting.nsdl.com or contact NSDL at the following no.: 022-48867000 and 022-24997000.
 13. The facility for voting through polling paper / e-voting shall be made available at the meeting and the members attending the AGM who have not already 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 AGM. Members who have cast their votes by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their votes again.
 14. At the Annual General Meeting, at the end of the discussion of the resolutions on which voting is to be held, the Chairman shall with the assistance of the Scrutinizer order voting for all those members who are present but have not cast their vote electronically using the remote e-voting facility.
 15. The Scrutinizer shall immediately after the conclusion of voting at the Annual General Meeting, first count the votes at the Annual General Meeting, 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 conclusion of the meeting, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing who shall countersign the same.

16. The Chairman or a person authorised by him in writing shall declare the result of voting forthwith.
17. The results of the electronic voting shall be declared after the AGM. The results along with the Scrutinizer's Report, shall also be placed on the company's website www.epch.in and on the website of NSDL www.evoting.nsdl.com.

CONTACT DETAILS

Company : Export Promotion Council for Handicrafts
EPCH House, Pocket 6 & 7, LSC, Sector - C,
Vasant Kunj, New Delhi - 110070
CIN: U20299DL1986NPL023253
Email: mail@epch.com

E-voting agency : National Securities Depositories Ltd.
<https://evoting.nsdl.com>
contact on number 022-48867000 and 022-24997000

Scrutiniser : Mr. Vaibhav Jain
Practicing Chartered Accountant
Email: vaibhavjain@inmacs.com

Venue of 37th AGM - Location and Route Map

Export Promotion Council for Handicrafts
CIN: U20299DL1986NPL023253

VENUE OF EPCH'S 37TH AGM
(Hall of Govt Servants Co-Operative
House Building Society Ltd.

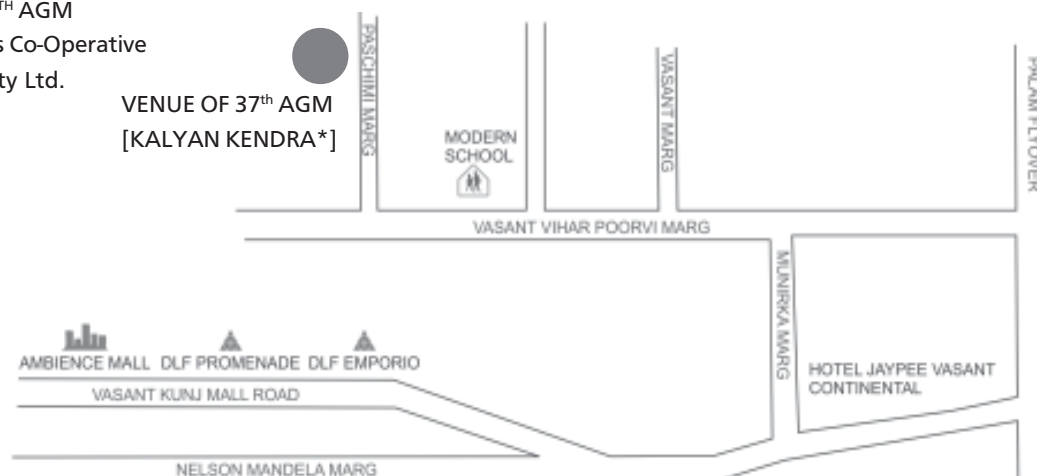
VENUE OF 37th AGM
[KALYAN KENDRA*]

*Address of Venue:

Kalyan Kendra,
9-Paschimi Marg,
Vasant Vihar,
New Delhi -110057

Nearest Landmark:

Modern School,
Vasant Vihar,
New Delhi-110057



Form No. MGT-11

Proxy Form

(Pursuant to section 105(6) of the Companies Act, 2013 and rule 1993) of the Companies
(Management and Administration) Rules, 2014)

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

EPCH-House, Pocket 6&7, Sector-C, Local Shopping Centre, Vasant Kunj, New Delhi -110070
Phone No: 011-26135256-58; Fax 011-26135518-19; Email: mails@epch.com; Website: www.epch.in
CIN: U20299DL1986NPL023253

**37th Annual General Meeting of Export Promotion Council for Handicrafts will be held at 11:00 AM on
Wednesday, 20th December, 2023 at Hall of Govt. Servants Co-operative House Building Society Ltd.
"Kalyan Kendra", 9, Paschimi Marg, Vasant Vihar, New Delhi - 110057**

Name of the Member (s):	
Registered Address:	
Email Id:	
Membership No.	

I / We, of in the District of being the member of Export Promotion Council for Handicrafts, hereby appoint.

1. Name Address

Email Id

Signature

or failing him

2. Name Address

Email Id

Signature

or failing him

3. Name Address

Email Id

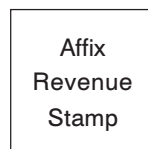
Signature

(...contd.)

as my / our proxy to attend and vote (on a poll) for me/us on my/our behalf at the 37th Annual General Meeting of Export Promotion Council for Handicrafts to be held at Hall of Govt. Servants Co-operative House Building Society Ltd. "Kalyan Kendra", 9, Paschimi Marg, Vasant Vihar, New Delhi - 110057 on Wednesday, 20th Day of December, 2023 and at any adjournment thereof in respect of such resolution as are indicated below:

1. To receive, consider and adopt the report of the proceedings of the Committee for the period 01-04-2022 to 31-03-2023.
2. To receive, consider and adopt the Audited Annual Balance Sheet as on 31/03/2023, Audited Income & Expenditure Accounts for the period ended on that date and Auditor's Report thereon.
3. To constitute the committee as per available vacancies (vacancies of 06 (six) members of the committee (COA) - This agenda been deferred due to office memorandum No. 12/1/2017 - E&MDA dated 10th May 2023 issued by Ministry of Commerce & Industry regarding holding of the Election until further order.
4. To appoint M/s H L G & Co., Chartered Accountants as a statutory auditors for the Council to hold office for a period of 5 (Five) consecutive financial years, from the conclusion of the 37th Annual General Meeting of the Council until the conclusion of the 42nd Annual General Meeting of the Council and fix their remuneration i.e. Rs. 4,00,000/- Per Annum for the Financial Year 2023-24.
5. To consider or transact any business which under these Articles ought to be transacted at an Annual General Meeting.

As witness my/our hand(s) this day of 2023.



(Signature of Member / Proprietor / Partner / Managing Director / Karta)
Stamp / Seal of the Organisation

Signature of
proxy holder

N.B. 1. This form to be effective should be duly completed, signed and must be deposited with the Council's office not less than 48 hours before the meeting. In case of Pvt Ltd Company/Ltd Company /Public Ltd company/Co-operative Society, Please attach a certify copy of such resolution while appointing their Authorized Representative.

2. Proxy can be given to EPCH member only

ATTENDANCE SLIP

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

EPCH-House, Pocket 6&7, Sector-C, Local Shopping Centre, Vasant Kunj, New Delhi -110070
Phone No: 011-26135256-58; Fax 011-26135518-19; Email: mails@epch.com; Website: www.epch.in
CIN: U20299DL1986NPL023253

Please complete this attendance slip and hand it over at the entrance of the meeting hall.

Name & address of the Member Organisation (in block letters)

.....
.....
.....
.....

Membership Number

(To be filled in by the member / authorised representative for the registered member / authorised representative of the Council)

I hereby record my presence at the 37th Annual General Meeting of Export Promotion Council for Handicrafts held on 11:00 AM at Hall of Govt. Servants Co-operative House Building Society Ltd. "Kalyan Kendra", 9, Paschimi Marg, Vasant Vihar, New Delhi - 110057 on Wednesday, 20th Day of December, 2023

.....

(Signature of the Registered Member / Authorised Representative)

Note: Members are requested to bring the Attendance Slip with them when they come to the meeting and handover it at the gate after their signature on it.

