



**EPCH**  
Export Promotion Council  
for Handicrafts  
www.epch.in

## EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

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

### NOTICE OF 38<sup>th</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the 38th Annual General Meeting of Export Promotion Council for Handicrafts will be held at 10:00 AM on Tuesday, 10th December, 2024 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 01-04-2023 to 31-03-2024.
2. To receive, consider and adopt the Annual Balance Sheet as on 31/03/2024, 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) are available in accordance with Election Rule of EPCH which has already been circulated vide email circular ref. no. EPCH/COA/XXXVIII/2024 dated 20/11/2024. Declaration of result and award of certificate to elected members of the Committee shall be held as per notice of Schedule of election of Form-I issued by Returning Officer (Election-EPCH) vide ref.no. EPCH/COA/XXXVIII/2024 dated 21/11/2024.
4. To appoint M/s H L G & Co., Chartered Accountants as Statutory Auditors for the Council to hold office 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 2024-25.
5. To consider or transact any business which under these Articles ought to be transacted at an Annual General Meeting.

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**New Delhi**

**Date: 22<sup>nd</sup> November, 2024**

**By order of Committee of Administration**

Sd/-  
**(RAJESH RAWAT)**  
SECRETARY  
(PAN No. AFSPR6595N)

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) FORM no MGT-11 Proxy Form  
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 30.06.2024. The notice is also posted on the website of the company, [www.epch.in](http://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).
5. The members may cast their votes on electronic voting system. The remote e-voting period will commence on Thursday, 05th December, 2024 at 10:00 a.m. and will end on Monday, 09th December, 2024 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 2024. 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.
6. The Company has appointed Mr. Vaibhav Bansal, Practicing Chartered Accountant of M/s Mehra Goel & Co. 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.
7. Members whose names are recorded in the Register of Members with the company as on the Cut-off date i.e. June 30, 2024, 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

8. 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 "EPCH remote 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 - 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. 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. Once the Home page of e-voting opens, Click on Remote e-Voting: Active Voting Cycles.
  - vii. Select 'EVEN' (E-Voting event number) of Export Promotion Council for Handicrafts.
  - 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.
- (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
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- ii. Please follow all steps from Sr. No. (i) to Sr. No. (xii) mentioned above in (a), to cast vote.
9. 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.nsd.com>. In case of any grievances, you may contact Ms. Pallavi Mhatre, Manager of NSDL at 022-24994545 or call on Toll free number 1800-222-990; email: [pallavid@nsdl.co.in](mailto:pallavid@nsdl.co.in) or [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) who will also address grievances connected with the voting by electronic means.
  10. 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.
  11. 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).
  12. A person who is not a member as on the cut-off date should treat this notice for information only.
  13. 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.nsd.com](http://www.evoting.nsd.com) or contact NSDL at the following toll free no.: 1800-222-990.
  14. 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.
  15. 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.
  16. 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.

17. The Chairman or a person authorised by him in writing shall declare the result of voting forthwith.
18. 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](http://www.epch.in) and on the website of NSDL [www.evoting.nsd.com](http://www.evoting.nsd.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](mailto:mail@epch.com)

E-voting agency : National Securities Depositories Ltd.  
<https://evoting.nsd.com>  
contact on Toll free number 1800-222-990

Scrutiniser : Mr. Vaibhav Bansal  
Practicing Chartered Accountant  
Email: [vaibhavjain@inmacs.com](mailto:vaibhavjain@inmacs.com)

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## Venue of 38<sup>th</sup> AGM - Location and Route Map

### Export Promotion Council for Handicrafts

CIN: U20299DL1986NPL023253

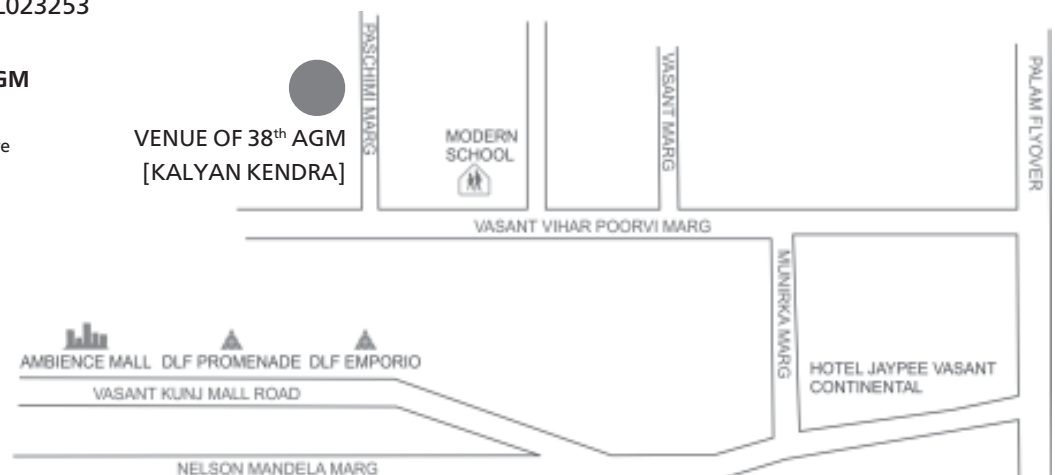
#### VENUE OF EPCH'S 38<sup>TH</sup> AGM

Kalyan Kendra,  
(Hall of Govt Servants Co-Operative  
House Building Society Ltd.)

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

**38th Annual General Meeting on Tuesday, 10th December, 2024**

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 .....

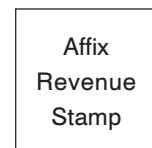
Signature

as my / our proxy to attend and vote (on a poll) for me/us on my/our behalf at the 38th 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 Tuesday , 10th Day of December, 2024 and at any adjournment thereof in respect of such resolution as are indicated on the following page:

(...contd.)

1. To receive, consider and adopt the report of the proceedings of the Committee for the period 01-04-2023 to 31-03-2024.
2. To receive, consider and adopt the Annual Balance Sheet as on 31/03/2024, 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) are available in accordance with Election Rule of EPCH which has already been circulated vide email circular ref. no. EPCH/COA/XXXVIII/2024 dated 20/11/2024. Declaration of result and award of certificate to elected members of the Committee shall be held as per notice of Schedule of election of Form-I issued by Returning Officer (Election-EPCH) vide ref.no. EPCH/COA/XXXVIII/2024 dated 21/11/2024.
4. To appoint M/s H L G & Co., Chartered Accountants as a Statutory Auditors for the Council to hold office for 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 2024-25.
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 ..... 2024.



(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 38th Annual General Meeting of Export Promotion Council for Handicrafts will be held at 10:00 AM on Tuesday, 10th December, 2024 at Hall of Govt. Servants Co-operative House Building Society Ltd. "Kalyan Kendra", 9, Paschimi Marg, Vasant Vihar, New Delhi - 110057.

.....  
(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.

