



POWERLOOM DEVELOPMENT & EXPORT PROMOTION COUNCIL

(Set up by Ministry of Textiles, Govt. of India)

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पावरलूम विकास तथा निर्यात सम्वर्धन परिषद्

PDEXCIL MUM/AGM/56/2021-22/238

Date: 10.11.2021

To,
All Members of PDEXCIL

Sub: Annual General Meeting (AGM) of PDEXCIL on 22/11/2021 at Mumbai.

Dear Sir/Madam,

Due to massive outbreak of the COVID-19 pandemic, social distancing is norm to be followed and pursuant to the Circular No.14/2020 dated. 8th April 2020, Circular No.17/2020 dated.13th April 2020, issued by the Ministry of Corporate Affairs followed by Circular No.20/2020 dated.05th May 2020 and other applicable circulars issued by Ministry of Corporate Affairs, physical attendance of the members to the AGM/EGM venue is not required and Annual General Meeting (AGM) be held through video conference (VC) or other audio visual means (OAVM). Hence, members can attend and participate in the ensuing AGM/EGM through VC/ OAVM.

Pursuant to the Circular No.14/2020 dated 08th April 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM/EGM.

The Members can join the AGM/EGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice.

Pursuant to provisions of Section 108 of the Companies Act, 2013 and 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 at the AGM/EGM 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 AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).**

The Council has approached NSDL for providing e-voting services through their e-voting platform. In this regard, your membership number has been enrolled by the council for your participation in e-voting on resolutions placed on e-Voting system.

The Notice of the AGM of the Council has already been sent to all members by email. Voting process can be downloaded from the link <https://www.evoting.nsdl.com>.

The e-voting period commences on November 18, 2021 (10:00 am) and ends on November 21, 2021 (5:00 pm). During this period member of the Company, may cast their vote electronically. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently. All members of council as on being 31.10.2021 will be eligible to cast their vote on the resolutions proposed to be moved in the AGM.

The facility for voting through e-voting or Poling Paper shall be made available at the AGM 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 e-voting at AGM venue.



The procedure to login to e-Voting website is given below:

1. Open the attached PDF file "**e-Voting.pdf**" giving your membership no as password, which contains your "User ID" and "Password for e-voting". Please note that the password is an initial password.
2. Launch internet browser by typing the URL **https://www.evoting.nsdl.com**
3. Click on "Shareholder / Member".
4. Put User ID and password as initial password noted in step (1) above and Click Login. If you forgot your password, you can reset your password by using "Physical User Reset Password?" option available on **www.evoting.nsdl.com**
5. Password Change Menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof and login again with new password.
6. Home page of remote "e-Voting" opens.
7. Select "EVEN" of PDEXCIL. Members can cast their vote online from November 18, 2021 (10:00 am) till November 21, 2021 (5:00 pm).
Note: e-Voting shall not be allowed beyond said time.
8. Now you are ready for "e-Voting" as "Cast Vote" page opens.
9. Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm", when prompted.

Please note the following:

After each resolution Members may select/use option for each resolution before final submission.

A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.

A person, whose name is recorded in the register of members as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM.

The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of polling paper for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.

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 employee of the council and shall make, not later than three days of the conclusion of the AGM, 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.

Other information:

- Login to 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 'Forgot Password' option available on the site to reset the same.
- Your login id and password can be used by you exclusively for e-voting on the resolutions placed by the companies in which you are the member.



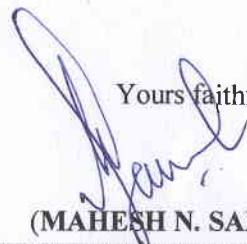
- It is strongly recommended not to share your password with any other person and take utmost care to keep it confidential.

INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE EGM/AGM THROUGH VC/OAVM ARE AS UNDER:

1. Member will be provided with a facility to attend the EGM/AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com> under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
5. Members, who would like to express their views/have questions may send their questions in advance mentioning their company name, membership no., email id, mobile number at pdexcilmumbai@gmail.com . The same will be replied by the company suitably.

In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://www.evoting.nsdl.com> or contact NSDL at the following toll free no: 1800 1020 990/1800 224 430 or send an email to evoting@nsdl.co.in.



Yours faithfully,

(MAHESH N. SANIL)
EXECUTIVE DIRECTOR