

HANDLOOM EXPORT PROMOTION COUNCIL

(Ministry of Textiles, Govt. of India)

No.34, Cathedral Garden Road,  
Nungambakkam,  
Chennai - 600034.

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HEPC/ADMIN/EGM/23-24

Dt. 07.03.2024

Notice is hereby given that an Extraordinary General Meeting of the Council will be held on Wednesday, 27<sup>th</sup> March, 2024 at the registered office of the Council at 12.00 Noon to transact the following business:

1. To elect Vice Chairman of the Council through e-voting procedure.
2. To elect members to the Executive Committee in the vacant positions and whose tenure got expired in September'23, as per the Articles of Association.

For Handloom Export Promotion Council

N. Sreedhar  
Executive Director

Encl: As above.

Note: 1. No TA/DA is admissible for attending the Extraordinary General Meeting.

## Proxy form

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the  
Companies (Management and Administration) Rules, 2014]

**CIN** :  
**Name of the company** :  
**Venue** :

Name of the member (s) :  
Registered address :  
E-mail Id:  
Folio No/ Client Id :  
DP ID :

I/We, being the member (s) of..... Shares of the above named company,  
hereby appoint-

Name : .....  
Address : .....  
E-mail Id : .....  
Signature : .....

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at Extra  
ordinary general meeting of the company, to be held on 27<sup>th</sup>, day of March, 2024 at  
12.00 Noon at conference hall of the council premises, Chennai and at any adjournment  
thereof in respect of such resolutions as are indicated below:

### Resolution No:

1. Title of resolutions

Signed this ..... day of ..... 2024

Signature of shareholder.....

Signature of Proxy holder(s).....

Affix  
Revenue  
Stamp

**Note:** The proxy must be lodged so as to reach the Registered Office of the Council **not less than forty eight hours** (excluding holidays) before the time for holding the aforesaid meeting.

**Instructions:** All blanks must be filled up, including the RCMC No.

**THE HANDLOOM EXPORT PROMOTION COUNCIL**

No. 34, Cathedral Garden Road, Nungambakkam,  
Chennai – 600 034.

**ATTENDANCE SLIP**

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

Name & Address of the member:.....  
.....  
.....

Membership No.

(to be filled in by Member/RTE/Authorised Representative/Proxy)

I certify that I am a Registered Member/RTE/Authorised Representative/Proxy for the Registered Member/ RTE of the Council.

I hereby accord my presence, at the Extra Ordinary General Meeting of the Council to be held on 27<sup>th</sup> March 2024 at 12.00 Noon at the Premises of the Council.

Signature (of the Registered Member/RTE/Authorised Representative/Proxy)