



कालीन निर्यात संवर्धन परिषद् CARPET EXPORT PROMOTION COUNCIL

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

Working Office: 507, Copia Corporate Suites, Jasola, New Delhi -110025

CIN: U17222UP1982NPL005557 | GST: 07AACCC1685Q1Z6

Phone: +91-11-45089420, E-mail: info@cepc.co.in, Website: www.cepc.co.in Regd. Office: Shreejee Complex, Shop No. T-3, Sharma Market, Harola, Noida (U.P.)

Website of Ministry of Textiles: www.texmin.nic.in

No. CEPC/ELE-2025/Cir.No.1

Dated: 24th October, 2025

ALL MEMBERS OF THE COMMITTEE OF ADMINISTRATION

ELECTION FOR THE OFFICE OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

Dear Members.

In pursuant to the letter No. DCH/CPT/5(1)/2020-21/CEPC-Part (1)/20 dated 01.08.2025 from O/o. the DC(Handicrafts), Ministry of Textiles, Govt. of India and decision taken by the Committee of Administration in its 205th meeting held on 30th June, 2025 and 206th meeting held on 29th August, 2025 to notify the Election for the Office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025. The undersigned is hereby notifying the Elections as per the

below schedule:

1	Date of Election	Thursday, December 11, 2025
2	Place of Election	Hotel Crowne Plaza Today, New Delhi Okhla
3	Date of issue of Election Notification and Nomination Papers for election	Friday, October 24, 2025
4	Last date of option for Voting in Person through electronic means as specified in the CEPC's Election Rule Para 3.C.III.a.	Monday, November 3, 2025 Upto 5.00 p.m.
5	Last date of receipt of nominations in the CEPC's office at New Delhi	Friday, November 14, 2025 Upto 5.00 p.m.
6	Date of Scrutiny of nominations	Tuesday, November 18, 2025
7.a)	Place of Scrutiny of Nomination Papers.	Hotel Crowne Plaza Today, New Delhi Okhla
7.b)	Time of Scrutiny	From 11.00 a.m. onwards

Contd. 2.....







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8	Last date of withdrawal of nominations & display of list of Valid Nominations on the Notice Board of CEPC.	Wednesday, November 19, 2025 Upto 5.00 p.m.
9	Date of issue of list of valid nominations through E-mail and display of the same on CEPC's Web-site.	Tuesday, November 25, 2025
10	Date & time for start of process for Electronic Voting System	Wednesday, December 3, 2025 10.00 a.m.
11	Date & time for closing of Voting by Electronic System	Wednesday, December 10, 2025 5.00 p.m.
12	Date and time for submission of representations to the Returning Officer by those Members who could not Vote through Web-based Electronic System, as specified in the CEPC's Election Rules Para 3.C.3.b.(i)	Monday, December 8, 2025 Upto 10.00 a.m.
13	Date of Polling – Voting in Person through Electronic Means	Thursday, December 11, 2025 10.00 a.m. to 2.00 p.m.
14	Date of Counting of votes.	Thursday, December 11, 2025
15	Date of declaration of results	Thursday, December 11, 2025

The COA appointed the undersigned as Returning Officer to conduct the Election for the Office of Chairperson under Article 22.1 & Vice Chairperson of the Carpet Export Promotion Council for 2025. Accordingly, the vacant positions for which elections are to be conducted shall be as under:

Election for the office of /Post	No. of Vacancy(ies)
Chairperson	1
Vice-Chairperson	1

A set of Nomination Paper, Withdrawal Form, a copy of Election Rules together with Circular Nos. 2, 3 & 4 relating to authorization, minimum export requirements & authorization for Voting in Person alongwith guidelines for web-based Electronic voting system are sent herewith to the members for information and necessary action.

Contd. 3.....





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Article 4.2.C provides as under:

"Whereas COA Member is contesting for election as Chairperson or Vice-Chairperson, the person or the entity represented by the person must have minimum average exports of Rs. 2.5 Crores of the product, or such higher limit as may be prescribed by the Council, to its credit during the two financial years immediately preceding the election. For manufacturers of the product, the eligibility criterion for minimum average exports of Rs. 1.25 Crores of the product to its credit during the two financial years immediately preceding the election."

As such COA Members interested in contesting the Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025 should submit their Nomination in the prescribed proforma (enclosed) within the stipulated date for filing the Nomination as indicated in the Election Schedule. Please also note that Nomination Papers are to be submitted in original in CEPC's Working Office at 507, Copia Corporate Suites, Jasola, New Delhi — 110025 within the stipulated dates and time as specified in the Election Schedule.

Article 11.1 provides that Ordinary Members shall have the following rights and privileges, namely –

"Right to stand as a candidate, and to vote at the election of the Members of the Committee and the right to vote on all matters brought before a meeting of the Council, provided there are no arrears of subscription or other dues or charges payable by them to the Council on 30th June in the year of voting"

11.2 Associate Members

Without prejudice to any other rights conferred on Associate Members by the Memorandum of Association of the Council, such Associate Members shall have the following rights and privileges namely:

(d) shall have the right to vote at the election of the members of the Committee and also on all matters brought before the General meetings of the Council, provided that Associate Members satisfy the conditions laid down under Article 4.1(b) and provided that there are no arrears of subscription or other dues or charges payable by them to the Council on 30th June in the year of voting.

Contd. 4.....





4 -

Article 13. SUSPENSION OF PRIVILEGES

If a Member (Ordinary or Associate) fails to pay the annual subscription by the 30thJune of every year for which it has become due then:

- a. the member shall not be entitled to exercise any right or privilege as such Member and
- b. the Committee may suspend the membership, and such suspension shall remain operative until the member pays the arrears and the Committee accepts in writing such arrears and restores the membership after revoking the suspension.

It may be mentioned that O/o. the DCH vide letter No. DCH/CPT/5(1)2020-21/CEPC-Part(1)/29 dated 22.09.2025 approved for extending the privileges to the Members under Article 11.1, 11.2 and 13 upto 30th Sept., 2025 for the financial year 2025-26 only.

Ordinary Members and Associate Members Satisfying the conditions laid down under Articles 11.1, 11.2, 13 and 4.1(b) shall have right to vote.

Yours faithfully,

(Dr. Smita Nagarkoti)

Officiating Executive Director-Cum-Secretary

Encl.: As above.

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

Registered Office

NOIDA

Distt: Gautam Buddh Nagar (U.P)

Working Office

507, COPIA Corporate Suites, Jasola

New Delhi – 110 025

FORM - II

NOMINATION PAPER

ELECTION FOR THE OFFICE OF CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

To, The Executive Director-cum-Secretary Photograph Carpet Export Promotion Council, 507, COPIA Corporate Suites, Contestant Jasola. New Delhi - 110025. Dear Sir. Wethe Authorised Representative (Proposer) of M/s..... Representative of M/s.... (Seconder) IEC No...... do hereby propose and second the name of Shri (Candidate) the Authorised Representative of M/s..... IEC No...... who is the member of the Committee of Administration of the Carpet Export Promotion Council (hereinafter referred as COA CEPC) for the Office of the Chairperson of the Council for 2025. We also hereby, solemnly declare that we are the duly Authorized Representatives of the members mentioned above from whom no money is due to the Council on any account as per Article 11.1, 11.2 & 13 of the Memorandum and Articles of Association of the Council or we have not been disqualified as per Article 8 from the membership. We further declare that our authorization still subsists. Signature of Proposer:.... Signature of Seconder:.... Name Name (Seal of the Coy/Firm/Orgn.) (Seal of the Coy/Firm/Orgn.)

I hereby agree to be a candidate for the office of Chairperson of the Carpet Export Promotion Council for 2025.

Details of my Earlier 2 Elections in CEPC:

SI. No.	Election f Chairperso Chairperso	on/	the	of ce-	Date of Election	Date of Retirement

Please specify the following -

1. Membership Status -

Associate Member	Ordinary Member

2. Registration Category:

Merchant Exporter	Manufacturer Exporter/		
	Merchant-cum-Manufacturer Exporter		
2-12-5			

3. Exports of Handmade Carpets and other floor coverings :

(Value in Rupees)

	(talae iii itapeee)
For the Financial Year 2023-24	For the Financial Year 2024-25

I hereby certify that as per Article 4.2, 11 and 22 of the Memorandum and Articles of Association of the Council I am eligible for contesting the Elections for the office of Chairperson/Vice Chairperson of the Council and further certified that I am not disqualified as per Article 8 of the Memorandum and Articles of Association of the Council.

Place :	Signature of Candidate :
	Name
Date:	(Seal of the Cov/Firm/Orgn.)

(Note: Strike out whichever is not applicable to avoid rejection)

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

Registered Office NOIDA Distt: Gautam Buddh Nagar (U.P) Working Office 507, COPIA Corporate Suites, Jasola, New Delhi – 110 025

FORM - II

NOMINATION PAPER

ELECTION FOR THE OFFICE OF VICE-CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

To, The Executive Director Carpet Export Promoti 507, COPIA Corporate Jasola, New Delhi - 110025.	on Council,		Photograph of Contestant
Dear Sir,			
We(Propos	er)	the Authorised Rep	presentative
of M/s			
IEC NoRepresentative of M/s.			Authorised
IEC No	do hereby pr	opose and second the nar	ne of
		(Candidate)	
	otion Council (herei	ember of the Committee nafter referred as COA CE	
the members mention as per Article 11.1, 11	ed above from whom .2 & 13 of the Memo disqualified as per A	nat we are the duly Authori n no money is due to the 0 randum and Articles of As rticle 8 from the membersh	Council on any account sociation of the Council
Signature of Proposer		Signature of Seconder: Name	
(Seal of the Coy/Firm/	Orgn.)	(Seal of the Coy/Firm/Org	gn.)

I hereby agree to be a candidate for the office of Vice-Chairperson of the Carpet Export Promotion Council for 2025.

Details of my Earlier 2 Elections in CEPC:

SI. No.	Election for Chairperson/ Chairperson		of ce-	Date of Election	Date of Retirement

Please specify the following -

1. Membership Status -

Associate Member	Ordinary Member

2. Registration Category:

Merchant Exporter	Manufacturer Exporter/ Merchant-cum-Manufacturer Exporter
	No.

3. Exports of Handmade Carpets and other floor coverings:

(Value in Rupees)

For the Financial Year 2023-24	For the Financial Year 2024-25					

I hereby certify that as per Article 4.2, 11 and 22 of the Memorandum and Articles of Association of the Council I am eligible for contesting the Elections for the office of Chairperson/Vice Chairperson of the Council and further certified that I am not disqualified as per Article 8 of the Memorandum and Articles of Association of the Council.

Place :	Signature of Candidate :
Date:	(Seal of the Cov/Firm/Orgn.)

(Note: Strike out whichever is not applicable to avoid rejection)

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Registered Office

NOIDA

Distt: Gautam Buddh Nagar (U.P)

Working Office

507, COPIA Corporate Suites,

Jasola,

New Delhi - 110 025

FORM - III

ELECTION OF CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL

WITHDRAWAL FORM FOR THE CANDIDATURE TO THE POST OF CHAIRPERSON OF THE COUNCIL.

To,

The Executive Director-cum-Secretary Carpet Export Promotion Council, 507, COPIA Corporate Suites, Jasola, New Delhi - 110025.

Dear Sir,

With reference to my candidature for the office of **Chairperson of the Council** I am to say that I hereby withdraw my candidature from the election to this office.

I hereby declare and affirm that my above withdrawal is final and irrevocable and I fully own responsibility for the same.

Signature :
Name :
Name of Coy/Firm/Orgn. Representing)
(SEAL)

Remarks of the Officiating Executive Director-cum-Secretary, Carpet Export Promotion Council

Date :..... Officiating Executive Director-cum-Secretary (SEAL)

Note: Please strike out whichever is not applicable

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Registered Office

NOIDA

Distt: Gautam Buddh Nagar (U.P)

Working Office

507, COPIA Corporate Suites,

Jasola,

New Delhi - 110 025

FORM - III

ELECTION OF VICE-CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL

WITHDRAWAL FORM FOR THE CANDIDATURE TO THE POST OF VICE CHAIRPERSON OF THE COUNCIL.

To,

The Executive Director-cum-Secretary Carpet Export Promotion Council, 507, COPIA Corporate Suites, Jasola, New Delhi - 110025.

Dear Sir,

With reference to my candidature for the office of Vice Chairperson of the Council I am to say that I hereby withdraw my candidature from the election to this office.

I hereby declare and affirm that my above withdrawal is final and irrevocable and I fully own responsibility for the same.

	•
	Name :
	Name of Coy/Firm/Orgn. Representing)
	(SEAL)
Remarks of the	Officiating Executive Director-cum-Secretary, Carpet Export Promotion

Signature:

Council

Date :..... Officiating Executive Director-cum-Secretary (SEAL)

Note: Please strike out whichever is not applicable



कालीन निर्यात संवर्धन परिषद् CARPET EXPORT PROMOTION COUNCIL

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Phone: 011-45089420, E-mail: info@cepc.co.in, Website: www.cepc.co.in Regd. Office: Shreejee Complex, Shop No. T-3, Sharma Market, Harola, Noida (UP)

Website of Ministry of Textiles: www.texmin.nic.in

No. CEPC/ELE-2025/Cir.No.2

Dated: 24th October, 2025

ALL MEMBERS OF THE COMMITTEE OF ADMINISTRATION

ELECTION FOR THE OFFICE OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

Dear Members.

Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025 has already been notified vide Circular No. CEPC/ELE-2025/Cir.No.1 dated 24th October, 2025. The last date for receipt of nomination in the prescribed proforma in CEPC's Working Office at 507, COPIA Corporate Suites, Jasola, New Delhi – 110025 is up to 5.00 p.m. on 14 November, 2025 (Friday) and the scrutiny of nomination papers for Council's Elections for the Office of Chairperson & Vice Chairperson for 2025 will be held on 18th November, 2025. In the Council's Election, only an Authorized Representative of the member-firm can participate i.e. for proposing, seconding, contesting, or voting in person in the election. Article-10 of the Memorandum & Articles of Association of the Carpet Export Promotion Council defines Authorized Representatives as under:-

Article-10

- (a) Any firm, which is a member of this Council, shall by consent of all partners authorize any one of its partners to act as its representative at any meeting of the Council or of the Committee.
- (b) In the absence of any such authority in the case of any firm, any one partner whose name has been registered in the records of the Council shall be entitled to act as a representative of the firm at any meeting of the Council or of the Committee.
- (c) Any Company or Co-operative Society or other Corporation which is a member of the Council shall, by a resolution of its Directors (or of any persons in the position of Directors) authorize any of its Directors or any person in the position of Directors to act as its representative at any meeting of the Council or of the Committee.
- (d) A sole proprietary firm or Hindu Undivided Family firm shall be represented by its proprietor or Karta as the case may be.

Contd. 2.....





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- (e) A person authorized to represent an entity by or under clause (a), (b) (c) or (d) of this Article shall thereupon be entitled to exercise the same rights and powers on behalf of the member whom the person represents, as if it were an individual member of the Council, of the same class as the firm, company, society, or other corporation, as the case may be.
- (f) Any authority granted under clause (a) or (c) of this article shall be effective, only on expiry of seven days from the date on which it is lodged with the Council.

A proforma for submission of signatures of the **Authorised Representative** is enclosed which may kindly be returned duly typed and signed on the LETTER-HEAD of the Company/ firm so as to reach this Council's office latest **7th November**, **2025 up to 5.00 p.m.** since Article-10(f) of the Article of Association provides that " Any authority granted under clause (a) or (c) of this article shall be effective, only on expiry of seven days from the date on which it is lodged with the Council ", in case not already filed.

Yours faithfully,

(Dr. Smita Nagarkoti)
Officiating Executive Director-Cum-Secretary

Encl.: As above.

(TO BE SUBMITTED ON THE LETTER HEAD OF FIRM/CO.) FORM - VI

PROFORMA FOR AUTHORISED REPRESENTATIVE OF THE FIRM/CO.

4	Name and address of Mambar	
1.	Name and address of Member Organization	
2.	IEC No.	
3.	Membership/R.C.M.C. No.	
4.	Status of Member Organization	Proprietorship/ Partnership/ H.U.F./ Pvt. Ltd./Public Ltd./ Limited/Co-operative Society
5.	Name of Proprietor/Partners/ Directors etc.	
6.	Name of Authorized Representative	
7.	Designation of Authorized Representative	
8.	Resolution of Board of Directors etc. in case of Pvt. Ltd./Public Ltd./ Limited/ Co-Operative Society.	
9	Signatures of Authorized Representative	
I/We	of M/s	being
Men	pher-Organization of Carnet Export Pro	omotion Council appoint Shri/Smt./Km

I/VVe	OT	IVI/S									being
Membei	r-Org	anizatio	on of Ca	arpet	Export	Pror	notion	Counc	cil appoi	nt Shri/S	mt./Km
					as	ind	icated	above	e as my	our Au	thorized
Represe	entati	ve to	represe	ent N	Л/s						as
provide	d in	Article	-10 of	the	Articles	of	Assoc	ciation	of the	Carpet	Export
Promotion Council											
				Signa	ature:		*******				
	52			Nam	e:						
				Desi	gnation:						
Dated .				(SEA	L/STAM	IP O	F THE	FIRM	/CO.)		



कालीन निर्यात संवर्धन परिषद् CARPET EXPORT PROMOTION COUNCIL

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

Working Office: 507, Copia Corporate Suites, Jasola, New Delhi-110025 CIN: U17222UP1982NPL0005557, GST: 07AACCC1685Q1Z6

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Website of Ministry of Textiles : www.texmin.nic.in

No. CEPC/ELE-2025/Cir.No.3

Dated: 24th October, 2025

ALL MEMBERS OF THE COMMITTEE OF ADMINISTRATION

ELECTION FOR THE OFFICE OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

Dear Members,

Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025 have already been notified vide Circular No. CEPC/ELE-2025/Cir.No.1 dated 24th October, 2025, Article 4.2.C of the Memorandum & Articles of Association of the Carpet Export Promotion Council provides as under:

"Whereas COA Member is contesting for election as Chairperson or Vice-Chairperson, the person or the entity represented by the person must have minimum average exports of Rs. 2.5 Crores of the product, or such higher limit as may be prescribed by the Council, to its credit during the two financial years immediately preceding the election. For manufacturers of the product, the eligibility criterion for minimum average exports of Rs. 1.25 Crores of the product to its credit during the two financial years immediately preceding the election."

In case you intend to contest election for any of the offices of Member of the Committee of Administration, you must attach with the prescribed nomination paper a certificate from a Chartered Accountant certifying the export performance of Handmade Carpets and other floor coverings in Rupees of your Firm/ Company for the last two years i.e. for the years 2023-24 and 2024-25 to avoid rejection of nomination on this account.

Yours faithfully

(Dr. Smita Nagarkoti)

Officiating Executive Director-Cum-Secretary





कालीन निर्यात संवर्धन परिषद् CARPET EXPORT PROMOTION COUNCIL

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

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Website of Ministry of Textiles: www.texmin.nic.in

No. CEPC/ELE-2025/Cir.No.4

Dated: 24th October, 2025

ALL MEMBERS OF THE COMMITTEE OF ADMINISTRATION

ELECTION FOR THE OFFICE OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

Dear Members,

Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025 have already been notified vide Election Circular No. CEPC/ELE-2024/Cir.No.1 dated 24th October, 2025. Para 3.C.3.a (Explanation) & 3.C.3.b.i of the Election Rules of the Carpet Export Promotion Council provides as under:

Para 3.C.3.a (Explanation)

In case **Member opts for Voting in Person through electronic means**, the member shall give his option in writing by the date as specified in the Election Notice, i.e. **within 10 days from the date of issue of Election Notice**, alongwith his attested signatures from their Bankers in the prescribed format under these Rules.

Para 3.C.3.b.i

In case a member in the list of voters by way of electronic voting has not been able to exercise his/her right by voting through electronic means due to any reason, the member can represent in writing to the Returning Officer with full fact and details and the reason of his inability to exercise his vote through Electronic means. Such representations should reach at least 72 hours prior to the date and time notified for Voting in Person. Such representation shall have to be accompanied with the attested signature from their Bankers in the prescribed format of the authorised person exercising such right to vote in a manner as prescribed in the Rules for authorization."

Members are requested to send the Authorization form for Voting in Person through Electronic System in the enclosed Form-A at CEPC's Working Office at 507, COPIA Corporate Suites, Jasola, New Delhi - 110025.

Contd. 2.....







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Authorization/Representation in "Form A" will not be accepted for Voting in Person through Electronic Systems, if received :

- i. After 5.00 p.m of 3rd November, 2025 in case a Member opted for Voting in person on issuance of Election Notification as specified under para 3.C.3.a (Explanation) of Election Rules of the Council; and
- ii. After 10.00 a.m. of 8 December, 2025 in case of a Member has not been able to exercise his/her right by Voting through Web-based Electronic System and opted for Voting in Person as specified under Para 3.C.3.b.i of Election Rules of the Council.

Yours faithfully,

(Dr. Smita Nagarkoti)
Officiating Executive Director-Cum-Secretary

Encl.: As above.

(On the letterhead of Member (Proprietorship/Partnership/ Joint Stock Company/ Cooperative Societies/HUF)

FORM A

Authorization Form for voting in person

Carpe	Officiating Executive Director et Export Promotion Counci COPIA Corporate Suites,	
Jasol		
Dear :	Sir,	
IEC	We hereby authorize *Shr	of M/s (name EPC as a person authorized to vote by Voting in Person.
of me The s below	ignature of *Shri	EPC as a person authorized to vote by Voting in Person. mentioned above are appended and attested
	*Cianatura of the Aut	iharizad Darsan
	Name	thorized Person:
	Date	·
	Date	:
		*The above signature is attested.
		**Signature
		Name
		Designation
		Company Name & Address
		Seal of Company
		Date
		nership firm/HUF/cooperative societies/joint stock person other than the person so authorized.
accom Assoc	panied by resolution of the	ociation of person/joint stock company, the same shall be Managing Committee/Board of the Cooperative Societies/horizing such a person to act as a authorized person under the
**	ARTIČLES OF ASSOCIATION	PERSON BE AUTHORISED AS PER ARTICLE 10 OF THE ON OF CEPC AND AS PER PARAS 3.C.III.a & b(i) OF THE CAND SIGNATURES ARE ATTESTED AS PER ABOVE ES **Signature
		Name
		Seal of Bank
		Date
	(Sign)	ature to be attested by Banker, a schedule Bank only/with Seal)
	(Signi	and the second of partition, a contession bank only with coal)

GUIDELINES FOR WEB-BASED ELECTRONIC VOTING SYSTEM FOR ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL FOR 2025.

Election for the office of Chairperson & Vice Chairperson of the Carpet Export Promotion Council for 2025 has already been notified vide Notification No. CEPC/ELE-2025/Cir. No. 1 dated 24th October, 2025. 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 conducing elections through web-based electronic system.

The Carpet Export Promotion Council engaged the National Securities Depository Limited (NSDL) for conducting Web-based Electronic Voting -ELECTION OF CHAIRPERSON & VICE CHAIRPERSON OF THE CARPET EXPORT PROMOTION COUNCIL. The procedure for Web-based e-voting system is notified here-in-under. The eligible Ordinary & Associate Members satisfying the conditions laid down under Articles 4.1(b), 11.1, 11.2 & 13 of the Articles of Association of the Council 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 Ordinary & Associate 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 eligible Ordinary & Associate 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 3rd December, 2025 at 10.00 a.m. and will end on 10th December, 2025 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 11th December,2025 from 10.00 a.m. to 2.00 p.m. at the venue of Election in Hotel Crowne Plaza Today, New Delhi Okhla and the eligible Ordinary & Associate 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 eligible Ordinary & Associate Members, 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 eligible Ordinary & Associate Members desiring to vote through remote evoting are requested to refer to the detailed procedure given hereinafter.
- 4. Eligible Ordinary & Associate Members whose names are in the list of valid voters as per Article 4.1(b), 11.1, 11.2 & 13 of the Articles of Association of the

Council, 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 11th December,2025 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 eligible Ordinary & Associate 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.
 - ix. 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, AVP of NSDL at at evoting@nsdl.com or call at 022 -

4886 7000 email: evoting@nsdl.com who will also address grievances connected with the voting by electronic means.

- 7. A person who is not in the list of valid voters 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 eligible Ordinary & Associate Members attending the Election who could not cast their votes by remote evoting or eligible Ordinary & Associate 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-2025/Cir. No. 4 dated 24th October, 2025 alongwith complete Form –A.

Eligible Ordinary & Associate 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 eligible Ordinary & Associate 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 authorized by him in writing who shall countersign the same.
- 11. The Returning Officer or a person authorized 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

Company

Carpet Export Promotion Council, 507, COPIA Corporate Suites, Jasola, New Delhi - 110025. 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 022 - 4886 7000

Scrutinizer

Mr. Pankaj Agarwal, CA

M/s. Neeraj Agrawal & Co., CAs

M. No. 86877

nac.pankaj@gmail.com

कालीन निर्यात संवर्धन परिषद्

कालीन निर्यात संवर्धन परिषद के अध्यक्ष और उपाध्यक्ष के चुनाव वर्ष 2025 के लिए वेब-आधारित इलेक्ट्रॉनिक मतदान प्रणाली हेतु दिशानिर्देश।

कालीन निर्यात संवर्धन परिषद के अध्यक्ष और उपाध्यक्ष के पद हेतु वर्ष 2025 के लिए चुनाव अधिसूचना संख्या CEPC/ELE-2025/परिपत्र संख्या 1 दिनांक 24 अक्टूबर, 2025 के माध्यम से पहले ही अधिसूचित किया जा चुका है। वेब-आधारित इलेक्ट्रॉनिक मतदान प्रणाली के माध्यम से चुनाव कराने हेतु एजेंसी द्वारा अपनाई गई प्रक्रिया के आधार पर वेब-आधारित इलेक्ट्रॉनिक मतदान प्रणाली हेतु दिशानिर्देश परिषद की वेबसाइट पर अपलोड किए गए हैं।

कालीन निर्यात संवर्धन परिषद ने वेब-आधारित इलेक्ट्रॉनिक मतदान - कालीन निर्यात संवर्धन परिषद के अध्यक्ष और उपाध्यक्ष के चुनाव - के संचालन हेतु नेशनल सेक्योरिटिज डिपाजिटरी लिमिटेड (NSDL) को नियुक्त किया है। वेब-आधारित ई-वोटिंग प्रणाली की प्रक्रिया नीचे अधिसूचित की गई है। परिषद के संघ के नियमों के अनुच्छेद 4.1(बी), 11.1, 11.2 और 13 के अंतर्गत निर्धारित शर्तों को पूरा करने वाले पात्र साधारण एवं सहयोगी सदस्यों को वेब-आधारित इलेक्ट्रॉनिक प्रणाली के माध्यम से अपना वोट डालने के लिए नीचे उल्लिखित प्रक्रिया का पालन करना चाहिए।

1. रिमोट ई-वोटिंग

कंपनी अधिनियम, 2013 की धारा 108, कंपनी (प्रबंधन एवं प्रशासन) नियम, 2014 के नियम 20, जिसे कंपनी (प्रबंधन एवं प्रशासन) संशोधन नियम, 2015 द्वारा प्रतिस्थापित किया गया है, के अनुसरण में, कालीन निर्यात संवर्धन परिषद, नई दिल्ली, पात्र साधारण एवं सहयोगी सदस्यों को चुनाव स्थल के अलावा किसी अन्य स्थान से इलेक्ट्रॉनिक वोटिंग प्रणाली का उपयोग करके वोट डालने की सुविधा ("रिमोट ई-वोटिंग") नेशनल सेक्योरिटिज डिपाजिटरी लिमिटेड (NSDL) द्वारा प्रदान करने की सहर्ष अनुमित प्रदान करती है।

- 2. पात्र साधारण एवं सहयोगी सदस्य बैठक स्थल के अलावा किसी अन्य स्थान से इलेक्ट्रॉनिक वोटिंग प्रणाली के माध्यम से अपना वोट डाल सकते हैं (रिमोट ई-वोटिंग)। रिमोट ई-वोटिंग की अवधि 3 दिसंबर, 2025 को सुबह 10 बजे शुरू होगी और 10 दिसंबर, 2025 को शाम 5 बजे समाप्त होगी। इसके बाद, एनएसडीएल द्वारा मतदान के लिए रिमोट ई-वोटिंग सुविधा बंद कर दी जाएगी। इसके अतिरिक्त, इलेक्ट्रॉनिक माध्यम से व्यक्तिगत रूप से मतदान करने की सुविधा भी 11 दिसंबर, 2025 को सुबह 10 बजे से दोपहर 2 बजे तक होटल क्राउन प्लाजा टुडे नई दिल्ली ओखला में चुनाव स्थल पर उपलब्ध होगी और चुनाव में भाग लेने वाले पात्र साधारण एवं सहयोगी सदस्य जो रिमोट ई-वोटिंग द्वारा अपना वोट नहीं डाल सके, उन्हें परिषद के चुनाव नियमों में परिभाषित प्रक्रिया अपनानी होगी। एक बार पात्र साधारण एवं सहयोगी सदस्यों द्वारा वोट डाल की अनुमित नहीं होगी।
- 3. कंपनी ने श्री पंकज अग्रवाल, सीए को कंपनी के सदस्यों को सुविधा प्रदान करने हेतु, संपूर्ण मतदान प्रक्रिया की निष्पक्ष एवं पारदर्शी तरीके से जाँच करने हेतु संवीक्षक के रूप में नियुक्त किया है। रिमोट ई-

वोटिंग के माध्यम से मतदान करने के इच्छुक पात्र साधारण एवं सहयोगी सदस्यों से अनुरोध है कि वे आगे दी गई विस्तृत प्रक्रिया का संदर्भ लें।

4. पात्र साधारण एवं सहयोगी सदस्य, जिनके नाम परिषद के संघ के नियमों के अनुच्छेद 4.1(बी), 11.1, 11.2 एवं 13 के अनुसार वैध मतदाताओं की सूची में हैं, 11 दिसंबर, 2025 को प्रातः 10.00 बजे से अपराह्न 2.00 बजे तक चुनाव स्थल पर उपलब्ध इलेक्ट्रॉनिक माध्यमों से रिमोट ई-वोटिंग या व्यक्तिगत रूप से मतदान करने की सुविधा का लाभ उठाने के हकदार होंगे।

रिमोट ई-वोटिंग की प्रक्रिया

- 5. रिमोट ई-वोटिंग के निर्देश निम्नानुसार हैं: -
 - (क) पात्र सदस्यों को एनएसडीएल से ई-मेल प्राप्त होने की स्थिति में (पात्र साधारण एवं सहयोगी सदस्यों के लिए जिनके ई-मेल पते कंपनी के पास पंजीकृत हैं):
 - i. ईमेल खोलें और ईमेल से जुड़ी पीडीएफ फाइल, जिसका नाम "e-Voting.pdf" है, को भी खोलें। इसमें अपनी सदस्यता संख्या को पासवर्ड के रूप में इस्तेमाल करें। उक्त पीडीएफ फाइल में ई-वोटिंग के लिए आपका यूजर आईडी और पासवर्ड है। कृपया ध्यान दें कि पीडीएफ में दिया गया पासवर्ड एक ' शुरूआती पासवर्ड' है।
 - ii. इंटरनेट ब्राउज़र खोलें और निम्न URL टाइप करें https://www.evoting.nsdl.com
 - iii. शेयरधारक/सदस्य लॉगिन पर क्लिक करें।
 - iv. ऊपर चरण (i) में बताए अनुसार 'यूजर आईडी' और 'प्रारंभिक पासवर्ड' डालें और 'लॉगिन' पर क्लिक करें।
 - v. आपकी स्क्रीन पर पासवर्ड बदलने का मेनू दिखाई देगा। आगे बढ़ने के लिए, पासवर्ड को अपनी पसंद के नए पासवर्ड से बदलें, जिसमें कम से कम 8 अंक/अक्षर या उनका संयोजन हो। कृपया नए पासवर्ड को नोट कर लें। यह दृढ़ता से अनुशंसा की जाती है कि आप अपना पासवर्ड किसी अन्य व्यक्ति के साथ साझा न करें और इसे गोपनीय रखने का पूरा ध्यान रखें।
 - vi. ई-वोटिंग का होम पेज खुलता है |
 - vii. कालीन निर्यात संवर्धन परिषद का 'EVEN' (ई-वोटिंग सम संख्या) चुनें।
 - viii. अब आप रिमोट ई-वोटिंग के लिए तैयार हैं क्योंकि 'कास्ट वोट' पेज खुल गया है।
 - ix. उपयुक्त विकल्प चुनकर अपना वोट डालें और 'सबिमट' पर क्लिक करें और संकेत मिलने पर 'कन्फर्म' पर भी क्लिक करें।

- x. पृष्टि होने पर, 'वोट सफलतापूर्वक डाला गया' संदेश प्रदर्शित होगा।
- xi. प्रस्ताव पर अपने वोट की पुष्टि करने के बाद, आप अपने वोट को संशोधित नहीं कर सकते।
- 6. किसी भी प्रश्न के लिए, आप NSDL की ई-वोटिंग वेबसाइट https://evoting.nsdl.com के डाउनलोड अनुभाग में उपलब्ध 'अक्सर पूछे जाने वाले प्रश्न' (FAQ) और 'उपयोगकर्ता पुस्तिका' देख सकते हैं। किसी भी शिकायत के मामले में, आप एनएसडीएल की सहायक उपाध्यक्ष सुश्री पल्लवी म्हात्रे से evoting@nsdl.com पर संपर्क कर सकते हैं या 022-4886 7000 (ईमेल: evoting@nsdl.com) पर कॉल कर सकते हैं, जो इलेक्ट्रॉनिक माध्यम से मतदान से संबंधित आपकी शिकायतों का भी समाधान करेंगी।
- 7. जो व्यक्ति वैध मतदाताओं की सूची में नहीं है, उसे इस सूचना को केवल जानकारी के रूप में लेना चाहिए।
- 8. इलेक्ट्रॉनिक माध्यम से व्यक्तिगत रूप से मतदान करने की सुविधा चुनाव स्थल पर उपलब्ध कराई जाएगी और चुनाव में भाग लेने वाले पात्र साधारण एवं सहयोगी सदस्य, जो रिमोट ई-वोटिंग द्वारा अपना वोट नहीं डाल सके या पात्र साधारण एवं सहयोगी सदस्य, जिनके ईमेल आईडी/लिंक में अप्रत्याशित त्रुटियाँ हैं, यदि कोई हों, तो वे चुनाव में अपने अधिकार का प्रयोग कर सकेंगे। चुनाव परिपत्र संख्या CEPC/ELE-2025/परिपत्र संख्या 4 दिनांक 24 अक्टूबर, 2025 द्वारा अधिसूचित औपचारिकताओं को पूरा करने के अधीन, पूर्ण प्रपत्र-A के साथ पात्र साधारण एवं सहयोगी सदस्य, जिन्होंने रिमोट ई-वोटिंग द्वारा अपना वोट डाला है, भी चुनाव में उपस्थित हो सकते हैं, लेकिन उन्हें दोबारा वोट डालने का अधिकार नहीं होगा।
- 9. चुनाव में, जिन प्रस्तावों पर मतदान होना है, उन पर चर्चा के अंत में, रिटर्निंग अधिकारी, संवीक्षक की सहायता से, उन सभी पात्र साधारण एवं सहयोगी सदस्यों के लिए मतदान का आदेश देगा जो उपस्थित हैं, लेकिन रिमोट ई-वोटिंग सुविधा का उपयोग करके इलेक्ट्रॉनिक रूप से अपना वोट नहीं डाल सके।
- 10. संवीक्षक, चुनाव में मतदान समाप्त होने के तुरंत बाद, पहले चुनाव में मतों की गणना करेगा, उसके बाद कंपनी के कर्मचारी न होने वाले कम से कम दो गवाहों की उपस्थिति में रिमोट ई-वोटिंग के माध्यम से डाले गए मतों को अनब्लॉक करेगा और चुनाव के तीन दिन के भीतर, पक्ष या विपक्ष में डाले गए कुल मतों, यदि कोई हों, की एक समेकित संवीक्षक रिपोर्ट रिटर्निंग अधिकारी या उसके द्वारा लिखित रूप से अधिकृत किसी व्यक्ति को देगा, जो उस पर प्रतिहस्ताक्षर करेगा।
- 11. निर्वाचन अधिकारी या उनके द्वारा लिखित रूप से अधिकृत कोई व्यक्ति मतदान का परिणाम तत्काल घोषित करेगा।
- 12. इलेक्ट्रॉनिक मतदान के परिणाम, संवीक्षक की रिपोर्ट के साथ, कंपनी की वेबसाइट www.cepc.co.in और NSDL की वेबसाइट www.evoting.nsdl.com पर भी उपलब्ध कराए जाएँगे।

कंपनी:

कालीन निर्यात संवर्धन परिषद, 507, कोपिया कॉर्पोरेट सुइट्स, जसोला, नई दिल्ली - 110025. ई-मेल - info@cepc.co.in

सीआईएन संख्या: U17222UP1982NPL005557

ई-वोटिंग एजेंसी: नेशनल सिक्योरिटीज डिपॉजिटरीज़ लिमिटेड

https://evoting.nsdl.com

टोल-फ्री नंबर: 022 - 4886 7000 पर संपर्क करें

संवीक्षक:

श्री पंकज अग्रवाल, सीए

मेसर्स नीरज अग्रवाल एंड कंपनी, सीए

सदस्यता संख्या 86877

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