

NOTICE OF THE FIFTY SECOND ANNUAL GENERAL MEETING OF THE COUNCIL

Notice is hereby given that the 52nd Annual General Meeting (AGM) of the Members of The Gem and Jewellery Export Promotion Council (GJEPC/Council) will be held on Friday, October 26, 2018 at "**MAIN BALLROOM, MUMBAI CRICKET ASSOCIATION, BANDRA KURLA COMPLEX, BANDRA (EAST), MUMBAI-400051**" at **11.30 am** to transact the following business: -

ORDINARY BUSINESS:

1. To consider, review and adopt the Council's stand-alone and consolidated audited Balance Sheet as on March 31, 2018, the Statement of Income & Expenditure and the Cash Flow Statement for the financial year ended on that date along with the Report of Committee of Administration (CoA) and Auditors' thereon.
2. To consider the ratification of appointment of M/s AMJ & Co, Chartered Accountants, having Firm Registration No. 128550W, as the Statutory Auditors for the year ended March 31, 2019, on such remuneration as may be deemed fit by the Committee of Administration.
3. To consider the ratification of appointment of following branch auditors, for the year ended March 31, 2019, on such remuneration as may be deemed fit by the Committee of Administration:

Regional Office	Name & Firm Registration No. of Branch Auditor
Jaipur Regional Office	B Khosla & Co, Chartered Accountants F.R.N.: 000205C
Kolkata Regional Office	Agrawal Himatsingka & Co, Chartered Accountants F.R.N.: 317103E
Surat Regional Office	M/s Natvarlal Vepari & Co, Chartered Accountants F.R.N.: 123626W
Delhi Regional Office	M/s Sanjay Bhalla & Co, Chartered Accountants F.R.N.: 019423N
Chennai Regional Office	M/s G V N Shankar & Co, Chartered Accountants F.R.N.: 003760S

SPECIAL BUSINESS:

4. To take on record the composition of the Committee of Administration for the term 2018-2020.

For & on behalf of the Committee of Administration

Sd/-

Pramod Agrawal

Chairman

DIN: 00132661

Date: October 11, 2018

Place: Mumbai

NOTES:

General Instructions for Members (Associate & Ordinary):

1. In case of any queries with respect to the accounts, the members can send it to the Council at least 72 hours prior to the commencement of the Annual General Meeting as it would enable the management to compile/collect information about the same.
2. If there is no quorum at the time fixed for the meeting, the meeting shall stand adjourned for half an hour from the time appointed for the meeting. If after the expiration of half an hour, the requisite quorum is not present then the meeting shall stand adjourned to the same day after one week at the same time and place or to such other day and at such other time and place as the Committee may determine.
3. The copy of the Articles of Association of the Council is available at the registered office of the Council. Any member interested may, subject to submission of a written request addressed to the Executive Director of the Council, inspect the same on any working day during its working hours between 11.00 a.m. to 04.00 p.m.
4. The explanatory statement as required under section 102 of the Companies Act, 2013, relating to special business to be transacted at the Meeting is annexed herewith.

E-voting Process and Instructions (only for Ordinary Members):

5. In compliance with Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, the Company is pleased to provide its Members with facility to exercise their right to vote at the 52nd Annual General Meeting by electronic means and the business may be transacted through remote e-Voting services provided by National Securities Depository Limited (NSDL).
6. The facility for voting through e-voting system shall be made available at the venue of 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 to vote at the meeting through e-voting system.
7. The members who have cast their vote by remote e-voting, prior to the AGM, may also attend the AGM but shall not be entitled to cast their vote again.

8. The remote e-voting period commences on 22nd October (10:00 a.m.) and ends on 25th October 2018 (5:00 pm). During this period, members of the Council as on the cut-off date i.e. 20th October 2018, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
9. The voting right of Members shall be one vote for each membership with the Council as on cut-off date i.e. 20th October 2018.
10. Any person, who becomes Ordinary Member of the Council after dispatch of the Notice and having membership as of the cut-off date i.e. 20th October 2018, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or writing to the Council.
11. Mr. Pramod Shah, Partner, M/s Pramod S Shah & Associates, Practicing Company Secretary has been appointed as a Scrutinizer for conducting the e-voting process in a fair and transparent manner.
12. 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 "e-voting" for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
13. The Scrutinizer shall after the conclusion of voting at the AGM, 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 employment 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.
14. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Council www.gjepc.org and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing.
15. All Ordinary Members will receive an email from NSDL [for members whose E-mail Ids are registered with the company and which would contain the detailed instructions on how to undertake the E-Voting Process].

16. The Ordinary members would be provided with the user manual on the process of E-voting (duly translated in Hindi) in a separate communication.

For & on behalf of the Committee of Administration

Sd/-

Pramod Agrawal

Chairman

DIN: 00132661

DATE: 11TH October 2018

**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES
ACT, 2013**

ITEM NO.4

The Chairman shall apprise the members of the Council with respect to the new Committee of Administration (CoA) constituted through the Election process for the term 2018-2020 which is as follows:

Name of the Member	Panel Designation
Shri Pramod Agarwal	Chairman
Shri Colin Shah	Vice-Chairman
Shri Anil Virani	Member-Diamond Panel
Shri Balram Garg	Member- Gold Jewellery & Other Precious Metal Jewellery Panel
Shri Dilip Shah	Member-Diamond Panel
Shri Jitendra Rakyan	Member- Costume Fashion, Synthetic Stones & Sales to Foreign tourists' Panel
Shri Kirit Bhansali	Member- Diamond Panel
Shri Kishandas Maheshwari	Member-Colored Gemstones & Pearls Panel
Shri K Srinivasan	Member-Gold Jewellery & OPMJ Panel.
Shri Manish Jivani	Member-Diamond Panel
Shri Mansukh Kothari	Member-Gold Panel & OPMJ Panel
Shri Milan Chokshi	Member-Diamond Panel
Shri Ram Babu Gupta	Member-Silver Panel
Shri Russell Mehta	Member-Diamond Panel
Shri Sanjay Shah	Member-Diamond Panel
Shri Sanju Kothari	Member-Diamond Panel
Shri Shailesh Sangani	Member-Gold Jewellery & OPMJ Panel
Shri Vijay Kedia	Member-Colored Gemstones and Pearls panel
Shri Ashok Kumar Gajera	Regional Chairman-Western Region
Shri Ashok Seth	Regional Chairman-Northern Region
Shri Dinesh Navadiya	Regional Chairman-Gujarat Region
Shri Mahender Tayal	Regional Chairman- Southern Region
Shri Prakash Pincha	Regional Chairman-Eastern Region
Shri Nirmal Kumar Bardiya	Regional Chairman- Rajasthan Region
Ms. Rupa Dutta	Economic Adviser- MoC&I, Government Nominee
Ms. Sonia Sethi, IAS, Addl DGFT	Additional DGFT, Government Nominee
Shri Saroj Kumar Behera	Joint Director-DGEP, Government Nominee

(To be printed on the letter head of the Company)

Attendance Slip

Name	
Address of Member	

I/We hereby record my/our presence at the **52nd Annual General Meeting of the Council at "Main Ballroom", Mumbai Cricket Association, Bandra Kurla Complex, Bandra (East), Mumbai-400051 on Friday, October 26, 2018 at 11.30 a.m.**

Signature of Member

Present.....

Note: 1.

1. You are requested to sign and hand this over at the entrance.

ROUTE MAP:

