EPCH
Export Promotion Council for Handicrafts
Connecting. Empowering. Transforming.
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 39th ANNUAL GENERAL MEETING

Notice is hereby given that the 39th Annual General Meeting of Export Promotion Council for Handicrafts will be held at 11:00 AM on Tuesday, 30th December, 2025 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 01-04-2024 to 31-03-2025.
2. To receive, consider and adopt the Annual Balance Sheet as on 31/03/2025, Income & Expenditure Accounts for the period ended on that date and Auditor's Report and Board report thereon.
3. To constitute the committee as per available vacancies (08 (eight) 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/XXXIX/2025 dated 08/12/2025. 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/XXXIX/2025 dated 08/12/2025.
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 2025-26.

New Delhi
Date: 11th December, 2025

By order of Committee of Administration

Sd/-
(RAJESH RAWAT)
SECRETARY

NOTES

1. A member entitled to attend and vote is entitled to appoint an authorized representative/nominee in accordance with Section 113 of the Companies Act, 2013. Such authorization must reach the registered office of the Council at least 48 hours before the meeting.
2. FORM no MGT-11 Proxy Form and Attendance slip for the meeting is attached at Annexure 'A' and 'B' respectively.
3. Pursuant to Companies Act, 2013 read with relevant Rules made there under, companies can serve AGM notice, 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 30.11.2025. The notice is also posted on the website of the company, 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.
4. 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.

5. 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).
6. The members may cast their votes on electronic voting system. The remote e-voting period will commence on **Thursday, 25th December, 2025 at 10:00 a.m. and will end on Monday, 29th December, 2025 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 2025. 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.
7. The Company has appointed Mr. Vaibhav Jain, Practicing Chartered Accountant (M. No. 515700), 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.
8. Members whose names are recorded in the Register of Members with the company as on the Cut-off date i.e. November 30, 2025, shall be entitled to avail the facility of remote e-voting or voting facility available at the meeting for Agenda Item No. 1,2 and 4, as the case may be.
9. Members whose names are recorded in the Register of Members and entitled to cast vote in election as per Articles of Association of EPCH and Election Rule 2025 as on the Cut-off date i.e. June 30, 2025, shall be entitled to avail the facility of remote e-voting or voting facility available at the meeting for Agenda Item No. 3 only, as the case may be.

PROCEDURE FOR REMOTE E-VOTING

10. The instructions for remote e-voting are as under:
    i) To obtain user id and password, open the attached PDF file viz.: "e-voting.pdf" with your Membership Number as Password.
    ii) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile.
    iii) Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/ Member/Creditor section.
    iv) Click on Login button at Shareholder/ Member/Creditor tab. The system will prompt you enter your user id. Enter the User ID received in PDF attached with E-mail and opt for any one of the two Login Types available (namely Password or OTP) and proceed as follows for each-
        (1) Password- Enter the User-id and the password provided by NSDL in the PDF attached with E-mail. Enter the verification code and agree to all terms and conditions. The system will prompt for resetting of the Password (one time) to a Password of your own choice (your new password must contain (minimum one Capital, one Special character & one numeric) minimum of 8 digits). After you change the Password, and re-login using the new Password the default page of NSDL E-Voting will be displayed.
    v) After successful login, Home page of evoting will be displayed.
    vi) Click on Even Number to Caste the Vote. Cast your vote by selecting appropriate options i.e. assent or dissent and click on "Submit" and also "Confirm" when prompted.
    vii) Upon confirmation, the message, 'Vote Cast successfully' will be displayed.
    viii) You can also take the printout of the vote cast by you by clicking on the print option on the confirmation page.
    ix) Member voters who need assistance, can contact Ms. Pallavi Mhatre, Senior Manager at evoting@nsdl.com / or call on Landline number - 022 - 4886 7000
    x) 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)

Initial Password is provided, as follows, attached with the Attendance Slip in the Annual Report.

EVEN (Remote E-Voting Number)	USER ID	PASSWORD
—	—	—

11. 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.nsdl.com. In case of any grievances, you may contact Ms. Pallavi Mhatre, Ms. Pallavi Mhatre, Senior Manager at evoting@nsdl.com/ or call on Landline number - 022 - 4886 7000. who will also address grievances connected with the voting by electronic means.
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.nsdl.com or contact NSDL at the following no.: 022-48867000.
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 and on the website of NSDL www.evoting.nsdl.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: mails@epch.com

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

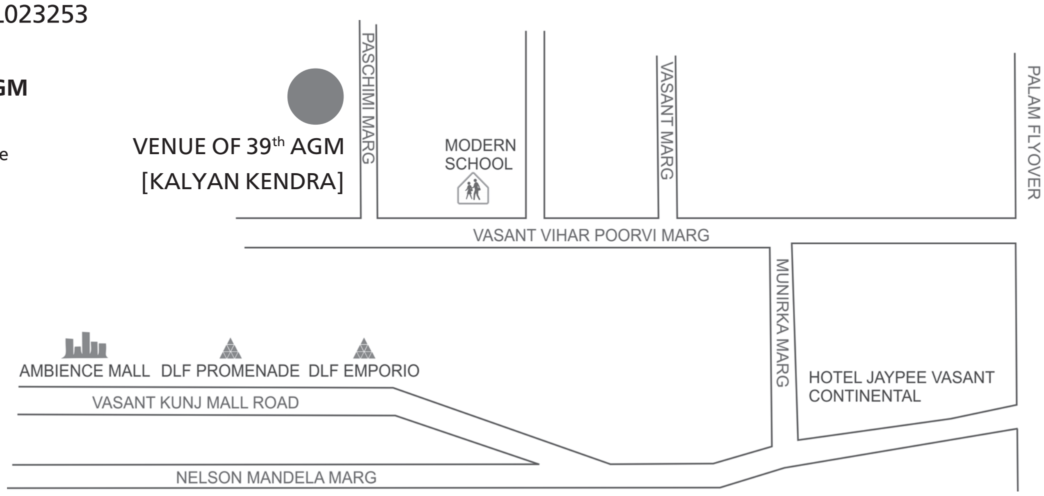
Scrutiniser : Mr. Vaibhav Jain
Practicing Chartered Accountant
Email: vaibhavjain@inmacs.com

Venue of 39th AGM - Location and Route Map

Export Promotion Council for Handicrafts
CIN: U20299DL1986NPL023253

VENUE OF EPCH'S 39TH 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



ANNEXURE - A

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

39th Annual General Meeting on 30th December, 2025

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 39th 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 , 30th Day of December, 2025 and at any adjournment thereof in respect of such resolution as are indicated below -

(....contd.)

1. 1.To receive, consider and adopt the report of the proceedings of the Committee for the period 01-04-2024 to 31-03-2025.
2. To receive, consider and adopt the Annual Balance Sheet as on 31/03/2025, Income & Expenditure Accounts for the period ended on that date and Auditor's Report thereon.
3. To constitute the committee as per available vacancies (08 (eight) 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/XXXIX/2025 dated 08/12/2025. 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/XXXIX/2025 dated 08/12/2025.
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 2025-26.

As witness my/our hand(s) this .... day of .... 2025.

Affix
Revenue
Stamp

(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

ANNEXURE - B

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 39th Annual General Meeting of Export Promotion Council for Handicrafts will be held at 11:00 AM on Tuesday, 30th December, 2025 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.