



EPCH
Export Promotion Council
for Handicrafts
Connecting. Empowering. Transforming.

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

“EPCH House”, Pocket 6 & 7, Sector-C,
LSC, Vasant Kunj, New Delhi-110070

EMAIL / REGISTERED /SPEED POST

No. EPCH/COA-XXXVIII/2024

Date: 28th October, 2024

NOTIFICATION

Notification for updation and finalization of Electoral Roll-2024 (voter list).

It is hereby informed to all members of EPCH to confirm their details as given in Form A-I overleaf. The following is the schedule for updating of Electoral Roll for forthcoming election of Committee of Administration of Council.

Sl. No.	Activities	Schedule
1.	Date of issue of Notification for updation of Electoral Roll (eligible voters).	28 th October, 2024 (Monday)
2.	Last date to inform EPCH the change (including error/correction) of communication address, name of proprietor /partners/ Directors / Karta) e-mail ID and other details as shown in Form A-I (Please use Form – A-I attached).	5 th November, 2024 (Tuesday)
3.	Date of display of updated Electoral Roll (Voters) after considering the information received as above at Sl. No. 2	8 th November, 2024 (Friday)

Sd/-
Secretary
Export Promotion Council for Handicrafts
New Delhi

To,
All Concerned Members,

Details are overleaf (Form A-1)

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

ELECTORAL ROLL 2024 (VOTER LIST) DISCREPANCY FORM – A-I

Electoral Roll consisting address of member organization, name of Proprietor / Partners / Directors and email ID as per records available with EPCH. In case any discrepancy is found members are requested to inform to the Council along with the supporting documents. Please note that any correction in following details will only be carried out subject to submission of the requisite supporting documents.

INFORMATION IN EPCH RECORDS	INCASE ANY CHANGE IN INFORMATION, PLEASE WRITE FULL CORRECT PARTICULARS INCLUDING NAME, ADDRESS, EMAIL ID OF ORGANISATION

In case of any changes in status of Company Address/Partners/Directors of the firm, you are requested to first amend Importer Exporter Code and file for amendment in ERCMC on DGFT portal at <https://http://www.dgft.gov.in/>. The following documents to be attached on DGFT portal as shown below:

- Changes in Partnership- new partnership deed/retirement deed, a revised list of Partners duly attested.
- Changes in Pvt. Ltd/Limited/others: Company's resolution of Board of Directors along with list of Directors.
- Changes in Address: a request letter of changes, copy of GST.

Place _____

Date _____

Signature: _____

Name of signatory _____

Name of Member
Organization
Address

(Seal of the Co./Firm/Organization)

(Please email at election@epch.com)