(On the Letter-head of Company)

The Director General

Pharmaceuticals Export Promotion Council of India

Hyderabad

Dear Sir,

We wish to enroll ourselves as Ordinary Members and provide our export values for the last 3 years, as required under Articles of Association of Council:

**1. Export Turnover:**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | 2011-12 | 2012-13 | 2013-14 |
| Amount (Rs. In crores) |    |   |   |

**2. Authorized persons to vote in the Elections:**

In addition to the above, we understand that Elections to the Committee of Administration will be held through electronic voting.  We hereby authorize the following persons to exercise voting in the elections on behalf of our company

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No.  | Name of the person  | Designation  | e-mail  | Mobile No. \* |
| 1 |    |   |   |   |
| 2 |    |   |   |   |
| 3 |    |   |   |   |

\*Mobile No. will be used only during elections or to send SMS about any important subject

\* Maximum 3 names only

(Note: Only Chairman / Managing Director / Director on the Board/Partner/Proprietor are eligible to exercise voting rights)

3. We also request you to include the following names in the group mailing of Pharmexcil:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. No.  | Name of the person  | Designation  | Department  | Mobile or direct telephone No.  |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |
|   |   |   |   |   |

(The above information is not mandatory)

Thanking you

Yours sincerely

Name & Designation of signatory