



## **Instructions:**

1. A Member desiring to exercise his/her vote by Postal Ballot may complete this Postal Ballot Form and send it to the Company in the attached self-addressed envelope. Postage will be borne and paid by the Company. However, envelope containing Postal Ballot, if sent by courier or by hand at the expense of the registered Shareholder will also be accepted.
2. Alternatively, a Member may vote through electronic mode as per the instructions for voting through electronic means provided in the Postal Ballot Notice sent herewith.
3. The self-addressed & postage-prepaid reply envelope bearing the name of the Scrutinizer appointed by the Board of Directors of the Company is enclosed herewith
4. Consent must be accorded by placing a tick mark [ü] in the column 'I assent to the resolution' or 'I dissent to the resolution'
5. This Form should be completed and signed by the Shareholder(as per the specimen signature registered with the Company). In case of joint holding, this Form should be completed and signed by the first named Shareholder and in his absence, by the next named Shareholder.
6. There will be one Postal Ballot Form for every Folio irrespective of the number of joint holders.
7. The Postal Ballot shall not be exercised by a Proxy.
8. The votes of a member will be considered invalid on any of the following grounds:
  - a) If the Member's signature does not tally.
  - b) If the member has marked his/ her/ its vote both for 'Assent' and 'Dissent' to the resolution in such a manner that the aggregate shares voted for 'Assent' and 'Dissent' exceeds total number of shares held.
  - c) If the Postal Ballot Form is unsigned, incomplete or incorrectly filled.
  - d) If the Postal Ballot Form is torn or defaced or mutilated such that it is difficult for the Scrutinizer to identify either, the member, or the number of votes, or as to whether the votes are for 'Assent' or 'Dissent', or if the signature could not be verified or one or more of the above grounds.
  - e) A form other than one issued by the company has been used;
  - f) It has not been signed by or on behalf of the Member;
  - g) Neither assent nor dissent is mentioned;
  - h) Any competent authority has given directions in writing to the company to freeze the Voting Rights of the Member;
  - i) The postal ballot form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority;
  - j) It is received from a Member who is in arrears of payment of calls;
  - k) Member has made any amendment to the Resolution or imposed any condition while exercising his vote.
9. The Scrutinizer's decision on the validity of a Postal Ballot will be final.
10. Duly completed Postal Ballot Forms should reach the Company not later than the close of business hours (6.00 p.m.) on 18<sup>th</sup> September, 2015. All Postal Ballot Forms received after this date will be strictly treated as if the reply from the Shareholder(s) has not been received.
11. A member may request for a duplicate Postal ballot Form, if so required. However, the duly filled in duplicate Postal Ballot Forms should reach the Scrutinizer not later than the date specified above.
12. Voting rights shall be reckoned on the paid up value of Shares registered in the name of the Shareholders on the date of cut off i.e., 07<sup>th</sup> August, 2015.
13. In case of shares held by companies, trusts, societies, etc. the duly completed Postal Ballot Form should be accompanied by a certified true copy of the Board Resolution/Authorization together with specimen signature(s) of the duly authorized signatories.
14. Members are requested not to send any other paper alongwith the Postal Ballot Form in the enclosed self addressed postage prepaid envelope in as much as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
15. Postal Ballot form received by fax will be rejected as if reply from shareholder has not been received unless the original Postal Ballot Form is received within prescribed time period.
16. A member need not use all his/ her votes nor does he/ she need to cast his/ her votes in the same way.
17. Only a member entitled to vote is entitled to fill in the Postal Ballot Form and send it to the Scrutinizer, and any recipient of the Notice who has no voting right should treat the Notice as an intimation only.
18. In case a member cast vote both by way of postal ballot and E-Voting, then the vote casted through E-Voting will be accepted without considering the time at which the vote was casted by either of the method.