

INSTRUCTIONS

1. Pursuant to provisions of Section 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, assent/dissent of the members in respect of the resolutions contained in the Postal Ballot Notice is being sought through Postal Ballot.
2. Members desiring to exercise their vote by Postal Ballot are requested to return the form duly completed in the enclosed self addressed postage pre-paid Business Reply Envelope to the Scrutinizer. Postage on self addressed pre-paid Business Reply Envelope will be borne by the Company. However, envelopes containing Postal Ballot Form, if sent by Courier or by Registered Post at the expense of the registered Member, will also be accepted.
3. The envelopes containing the Postal Ballot Form should reach the Scrutinizer not later than the close of business hours on 17th January, 2015. Postal Ballot Form(s) received after this date will be treated as if the reply from the Member has not been received.
4. The Postal Ballot Form should be completed and signed by the Member. Any unsigned Postal Ballot Form will be rejected.
5. In case of joint holding, the Postal Ballot Form should be completed and signed (as per the specimen signature registered with the Company / Depository) by the first named Member and in the absence of such Member, by the next named joint-holder.
6. A Member may sign the Postal Ballot Form through an Attorney; in such case certified true copy of the Power of Attorney should be attached to the Postal Ballot Form. There will be only one Postal Ballot Form for every folio irrespective of the number of joint member(s).
7. In case of shares held by Companies, Trusts, Societies etc., a duly completed Postal Ballot Form should be signed by its authorized signatory. In such cases the Postal Ballot Form shall be accepted only if the same is accompanied by a certified true copy of the Board Resolution / Authority together with the specimen signature(s) of the duly authorised signatory(ies).
8. A Member neither needs to use all his / her votes nor needs to cast all his / her votes in the same way.
9. Assent or dissent to the proposed resolution may be recorded by placing a tick mark (√) in the appropriate column. Postal ballot form bearing (√) mark in both the column will render the form invalid.
10. Any incomplete, unsigned, incorrectly completed, incorrectly ticked, defaced, torn, mutilated, over-written, wrongly signed Postal Ballot Form will be rejected. The Postal Ballot shall not be exercised by a proxy.
11. Voting rights shall be reckoned on the paid up value of shares registered in the name of the Member as on 5th December, 2014.
12. A Member may request for a duplicate Postal Ballot Form, if so required. However, the duly completed duplicate Postal Ballot Form should reach the Scrutinizer not later than the date specified above.
13. Members are requested not to send any other paper(s) along with the Postal Ballot Form in the enclosed self addressed postage prepaid envelope as all postal ballot(s) will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
14. The Scrutinizer's decision on the validity of Postal Ballot Form shall be final.
15. The Resolutions, if assented by requisite majority, shall be considered as passed on 24th January, 2015 (i.e. the date of declaration of the Postal Ballot Result).
16. **E-VOTING – The company is pleased to provide e-voting facility as an alternative for members of the company to enable them to cast their vote electronically instead of through physical postal ballot. In case a member has voted through e-voting facility, he need not send the physical postal ballot form. In case a member votes through e-voting facility as well as sends his vote through physical vote, the votes cast through physical postal ballot shall only be considered and the voting through e-voting shall not be considered by the scrutinizer. Members are requested to refer to the Postal Ballot Notice and Explanatory Statement along with notes for detailed instructions with respect to electronic voting.**