

## **INSTRUCTIONS FOR VOTING BY PHYSICAL MODE**

1. A shareholder(s) desirous to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the enclosed self-addressed postage prepaid business reply envelope. However, envelopes containing Postal Ballots, if sent by courier at the expense of the shareholder(s) will also be accepted.
2. This form should be duly completed and signed by the shareholder. In case of joint holding, this form should be completed and signed (as per the specimen signature registered with the Company or furnished by NSDL/CDSL to the Company, in respect of shares held in the physical form or demat form respectively) by the first named shareholder and in his absence, by the next named joint shareholder.
3. In case of shares held by Non-Individual shareholders and Custodians (i.e. other than Individuals, HUF, NRI etc.), the duly completed Postal Ballot Form should be accompanied by a copy of Board resolution / Power of attorney issued in favour of the custodian as well as the Board resolution of the custodian.
4. Unsigned / Incomplete / Defaced / Mutilated / incorrectly ticked Postal Ballot Forms etc. will be rejected.
5. Duly completed Postal Ballot Form should reach the Scrutinizer on or before 5.00 pm on 6<sup>th</sup> July, 2019. Postal Ballot Form received after this time and date will be strictly treated as if the Form from the shareholder has not been received.
6. Voting rights shall be reckoned on the paid up value of shares registered in the name of the shareholders as on the cut-off date i.e. 31<sup>st</sup> May, 2019. A person who is not a Member as on the cut-off date should treat this Notice for information purposes only.
7. A shareholder may request for a duplicate Postal Ballot Form, if so required from our Registrar and Transfer Agent M/s. LinkIntime Private Limited. However, the duly filled in duplicate postal ballot form should reach the Scrutinizer not later than 5.00 pm on 6<sup>th</sup> July, 2019.
8. The exercise of vote through Postal Ballot is not permitted through a proxy.
9. Assent or dissent to the proposed resolution may be recorded by placing a tick mark (✓) in the appropriate column. The assent or dissent received in any other Form shall not be considered valid.
10. The Scrutinizer's decision on the validity of the Postal Ballot Form would be final.
11. Shareholders are requested not to send any other paper/documents along with the Postal Ballot Form. If sent, the same paper/documents will not be acted upon. Shareholders / beneficial owners are also requested not to write anything on the Postal Ballot Form except giving their assent or dissent and affixing their signatures.
12. Shareholders are requested to fill the Postal Ballot Form in indelible ink (and avoid filling it by erasable writing medium like pencil).
13. There will be one Postal Ballot Form for every Folio/ Client ID, irrespective of the number of joint holders.

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