

Instructions:

1. A Member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the attached self-addressed postage prepaid business reply envelope bearing the address of the Scrutinizer. However, envelopes containing Postal Ballots, if sent by courier at the expense of the registered Member/s will also be accepted.
2. This form should be completed and signed by the Member. In case of joint holding, this form should be completed and signed (as per the specimen signature(s) registered with the Company) by the first named Member and in his absence, by the next named Member.
3. Unsigned/ Incomplete Postal Ballot Forms will be rejected.
4. Postal Ballot Form shall also be rejected for any of the following reasons:
 - a. A form other than one issued by the Company has been used;
 - b. It has not been signed by the Member;
 - c. Signature on the postal ballot form doesn't match with the specimen signature registered with the Company
 - d. It is not possible to determine without any doubt the assent or dissent of the Member;
 - e. Neither assent nor dissent is mentioned;
 - f. Any competent authority has given directions in writing to the Company to freeze the Voting Rights of the Member;
 - g. The envelope containing the postal ballot form is received after the last date prescribed;
 - h. The postal ballot form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority;
 - i. It is received from a Member who is in arrears of payment of calls;
 - J. It is defaced or mutilated in such a way that its identity as a genuine form can not be established;
 - k. Member has made any amendment to the Resolution or imposed any condition while exercising his vote.
5. The vote may be accorded by recording the assent in column '**FOR**' or dissent in Column '**AGAINST**' by placing a tick (P) mark in the appropriate column.
6. Duly completed Postal Ballot Form(s) should reach the Scrutinizer not later than 5.00 p.m. on **Sunday, 5th January, 2020** Postal Ballot Form(s) received after this date will be strictly treated as if the reply from the Member has not been received
7. 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 / Resolution of the relevant specific authority.
8. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed postage pre-paid self-addressed envelope.
9. Voting rights shall be reckoned on the paid up value of shares registered in the name of the Member/s as on **Friday, 29th November 2019**.
10. The Scrutinizer's decision on the validity of the Postal Ballot Form shall be final.
11. The result of the voting on the resolutions will be declared at the Registered Office of the Company on **Tuesday, 7th January 2020**. The Resolution, if passed by requisite majority, shall be deemed to have been passed on the last date specified by the company for receipt of duly completed postal ballot forms / e-voting i.e. **5th January 2020**.
12. The Company is also offering e-voting facility as an alternate mode of voting to all the Members to enable them to cast their votes electronically instead of dispatching Postal Ballot Form. The detailed procedure is enumerated in the Notes to the Postal Ballot Notice. However, in case a shareholder has voted both in physical as well as e-voting, then voting done through e-voting shall prevail over physical ballot and physical ballot will be treated as invalid.