

## NOTICE

Notice is hereby given that the Annual General Meeting of **Veronica Production Limited** (formerly known as **Jagran Production Limited**) will be held at 1, Vanyawadi Main Road, c/o. Roshni Department, Swami Vivekananda Road, Rajkot – 360001 (Gujarat), on **Friday 30<sup>th</sup> September, 2016 at 10.00 a.m.**, to transact the following business:

### Ordinary Business

1. To receive, consider and adopt the Audited Balance Sheet as at **31<sup>ST</sup> March 2016** the Profit & Loss Account of the Company for the financial year ended on that date and the Reports of the Auditors and Directors thereon.
2. To consider and if thought fit to pass with or without modification(s) the following resolution as Ordinary Resolution:

**“RESOLVED THAT** pursuant to the provisions of Section 139 (1) and applicable provisions, if any, of the Companies Act, 2013 and rules, circulars, notifications made/issued thereunder, including any amendments, modification, variation or re-enactment thereof, the appointment of D P Agarwal & Co., Chartered Accountant, Mumbai, bearing Firm Membership No. 100068W as the Statutory Auditors of the Company, **who holds the office for a term of Five Years**, from the conclusion of this Annual General Meeting till the conclusion of Annual General Meeting of the Company to be held in the year 2021 (subject to ratification of their appointment at every Annual General Meeting) and to fix their remuneration.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorized to do all such acts, deeds, matters and things as may be considered necessary, desirable and expedient for giving effect to this resolution and/or otherwise considered by them to be in the best interest of the Company including fixation of their remuneration and reimbursement of out of pocket expenses incurred in connection hereto.”

3. To appoint a Director in place of Rajeshbhai Haribhai Ruparelia (DIN 06546212), who retires by rotation, and being eligible, offers himself for re-appointment.

By Order of the Board  
For **Veronica Production Limited**  
(Formerly known as **Jagran Productions Limited**)

SD/-  
Hitesh K Rupareliya  
Managing Director  
DIN – 01401610

SD/-  
Rajesh H Rupareliya  
Executive Director  
DIN – 06546212

Place: Rajkot  
Date: 12/08/2016

## NOTES

1. A Member entitled to attend and vote at the meeting may appoint a proxy to attend and vote on a poll on his behalf and such proxy need not be a member of the Company. A person can act as a proxy on behalf of not exceeding fifty Members and holding in the aggregate not more than 10% of Total Paid-up Share Capital of the Company. Any Member holding more than 10% of Total Paid-up Share Capital of the Company may appoint a single person as proxy and in such case, the said person shall not act as proxy for any other person or member. Proxies in order to be effective must be received at the Registered Office of the Company not less than 48 hours before the commencement of the Annual General Meeting, duly stamped.
2. Corporate Members are requested to send to the registered office of the Company, a duly certified copy of the Board Resolution, pursuant to Section 113 of the Companies Act, 2013, authorizing their representative to attend and vote at the Annual General Meeting.
3. Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, relating to the Special Business to be transacted at the Annual General Meeting is annexed.
4. Members are requested to bring their admission slip along with copy of the report and accounts to Annual General Meeting.
5. Relevant documents referred to in the accompanying Notice & Explanatory Statement would be available for inspection by the members at the Registered Office of the Company on all working days, except Saturday / Sunday & Public Holidays, between 11.00 a.m. to 1.00 p.m. up to the date of the Annual General Meeting.
6. The **Register of Members** and the Share Transfer Books of the Company will **remain closed from Thursday, 29<sup>th</sup> September, 2016 to Friday, 30<sup>th</sup> September, 2016 (Both Days Inclusive)** for the purpose of the Annual General Meeting.
7. Members are requested to notify immediately any changes, if any, in their registered addresses at an early date to the Registrar and Share Transfer Agent, quoting their folio numbers/client ID/ DP ID in all correspondence, so as to enable the Company to address any future communication at their correct address.
8. Members attending the meeting are requested to complete the enclosed attendance slip and deliver the same at the entrance of the meeting Venue.
9. Members desirous of seeking any information concerning the Accounts or operations of the Company is requested to address their queries in writing to the Company at least seven days prior to the Annual General Meeting so that the requested information can be made available at the time of the meeting.

10. Members holding shares in physical forms are requested to consider converting their holding to dematerialized form to eliminate all risk associated with physical shares and for ease in portfolio management. Member can contact the Company or the **Company's Registrar and Transfer Agent, Purva Share registry (India) Private Limited**, for assistance in this regard.
11. In case of joint holders attending the meeting, only such joint holders who are higher in the order of names will be entitled to vote.
12. Members holding shares under multiple folios in identical order of names are requested to consolidate their holdings into one folio. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are therefore requested to submit their PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN to the Company/Registrar & Share Transfer Agent.
13. The Ministry of Corporate Affairs (vide circular nos. 17/2011 and 18/2011 dated April 21 and April 29, 2011 respectively), has undertaken "Green Initiative in Corporate Governance" and allowed Companies to share documents with its shareholders through an electronic mode. Electronic copy of the Annual Report for 2016 is being sent to all the members who's Email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Annual Report for 2016 is being sent in the permitted mode. Members holding shares under multiple folios in identical order of names are requested to consolidate their holdings into one folio.
14. Members may also note that **the Notice of the Annual General Meeting** and the **Annual Report for 2016** will also be available on the Company's **website [www.veronicaproduction.com](http://www.veronicaproduction.com)** for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, free of cost. For any communication, the shareholders may also send requests to the Company's designated **email id: [shreychemicals@gmail.com](mailto:shreychemicals@gmail.com)**
15. Members are requested to support this green initiative by registering / updating their e-mail addresses, in respect of shares held in dematerialized form with their respective Depository participants and in respect of old shares held in physical form with the Company's Registrar & Share Transfer Agent.

16. Pursuant to Section 101 and Section 136 of the Companies Act, 2013 read with relevant Rules made there under, Companies can serve Annual Reports & other communications through electronic mode to those members whose email IDs are registered with the Company/Depository Participants(s). As per provisions of Section 20 of the Companies Act, 2013 read with Rules there under, a document may be served on any member by sending it to him/her by post or by registered post or by speed post or by courier or by delivering at his/her office/home address or by such electronic mode as may be prescribed including by facsimile telecommunication or to electronic mail address, which the member has provided to his/her Depository Participants(s)/Company Share Transfer Agent from time to time for sending communications, provided that a member may request for delivery of any document through a particular mode, for which he/she shall pay such fees as may be determined by the Company in its Annual General Meeting. For members who have not registered their email address with the Company, the service of documents will be affected by other modes of services as provided in Section 20 of the Companies Act, 2013 read with the relevant Rules there under. Printed copies of the Notice of the Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip, Ballot Paper and Proxy Form is being sent to all members in the permitted mode.
17. In terms of relevant provisions of **SEBI (LODR) 2015**, in order to enable its members, who do not have access to e-voting facility, to send their assent or dissent in writing in respect of the resolutions as set out in this Notice, a Ballot Form is attached. Members desiring to exercise vote by Ballot are requested to carefully read the instructions printed in the form, to complete the Ballot Form with assent (for) or dissent (against) and send it to Mr. **S. K. Pandey, Scrutinizer, Raja Bahadur Building, 1st Floor, 45 Tamarind Lane, M.P. Shetty Marg, Fort, Mumbai – 400001, Tel.: 022-66390257, Fax : 022-66390257, Email: [pandeysk2004@yahoo.co.in](mailto:pandeysk2004@yahoo.co.in)** so as to reach him on or before **Thursday September 29, 2016 by 5.00 p.m.** Any Ballot Form received after the said date shall be treated as if the reply from the Members has not been received.
18. Members can opt for one mode of voting i.e. either by physical ballot or through e-voting. If Members opt for e-voting then do not vote by Physical Ballot or vice versa. However, in case Members cast their vote both by Physical Ballot and e-voting, then voting done through e-voting shall prevail and voting done by Physical Ballot will be treated as invalid.
19. Members can request for a Ballot Form at **Veronica Production Limited (Formerly known as Jagran Production Limited) ,1, Vanyawadi Main Road, c/o. Roshni Department Swami Vivekananda Road Rajkot – 360001 (Gujarat),** Maharashtra or they may also address their request through **E-mail to: [shreychemicals@gmail.com](mailto:shreychemicals@gmail.com), Contact No. Tel No.: 0281-2362500.**
20. E-voting: In compliance with Section 108 of the Companies Act, 2013 and Companies (Management and Administration) Rules, 2014, the Company is pleased to provide member's facility to exercise their right to vote at the Annual General Meeting

(AGM) by electronic means and all the business may be transacted through e-Voting Services provided by National Securities Depository Limited (NSDL).

21. The **E-voting period** for all items of business contained in this Notice shall commence from **Tuesday 27<sup>th</sup> September, 2016 at 9.00 a.m. and will end on Thursday 29<sup>th</sup> September, 2016 at 5.00 p.m.** During this period equity shareholders of the Company holding shares either in physical form or in dematerialized form as on the **cut off date of 23<sup>rd</sup> September, 2016**, may cast their vote electronically. The e-voting module shall be disabled by **NSDL** for voting thereafter. Once the vote on a resolution is cast by any Member, he/she shall not be allowed to change it subsequently. The voting rights of Members shall be in proportion to their equity shareholding in the paid up equity share capital of the Company as **on 23<sup>rd</sup> September, 2016**.
22. Mr. **S.K. Pandey**, Practicing Company Secretaries (Membership No. ACS 8546) and failing which **Aparna Tripathi** or **Devyani Dubey** an Independent Professional has been appointed as the Scrutinizer to Scrutinize the E-voting process in a fair and transparent manner (including the Ballot Form received from the members who do not have access to the e-voting process) in a fair and transparent manner.
23. The Scrutinizer shall immediately after the conclusion of voting at the meeting, first count the votes casted at the meeting, thereafter unblock the votes casted through remote e-voting in the presence of at least 2 witnesses not in the employment of the Company and make, not later than 3 days of conclusion of the meeting and after scrutinizing such votes received shall make a Scrutinizer's report of the votes cast in favor or against or invalid votes in connection with the resolution(s) mentioned in the Notice of the Meeting and submit the same forthwith to the Chairman of the Company.
24. The Results of E-voting shall be declared at the AGM of the Company and the results along with Scrutinizer's report shall be placed on the website of the Company thereafter and shall also be communicated to the Stock Exchanges. The Resolutions shall be deemed to be passed, if approved, on the date of AGM.
25. Voting through electronic means;
  - I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 (Listing Regulations), the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM) ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).

- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- III. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
- IV. The **remote e-voting period** commences on **27<sup>th</sup> September, 2016 (9:00 am) and ends on 29<sup>th</sup> September, 2016 (5:00 pm)**. During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the **cut-off date of 23<sup>rd</sup> September, 2016**, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- V. The process and manner for remote e-voting are as under:
  - A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)] :
    - (i) Open email and open PDF file viz; "remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
    - (ii) Launch internet browser by typing the following URL:  
<https://www.evoting.nsdl.com/>
    - (iii) Click on Shareholder - Login
    - (iv) Put user ID and password as initial password/PIN noted in step (i) above. Click Login.
    - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
    - (vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
    - (vii) Select "EVEN" of "Jagran Production Limited".
    - (viii) Now you are ready for remote e-voting as Cast Vote page opens.

(ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.

(x) Upon confirmation, the message "Vote cast successfully" will be displayed.

(xi) Once you have voted on the resolution, you will not be allowed to modify your vote.

(xii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to [pandeyk2004@yahoo.co.in](mailto:pandeyk2004@yahoo.co.in) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

B. In case a Member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy] :

(i) Initial password is provided as below/at the bottom of the Attendance Slip for the AGM :

26. **EVEN (Remote e-voting Event Number)**      **USER ID**      **PASSWORD/PIN**

(ii) Please follow all steps from Sl. No. (i) To Sl. No. (xii) Above, to cast vote.

VI. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222-990.

VII. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.

VIII. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).

IX. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the **cut-off date of 23<sup>rd</sup> September, 2016.**

X. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the **cut-off date i.e. 23<sup>rd</sup> September, 2016**, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or Share Transfer Agent of the Company, i.e. Purva Shareregistry (India) Private Limited.

However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact NSDL at the following toll free no.: 1800-222-990

XI. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.

XII. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.

XIII. **S.K. Pandey**, Practicing Company Secretaries (Membership No. ACS 8546) and failing which **Aparna Tripathi** or **Devyani Dubey** an Independent Professional has been appointed as the Scrutinizer to Scrutinize the E-voting process in a fair and transparent manner (including the Ballot Form received from the members who do not have access to the e-voting process) in a fair and transparent manner.

XIV. The Chairman shall, at the AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of "Ballot Paper " for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.

XV. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than three days of the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favor or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.

XVI. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company **website [www.veronicaproduction.com](http://www.veronicaproduction.com)** and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to the BSE Limited.

By Order of the Board  
For **Veronica Production Limited**  
(Formerly known as **Jagran Productions Limited**)

SD/-  
Hitesh K Rupareliya  
Managing Director  
DIN – 01401610

SD/-  
Rajesh H Rupareliya  
Executive Director  
DIN – 06546212

Place: Rajkot  
Date: 12/08/2016



## Explanatory Statement

The following explanatory statement, pursuant to Section 102 of the Companies Act, 2013 ('the Act'), set out all material facts relating to the business mentioned at the item No.3 to the accompanying Notice dated 12<sup>th</sup> August, 2016.

**Rajeshbhai Haribhai Ruparelia** holds NIL equity shares by of the Company.

| <b>Rajeshbhai Haribhai Ruparelia</b>                              |   |
|---|---|
| <b>Fathers' Name</b>  | Haribhai Ruparelia  |
| <b>Date of Birth</b>  | 02/08/1970  |
| <b>Date of Appointment</b>  | 02/04/2013  |
| <b>Expertise in specific functional areas</b>                     | Administration, Capital Market, Banking & Human Resources |
| <b>Years of Experience</b>  | 10  |
| <b>Qualification</b>  |   |
| <b>Directorship in Other Public Limited Companies</b>             | None  |
| <b>Member/Chairman of the Committee</b>                           | Nil   |
| <b>No. of shares held in own name or in the name of relatives</b> | Nil   |

**ATTENDANCE SLIP**

**To be handed over at the entrance of the Meeting Hall**

I hereby record my presence at Annual General Meeting of **Veronica Production Limited (Formerly known as Jagran Production Limited)** will be held on **Friday, 30<sup>th</sup> September 2016 at 10.00 a.m. at its** Registered Office situated at 1, Vanyawadi Main Road, c/o. Roshni Department Swami Vivekananda Road Rajkot – 360001 (Gujarat).

| DP ID | Client ID | Folio No. | No. of Shares held |
|-------|-----------|-----------|--------------------|
|       |           |           |                    |

Full Name of Shareholder (In block letters)

Signature

\_\_\_\_\_

\_\_\_\_\_

Full Name of Shareholder (In block letters)

Signature

\_\_\_\_\_

\_\_\_\_\_

**Form No. MGT-11  
Proxy Form**

*[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration Rules, 2014)]*

|   |  |
|---|--|
| <b>Name of the Member(s):</b>             |  |
| <b>Registered address:</b>                |  |
| <b>E-mail Id:</b>                         |  |
| <b>Folio No. /Client Id &amp; DP. Id:</b> |  |

I/We..... being a member/members holding.....shares of **Veronica Production Limited (Formerly known as Jagran Production Limited)** hereby appoint:

|          |                  |                   |
|----------|------------------|-------------------|
| <b>1</b> | <b>Name:</b>     | <b>Address:</b>   |
|          | <b>Email ID:</b> | <b>Signature:</b> |
| <b>2</b> | <b>Name:</b>     | <b>Address:</b>   |
|          | <b>Email ID:</b> | <b>Signature:</b> |
| <b>3</b> | <b>Name:</b>     | <b>Address:</b>   |
|          | <b>Email ID:</b> | <b>Signature:</b> |

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Annual General Meeting of the company, to be **held Friday, 30<sup>th</sup> September 2016 at 10:00 a.m.** at its Registered Office situated at 1, Vanyawadi Main Road, c/o. Roshni Department Swami Vivekananda Road Rajkot – 360001 (Gujarat) and at any adjournment thereof in respect of such resolutions as are indicated below:

| <b>Sr. No</b> | <b>Description.</b>  | <b>No. of shares Held</b> | <b>FOR</b> | <b>AGAINST</b> |
|---------------|--|---------------------------|------------|----------------|
| <b>1</b>      | Adoption of financial statement for the year ended on <b>31 March, 2016.</b>                                 |                           |            |                |
| <b>2</b>      | Appointment of <b>M/s. D P Agarwal &amp; Co</b> As Auditors of the Company.                                  |                           |            |                |
| <b>3</b>      | Re- appointment of <b>Rajeshbhai Haribhai Ruparelia</b> as Director of the Company, who retires by rotation. |                           |            |                |

Signed this .....day of September, 2016

Signature(s) of the Shareholder(s).....

Signature of Proxy Holder.....



**Notes:** This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.

**Polling Paper  
Ballot Form**

[Pursuant to section 109(5) of the Companies Act, 2013 and rule 21(1) (c) of the Companies  
(Management and Administration) Rules, 2014]

Name of Company: **Veronica Production Limited**

(Formerly known as Jagran Production Limited)

Registered Office: at 1, Vanyawadi Main Road, c/o. Roshni Department Swami Vivekananda  
Road Rajkot – 360001 (Gujarat).

**Ballot Form**

|          |   |   |  |
|----------|---|---|--|
| <b>1</b> | <b>Name of the First Named Shareholder</b><br><b>(In block letters)</b> | : |  |
| <b>2</b> | Name of the Joint Holder(s) if any                                      | : |  |
| <b>3</b> | Registered address of the sole/first named<br>Shareholder               | : |  |
| <b>4</b> | Registered Folio No. / DP No. / Client ID No.                           | : |  |
| <b>5</b> | Class of shares & No. of shares held                                    | : |  |

I/We hereby exercise my/our vote in respect of **Resolutions** enumerated below by recording my assent or dissent to the said resolutions in the following manner:

| Item No.                   | Items   | No. of shares | I/We assent to the Resolution | I/We dissent to the Resolution |
|----------------------------|---|---------------|-------------------------------|--------------------------------|
| <u>Ordinary Resolution</u> |   |               |                               |                                |
| 1.                         | Adoption of financial statement for the year ended on <b>31 March, 2016.</b>                                |               |                               |                                |
| 2.                         | Appointment of <b>M/s. D P Agarwal &amp; Co.</b> as Auditors of the Company.                                |               |                               |                                |
| 3.                         | Re- appointment of <b>Rajeshbhai Haribhai Ruparelia</b> as Director of the Company who retires by rotation. |               |                               |                                |

Place:

Date:

Signature of the Shareholder

**Note:**

1. Please read carefully the instructions overleaf before exercising your vote.
2. If you opt to cast your vote by remote e-voting, there is no need to fill up and sign this form.
3. Please note that the last date for receipt of Postal Ballot Forms by the Scrutinizer is **29<sup>th</sup> September, 2016** at 5.00 P.M.

## **INSTRUCTIONS**

### **1. General Instructions:**

- a. There will be one Ballot Form/remote e-voting for every Client ID No. /Folio No., irrespective of the number of joint holders.
- b. Members have option to vote either through Ballot Form or through remote e-voting. If a member has opted for Physical Ballot, then he/she should not vote by remote e-voting and vice versa. However, in case Shareholders cast their vote through both physical postal ballot and remote e-voting, then vote cast through remote e-voting shall prevail and vote cast through Physical Postal Ballot shall be considered as invalid.
- c. Voting in the ballot/e-voting cannot be exercised by a proxy. However, corporate and institutional members shall be entitled to vote through their authorized representatives with proof of their authorization, as stated below.
- d. The Scrutinizer's decision on the validity of a Ballot/remote e-voting shall be final and binding.

### **2. Instructions for voting physically by Postal Ballot Form:**

- a. A member desirous of exercising his/her Vote by Ballot may complete this Ballot Form and send it to the Scrutinizer, **S.K.Pandey, a Practicing Company Secretary, at Raja Bahadur Building, 1<sup>st</sup> Floor 45 Tamarind Lane, M.P.Shetty Marg, Fort, Mumbai – 400 001**, in the attached self-addressed envelope. Postage will be borne and paid by the Company. Further, any envelopes containing postal ballot, if deposited in person or sent by courier at the expense of the Registered Member(s) will also be accepted.
- b. The self-addressed postage pre-paid envelope bears the address of the Scrutinizer appointed by the Board of Directors of the Company.
- c. This Form must be completed and signed by the Member, as per specimen signature registered with the Company or Depository Participant, as the case may be. In case of joint holding, this Form must be completed and signed (as per the specimen signature registered with the Company) by the first named Member and in his/her absence, by the next named Member.
- d. In respect of shares held by corporate and institutional members (companies, trusts, societies, etc.), the completed Postal Ballot Form should be accompanied by a certified copy of the relevant Board Resolution/appropriate authorization, with the specimen signature(s) of the authorized signatory (ies) duly attested.
- e. The consent must be accorded by recording the assent in the column 'FOR' or dissent in the column 'AGAINST' by placing a tick mark (✓) in the appropriate column in the Ballot Form. The assent or dissent received in any other form shall not be considered valid.
- f. Members are requested to fill the Ballot Form in indelible ink and avoid filling it by using erasable writing medium(s) like pencil.
- g. Duly completed Ballot Form should reach the Scrutinizer not later than the close of working hours by 5.00 p.m. on **Thursday, 29<sup>th</sup> September, 2016**. All Ballot Forms received after this date will be strictly treated as if no reply has been received from the Member.
- h. A Member may request for a duplicate Ballot Form, if so required, and the same duly completed should reach the Scrutinizer not later than the date specified under instruction No.2 (g) above.
- i. Members are requested not to send any other paper along with the Ballot Form. They are also requested not to write anything in the Ballot Form except giving their assent or dissent and putting their signature. If any such other paper is sent, the same will be destroyed by the Scrutinizer.
- j. Incomplete, unsigned or incorrectly ticked Postal Ballot Forms will be rejected.
- k. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of the e voting period unblock the votes in the presence of at least two (2) witness not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favor or against, if any, forthwith to the Chairman. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website within two (2) days of passing of the resolutions at the AGM of the Company and shall be communicated to the Stock Exchange, where its securities are listed.

### **3. Process for Members opting for Remote E-Voting:**

- l. In case of members receiving the Ballot Form by Post:  
User ID and initial password is provided at the bottom of the Ballot Form.
- m. If you are already registered with NSDL for remote e-voting then you can use existing user ID and password for Login to cast your vote.
- n. In case of any queries, remote e-voting user manual for shareholders available at the Downloads section on NSDL remote e-voting website: [www.evoting.nsdl.com](http://www.evoting.nsdl.com) can also send your queries/ grievances relating to remote e-voting to the e-mail ID: [-evoting@nsdl.co.in](mailto:-evoting@nsdl.co.in).
- o. The period for remote e-voting starts **on Tuesday, 27<sup>th</sup> September, 2016 at 9.00 a.m. and ends on Thursday, 29<sup>th</sup> September, 2016 at 5.00 p.m.**