

IMPORTANT INSTRUCTIONS

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 the Companies, Trusts, Societies, etc., the duly completed Postal Ballot Forms should be accompanied by a certified true copy of board resolution/authorization giving requisite authority to the person voting on the Postal Ballot Form, together with the duly attested specimen signature(s) of the authorized signatories.
4. Duly completed Postal Ballot Form should reach the Scrutinizer on or before 5.00 p.m. on 26th March, 2018. Postal Ballot Form received after this date will be strictly treated as if the reply from the shareholder has not been received.
5. 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. 16th February, 2018.
6. A shareholder may request for a duplicate Postal Ballot Form, if so required from Mr. B. Venkata Kishore – Asst. Manager, Karvy Computershare Private Limited, Unit SRF Limited, Karvy Selenium Tower-B, Plot No. 31 & 32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032, Telangana, India at einward.ris@karvy.com / Phone : + 91 4067161585.
7. The exercise of vote through Postal Ballot is not permitted through a proxy.
8. 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.
9. The vote(s) of a member will be considered invalid inter-alia on any of the following grounds :-
 - a) A form other than one issued by the Company has been used;
 - b) Form has not been signed by or on behalf of the Member;
 - c) Signature on the postal ballot form doesn't match the specimen signatures 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 postal ballot form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority;
 - h) It is defaced or mutilated in such a way that its identity as a genuine form cannot be established;
 - i) Member has made any amendment to the Resolution or imposed any condition while exercising his vote.
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 up on. 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.
14. The Company is pleased to offer e-voting facility as an alternative, for all the Members of the Company to enable them to cast their votes electronically instead of dispatching Postal Ballot Form. E-voting is optional. The detailed procedure of e-voting is enumerated in the Notes to the Postal Ballot Notice.