



Regd Office : Trinity Plaza, (3rd Floor) 84/1A Topsia Road (South) Kolkata – 700046
CIN L36900WB1952PLC020274
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POSTAL BALLOT FORM

(Please read the instructions printed overleaf carefully before exercising your vote)

Serial No.

1. Name(s) of Shareholder(s) :
(Including joint-holders, if any)
2. Registered address of the :
sole/first named Shareholder
3. Registered Folio No. / :
Client ID No. /DP ID No
(applicable to investors
holding shares in demat form)
4. No. of Equity Share(s) held :

I / We hereby exercise my / our vote in respect of the Special Resolutions to be passed through Postal Ballot for the business stated in the notice dated 12th February 2019 of the Company by sending my/our assent / dissent to the said Resolutions by placing (✓) mark at the appropriate box below :

Sl. No.	Description	No. of Shares	I/ We assent to the Resolution (FOR)	I/ We dissent to the Resolution (AGAINST)
1.	Special Resolution for approval of continuation of appointment of Mr. V.N.Agarwal (DIN 00408731) Non-Executive Director with effect from April 01, 2019.			
2.	Special Resolution for approval of continuation of term of office under current tenure of appointment of Mr. Samarendra Nath Roy, (DIN: 00408742), Independent Director up to the conclusion of Sixty Fifth Annual General Meeting with effect from April 01, 2019.			

Place:

Date:

Signature of the Shareholder

ELECTRONIC VOTING PARTICULARS

EVEN (Electronic Voting Number)	User ID	Password/PIN

Notes:

1. Please read carefully the notes/instructions printed overleaf before exercising your vote.
2. Last date for the receipt of Postal Ballot Forms by Scrutinizer is Wednesday, 3rd April, 2019.

INSTRUCTIONS

1. A Member desiring to exercise vote by Postal Ballot may complete the Postal Ballot Form and send it to the Scrutinizer in the attached self-addressed business reply envelope. Postage will be borne and paid by the Company. However, envelopes containing postal ballots, if sent by courier or by Registered Post at the expense of the registered shareholder will also be accepted.
2. The self-addressed envelope bears the address of the Scrutinizer, Mr. P.V Subramanian . C/o, MCS Share Transfer Agent Limited, 383, Lake Gardens, 1st Floor, Kolkata -700045.
3. a) This form should be 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 the Depository Participant) by the first named shareholder and in his absence, by the next named joint shareholder.

(b) A proxy shall not be eligible to exercise the Postal Ballot.
4. There will be only one Postal Ballot Form for every Folio / Client ID irrespective of number of joint holders.
5. The votes should be cast either in favour or against by putting the tick (✓) mark in the column provided for assent or dissent. Postal Ballot Form bearing tick marks in both the columns for the same shares will render the Postal Ballot Form invalid.
6. Unsigned, incorrectly signed or incomplete Postal Ballot Forms will be rejected.
7. Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours (i.e. up to 5.00 P.M) on Wednesday, 3rd April, 2019. Postal Ballot Forms received after this date will be treated as if the reply from the shareholder has not been received and the same will not be considered for the purpose of Postal Ballot.
8. Voting rights shall be reckoned on the number of shares registered in the name of the shareholders as on Friday, 22nd February, 2019.
9. Postal Ballot Forms signed in the representative capacity must be accompanied by the requisite certified true copy of Power of Attorney / Resolution of Board of Directors. If the same is/are already registered with the Company, please quote the Registration No. beneath the signature.
10. Shareholders are requested not to send any other paper along with the Postal Ballot Form. They are also requested not to write anything on the Postal Ballot Form except giving their assent or dissent and putting their signature.
11. The members are requested to refer the Postal Ballot Notice for detailed instruction .
12. The Scrutinizer's decision on the validity of a Postal Ballot will be final.