



Hi-Tech Gears Limited

Registered Office: - A-589, Industrial Complex, Bhiwadi- 301019, District Alwar, Rajasthan

CIN- L29130RJ1986PLC004536 website: - www.hitechgears.com

Tel.: +91(124)4715100 Fax: +91(124)2806085

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ELECTRONIC VOTING PARTICULARS

EVS (Electronic Voting Sequence)	PAN	USER ID	NO. OF SHARES

-----TEAR HERE-----



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ATTENDANCE SLIP

Regd. Folio No./DP ID-Client ID : _____

Name & Address of First /Sole Shareholder : _____

No. of Shares held : _____

I hereby record my presence at the 28th Annual General Meeting of the Company to be held on Thursday, the 18th day of September, 2014 at 11:00 am at registered office at A--589, Industrial Complex, Bhiwadi- 301019, District Alwar, Rajasthan.

Signature of Member/Proxy

Notes:

- Only Member/Proxy can attend the meeting. No minors would be allowed at the meeting.
- Member/Proxy wish to attend the meeting must bring this attendance slip to the meeting and handover at the entrance duly filled in and signed.

The procedure and instruction for e-voting as given in the Notice of the 28th Annual General Meeting are again reproduced hereunder for easy reference:

(A) In case of members receiving e-mail:

- i) If you are holding shares in Demat form and had logged on to www.evotingindia.com and casted your vote earlier for EVSN of any Company, then your existing login id and password are to be used.
- ii) Log on to the e-voting website www.evotingindia.com.
- iii) Click on "Shareholders" tab to cast your votes.
- iv) Now, select the Electronic Voting Sequence Number – "EVSN" along with "COMPANY NAME-Hi-Tech Gears Limited" from the drop down menu and click on "SUBMIT".
- v) Now, fill up the following details in the appropriate boxes:

	For members holding shares in Demat Form	For members holding shares in Physical Form
User ID	FOR NSDL: 8 Character DP ID followed by 8 Digits Client ID For CDSL: 16 digits beneficiary ID	Folio Number registered with the Company
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department as given in box overleaf.	
DOB	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.	
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. <ul style="list-style-type: none"> Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter the user id as given in box overleaf. 	

- vi) After entering these details appropriately, click on "SUBMIT" tab
- vii) Members holding shares in physical form will then reach directly to the EVSN selection screen. However, members holding shares in Demat form will now reach 'Password Creation' menu wherein they are required to mandatorily change their login password, in the new password field. The new password has to be minimum eight characters, consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@#\$%&*) Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Kindly note that this changed password is to be also used by the Demat holders for voting for resolutions for the company or any other company on which they are eligible to vote, provided that Company opts for e-voting through CDSL platform.
- viii) Click on the EVSN for Hi-Tech Gears Limited to vote
- ix) On the voting page, you will see resolution description and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the resolution and option NO implies that you dissent to the resolution.
- x) Click on the "Resolutions file Link" if you wish to view the entire resolutions.
- xi) After selecting the resolution you have decided to vote on, click on "SUBMIT", A confirmation box will be displayed. If you wish to confirm your vote, click on 'OK', else to change your vote, click on "CANCEL" and accordingly modify your vote.
- xii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.

(B) In case of members receiving the physical copy of Notice of AGM (for members whose e-mail IDs are not registered with the Company/depository participant(s) or requesting physical copy):

Please follow all steps from sl no (ii) to Sl no. (xii) above, to cast vote.

(C) Institutional shareholders (i.e. other than individuals, HUF, NRI etc) are required to log on to <https://www.evotingindia.com> and register themselves, link their account which they wish to vote on and then cast their vote. They should upload a scanned copy of the Board Resolution in PDF format in the system for the scrutiniser to verify the vote.

General Instructions:

- a) The voting period begins on September 10, 2014 at 9.00 a.m. and ends on September 12, 2014 at 6.00 p.m. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of August 14, 2014, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- b) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com.
- c) The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the company as on the cut-off date (record date for the purpose of Rule 20(3)(vii) of the Rules) of August 14, 2014.
- d) The Company has appointed M/s Don Bantia & Associates, Practicing Company Secretaries as the scrutiniser for conducting the e-voting process in fair and transparent manner. He can be reached thru scrutniser@hitechgears.com.
- e) The scrutiniser 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 atleast two(2) witnesses not in the employment of the company and make a scrutiniser's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the company.
- f) The results shall be declared on or after the AGM of the Company. The results declared alongwith the scrutiniser's Report shall be placed on the Company's website www.hitechgears.com and on the website of the CDSL within two (2) days of passing of the resolutions at the AGM of the Company.