



Ravi Kumar Distilleries Limited

(CIN: L51909TN1993PLC025981)

Regd. Office: S1 & S2, Second Floor, B Block, "Ameen Manors", No.138, Nungambakkam High Road, Nungambakkam, Chennai – 600 034, India.

Tel No: 044-28332087, E-mail : cs@ravikumardistilleries.com Website : www.ravikumardistilleries.com

Serial No. : _____ Folio No. DIP ID / Client ID: _____

Name : M/s. _____

Address: _____

: _____
: _____
: _____
: _____
: _____

Joint Holder(s) M/s..... : _____

No. of Shares held : _____ Nos

Dear Shareholder(s);

Please find enclosed the Notice convening the 21st Annual General Meeting of the Company to be held on Monday, 29th September 2014 at 11.30 A.M. and the Annual Report for the Financial Year 2013-2014.

The Company is offering E-voting facility to its Members enabling them to cast their votes electronically, the Company has appointed M/s. Karvy Computershare Private Limited ('KCPL', 'Karvy' or 'Service Provider') for facilitating e-voting to enable the Members to cast their votes electronically pursuant to section 108 of the Companies Act, 2013 and Rule 20 of Companies (Management and Administration) Rules, 2014.

E-VOTING - PROCEDURE AND INSTRUCTIONS

*The Company is pleased to provide E-voting facility through M/s. Karvy Computershare Private Limited as an alternative, for all members of the Company to enable them to cast their votes electronically on the resolutions mentioned in the notice of 21st Annual General Meeting of the Company dated 28th August, 2014 (the AGM Notice). The Company has appointed Mr. Kamal Agrawal, Practicing Chartered Accountant, as the Scrutinizer for conducting the e-voting process in a fair and transparent manner. E-voting is optional. The E-voting rights of the shareholders/beneficial owners shall be reckoned on the equity shares held by them as **29th August, 2014** being the Cut-off date for the purpose. Shareholders of the Company holding shares either in physical or in dematerialized form, as on the Cut-off date, may cast their vote electronically.*

The instructions for E-Voting are as under: PROCEDURE AND INSTRUCTIONS FOR E-VOTING

A. The procedure and instructions for e-voting are as follows:

- Open your web browser during the voting period and navigate to '<https://evoting.karvy.com>'
- Enter the login credentials (i.e., user-id & password) mentioned below:

EVEN(E Voting Number)	User ID	Password
_____	_____	_____

Enter the Verification code i.e., please enter the alphabets and numbers in the exact way as they are displayed for security reasons.

- iii) Please contact toll free No. **1-800-34-54-001** for any further clarifications.
 - iv) Members can cast their vote online from **21.09.2014 @ 9.00 AM to 23.09.2014 @ 5.00 PM**
 - v) After entering these details appropriately, click on "LOGIN".
 - vi) Members holding shares in Demat/Physical form will now reach Password Change 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 can be used by the Demat holders for voting for resolution of any other Company on which they are eligible to vote, provided that Company opts for e-voting through **M/s. Karvy Computershare Private Limited e-Voting platform**. System will prompt you to change your password and update any contact details like mobile #, email ID etc on 1st login. You may also enter the Secret Question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - vii) You need to login again with the new credentials.
 - viii) On successful login, system will prompt to select the 'Event' i.e., '**Ravi Kumar Distilleries Limited**'.
 - ix) If you are holding shares in Demat form and had logged on to "<https://evoting.karvy.com>" and casted your vote earlier for any company, then your exiting login id and password are to be used.
 - x) On the voting page, you will see Resolution Description and against the same the option 'FOR/AGAINST/ABSTAIN' for voting. Enter the number of shares (which represents number of votes) under 'FOR/AGAINST/ABSTAIN' or alternatively you may partially enter any number in 'FOR' and partially in 'AGAINST', but the total number in 'FOR/AGAINST' taken together should not exceed your total shareholding. If the shareholder do not wants to cast, select 'ABSTAIN'
 - 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.
- Corporate/Institutional Members (corporate /FIs/FILs/Trust/Mutual Funds/Banks, etc) are required to send scan (PDF format) of the relevant Board resolution to the Scrutinizer through e-mail to cs@ravikumardistilleries.com with copy to evoting@karvy.com. The file scanned image of the Board Resolution should be in the naming format "**Ravi Kumar Distilleries Limited Event no.**".

B. In case of Members receiving physical copy of the AGM Notice by Post [for Members whose email IDs are not registered with the Company/Depository Participant(s)]:

(i) User ID and initial password are provided in pre-page.

(ii) Please follow all steps from Sr.No. (i) to (xii) as mentioned in (A) above, to cast your vote.

2. The e-voting period commences on the **September 21, 2014 at 09:00 A.M. and ends on September 23, 2014 at 5:00 P.M.** During this period, the Members of the Company holding shares in physical form or in dematerialized form, as on the cut-off date (record date), being 29th August' 2014, may cast their vote by electronic means in the manner and process set out hereinabove. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently. Further, the Members who have casted their vote electronically shall not vote by way of poll, if held at the Meeting.

3. In case of any query pertaining to e-voting, please visit Help & FAQ's section of <https://evoting.karvy.com> (Karvy's website).

4. The voting rights of the Members 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), being **29th August' 2014**.

5. The Board of Directors has appointed **Mr. Kamal Agrawal, Practicing Chartered Accountant (Membership No. 043529) as a Scrutinizer** to scrutinize the e-voting process in a fair and transparent manner.

6. 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) witnesses not in the employment of the Company and will make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Managing Director of the Company.

7. The Results on resolutions shall be declared on or after the AGM of the Company and the resolution will be deemed to be passed on the AGM date subject to receipt of the requisite number of votes in favour of the Resolution(s).

8. The Results declared along with the Scrutinizer's Report(s) will be available on the website of the Company (www.ravikumardistilleries.com) and Service Provider's website (<https://evoting.karvy.com>) within two (2) days of passing of the resolutions and communication of the same to the BSE Limited and the National Stock Exchange of India Limited for download by the members of the Company.