Specimen copy

SUVEN LIFE SCIENCES LIMITED

CIN: L24110TG1989PLC009713
Regd. Office: 8-2-334 I SDE Serene Chambers I 6th Floor I
Road No.5 I Avenue 7 I Banjara Hills I Hyderabad – 500 034 I Telangana I India
Tel: 91 40 2354 1142/3311 Fax: 91 40 2354 1152 Email: investorservices@suven.com website: www.suven.com

Serial No. : 1

Name and Registered Address of the Sole/First named Member	:	SREEKUMAR K S 327, FD AMB, C/O APO. LUCKNOW U P PIN : 1
Name(s) of the Joint Member(s), if any	:	
Registered Folio No. / DP & Client ID No.	:	13200 / 1201320000314493
Number of Equity Shares held	:	10

Subject: Process and manner for availing E-voting facility

The Company has engaged the services of M/s. Karvy Computershare Private Limited to provide e-voting facilities. The e-voting facility is available at the link http://evoting.karvy.com.

The e-voting particulars are set out below:

EVEN (E- Voting Event Number)	USER ID	PASSWORD/PIN
1482	1201320000314493	Existing Password

Instructions and other information relating to e-voting are as under:

1. In case a Member receives an email from Karvy [for Members whose email IDs are registered with the Company/ Depository Participant(s)]:

i) Launch internet browser by typing the URL: https://evoting.karvy.com

ii) Enter the login credentials (i.e. User ID and password mentioned above). Your Folio No./DP ID- Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote.

iii) After entering these details appropriately, click on "LOGIN".

iv) You will now reach password change Menu wherein you are required to mandatorily change your password. **The new password shall comprise minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@,#,$)**. The system will prompt you to change your password and update your contact details like mobile number, email ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.

v) You need to login again with the new credentials.

vi) On successful login, the system will prompt you to select the E-Voting Event Number for Suven Life Sciences Limited.

vii) On the voting page enter the number of shares (which represents the number of votes) as on the cut-off date under "FOR/ AGAINST" 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 as mentioned overleaf. You may also choose the option "ABSTAIN" and the shares held will not be counted under either head.

viii) Members holding multiple folios/ demat accounts shall choose the voting process separately for each of the folios/ demat accounts.

ix) Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item it will be treated as abstained.

x) You may then cast your vote by selecting an appropriate option and click on "Submit". A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. **Once you confirm, you will not be allowed to modify your vote**. During the voting period, Members can login any number of times till they have voted on the Resolution(s).

xi) Corporate / Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/ Authority Letter, etc., together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at e-mail ID: prenukaacs@gmail.com with a copy marked to evoting@karvy.com and investorservices@suven.com. They may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "Corporate Name_EVENT NO."

xii) The e-voting facility will be available during the following voting period:

Commencement of e-voting	End of e-voting
from (9 a.m. IST) Tuesday 14th October, 2014	**up to (6 p.m. IST) Thursday 16th October, 2014**

xiii) In case of any query pertaining to e-voting, please visit Help & FAQ's section available at Karvy's website https://evoting.karvy.com or contact Karvy on Toll Free No. 1-800-34-54-001 for any further clarifications.

2. **In case a Member receives physical copy of the Extra-ordinary General Meeting Notice by Post [for Members whose email IDs are not registered with the Company / Depository Participant(s)].**
   i). User ID and initial password as provided above.
   ii). Please follow all steps from Sr. No. (i) to (xiii) as mentioned in (1) above, to cast your vote.
3. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently. Further, the Members who have cast their vote electronically shall not be allowed to vote again at the Meeting.
4. 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).
5. The voting rights of the Members shall be in proportion to the paid-up value of their shares in the equity capital of the Company as on the cut-off date, being Friday, September 19, 2014.
6. The Board of Directors has appointed Smt P Renuka, Practicing Company Secretary, Hyderabad as a Scrutinizer(s) to scrutinize the e-voting process in a fair and transparent manner.
7. 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 Chairman of the meeting.
8. The Results on resolutions shall be declared at or after the Extra-ordinary General Meeting of the Company and the resolutions will be deemed to be passed on the Extra-ordinary General Meeting date subject to receipt of the requisite number of votes in favour of the Resolutions.
9. The Results declared along with the Scrutinizer's Report(s) will be available on the website of the Company (www.suven.com) and on Karvy's website (https://evoting.karvy.com) within two (2) days of passing of the resolutions and communication of the same to BSE Limited and National Stock Exchange of India Limited.

BALLOT FORM (In lieu of e-voting)

Serial No. : 1

I/We hereby exercise my/our vote in respect of the Ordinary / Special Resolution(s) to be passed for the business stated in the Notice of Extra-ordinary General Meeting of the Company to be held on 21st October, 2014 by conveying my/our assent or dissent to the said Resolution(s) by placing the tick (✓) mark at the appropriate box below.

Sr. No.	Resolution(s)	No. of equity shares	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
SPECIAL BUSINESS				
1.	**To Adopt Articles of Association of the Company Containing Regulations in Conformity with the Companies Act, 2013**			
2.	**Re-appointment of Shri. Venkateswarlu Jasti as Chairman & CEO**			
3.	**Re-Appointment of Smt Sudha Rani Jasti as a Whole-time Director**			
4.	**Re-Appointment of Ms Kalyani Jasti as President (US Operations)**			
5.	**Offer /Further Issue of Securities**			

Place:
Date :

Signature of the Shareholder

Please write your email ID here to serve you better _____

NOTE: Kindly read the instructions printed below before filling the form. Valid Ballot Forms received by the Scrutinizer by 6:00 p.m. on October 16, 2014 shall only be considered.

Instructions and other Information relating to Ballot Paper Voting

i. **Those members who are unable to cast their vote through e-voting mechanism, may fill up the Ballot Form printed above and submit the same in a sealed envelope to The Scrutinizer, C/o. Karvy Computershare Pvt. Ltd., Unit: Suven Life Sciences Limited, Plot No.17-24, Near Image Hospital, Vittal Rao Nagar, Madhapur, Hyderabad – 500081, so as to reach latest by 6.00 p.m. on October 16, 2014. Ballot Form received thereafter will strictly be treated as if not received.**
ii. The Company will not be responsible if the envelope containing the Ballot Form is lost in transit.
iii. Unsigned, incomplete or incorrectly ticked forms are liable to be rejected and the decision of the Scrutinizer on the validity of the forms will be final.
iv. In the event member casts his votes through both the processes i.e. e-voting and Ballot Form, the votes in the electronic system would be considered and the Ballot Form would be ignored.
v. The right of voting by Ballot Form shall not be exercised by a proxy.
vi. To avoid fraudulent transactions, the identity/signature of the members holding shares in electronic/demat form is verified with the specimen signatures furnished by NSDL/CDSL and that of members holding shares in physical form is verified as per the records of the share transfer agent of the Company (i.e. Karvy Computershare Pvt. Ltd.). Members are requested to keep the same updated.
vii. There will be only one Ballot Form for every Folio / DP ID Client ID irrespective of the number of joint members.
viii. In case of joint holders, the Ballot Form should be signed by the first named shareholder and in his / her absence by the next named shareholders. Ballot form signed by a joint holder shall be treated valid if signed as per records available with the Company and the Company shall not entertain any objection on such Ballot Form signed by other joint holders.
ix. Where the Ballot Form has been signed by an authorised representative of the body corporate / Trust / Society, etc. a certified copy of the relevant authorisation / Board resolution to vote should accompany the Ballot Form.