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: 011-23278001-02
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Website : <http://www.mgf ltd.com>
E-mail : mgf ltd@hotmail.com
CIN No. : L74899DL1930PLC000208
GSTIN : 07AAACT2356D2ZN

THE MOTOR & GENERAL FINANCE LIMITED

M.G.F. HOUSE,

Regd. & H.O. : 4/17-B, ASAF ALI ROAD, NEW DELHI-110 002

DLI:CS:BSE:NSE:19

February 23,2019

The Secretary,
Bombay Stock Exchange Limited.,
25th Floor, P.J. Towers,
Dalal Street,
Mumbai-400001

Scrip Code: 501343

The Secretary,
National Stock Exchange of India Ltd
Exchange Plaza, 5th Floor,
Plot No.C/1, G Block
Bandra Kurla Complex, Bandra(E)
Mumbai-400051

Scrip Code: Motogenfin

Dear Sir,

Re: Submission of Notice of Postal Ballot and Form
Re: Disclosure under Regulation 30 of SEBI(LODR) Regulations,2015

In continuation to our letter No. DLI:CS:BSE:NSE:2019 dated February 20,2019, we enclose herewith a copy of Notice of Postal Ballot together with Postal Ballot Form being sent to the members of the company, for your information and records.

Kindly acknowledge its receipt,

Thanking you,

Yours faithfully,
For THE MOTOR & GENERAL FINANCE LIMITED

(M.K. MADAN)
VICE PRESIDENT & CO. SECRETARY & COMPLIANCE OFFICER

Encl: as above.

Registered Office: MGF HOUSE, 4/17-B, Asaf Ali Road, New Delhi-110002

Phone Nos.: 011-23272216-18, 011-23278001-02 Fax: 011-23274606

Website: <http://www.mgfltd.com> Email-mgfltd@hotmail.com

CIN: L74899DL1930PLC000208

NOTICE OF POSTAL BALLOT
(Pursuant to Section 110 of the Companies Act, 2013)

To

The Members of The Motor & General Finance Limited

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013 ("the Act") read with the Companies (Management and Administration Rules), 2014 (including any statutory modifications or re-enactment thereof for the time being in force) ("the Rules") and pursuant to other applicable laws & regulations, the Resolutions appended below are proposed to be passed by the Members as a Special Resolution(s) by way of Postal Ballot by giving their assent/dissent. The Explanatory Statement pertaining to all the Resolutions setting out the material facts and the reasons thereof is annexed hereto along with a Postal Ballot Form.

In the event of the draft Resolutions as set out are assented to by requisite majority of Members by means of a Postal Ballot, they shall be deemed to have been passed as Special Business. The date of the announcement of result of Postal Ballot and e-voting shall be considered to be the date of passing of the said Resolutions.

The Board of Directors has appointed Ms. Anjali Yadav, Partner, M/s Anjali Yadav & Associates, Practising Company Secretaries, as the Scrutinizer for conducting the Postal Ballot Process in a fair and transparent manner. You are requested to carefully read the instructions printed on the Form, record your assent or dissent therein and return the same in original duly completed in the attached postage pre-paid self addressed business reply envelope, so as to reach the Scrutinizer not later than the close of working hours. i.e. 5.00 p.m. on Wednesday, March 27, 2019. Please note that any Postal Ballot Form(s) received after the said date will be strictly treated as if no reply has been received from the member. No other form thereof shall be permitted.

Members desiring to opt for e-voting as per facilities arranged by the company are requested to read the notes to the Notice and instructions overleaf the Postal Ballot Form.

The Scrutinizer will submit her report on or before Friday, March 29, 2019 to the Chairman or any other person authorized by the Chairman after completion of the scrutiny of the Postal Ballot Forms and the results of the Postal Ballot and e-voting will be announced at the Registered Office of the company at MGF House, 4/17-B, Asaf Ali Road, New Delhi-110002 on or before Friday, March 29, 2019 during the business hours of the company.

SPECIAL BUSINESS

To consider and if thought fit to pass, the following as a Special Resolution:-

1. RE-APPOINTMENT OF SH. RAJIV GUPTA (DIN:00022964), CHAIRMAN & MANAGING DIRECTOR & CEO AND PAYMENT OF REMUNERATION.

RESOLVED THAT pursuant to the provisions of Section 196, 197 and other applicable provisions, if any, of the Companies Act, 2013 ("The Act") read with Schedule V thereto (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, the recommendation of Board and Nomination and Remuneration Committee of Directors of the company and in pursuance of the Special Resolution passed by the Members at the 86th Annual General Meeting of the company held on September 28, 2016 and modification of the Resolution in the Annual General Meeting held on September 26, 2017, consent of the Members of the company be and is hereby accorded to for the re-appointment of Sh. Rajiv Gupta, (DIN No:00022964) Chairman & Managing Director & CEO for a period with effect from August 13, 2019 to August 12, 2022, whose period of office is liable to retirement by rotation as per Article 60(e) of the Articles of Association as well as for the payment of salary and perquisites (hereinafter referred as "remuneration") (and continuation of remuneration for the remaining term i.e. upto August 12, 2019 on the existing terms & conditions) as are set out in the Draft of the Agreement entered into between the company and Sh. Rajiv Gupta, (as a mark of identification, signed by the Company Secretary) with liberty to the Board of Directors to alter and vary the terms & conditions of the said agreement as they may consider necessary and as may be agreed to by Sh. Rajiv Gupta within the overall limits as specified in Paragraph A of Section II of Part II of Schedule V to the Companies Act, 2013 read with SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, as amended, for the time being in force or any statutory modification(s) or re-enactment(s) thereof and/or any Rules and Regulations framed thereunder. The terms of re-appointment and remuneration payable to Sh. Rajiv Gupta, hereinafter referred to as "Appointee" are set out in the Explanatory Statement and recommended by the Nomination & Remuneration Committee and approved by the Board subject to limits as specified under Schedule V of the Companies Act, 2013.

RESOLVED FURTHER THAT in the event of absence or inadequacy of profits in any financial year, Sh. Rajiv Gupta will be paid the salary and perquisites as minimum remuneration in accordance with Paragraph A of Section II of Part II of Schedule V of the Companies Act, 2013, by making such compliances as provided in the said Schedule.

RESOLVED FURTHER THAT the Board of Directors of the Company, severally and jointly, be and is hereby authorized to do all such acts, deeds, things and execute all such documents, instruments, writings as, in its absolute discretion, it may be considered necessary, expedient or desirable, including power to sub-delegate, in order to give effect to the foregoing resolution or otherwise as considered by the Board to be in the best interest of the company as it may deem fit.

2. RE-APPOINTMENT OF SMT. ARTI GUPTA(DIN:00023237), JOINT MANAGING DIRECTOR AND PAYMENT OF REMUNERATION.

RESOLVED THAT pursuant to the provisions of Section 196, 197 and other applicable provisions, if any, of the Companies Act, 2013("The Act") read with Schedule V thereto (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), Companies(Appointment and Remuneration of Managerial Personnel)Rules, 2014, the recommendation of Board and Nomination and Remuneration Committee of Directors of the company and in pursuance of the Special Resolution passed by the Members at the 86th Annual General Meeting of the company held on September 28, 2016 and modification of the Resolution in the Annual General Meeting held on September 26,2017, consent of the Members of the company be and is hereby accorded to for the reappointment of Smt. Arti Gupta (DIN: 00023237), Joint Managing Director for a period with effect from August 13,2019 to August 12,2022, whose period of office is liable to retirement by rotation as per Article 60(e) of the Articles of Association as well as for the payment of salary and perquisites(hereinafter referred as "remuneration")(and continuation of remuneration for the remaining term i.e. upto August 12,2019 on the existing terms & conditions) as are set out in the Draft of the Agreement entered into between the company and Smt. Arti Gupta,(as a mark of Identification, signed by the Company Secretary) with liberty to the Board of Directors to alter and vary the terms & conditions of the said agreement as they may consider necessary and as may be agreed to by Smt. Arti Gupta within the overall limits as specified in paragraph A of Section II of Part II of Schedule V to the Companies Act,2013 read with SEBI (Listing Obligations & Disclosure Requirements)Regulations,2015,as amended, for the time being in force or any statutory modification(s) or re-enactment(s) thereof and/or any Rules and Regulations framed thereunder. The terms of reappointment and remuneration payable to Smt. Arti Gupta, hereinafter referred to as "Appointee" are set out in the Explanatory Statement and recommended by the Nomination & Remuneration Committee and approved by the Board subject to limits as specified under Schedule V of the Companies Act, 2013.

RESOLVED FURTHER THAT in the event of absence of inadequacy of profits in any financial year, Smt. Arti Gupta will be paid the salary and perquisites as minimum remuneration in accordance with Para A of II of Part II of Schedule V of the Companies Act,2013, by making such compliances as provided in the said Schedule .

RESOLVED FURTHER THAT the Board of Directors of the Company, severally and jointly, be and is hereby authorized to do all such acts, deeds, things and execute all such documents, instruments, writings as, in its absolute discretion, it may be considered necessary, expedient or desirable, including power to sub-delegate, in order to give effect to the foregoing resolution or otherwise as considered by the Board to be in the best interest of the company as it may deem fit.

3. RE-APPOINTMENT OF SH. ARUN MITTER (DIN:00022941)) WHOLE TIME DIRECTOR DESIGNATED AS EXECUTIVE DIRECTOR AND PAYMENT OF REMUNERATION.

RESOLVED THAT pursuant to the provisions of Section 196, 197 and other applicable provisions, if any, of the Companies Act,2013("The Act") read with Schedule V thereto (including any amendment(s), statutory modification(s) or re-enactment(s) thereof for the time being in force), Companies(Appointment and Remuneration of Managerial Personnel)Rules,2014, the recommendation of Board and Nomination and Remuneration Committee of Directors of the company and in pursuance of the Special Resolution passed by the Members at the 86th Annual General Meeting of the company held on September 28, 2016 and modification of the Resolution in the Annual General Meeting held on September 26,2017,consent of the Members of the company be and is hereby accorded to for the reappointment of Sh.Arun Mitter, (DIN No:00022941), Whole Time Director designated as Executive Director for a period with effect from August 13,2019 to August 12,2022, whose period of office is liable to retirement by rotation as per Article 60(e) of the Articles of Association as well as for the payment of salary and perquisites(hereinafter referred as "remuneration") (and continuation of remuneration for the remaining term i.e. upto August 12, 2019 on the existing terms & conditions) as are set out in the Draft of the Agreement entered into between the company and Sh.Arun Mitter,(as a mark of identification, signed by the Company Secretary) with liberty to the Board of Directors to alter and vary the terms & conditions of the said agreement as they may consider necessary and as may be agreed to by Sh.Arun Mitter within the overall limits as specified in Paragraph A of Section II of Part II of Schedule V to the Companies Act, 2013 read with SEBI (Listing Obligations & Disclosure Requirements)Regulations,2015,as amended, for the time being in force or any statutory modification(s) or re-enactment(s) thereof and/or any Rules and Regulations framed thereunder. The terms of reappointment and remuneration payable to Sh. Arun Mitter, hereinafter referred to as "Appointee" are set out in the Explanatory Statement and recommended by the Nomination & Remuneration Committee and approved by the Board subject to limits as specified under Schedule V of the Companies Act, 2013.

RESOLVED FURTHER THAT in the event of absence of inadequacy of profits in any financial year, Sh.Arun Mitter will be paid the salary and perquisites as minimum remuneration in accordance with Para A of Section II of Part II of Schedule V of the Companies Act, 2013, by making such compliances as provided in the said Schedule .

RESOLVED FURTHER THAT the Board of Directors of the Company, severally and jointly, be and is hereby authorized to do all such acts, deeds, things and execute all such documents, instruments, writings as, in its absolute discretion, it may be considered necessary, expedient or desirable, including power to sub-delegate, in order to give effect to the foregoing resolution or otherwise as considered by the Board to be in the best interest of the company as it may deem fit.

By order of the Board

For THE MOTOR & GENERAL FINANCE LIMITED

**(M.K. MADAN)
VICE PRESIDENT & CO. SECRETARY & COMPLIANCE OFFICER
ACS 2951**

Place :New Delhi

Date: February 19, 2019

Registered Office:

MGF House, 4/17-B,

Asaf Ali Road, New Delhi-110002

Phone No.011-23272216-18, 011-23278001-02, Fax No011-2374606

Website: <http://www.mgfild.com> Email-mgfild@hotmail.com

CIN: L74899DL1930PLC000208

NOTES:-

1. An Explanatory Statement pursuant to Sections 102 and 110 of the Companies Act, 2013 read with the Companies(Management and Administration) Rules, 2014 setting out material facts is annexed hereto.
2. Relevant documents referred to in the accompanying Notice and the Explanatory Statement are available for inspection at the Registered Office of the Company during business hours on all days except Saturdays, Sundays and Public Holidays.
3. Information under Regulation 36(3) of the SEBI(Listing Obligations & Disclosure Requirements) Regulations,2015 and Secretarial Standard-2 on General Meetings, in respect of the Directors seeking re-appointments, forms integral part of the notice. The concerned Directors have furnished the requisite declarations for their re-appointment(s) and their brief profile forms part of the explanatory statement.
4. The Notice is being sent to all the members, whose names appear in the Register of Members as on February 15,2019("cut off date").
5. Voting Rights will be reckoned on the paid up value of Equity Shares registered in the name of the Members on February 15,2019 ("cut off date"). Only those Members whose names are recorded in the Register of Members of the company. as on the "cut off date" will be entitled to cast their votes by Postal Ballot or e-voting.
6. In compliance with the provisions of Sections 108 and 110 of the Companies Act,2013 read with the Rules issued thereunder and Regulation 44 of SEBI(Listing Obligations and Disclosure Requirements) Regulations,2015, the members are provided with the facility to cast their vote by electronic means through the e-voting platform provided by the Central Depository Services(India) Ltd(CDSL).
7. The remote e-voting period will commence on Tuesday, February 26, 2019 at 9.00.a.m. and will end on Wednesday, the March 27,2019 at 5.00.p.m. The remote e-voting module will be disabled by CDSL for voting thereafter. The detailed process for e-voting forms a part of this Notice.
8. Members who do not have access to e-voting facility may send duly completed Postal Ballot Form in the attached self addressed Ballot Form in the attached postage pre-paid self addressed business reply envelope so as to reach the Scrutinizer by 5.00.p.m.on Wednesday, March 27, 2019 at the following address:- Ms. Anjali Yadav, Partner, M/s Anjali Yadav & Associates, Practicing Company Secretaries (FCS No.6628 CP No.7257), C/o The Motor & General Finance Limited, MGF House, 4/17-B, Asaf Ali Road, New Delhi-110002.
9. Electronic copy of the Postal Ballot Notice along with the Postal Ballot Form is being sent to the members who have registered their e-mail ids with the company/Depository Participant(s). For members who have not registered their email ids, physical copies of the aforementioned documents are being sent in the permitted mode.
10. Corporate members are requested to send the duly completed Ballot Form accompanied by the certified copy of the Board Resolution together with attested signatures of the authorized signatory(ies), giving requisite authority to the person voting on the Postal Ballot Form.
11. A shareholder may request for a duplicate Postal Ballot Form, if so, required. However, the duly filled in duplicate form should reach the Scrutinizer not later than the date as specified at serial no.7 above.
12. A member can opt for only one mode of voting i.e. either through e-voting or by ballot. If a member casts vote by both modes, then voting done through e-voting shall prevail and the Ballot Form shall be treated as invalid.
13. A member cannot exercise his vote by proxy on postal ballot.
14. If any Postal Ballot Form is received after 5.00 p.m. on Wednesday, March 27, 2019, it will be considered that no reply from the member has been received.
15. The Scrutinizer shall, immediately after the conclusion of voting through Postal Ballot and remote e-voting, make a Scrutinizer's Report if the total votes cast in favour or against, if any, and will submit his report to the Chairman of the Company. The result of the Postal Ballot will be declared by the Chairman or in his absence by any person authorized by him on or before Friday, the March 29,2109 at the Registered Office of the Company. The result shall also be announced on the Stock Exchanges where shares of the company are listed and intimated through a Press Release in newspapers. The results will also be disclosed on company's website www.mgf ltd.com.
16. Resolution passed by the Members by means of Postal Ballot including e-voting is deemed to have been passed at the General Meeting of the Members.
17. In case of any queries, you may contact the Company at its Registered Office or alternatively you may contact the Registrar and Transfer Agent, M/s Alankit Assignments Limited, Alankit Heights, 1E/13, Jhandewalan Extension, New Delhi-110055.
18. Instructions and information relating to e-voting are as follow:-
 1. The instructions for shareholders voting electronically are as under:-
 - i) The e-voting period begins on Tuesday, February 26,2019 at 9.00 a.m. and ends on Wednesday, March 27,2019 at 5.00.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" i.e Friday, February 15,2019 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
 - ii) The shareholders should log on to the e-voting website www.evotingindia.com
 - iii) Click on "Shareholders"
 - iv) Now Enter your User ID
 - a. for CDSL: 16 digits beneficiary ID
 - b. for NSDL: 8 Character DPID followed by 8 Digit Client ID
 - c. Members holding shares in physical Form should enter Folio Number registered with the company.

- vi) Next enter the Image Verification as displayed and Click on Login.
- vii) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- viii) If you are first time user follow the steps given below:

For Members holding shares in Demat form and in Physical Form	
PAN	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department(Applicable for both demat shareholders as well as physical shareholders).</p> <ul style="list-style-type: none"> - Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field. Sequence No. is printed on the Proxy Form. - In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in Capital Letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.

- (ix) After entering these details appropriately, click on "Submit" tab
- (x) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. 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.
- (xi) For Members holding shares in physical form, details can be used only for e-voting on the resolutions continued in this notice.
- (xii) Click on the EVSN for the relevant < Company Name> on which you choose to vote.
- (xiii) 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.
- (xiv) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolutions details.
- (xv) 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.
- (xvi) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvii) You can also take a print of the votes cast by clicking on "Click here to print" option on the voting page.
- (xviii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forget Password and enter the details as promoted by the system.
- (xix) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Please follow the instructions as promoted by the mobile app while voting on your mobile.

(xx) Note for Non individual Shareholders and Custodians

- Non individual shareholders(i.e. other than individuals, HUF, NRI etc) and Custodian are required to log on to <https://www.evotingindia.com> and register themselves as corporates.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
- After receiving the login details a Compliance User should be created using the admin login and password. The compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
- a scanned copy of the Board Resolution and Power of Attorney(POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

- xxi) 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

13. 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 Share Transfer Agent of the company (i.e. M/s Alankit Assignments Limited). Members are requested to keep the same updated.

14. To receive faster communication of all shareholders, including annual reports, the shareholders are requested to kindly register/update their email address with their respective depository participant, where shares are held in electronic form. If, however, shares are held in physical form, members are advised to register their email address with company's Registrar and Share Transfer Agents i.e. M/s Alankit Assignments Limited, Alankit Heights, 1E/13, Jhandewalan Extension, New Delhi-110055.

By order of the Board

For THE MOTOR & GENERAL FINANCE LIMITED

(M.K. MADAN)
VICE PRESIDENT & CO. SECRETARY & COMPLIANCE OFFICER
ACS 2951

Place : New Delhi

Date: February 19, 2019

Registered Office:

MGF House, 4/17-B,

Asaf Ali Road, New Delhi-110002

Phone No. 011-23272216-18, 011-23278001-02, Fax No 011-2374606

Website: <http://www.mgf ltd.com> Email-mgf ltd@hotmail.com

CIN: L74899DL1930PLC000208

The following Explanatory Statement sets out all material facts relating to Resolutions set out in the Postal Ballot Notice in accordance with the Sections 102 and 110 of the Companies Act, 2013 ("The Act")

Resolution No.1

The Board of Directors, on the recommendations of Nomination & Remuneration Committee at its meeting held on February 19, 2019 have considered and passed the resolution for the re-appointment of Sh. Rajiv Gupta, Chairman & Managing Director & CEO for a period of 3(three) years with effect from August 13, 2019 to August 12, 2022.

1. TERMS & CONDITIONS OF RE-APPOINTMENT

The terms of re-appointment and remuneration payable to Sh. Rajiv Gupta (hereinafter referred to as the "Appointee"), inter-alia, contain the following principal terms and conditions:-

Sh. Rajiv Gupta, Chairman & Managing Director & CEO shall conduct the day to day management of the company subject to the supervision and control of the Board of Directors.

PERIOD OF AGREEMENT

Sh. Rajiv Gupta, has been re-appointed on the existing terms & conditions for a period of 3(three) years from August 13, 2019 to August 12, 2022 and in terms of Clause 60(e) of the Articles of Association, he shall retire by rotation.

a) SALARY

Salary - Rs.2,10,000 (Rupees Two Lacs Ten Thousand only) per month.

b) PERQUISITES

In addition to salary, Sh. Rajiv Gupta shall be entitled to the following perquisites:-

Category 'A'

Housing (I)

Free Unfurnished Residential Accommodation at the expense of the company, the monetary value of which as evaluated under Rule 3 of the Income Tax Rules, 1962.

OR

Housing (II)

In case the accommodation is owned by the Company, 20% of the salary of Chairman & Managing Director & CEO or as may be permissible according to law amended from time to time shall be deducted by the company.

OR

Housing (III)

In case, no accommodation is provided by the Company, Chairman & Managing Director & CEO shall be entitled to House Rent Allowance @ 60% of the salary in accordance with the Company's rules in lieu of residential accommodation at the expense of the Company.

Gas, Electricity, Water & Furnishings

The expenditure incurred by the Company on Gas, Electricity, Water and Furnishings will be valued as per Income Tax Rules, 1962, as amended. This shall, however, be subject to ceiling of 10% (ten percent) of the salary.

Further, the expenses incurred on gas, electricity and water shall be apportioned between the company and the "appointee" in the ratio of 50: 50.

Other Perquisites

Medical expenses for the Chairman & Managing Director & CEO and his family calculated at one month's salary in a year or three month's salary over a period of three years.

Leave Travel Allowance for the Chairman & Managing Director & CEO and his family once in a year incurred in accordance with the Company's policy read with Income Tax Rules, 1962.

Fee of clubs subject to a maximum of two clubs. Admission and Life Membership not being allowed.

Personal Accident Insurance premium not to exceed Rs.4,000/- per annum to be borne by the Company.

Explanation:

Family shall mean the spouse, dependent children of the "appointee"

Category 'B'

The following perquisites shall also be allowed and they will not be included in the computation of the ceiling on perquisites :-

Company's contribution to Provident Fund @ 12 % of the salary or at such other rate as per the laws applicable in this behalf from time to time and further Superannuation Fund or Annuity Fund, if applicable, to the extent these either singly or put together are not taxable under the Income Tax Act, 1961.

Gratuity and Leave Encashment in accordance with the rules of the company as applicable to the Executives of the company for each completed year of service.

Category 'C'

Provision of Car with Driver and free Telephone / Communication facilities at the residence for business purposes.

Gross salary including perquisites, as stated above, payable to Chairman & Managing Director & CEO, shall not exceed Rs. 2.50 lacs per month but it shall be calculated on yearly basis in terms of Schedule V of the Companies Act, 2013 and accordingly, his gross salary including perks shall be Rs. 30 lacs per year instead of Rs. 2.50 lacs per month.

Sh. Rajiv Gupta shall not be entitled to any sitting fee for attending meetings of the Board or where applicable any Committee thereof.

The Board of Directors on the recommendations of the Nomination & Remuneration Committee of the Company may vary and/or revise the remuneration and perquisites including the monetary value thereof to Sh. Rajiv Gupta within the permissible limits under the provisions of the Companies Act, 2013 or any statutory amendments thereof as notified from time to time and to settle any question or difficulty in connection therewith or incidental thereto.

MINIMUM REMUNERATION

Where in any financial year, during the currency of tenure of the appointee as Chairman & Managing Director & CEO, the company has no profits or its profits are inadequate, it may pay remuneration by way of salary, allowances not exceeding limits as stated above and as is prescribed in Paragraph A of Section II of Part II of Schedule V to the Companies Act, 2013 read with SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 for the time being in force or any statutory modification(s) or re-enactment(s) thereof and/or any Rules and Regulations framed thereunder.

Pursuant to the SEBI (LODR) Amendment, Regulations 2018, to be applicable w.e.f. April 1, 2019, the fee or compensation payable to Executive Directors who are promoters or members of the promoter group, shall be subject to the approval of the shareholders by Special Resolution in general meeting, if the annual remuneration payable to such Executive Directors exceeds 5% of the net profits of the company. The above said resolution is, as such, in compliance of SEBI (LODR) Regulations, 2018.

Sh. Rajiv Gupta is not debarred from holding the office of Director pursuant to any order of SEBI or any other authority.

Save and except Sh. Rajiv Gupta, being 'appointee' and Smt. Arti Gupta, being husband and wife respectively and their relatives to the extent of their shareholding interest, if any, none of the other Directors, Key Managerial Personnel or their relatives thereof is in any way, concerned or interested financial or otherwise in Resolution No.1.

This explanatory statement may also be read and treated as disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

The Board of Directors recommends the Special Resolution No.1 of the Postal Ballot for your consideration and approval.

DETAILS OF DIRECTOR SEEKING RE-APPOINTMENT AS REQUIRED UNDER REGULATION 36 OF THE LISTING REGULATIONS & SECRETARIAL STANDARD 2 ON GENERAL MEETINGS.

Name : Sh. Rajiv Gupta

Age & Date of Birth : 73 years (13-8-1946)

Qualification : B.E. (IIT, Delhi)

Sh. Rajiv Gupta is an Engineering Graduate from IIT, Delhi and has been associated with Leasing and Hire Purchase business since 1969. He has worked in various capacities and has remained at the helm of affairs ever since he was inducted on the Board on 14th April, 1988 as Whole Time Director. He was designated by the Board as Managing Director with effect from 31st July, 2004 and as Chairman & Managing Director on 1st September, 2005. He has extensive business experience and all around knowledge on issues concerning Hire Purchase, Leasing, Corporate Finance, Taxation and Administration. His continued association with the company as its helmsman is considered absolutely necessary.

Sh. Rajiv Gupta, is on the Board and the Committees of the following other companies

Board Membership

Jayabharat Credit Ltd, India Lease Development Ltd, Bahubali Services Ltd, Associated Traders & Engg Pvt Ltd, Upper India Hire Purchase Co Association Ltd, MGF Securities Pvt Ltd, Grosvenor Estates Pvt Ltd, Gee Gee Holdings Pvt Ltd, Ram Prakash & Co Pvt Ltd, MGF Estates Pvt Ltd, Cards Services India Pvt Ltd and Local Goods Carriers Pvt Ltd.

He is the Chairman of all the above companies.

Committee Membership

The Motor & General Finance Limited

Nomination & Remuneration Committee

Stakeholders Relationship Committee

Share Transfer Committee

India Lease Development Ltd

Audit Committee

Stakeholder Relationship Committee

Nomination & Remuneration Committee

Jayabharat Credit Ltd

Audit Committee

Stakeholder Relationship Committee, (Chairman)

Nomination & Remuneration Committee

He is holding 2271865 shares in the company. Excepting his wife, Smt. Arti Gupta, Joint Managing Director he does not have inter-se relationship with any other Directors and KMPs of the company.

Other information

1) Reasons of loss or inadequate profits

The company has entered into the business of real estate in the year 2010 and has completed a semi finished commercial project. Overall recession in the economy has also affected the real estate sector. In spite of recession, the experience gained in the real estate will be quite helpful to the company in the sale of commercial project.

2) Steps taken or proposed to be taken for improvement

Steps are being taken to improve the profitability of the company. The company's endeavour is also to recover maximum amount from the earlier business of hirepurchase by taking recourse of legal remedies where warranted Rent from investments in immovable properties has also increased.

Resolution No.2

The Board of Directors, on the recommendations of Nomination & Remuneration Committee at its meeting held on February 19, 2019 have considered and passed the resolution for the re-appointment of Smt. Arti Gupta, Joint Managing Director for a period of 3(three) years with effect from August 13, 2019 to August 12, 2022.

1. TERMS & CONDITIONS OF RE-APPOINTMENT

The terms of re-appointment and remuneration payable to Smt. Arti Gupta (hereinafter referred to as the "Appointee"), inter-alia, contain the following principal terms and conditions:-

Smt. Arti Gupta, Joint Managing Director shall conduct the day to day management of the Company subject to the supervision and control of the Board of Directors.

PERIOD OF AGREEMENT

Smt. Arti Gupta, re-appointed on the existing terms & conditions for a period of 3(three) years from August 13, 2019 to August 12, 2022 and in terms of Clause 60(e) of the Articles of Association, she shall retire by rotation.

a) SALARY

Salary - Rs.2,00,000 (Rupees Two Lacs only) per month.

b) PERQUISITES

In addition to salary, Smt. Arti Gupta shall be entitled to the following perquisites:-

Category A

Gas, Electricity, Water & Furnishings

The expenditure incurred by the company on Gas, Electricity, Water and Furnishings will be valued as per Income Tax Rules, 1962, as amended. This shall, however, be subject to ceiling of 10% (ten percent) of the salary.

20% of the perks allowed to Joint Managing Director according to Law amended from time to time shall be deducted by the company.

Further, the expenses incurred on gas, electricity and water shall be apportioned between the company and the "appointee" in the ratio of 50: 50.

Other Perquisites

Medical expenses for the Joint Managing Director and her family calculated at one month's salary in a year or three month's salary over a period of three years.

Leave Travel Allowance for the Joint Managing Director and her family once in a year incurred in accordance with the company's policy read with Income Tax Rules, 1962.

Fee of clubs subject to a maximum of two clubs. Admission and Life Membership not being allowed.

Personal Accident Insurance premium not to exceed Rs.4,000/- per annum to be borne by the company.

Explanation:

Family shall mean the spouse, dependent children of the Joint Managing Director. Perks shall be evaluated as per Income Tax Rules and in absence of any such rules, shall be evaluated at actual cost.

Category 'B'

The following perquisites shall also be allowed and they will not be included in the computation of the ceiling on perquisites :-

Company's contribution to Provident Fund @ 12 % of the salary or at such other rate as per the laws applicable in this behalf from time to time and further Superannuation Fund or Annuity Fund, if applicable, to the extent these either singly or put together are not taxable under the Income Tax Act, 1961.

Gratuity and Leave Encashment in accordance with the rules of the company as applicable to the Executives of the company for each completed year of service.

Category 'C'

Provision of Car with Driver and free Telephone / Communication facilities at the residence for business purposes.

Gross salary including perquisites, as stated above, payable to Joint Managing Director, shall not exceed Rs. 2.50 lacs per month but it shall be calculated on yearly basis in terms of Schedule V of the Companies Act, 2013 and accordingly, her gross salary including perks shall be Rs. 30 lacs per year instead of Rs. 2.50 lacs per month.

Smt. Arti Gupta shall not be entitled to any sitting fee for attending meetings of the Board or where applicable any Committee thereof.

The Board of Directors on the recommendations of the Nomination & Remuneration Committee of the Company may vary and/or revise the remuneration and perquisites including the monetary value thereof to Smt. Arti Gupta within the permissible limits under the provisions of the Companies Act, 2013 or any statutory amendments thereof as notified from time to time and to settle any question or difficulty in connection therewith or incidental thereto.

MINIMUM REMUNERATION

Where in any financial year, during the currency of tenure of the appointee as Joint Managing Director, the company has no profits or its profits are inadequate, it may pay remuneration by way of salary, allowances not exceeding limits as stated above and as is prescribed in paragraph A of Section II of Part II of Schedule V to the Companies Act, 2013 read with SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 for the time being in force or any statutory modification(s) or re-enactment(s) thereof and/or any Rules and Regulations framed thereunder.

Pursuant to the SEBI (LODR) Amendment, Regulations 2018, to be applicable w.e.f. April 1, 2019, the fee or compensation payable to Executive Directors who are promoters or members of the promoter group, shall be subject to the approval of the shareholders by Special Resolution in general meeting, if the annual remuneration payable to such Executive Directors exceeds 5% of the net profits of the company. The above said resolution is, as such, in compliance of SEBI (LODR) Regulations, 2018.

Smt. Arti Gupta is not debarred from holding the office of Director pursuant to any order of SEBI or any other authority.

Save and except Smt. Arti Gupta, being 'appointee' and Sh. Rajiv Gupta, being wife and husband respectively and their relatives to the extent of their shareholding interest, if any, none of the other Directors, Key Managerial Personnel or their relatives thereof is in any way, concerned or interested financial or otherwise in Resolution No.2

This explanatory statement may also be read and treated as disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

The Board of Directors recommends the Special Resolution No.2 of the Postal Ballot for your consideration and approval.

DETAILS OF DIRECTOR SEEKING RE-APPOINTMENT AS REQUIRED UNDER REGULATION 36 OF THE LISTING REGULATIONS & SECRETARIAL STANDARD 2 ON GENERAL MEETINGS.

Name : Smt. Arti Gupta

Age & Date of Birth : 66 Years (5-11-1953)

Qualification : B.A

Smt. Arti Gupta, is a graduate and was co-opted on the Board in the year 2005 and was appointed as Joint Managing Director in the year 2008. During her tenure, she has gained sufficient business experience and as such, her presence on the Board is necessary besides complying with the requirements of Section 149 of the Companies Act, 2013 which has made it mandatory to have at least one woman Director. She has been actively associated in company's business operations right from the day she joined the company.

Smt. Arti Gupta, is on the Board and the Committees of the following other companies

Other Directorship:

Bahubali Services Ltd, MGF Estates Pvt Ltd, Ram Prakash & Co Pvt Ltd, Gee Gee Holdings Pvt Ltd, Grosvenor Estates Pvt Ltd, Associated Traders & Engineers Pvt Ltd and Local Goods Carriers Pvt Ltd.

Committee Memberships:

Stakeholder Relationship Committee

Mrs. Arti Gupta is holding 981000 Shares in the company. Excepting her husband Sh. Rajiv Gupta, Chairman & Managing Director & CEO, she does not have inter-se relationship with any other Directors and KMPs of the company.

Other information

1) Reasons of loss or inadequate profits

The company has entered into the business of real estate in the year 2010 and has completed a semi finished commercial project. Overall recession in the economy has also affected the real estate sector. In spite of recession, the experience gained in the real estate will be quite helpful to the company in the sale of commercial project.

2) Steps taken or proposed to be taken for improvement

Steps are being taken to improve the profitability of the company. The company's endeavour is also to recover maximum amount from the earlier business of hirepurchase by taking recourse of legal remedies where warranted Rent from investments in immovable properties has also increased.

Resolution No.3

The Board of Directors, on the recommendations of Nomination & Remuneration Committee at its meeting held on February 19, 2019 have considered and passed the resolution for the re-appointment of Sh. Arun Mitter, Executive Director for a period of 3(three) years with effect from August 13, 2019 to August 12, 2022.

TERMS & CONDITIONS OF RE-APPOINTMENT

The terms of re-appointment and remuneration payable to Sh.Arun Mitter (hereinafter referred to as the "Appointee"), inter-alia, contain the following principal terms and conditions:-

Sh. Arun Mitter, Whole Time Director designated as Executive Director shall conduct the day to day management of the Company subject to the supervision and control of the Board of Directors.

PERIOD OF AGREEMENT

Sh. Arun Mitter, has been re-appointed on the existing terms & conditions for a period of 3(three) years from August 13,2019 to August 12,2022 and in terms of Clause 60(e) of the Articles of Association, he shall retire by rotation.

a) SALARY

Salary - Rs.1,45,000 (Rupees One Lakh Forty Five Thousand only) per month.

b) PERQUISITES

In addition to salary, Sh.Arun Mitter shall be entitled to the following perquisites:-

Category 'A'

Housing (I)

Free Unfurnished Residential Accommodation at the expense of the company, the monetary value of which as evaluated under Rule 3 of the Income Tax Rules, 1962.

OR

Housing (II)

In case the accommodation is owned by the Company, 20% of the salary of Whole Time Director designated as Executive Director or as may be permissible according to law amended from time to time shall be deducted by the company.

OR

Housing (III)

In case, no accommodation is provided by the company, Whole Time Director designated as Executive Director shall be entitled to House Rent Allowance @ 60% of the salary in accordance with the company's rules in lieu of residential accommodation at the expense of the company.

Gas, Electricity, Water & Furnishings

The expenditure incurred by the company on Gas, Electricity, Water and Furnishings will be valued as per Income Tax Rules,1962 ,as amended. This shall, however, be subject to ceiling of 10% (ten percent) of the salary.

Other Perquisites

Medical expenses for the Whole Time Director designated as Executive Director and his family calculated at one month's salary in a year or three month's salary over a period of three years.

Leave Travel Allowance for the Whole Time Director designated as Executive Director and his family once in a year incurred in accordance with the Company's policy read with Income Tax Rules,1962.

Fee of clubs subject to a maximum of two clubs. Admission and Life Membership not being allowed.

Personal Accident Insurance premium not to exceed Rs.4,000/- per annum to be borne by the Company.

Explanation:

Family shall mean the spouse, dependent children and dependent parents of Sh. Arun Mitter

Category 'B'

The following perquisites shall also be allowed and they will not be included in the computation of the ceiling on perquisites :-

Company's contribution to Provident Fund @ 12 % of the salary or at such other rate as per the laws applicable in this behalf from time to time and further Superannuation Fund or Annuity Fund, if applicable, to the extent these either singly or put together are not taxable under the Income Tax Act,1961.

Gratuity and Leave Encashment in accordance with the rules of the company as applicable to the Executives of the company for each completed year of service.

Category 'C'

Provision of Car with Driver and free Telephone / Communication facilities at the residence for business purposes.

Gross salary including perquisites, as stated above, payable to Whole Time Director designated as Executive Director, shall not exceed Rs. 2.50,000 per month but it shall be calculated on yearly basis in terms of Schedule V of the Companies Act, 2013 and accordingly, his gross salary including perks shall be Rs. 30 lacs per year instead of Rs. 2.50 lacs per month.

Sh. Arun Mitter shall not be entitled to any sitting fee for attending meetings of the Board or where applicable any Committee thereof.

The Board of Directors on the recommendations of the Nomination & Remuneration Committee of the company may vary and/or revise the remuneration and perquisites including the monetary value thereof to Sh. Arun Mitter within the permissible limits under the provisions of the Companies Act, 2013 or any statutory amendments thereof as notified from time to time and to settle any question or difficulty in connection therewith or incidental thereto.

MINIMUM REMUNERATION

Where in any financial year, during the currency of tenure of the appointee as Whole Time Director designated as Executive Director, the company has no profits or its profits are inadequate, it may pay remuneration by way of salary, allowances not exceeding limits as stated above and as is prescribed in Paragraph A of Section II of Part II of Schedule V to the Companies Act, 2013 read with SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 for the time being in force or any statutory modification(s) or re-enactment(s) thereof and/or any Rules and Regulations framed thereunder.

Pursuant to the SEBI (LODR) Amendment, Regulations 2018, to be applicable w.e.f. April 1, 2019, the fee or compensation payable to Executive Directors who are promoters or members of the promoter group, shall be subject to the approval of the shareholders by Special Resolution in general meeting, if the annual remuneration payable to such Executive Directors exceeds 5% of the net profits of the company. The above said resolution is, as such, in compliance of SEBI (LODR) Regulations, 2018.

Sh. Arun Mitter is not debarred from holding the office of Director pursuant to any order of SEBI or any other authority.

Save and except Sh. Arun Mitter, being 'appointee' and his relatives to the extent of their shareholding interest, if any, none of the other Directors, Key Managerial Personnel or their relatives thereof is in any way, concerned or interested financial or otherwise in Resolution No.3

This explanatory statement may also be read and treated as disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

The Board of Directors recommends the Special Resolution No.3 of the Postal Ballot for your consideration and approval.

DETAILS OF DIRECTOR SEEKING RE-APPOINTMENT AS REQUIRED UNDER REGULATION 36 OF THE LISTING REGULATIONS & SECRETARIAL STANDARD 2 ON GENERAL MEETINGS.

Name : Sh. Arun Mitter

Age & Date of Birth : 57 Years (27-11-1962)

Qualification : B.Com., ACA

Sh. Arun Mitter, is a qualified Chartered Accountant. He has extensive business experience in general and financial management of corporate bodies. His continued association with the company is considered necessary in the interest of the company

Sh. Arun Mitter, is on the Board and the Committees of the following other companies

Other Directorship:

MGF Developments Ltd, Jayabharat Credit Ltd, India Lease Development Ltd, Bahubali Services Ltd, Upper India Hire Purchase Co Association Ltd, Technofab Engineering Ltd, Ram Prakash & Co Pvt Ltd, Discovery Holdings Pvt Ltd, Grosvenor Estates Pvt Ltd, Gee Gee Holdings Pvt Ltd, MGF Securities Pvt Ltd, Cards Services India Pvt Ltd, MGF Promotions & Events Pvt Ltd, MGF Estates Management Pvt Ltd, Metroplex Construction Pvt Ltd, Vishnu Apartments Pvt Ltd and MGF Market Place Mall Managements Pvt Ltd.

Committee Membership

The Motor & General Finance Limited

Audit Committee

Stakeholders Relationship Committee

Share Transfer Committee

Risk Management Committee

Corporate Social Responsibility Committee

India Lease Development Ltd

Audit Committee (Chairman)

Nomination & Remuneration Committee(Chairman)

Risk Management Committee(Chairman)

Jayabharat Credit Ltd

Audit Committee

Stakeholder Relationship Committee

Nomination & Remuneration Committee

Technofab Engineering Ltd

Audit Committee (Chairperson)

Stakeholder Relationship Committee

Nomination & Remuneration Committee

Mr. Arun Mitter holds 15732 shares in the company. Excepting Mr. Arun Mitter, he does not have inter-se relationship with any other Directors & KMPs of the Company.

Other information**1) Reasons of loss or inadequate profits**

The company has entered into the business of real estate in the year 2010 and has completed a semi finished commercial project. Overall recession in the economy has also affected the real estate sector. Inspite of recession, the experience gained in the real estate will be quite helpful to the company in the sale of commercial project.

2) Steps taken or proposed to be taken for improvement

Steps are being taken to improve the profitability of the Company. The company's endeavour is also to recover maximum amount from the earlier business of hirepurchase by taking recourse of legal remedies where warranted Rent from investments in immovable properties has also increased.

MGF**THE MOTOR & GENERAL FINANCE LIMITED**

Registered Office: MGF HOUSE , 4/17-B, Asaf Ali Road, New Delhi-110002

Phone Nos.: 011-23272216-18, 011-23278001-02 Fax: 011-23274606

Website: <http://www.mgfltd.com> Email-mgfltd@hotmail.com

CIN: L74899DL1930PLC000208

POSTAL BALLOT FORM

Sr No.....

(1) Name and Registered :
Address of the Sole/First
Named Shareholder

(2) Name(s) of the Joint Holder(s) :
(if any)

(3) Registered Folio No. :
DP ID No. and Client ID No.

(4) Number of Share(s) held :

(5) User ID :

(6) Sequence No :

(7) EVSN(Electronic voting
Sequence No.)

(8) I/We hereby exercise my/our vote(s) in respect of the Resolutions set out in the Notice to be passed through Postal Ballot by sending my /our assent or dissent to the said resolutions by placing the tick(✓) mark at the appropriate box below :

Sr No.	Description	No.of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Special Resolution for the re-appointment of Sh. Rajiv Gupta (DIN:00022964), Chairman & Managing Director &CEO and payment of remuneration for the period August 13, 2019 to August 12, 2022 and continuation of remuneration for the remaining period i.e. upto August 12, 2019 on the existing terms.			
2.	Special Resolution for the re-appointment of Smt. Arti Gupta (DIN:00023237), Joint Managing Director and payment of remuneration for the period August 13, 2019 to August 12, 2022 and continuation of remuneration for the remaining period i.e. upto August 12, 2019 on the existing terms.			
3.	Special Resolution re-appointment of Sh. Arun Mitter (DIN:00022941), Whole Time Director designated as Executive Director and payment of remuneration for the period August 13, 2019 to August 12, 2022 and continuation of remuneration for the remaining period i.e. upto August 12, 2019 on the existing terms.			

Place:

Date:

Signature of the Shareholder(s)

1. Please read carefully the instructions printed overleaf before exercising the vote.
2. Last date for receipt of Postal Ballot Forms by Scrutinizer is Wednesday, March 27, 2019 by 5.00.p.m.

INSTRUCTIONS

1. A member desiring to exercise vote by Postal Ballot should complete and sign this Postal Ballot Form (no other form or photocopy thereof is permitted) and send it in the enclosed self addressed business reply envelope (bearing the address of the Scrutinizer), so as to reach the Scrutinizer on or before Wednesday, March 27, 2019 by 5.00.pm. Postal Ballot Form received after this date will be treated as if the reply from the Member(s) has not been received.
2. Postal Ballot Forms deposited in person or sent by post or courier at the expenses of the Member will also be accepted.
3. The Postal Ballot Form should be duly completed and signed by the sole/first named Member and in his absence, the next named Member, as per specimen signature registered with the Company/RTA.
4. In case of shares held by companies, trusts, societies, etc, duly completed Postal Ballot Form should be accompanied by a certified copy of the Board Resolution/Authorization together with the attested specimen signature(s) of the authorized signatory(ies).
5. The votes should be cast either in favour or against the Resolution by putting the tick(✓) mark in the column provided for assent or dissent . Postal Ballot Form bearing (✓) mark in both the columns will render the form invalid.
6. Incomplete, unsigned or incorrectly filled Postal Ballot Forms will be rejected. Form which is defaced or mutilated in such a way that its identity as a genuine Form cannot be established will be treated as invalid.
7. Any amendment to the Resolution or imposition of any condition, by any Member while exercising his/her/its votes shall render the Postal Ballot Form invalid.
8. Member(s) are requested not to send any other paper(other than the Resolution/Authorisation as mentioned at Point No.4 above) along with the Postal Ballot Form in the enclosed postage pre-paid self addressed business reply envelope and any extraneous paper found in such envelope will be destroyed by the Scrutinizer.
9. A member may request for a duplicate Postal Ballot Form, if so required. However, the duly completed duplicate Postal Ballot Form should reach the Scrutinizer not later than the date specified in Point No.1. above.
10. There will be one Postal Form/e-voting for every Client ID No./Folio No., irrespective of the number of joint holders.
11. Members can opt for only one mode of voting i.e. either by Postal Ballot or through e-voting. In case you are opting for voting by Postal Ballot, then please do not cast your vote by e-voting and vice versa. In case Members cast their votes both by Postal Ballot and e-voting, the votes cast through e-voting shall prevail and the votes cast through Postal Ballot form shall be considered invalid.
12. Voting rights in the Postal Ballot/e-voting cannot be exercised by proxy.
13. Voting rights shall be reckoned on the paid up value of shares registered in the name(s) of the member(s) on Friday, February 15, 2019 i.e. "cut off date" for ascertaining the members for despatch of Notice.
14. Duly completed Postal Ballot Form should be received by the Scrutinizer not later than the close of working hours(i.e. before 5.00 P.M.) on Wednesday, March 27, 2019.
15. The Scrutinizer will submit her report to the Chairman or in his absence to any other person authorized by the Chairman, after completion of scrutiny, on or before Friday, March 29, 2019.
16. The company shall announce the results of the Postal Ballot including voting by electronic means at its Registered Office situated at MGF House, 4/17-B, Asaf Ali Road, New Delhi-110002 on Friday, March 29,2019. The date of declaration of Postal Ballot and voting by electronic means results will be taken to be the date of passing the resolutions contained in this Notice.
17. The Postal Ballot and other papers relating to Postal Ballot including voting by electronic means, shall be under safe custody of the Scrutinizer till the Chairman considers, approves and signs the minutes and thereafter, the Scrutinizer shall return the ballot papers and other related papers or register to the company who shall preserve such Postal Ballot papers and other related papers or register safely.