



November 19, 2015

To
National Stock Exchange of India Limited
Listing Department
Exchange Plaza,
Plot no. C/1, G Block,
Bandra-Kurla Complex
Bandra (E)
Mumbai - 400051

Bombay Stock Exchange Limited
Department of Corporate Services
Floor 25, P J Towers,
Dalal Street
Mumbai – 400051

Dear Sir / Madam,

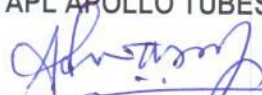
Sub. : Postal Ballot Notice

Please find attached Postal Ballot Notice to ratify the previous benefits granted and to extend the future benefits of the APL Apollo Employees Stock Option Scheme- 2015, including the issuance of shares there under, to or for the benefit of such present and/or future permanent employees and/or directors whether executive or non-executive, whether working in India or abroad & whether they are shareholders of the Company or not, of the present and future subsidiaries of the company, as may, from time to time, be allowed under prevailing laws, rules & regulations and /or amendments thereto from time to time, on such terms and conditions and in such tranches as may be decided by the Board in accordance with SEBI (SBEB) Regulations.

Kindly take these on record and oblige.

Thanking You,

Yours truly,
for **APL APOLLO TUBES LTD.**


ADHISH SWAROOP
COMPANY SECRETARY



Encl. : a/a



APL APOLLO TUBES LIMITED

Regd. Office: 37 Hargobind Enclave Vikas Marg, Delhi-110092

Corporate Identity Number: L74899DL1986PLC023443

Tel.: 91-11-22373437. Fax: 91-11-22373537.

Website: www.aplapollo.com • email: investors@aplapollo.com

NOTICE OF POSTAL BALLOT

(Notice pursuant to Section 110 of the Companies Act, 2013)

Dear Shareholder(s),

NOTICE is hereby given that pursuant to Section 110 of the Companies Act, 2013 ("the Act"), read together with Rule 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification or re-enactment thereof) ("the Rules"), and pursuant to other applicable law and regulation, for seeking consent of the members, by way of Special Resolution through postal ballot/e-voting ("Postal Ballot"):

The draft Special Resolution together with the explanatory statement pursuant to Section 102 of the Companies Act, 2013, are being sent to the members, along with Postal Ballot Form ("Form") so as to enable the members for sending their assent or dissent in writing by Postal Ballot means.

The Board of the Directors of the Company has appointed Mr. Deepak Kumar Lath, of Lath Deepak & Associates, Practicing Company Secretary as Scrutinizer for conducting the voting by way of Postal Ballot in a fair and transparent manner. Members are, therefore, requested to carefully read the instructions printed for voting by "postal ballot" or through "e-voting", namely by-

- i. returning the postal ballot form duly completed, as per the instructions contained in the postal ballot form, in the attached self addressed postage pre paid envelope, so as to reach the scrutinizer not later than 5:00 P.M. on Monday, December 21, 2015; or
- ii. casting their votes electronically from Friday, November 20, 2015 (10:00 A.M.) to Monday, December 21, 2015 (5:00 P.M.) by following the procedures as explained in the Statement.

Electronic Voting

The company is pleased to offer e-voting facility to its members enabling them to cast their vote electronically, instead of physical Postal Ballot Form. E-voting is optional. Please read the instructions carefully before exercising your vote.

The company has signed an agreement with the **Central Depository Services (India) Limited (CDSL)** for facilitating e-voting to enable the shareholders to cast their votes electronically pursuant to Clause 35B of the Listing Agreement and Section 108 of the Companies Act, 2013 read with relevant rules.

The e-voting facility is available at the link www.evotingindia.com



The Scrutinizer will submit his report to the Chairman after completion of the scrutiny of the Postal Ballot Forms and after verifying the voting as per data received from the e-voting portal. The result of the Postal Ballot shall be announced by the Chairman of the Company on the completion of the scrutiny and displayed on the Notice Board at the Registered Office of the Company at **37 Hargobind Enclave Vikas Marg, Delhi-110092** on Tuesday, December 22, 2015.

The results of the postal ballot will be intimated to the National Stock Exchange of India Limited (NSE) and BSE Limited (BSE). The results of the postal ballot will be displayed the notice board of the registered office of the company and also on the website of the Company (www.aplapollo.com). The resolution, if approved, will be taken as passed effectively on the date of declaration of results i.e. Tuesday, December 22, 2015.

PROPOSED RESOLUTION:

SPECIAL BUSINESS

1. Issue of Equity Shares to the Employees of the Subsidiary Companies of M/s APL Apollo Tubes Limited under APL Apollo Employee Stock Option Scheme-2015:

To consider and, if thought fit to pass, with or without modification(s) the following Resolution as a **Special Resolution:**

“RESOLVED THAT pursuant to the provisions of Section 62 read with the Rule 12 of Chapter IV and other applicable provisions, if any, of the Companies Act, 2013, Regulation 6 (3)(c) of the SEBI (Share Based Employee Benefit) Regulations, 2014 and other relevant provisions therein, the relevant provisions of the Memorandum and Articles of Association of the Company, the Listing Agreement entered into by the Company, and subject to the approval(s), consent(s), permission(s) and/or sanction(s) as may be required from appropriate regulatory authorities/ institutions or bodies and subject to such terms and conditions as may be prescribed/imposed by the appropriate regulatory authorities/ institutions or bodies while granting such approval(s), consent(s), permission(s) and/or sanction(s), and which may be agreed to or accepted by the Board of Directors of the Company, the consent of the Company be and is hereby accorded to ratify the previous benefits granted and to extend the future benefits of the APL Apollo Employees Stock Option Scheme- 2015, including the issuance of shares there under, to or for the benefit of such present and/or future permanent employees and/or directors whether executive or non-executive, whether working in India or abroad & whether they are shareholders of the Company or not, of the present and future subsidiaries of the company, as may, from time to time, be allowed under prevailing laws, rules & regulations and /or amendments thereto from time to time, on such terms and conditions and in such tranches as may be decided by the Board in accordance with SEBI (SBEB) Regulations.”

RESOLVED FURTHER THAT subject to the terms stated herein, the equity shares to be allotted pursuant to the ESOS- 2015 shall in all respects rank *pari-passu* inter se and shall also in all respects rank *pari-passu* with the existing equity shares of the Company.

RESOLVED FURTHER THAT as is required, the Company shall conform with the accounting policies as per Guidelines in force from time to time.

RESOLVED FURTHER THAT the Board, be and is hereby authorized to vary, amend, modify, revise or alter the terms of ESOS- 2015 unless such variation, amendment, modification, revision or alteration is detrimental to the interests of the employees, without being required to seek any further consent or



approval of the Members or otherwise to the end and intent that the Members shall be deemed to have given their approval thereto expressly by the authority of this Resolution.

**By Order of the Board
For APL Apollo Tubes Limited**

For APL APOLLO TUBES LTD.

**Adhish Swaroop
Company Secretary Secretary**

**Date: November 9, 2015
Place: Delhi**

Registered office:
37, Hargobind Enclave, Vikas Marg,
Delhi- 1100 092.

Notes:

1. An Explanatory Statement pursuant to Section 102 read with Section 110 of the Companies Act, 2013 and other applicable provisions, if any, of the Companies Act, 2013 along with the Rules as may be prescribed therein, setting out the material facts thereto is annexed hereto.
2. Only a member who is entitled to vote is entitled to exercise his/her vote through postal ballot. The Notice is being sent to all the Members, whose names appears in the Register of Members/ list of Beneficial Owners, received from Central Depository Services (India) Limited as on Friday, 13th November, 2015
3. The voting rights of Members shall be in proportion to their shares of the Paid up Equity Share Capital of the Company.
4. As per Rule(s) enumerated in Companies (Management and Administration) Rules 2014, details of dispatch of Notice and Postal Ballot Paper to the members will be published in one (1) English and one (1) Vernacular language newspaper circulating in the State in which the registered office of the company is situated.
5. Members(s) are requested to carefully read the instructions printed in the Postal Ballot Form and return the Form duly completed in the attached self-addressed, prepaid postage envelope, so as to reach the Scrutinizer on or before the close of Business hours (5.00 PM) on Monday, December 21, 2015. Forms received after this date will be strictly treated as if the reply from the concerned member has not been received.
6. The 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 Members will also be accepted. It is, however, clarified that members desiring to exercise their vote from outside of India will have to arrange for postage from the country where the ballot papers are dispatched to the Scrutinizer.



7. The Company is pleased to offer e-voting facility as an alternate, for all its Members to enable them to cast their votes electronically instead of dispatching Postal Ballot Form. The member may opt for e-voting facility for giving their assent/dissent to the proposed resolution(s). In case a member desires to exercise his vote by using e-voting facility then he has to carefully follow the instructions as given for e-voting on the back side of the Postal Ballot Form. He can use the facility and log-in any number of times till he has voted on all the resolutions or till the end of the voting period (i.e. till the last date of receipt of Postal Ballots), whichever is earlier.

Members irrespective who have registered their e-mails for receipt of documents in electronic mode under the green initiative and wish to vote through Postal Ballot Form can apply for duplicate Postal Ballot Form through an e-mail at investors@aplapollo.com

Please note that any Postal Ballot Form received after the close of working Hours on Monday, December 21, 2015 will be treated as not having been received. The e-voting facility shall be disabled by CDSL accordingly.

8. The date of Declaration of Result of the Postal Ballot shall be deemed to be the date of the General Meeting and the date of passing of the proposed resolution(s).
9. The shareholders are requested to exercise their voting rights by using the attached postal ballot Form or through duplicate copy as provided by Registrar Transfer Agent (RTA). No other form or photocopy of the form is permitted.
10. The Company has appointed Mr. Deepak Kumar Lath of Lath Deepak & Associates, Company Secretaries, to act as the Scrutinizer, for conducting the postal ballot process, in a fair and transparent manner.
11. All the material documents referred to in the Explanatory Statement, including but not limited to, such as resolutions of the Board of Directors and Nomination and Remuneration Committee, Memorandum and Articles of Association of the Company, will be made available for inspection, during business hours, of any working day, i.e. Monday to Friday, 11.00 A.M to 1.00 P.M, by the Members at the Registered Office of the Company from date hereof up to Monday, December 21, 2015.
12. The Scrutinizer will submit his report to the Chairman after completion of the scrutiny and the results of the voting by Postal Ballot will be announced on Tuesday, December 22, 2015 at 2.00 P.M. at the registered office of the Company situated at 37 Hargobind Enclave Vikas Marg, Delhi-110092.
13. The results of the postal ballot along with the scrutinizer's report will also be displayed on the notice board of the registered office of the company and also on the Company's website www.aplapollo.com and shall be communicated to the stock exchanges where the Company's shares are listed.
14. A member cannot exercise his vote by proxy on postal ballot



EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

Item No. : 1

The members of the company viz. M/s. APL Apollo Tubes Limited has passed the special resolution vide postal ballot results declared on Monday, July 27, 2015 the APL Apollo Employee Stock Option Scheme- 2015 (hereinafter referred to as '**ESOS 2015**') for the present and/or future permanent employees of the Company in accordance with the applicable laws. As per the ESOS – 2015, the benefit of the Scheme can be extended to the Employees of the Subsidiary Companies, whereby the Nomination and Remuneration Committee had granted 2,30,000 on 28.07.2015 to their Employees.

Further, in terms of the provisions of Section 62 (1) (b) of the Companies Act, 2013 read with Regulation 6(3) (c) of SEBI (Share Based Employee Benefit) Regulations, 2014, issuance of options and conversion thereof into equity Shares of the company, to the Employees of subsidiary companies requires an approval of the existing Members by way of a Separate Resolution.

Accordingly, the Special Resolution mentioned at item no. 1 of the postal ballot notice seeks your approval for the issue of further Equity Shares under the ESOS 2015, to the employees of the subsidiary companies as may be determined by the Board and the ratification of the Grant made by the Nomination and Remuneration Committee.

The Nomination & Remuneration Committee formed by the Board of Directors of the Company will administer and supervise ESOS - 2015.

The main features and other details of the Scheme as per **Rule 12** of Companies (Share Capital and Debentures) Rules, 2014 are as under:

1. Brief description of the Scheme

The Scheme shall be called as the 'APL Apollo Employee Stock Option Scheme- 2015 or 'ESOS - 2015' and shall extend its benefits to the present and/or future permanent employees of the Company and its subsidiaries, in accordance with the applicable laws.

2. Total number of options / shares that could be granted/ issued under the ESOS - 2015.

The maximum number of options to be Granted and the resulting equity shares that may be issued pursuant to the exercise of option in the ESOS - 2015 shall not exceed 7.5 Lac Equity Shares of the Company (or such other adjusted figure for any bonus, stock splits or consolidations or other re-organization of the capital structure of the Company as may be applicable from time to time).

3. Identification of classes of employees entitled to participate and be beneficiaries in ESOS Scheme- 2015.

All permanent employees of the Company working in India or out of India and Directors (whether Managing/ Whole Time / Executive Director or not) (except for those who neither by themselves or through their relatives or through anybody corporate hold directly or indirectly more than 10% of the issued and subscribed share capital of the Company) of the Company and its Holding Company or Subsidiaries (excluding promoters and employees belonging to Promoter Companies) and further excluding Independent Director as may be decided by the Nomination and Remuneration Committee, from time to time would be entitled as may be decided by the Committee from time to time on such parameters as may be decided by the Committee at its discretion.



4. Requirement of Vesting and period of Vesting

The options granted under ESOS Scheme- 2015 shall vest based upon the performance of the Employee, in one or more tranches in 4 years as per the ESOS Scheme- 2015, so long as the option holder continues to be in the employment in the Company, as the case may be and further subject to the satisfaction of other conditions as stipulated under the ESOS Scheme- 2015.

The vesting shall take place over a period of four years in the following manner:

YEAR	OPTIONS VESTED
At the end of 1 st Year from the date of grant	25% options
At the end of 2 nd Year from the date of grant	25% options
At the end of 3 rd Year from the date of grant	25% options
At the end of 4 th Year from the date of grant	25% options

5. Maximum period within which the options shall be vested

All the options will get vested within maximum period of 4 years.

6. Exercise price:

The Exercise Price will be the Market Price of the shares on the Exchange with the highest trading volume, one day before the date of grant of options.

7. Exercise period and process of Exercise:

The Exercise Period will be five years from the date of Grant.

The Options granted under the ESOS Scheme- 2015 would be exercisable by the employee by submitting Exercise Form, to the authorized representative of respective locations during the Exercise Period. After the expiry of exercise period, the options granted under ESOS Scheme- 2015 shall not be exercisable and shall lapse. The lapsed options shall be available for fresh grants.

8. Appraisal process for determining the eligibility of the employees to ESOS Scheme- 2015:

The appraisal process for determining the eligibility of the employees will be in accordance with the ESOS Scheme- 2015 or as may be determined by the Nomination & Remuneration Committee at its sole discretion.

The employees would be granted options under the ESOS Scheme- 2015 based on various parameters including but not limited to:

- (i) minimum period of service,



- (ii) the eligibility of the Employee in the Company, the present and potential contribution of the Employee to the success of the Company,
- (iii) the criticality of the Employee,
- (iv) high market value/difficulty in replacing the Employee and
- (v) high risk of losing the Employee to competition,

9. The Maximum number of Options to be granted per employee and in aggregate

The maximum number of Options that can be granted to any eligible employee during any one-year shall not equal or exceed 1% of the issued capital of the Company at the time of grant of Options. The Board may decide to grant such number of options equal to or exceeding 1% of the issued capital to any eligible employee as the case may be, subject to the approval of the shareholders in a general meeting.

10. The Maximum quantum of benefits to be provided per employee under the scheme

The maximum quantum of benefit that will be provided to every eligible employee under the scheme will be the difference between the Exercise Price paid by the employee to the company and the value of company's share on the stock exchange on the date of exercise of options.

11. Implementation and administration of the scheme

The scheme shall be implemented and administered directly by the Company directly through its Nomination and Remuneration Committee of the Company.

12. Whether the scheme involves new issue of shares by the company or secondary acquisition by the Trust or both

The scheme involves new issue of shares by the company directly to its Employees.

13. The amount of loan to be provided for implementation of the scheme by the company to the trust, its tenure, utilization, repayment terms, etc.;

Not applicable as the company is issuing shares directly to its Employees.

14. The Maximum percentage of secondary acquisition (subject to limits specified under the regulations) that can be made by the trust for the purposes of the scheme.

Not applicable.

15. Disclosure and accounting policies:

The Company will confirm to the disclosures and the accounting policies prescribed under Regulation 15 of the SEBI (SBEB) Regulation, 2014 or as may be prescribed by regulatory authorities from time to time.



16. The method which the Company shall use to value its Options

Fair Value Method

Date: November 9, 2015
Place: Delhi

Registered office:
37, Hargobind Enclave, Vikas Marg,
Delhi- 1100 092.



By Order of the Board
For APL Apollo Tubes Limited
For APL APOLLO TUBES LTD.

Adhish Swaroop
Adhish Swaroop
Company Secretary



APL APOLLO TUBES LIMITED

Regd. Office: 37 Hargobind Enclave Vikas Marg, Delhi-110092

Corporate Identity Number: L74899DL1986PLC023443

Tel.: 91-11-22373437. Fax: 91-11-22373537.

Website: www.aplapollo.com • email: investors@aplapollo.com

POSTAL BALLOT FORM

SR. NO.

1. Name(s) of Member(s)/Beneficial Owner(s) (in block :
letters) (including joint holders, if any)
2. Registered address of the sole/first named Member(s)/ :
beneficial owner(s)
3. Registered folio No. /DP ID No. /Client ID No*. :
(*Applicable to investors holding shares in
dematerialized form)
4. Number of shares held :

I/We hereby exercise my / our vote in respect of the Special Resolution(s) to be passed through postal ballot for the business stated in the Notice of postal ballot issued by the company dated November 9, 2015 by sending my/our assent/dissent to the said resolution by placing the tick (✓) mark at the appropriate box below: -

S. No	Description	No. of Equity shares	I/We assent to the Resolution (For)	I/We dissent to the Resolution (Against)
1	Special Resolution for Issue of Equity Shares to the Employees of the Subsidiary Companies of M/s APL Apollo Tubes Limited under APL Apollo Employee Stock Option Scheme-2015			

Place:

Date:

(Signature of the shareholder)



ELECTRONIC VOTING PARTICULARS

EVENT	USER ID	PASSWORD/PIN

NOTE.

1. Please read the instruction printed below carefully before filing this form.
2. For e voting please refer to the instruction mention below for voting through electronic means
3. The last date for receipt of postal ballot forms by the scrutinizer is Monday, December 21, 2015.

INSTRUCTIONS

The shareholder(s) can opt only one mode of voting, i.e. either by e-voting or physical mode. If you are opting for e-voting, then do not vote by physical postal ballot also and vice versa. However, in case shareholders cast their vote by physical ballot and e-voting, then voting done through physical ballot paper will be prevail and voting done through e-voting will be treated as invalid.

Voting in Physical form:

1. A member/ beneficial owner desiring to exercise vote by postal ballot may complete this 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 deposited in person or sent by courier at the expenses of the registered member/ beneficial owner will also be accepted.
2. The self-addressed envelope bears the address of the scrutinizer appointed by the Board of Directors of the company. The board has appointed Mr. Deepak Kumar Lath, Lath Deepak & Associates, Practicing Company Secretary, office at AA-175, First Floor, Shalimar Bagh, Near Fortis Hospital, Delhi-110088 as scrutinizer for conducting Postal Ballot process in fair and transparent manner.
3. This form should be completed and signed by the member/ beneficial owner. In case of joint holding, this form should be completed and signed (as per the specimen signature registered with the company) by the first named member/ beneficial owner and in his absence, by the next named member/ beneficial owner. There will be one Postal Ballot Form for every Folio/Client ID irrespective of the number of joint holders.
4. Please note that Postal Ballot shall not be signed by the proxy.
5. Assent or dissent to the proposed resolution may be recorded by placing a tick mark (✓) in the appropriate column. The assent or dissent received in any other Form shall not be considered valid.
6. The voting rights of Shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on Friday, 13th November, 2015.
7. Incomplete, Unsigned or incorrectly ticked Postal Ballot Form will be rejected.



8. Duly completed Postal Ballot Form should reach the Company or the scrutinizer not later than the close of working hours on Monday, 21st December, 2015. All Postal Ballot Forms received after this date will be strictly treated as if the reply from the member/ beneficial owner has not been received.
9. In case of shares held by companies, trusts, societies etc. the duly completed Postal Ballot Form should be accompanied by a certified true copy of Board Resolution/Authority, authorizing the signatory to execute and sign the Postal Ballot Form. Further, where the form has been signed by a representative of the President of India or Governor of State, certified copy of the nomination should accompany the Postal Ballot Form.
10. Members/ beneficial owners are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed envelope as the envelope will be sent to the Scrutinizer and any extraneous paper found in the envelope would be destroyed by the Scrutinizer. Members/ beneficial owners are also requested not to write anything on the Postal Ballot Form except giving their ascent or dissent and affixing their signatures.
11. A member may request for duplicate postal ballot form, if so required. However, the duly filled in and signed duplicate postal ballot form should reach the Scrutinizer not later than the date specified in point no (8) above.
12. Postal Ballot form received by fax will be rejected as if reply from the shareholder has not been received unless the original postal ballot form is received within prescribed time period.
13. The Scrutinizer's decision on the validity of a Postal Ballot will be final.
14. There will be one Postal Ballot for every Folio/Client ID.
15. Members are requested to fill in the postal ballot form in indelible ink and not in any erasable writing mode.

Electronic Voting

The company offered e-voting facility to its members enabling them to cast their vote electronically. The company has signed an agreement with the **CDSL** for facilitating e-voting to enable the shareholders to cast their votes electronically pursuant to Clause 35B of the Listing Agreement.

(A) The instructions and other information for e-voting are as under:

- i. The e-voting facility can be availed by typing the link www.evotingindia.com in the internet browser.
- ii. Click on the "shareholders" tab.
- iii. Now select the Company name from the drop down menu and click on "SUBMIT"
- iv. Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 character DP ID followed by 8 Digits Client ID,



- c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- v. Next enter the Image Verification as displayed and Click on Login.
- vi. 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.
- vii. If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN*	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) • 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 last 8 digits of the demat account/folio number in the PAN field. • In case the folio 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 Rajesh Kumar with folio number 100 then enter RA00000100 in the "PAN" field
DOB	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio respectively 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 respectively. 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 member id / folio number in the Dividend Bank details field.

- viii. After entering these details appropriately, click on "SUBMIT" tab.
- ix. Members holding shares in physical form will then reach directly 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.
- x. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xi. 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.



xii. Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.

xiii. 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.

xiv. Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.

xv. You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.

xvi. If Demat account holder has forgotten the changed password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.

xvii. Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <https://www.evotingindia.co.in> and register themselves as Corporate and Custodians respectively.

- They should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity to helpdesk.evoting@cdslindia.com.

- After receiving the login details they have to create a user who would be able to link the account(s) which they wish to vote on.

- The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.

- They should upload a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.

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.co.in under help section or write an email to helpdesk.evoting@cdslindia.com.

(B) In case of Members receiving Postal Ballot Form by Post:

For Members whose email IDs are not registered with the Company / depository participant(s) and who receive the physical postal ballot forms, the following instructions may be noted:

(i) Initial password is provided at the bottom of the Postal Ballot Form.

(ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xvii) as mentioned in (A) above, to cast vote.

(D) In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-Voting User Manual for Shareholders, available at the download section of helpdesk.evoting@cdslindia.com.

(E) Shareholders desiring to exercise vote by physical Postal Ballot are requested to carefully read the instructions printed in the Postal Ballot Form and return the Form duly completed and signed in the



enclosed self addressed business reply envelope to the Scrutinizer so as to reach the Scrutinizer on or before the close of working hours on Monday, December 21, 2015. The postage cost will be borne by the Company. However, envelopes containing Postal Ballot Form(s), if deposited in person or sent by courier or registered/speed post at the expense of the Shareholder will also be accepted.

(F) The e-voting period commences on (Friday, November 20, 2015) (10.00 A.M) and ends on Monday, December 21, 2015, (at 5.00 P.M). During this period, Members of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date, i.e. Friday, November 13, 2015, 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 a Member, he or she will not be allowed to change it subsequently.

(G) The Scrutinizer will submit his report to the Chairman after completion of the scrutiny and the results of the voting by Postal Ballot will be announced, by the chairman on Tuesday, December 22, 2015 at 2.00 P.M at the registered office of the company situated at 37 Hargobind Enclave Vikas Marg, New Delhi-110092.

