

### INSTRUCTIONS

- a) A member desiring to exercise vote by postal ballot may complete the Postal Ballot Form and send it to the Scrutinizer in the attached self-addressed envelope. Postage will be borne and paid by the Company. However, envelopes containing postal ballots, if sent by courier at the expenses of the registered shareholder will also be accepted.
- b) Please convey your assent/ dissent in this Postal Ballot Form. The assent/ dissent received in any other form shall not be considered valid.
- c) This form should be completed and signed by the shareholder. In case of joint holding, this form should be completed and signed (as per specimen signature registered with the company) by the first named shareholder and in his absence, by the next named shareholder.
- d) The Postal Ballot Form shall not be exercised by a Proxy.
- e) In case of shares are held by companies, trusts, societies, etc. the duly completed Postal ballot form should be accompanied by a certified true copy of Board Resolution / Authority.
- f) Incomplete, unsigned or incorrectly ticked Postal Ballot Form will be rejected.
- g) In terms of provisions of Rule 6 (b) of the Companies (Passing of Resolution by Postal Ballot) Rules, 2011, Mr. M.D. Selvaraj, Practicing Company Secretary, Coimbatore has been appointed as Scrutinizer for conducting the postal ballot. Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours on Tuesday, **the 24<sup>th</sup> day of September, 2013**. All Postal Ballot Forms received after this date will be strictly treated as if the reply from such a member has not been received.
- h) Voting rights shall be reckoned on the paid up value of the shares registered in the name of the member as on 16<sup>th</sup> August 2013.
- i) Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed postage prepaid envelope in as much as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
- j) A member is neither required to cast all his/her votes nor he/she is required to vote in the same manner.
- k) There will be one Postal Ballot Form for every Folio/ Client ID, irrespective of the number of Joint holders.
- l) The Scrutinizer's decision on the validity of a Postal Ballot Form will be final.
- m) The Scrutinizer will submit his report after completion of the scrutiny and the results of the Postal Ballot will be announced on **Friday, the 27<sup>th</sup> day of September 2013 at 4.00 PM** at the Registered Office of the Company. The date of declaration of Postal Ballot result will be taken to be the date of passing resolution.