

WELPLACE PORTFOLIO AND FINANCIAL CONSULTANCY SERVICES LIMITED

Regd Off: 613/B, Mangal Aarambh, Near Mc Donalds, Korakendra,
Off S.V.Road, Borivali (W), Mumbai-400092

CIN: L67120MH1994PLC082540

Email Id: welplaceportfolio@gmail.com Website: www.welplaceportfolio.com

Phone No. 022-28335999

POSTAL BALLOT NOTICE

(Pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies
(Management and Administration) Rules, 2014

Dear Member(s),

Notice is hereby given pursuant to Section 110 and other applicable provisions of the Companies Act, 2013, (hereinafter referred to as "**the Act**"), read together with the Companies (Management and Administration) Rules, 2014 ("**Rules**") (including any statutory modification or re-enactment thereof for the time being in force) to the Members of **Welplace Portfolio And Financial Consultancy Services Limited** (hereinafter referred to as "**the Company**") that the resolutions appended below are proposed to be passed by way of postal ballot / e-voting as the case may be.

The explanatory statement pertaining to the said resolutions setting out the material facts concerning each item and the reasons thereof are annexed hereto alongwith a postal ballot form (hereinafter referred to as "**the Postal Ballot Form**") for your consideration

The Board of Directors of the Company has appointed Mrs. Dipika Biyani (ACS-13908), Practicing Company Secretary, Mumbai as the Scrutinizer, for conducting the postal ballot and e-voting process, in a fair and transparent manner.

The businesses of the postal ballot shall, in addition to physical voting, also be transacted through electronic voting system. Accordingly, the Company in compliance with, Regulation 44 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the provisions of Section 108 of the Act read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, is pleased to provide to the Members (whether holding shares in physical or in dematerialized form) the facility to exercise their right to vote on the matter included in the notice of the postal ballot by electronic means i.e. through e-voting services provided by National Securities Depository Limited (NSDL).

The e-voting period commences on Friday, the 18th November, 2016 at 9.00 a.m. and ends on Saturday, the 17th December, 2016, at 5.00 p.m. Please read carefully and follow the instructions as printed in this Notice for e-voting.

Those Members, who do not have access to e-voting facility can send their assent or dissent in writing on the Postal Ballot Form attached herewith. Members are requested to carefully read the instructions printed on the Postal Ballot Form and return the Postal Ballot Form duly completed and signed in the attached self-addressed, postage pre-paid business reply envelope, so as to reach the Scrutinizer before the close of the working hours 5.00 p.m. on Saturday, the 17th December, 2016 at the Company's Registrar and Share Transfer Agent namely M/s Adroit Corporate Services Private Limited, Unit :- **Welplace Portfolio And Financial Consultancy Services Limited**, 17/18/19/20, Jaferbhoy Industrial Estate, 1st Floor, Makwana Road, Marol Naka, Andheri (East) Mumbai-400 059. Please note that any Postal Ballot Form(s) received after 5.00 p.m. on Saturday, the 17th December, 2016 will be treated as not received.

The Scrutinizer will submit her report to the Chairman or in his absence, any Director authorised by the Board, after the completion of the scrutiny of the postal ballots (physical and e-voting). The results of the voting by postal ballot will be announced by the Chairman of the Company or in his absence; any person authorized by him, on Monday, 19th December, 2016 at 5.00 p.m. at the Registered Office of the Company and will be displayed on the notice board at the registered office of the Company. The results of the postal ballot will also be posted on the Company's website www.welplaceportfolio.com and on the website of National Securities Depository Limited, besides communicating to the stock exchange i.e. BSE Limited

SPECIAL BUSINESS

ITEM NO. 1. CHANGE IN OBJECT CLAUSE

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

"RESOLVED THAT pursuant to the provisions of Section 4,13,15 and all other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Incorporation) Rules, 2014 and Regulations framed thereunder (including any statutory modification(s) or re enactment(s) thereof for the time being in force) and subject to the approvals, consents, sanctions and permissions of the Central Government/ Registrar of Companies, Maharashtra, Mumbai under Ministry of Corporate Affairs / appropriate regulatory and statutory authorities as may be necessary and subject to such terms and conditions as may be imposed by them, consent of the members of the Company be and is hereby accorded for alteration of the Object Clauses of the Memorandum of Association of the Company in the following manner :-

(1) Existing clause no.1 forming part of III-(A)of the Main Objects be deleted and substituted by insertion of new clause 1 forming part of III-(A)of Main Object of the Memorandum of Association of the Company which is as follows;

1. To carry on in India or elsewhere the business to undertake development and project consultancy of infrastructure work on Design, Build, Operate and Transfer (DBOT Basis), Build, Own, Operate and Transfer (BOOT) basis, Build, Operate and Transfer (BOT) basis, Build, Own, Lease and Transfer (BOLT) basis or otherwise as contracted with the Central Government, various State Governments, Union Territories, cantonments, local authorities, grampanchayats, autonomous bodies and other Government departments and to develop, run repair, maintain, decorate, improve, remodel, operate, manage, build, plan, establish, maintain, buy, sell, construct or otherwise create infrastructures for public conveniences such as roads, bridges, highways, railways, gas lines, airports, docks, ports, jetties, gardens, public places, buildings and other structures, developments, utilities, electrification, sanitations, sub-ways, play grounds, play houses, play rooms, schools, colleges, hospitals and nursing home buildings, shops, malls, multiplexes, offices, crutches, hostels, family planning and other centers, community centers, barat ghars, hotel buildings, parks, post offices, dispensaries, telephone exchanges, power stations, bus terminals, depots, ration and other fair price shops, petrol pumps, service stations, water works, water ways and such other services as may be required. To carry out the business of generation and trading of Transferable Development Rights, financiers, concessionaries and merchants and to undertake and carry and execute all kinds of financial, commercial, trading and other operations including financing construction projects, building construction. To carry on the business of sourcing agents, dealers in, exporters and importers of, all types of material used for construction and development activity and other infra structure raw materials, semi finished goods, finish products and to carry on and execute the work of steel engineers including dealing in steel billets, steel rods, steel ingots, steel sheets, steel wires and all kind of steel products whether forged, rolled or drawn and consequently to sell and deal in all or any of the by- products which will be obtained in the process of manufacturing a steel products..

(2) Existing Clauses No 2, 3, 4 and 5 forming part of III – (B) - the objects incidental or ancillary to the attainment of the main objects, be deleted

(3) Existing clause nos. 6 to 42 forming part of part III – (B) – the objects incidental or ancillary to the attainment of the main objects of the Memorandum of Association be renumbered as clause nos. 2 to 38

- (4) Existing clause nos. 43 to 64 forming part of part III – (C) – the other objects of the Memorandum of Association be renumbered as clause nos. 39 to 63

RESOLVED FURTHER THAT for the purpose of giving effect to the above resolution and matters flowing from, connected with and incidental to any of the matters mentioned in the aforesaid resolution, the Board be and is hereby authorized on behalf of the Company to take all actions and to do all such acts, deeds, matters and things as it may, in its absolute discretion, deem necessary, desirable or expedient to the alteration in object clause thereof with the Registrar of Companies, Maharashtra, Mumbai and to resolve and settle all questions and difficulties that may arise in the proposed alteration of object clause and to do all acts, deeds and things in connection therewith and incidental thereto as the Board may in its absolute discretion deem fit, without being required to seek any further consent or approval of the shareholders or otherwise to the end and intent that they shall be deemed to have given their approval thereto expressly by the authority of this resolution.”

RESOLVED FURTHER THAT the Board be authorized to delegate all or any of the powers conferred by this resolution on it, to any Committee or Sub-Committee of Directors or the Chairman or any other Director(s) or Officer(s) of the Company to give effect to the aforesaid resolution, with the power to such Committee/sub-Committee of the Board to further delegate all or any of its powers/duties to any of its members.”

ITEM NO. 2: CHANGE OF NAME

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

“RESOLVED THAT pursuant to the provisions of Section 4, 13, 14 and 15 read with (Incorporation) Rules, 2014, (the “Rules”)and other applicable provisions if any of the companies Act, 2013 read with (Management and Administration) Rules, 2014 (the “rules”) including any statutory modification(s) or re-enactment thereof, for the time being in force and subject to the approval of the Central Government, Registrar of Companies, Maharashtra, Mumbai under Ministry of Corporate Affairs, Stock Exchanges where the shares of the company are listed and other authorities as may be applicable and subject to such terms. Conditions, amendments or modifications, as may be required or suggested by Statutory authorities, the name of the company be and is hereby changed from” **Welplace Portfolio And Financial Consultancy Services Limited**” to **Generic Engineering**

Construction and Projects Limited or such other name as may be approved by the Ministry of Corporate Affairs.

RESOLVED FURTHER THAT pursuant to Section 13, 14, 15 and other applicable provisions, if any of the Companies Act, 2013 (including any modification or re-enactment thereof) the name of the company **Welplace Portfolio And Financial Consultancy Services Limited**” where ever it appears in the Memorandum and Articles of Association of the company or elsewhere; be substituted by the new name **“Generic Engineering Construction and Projects Limited”** or such other name as may be made available for adoption by the Ministry of Corporate Affairs.

RESOLVED FURTHER THAT for the purpose of giving effect to the above resolution and matters flowing from, connected with and incidental to any of the matters mentioned in the aforesaid resolution, the Board be and is hereby authorized on behalf of the Company to take all actions and to do all such acts, deeds, matters and things as it may, in its absolute discretion, deem necessary, desirable or expedient to the change of name thereof with the Registrar of Companies, Maharashtra, Mumbai and stock exchange and to resolve and settle all questions and difficulties that may arise in the proposed change of name and to do all acts, deeds and things in connection therewith and incidental thereto as the Board may in its absolute discretion deem fit, without being required to seek any further consent or approval of the shareholders or otherwise to the end and intent that they shall be deemed to have given their approval thereto expressly by the authority of this resolution.”

RESOLVED FURTHER THAT the Board be authorized to delegate all or any of the powers conferred by this resolution on it, to any Committee or Sub-Committee of Directors or the Chairman or any other Director(s) or Officer(s) of the Company to give effect to the aforesaid resolution, with the power to such Committee/sub-Committee of the Board to further delegate all or any of its powers/duties to any of its members.”

By Order of the Board of Directors
Portfolio And Financial Consultancy Services Limited
Sd/-
Ami Shah
Company Secretary and Compliance Officer

Place: Mumbai

Dated: 7th November, 2016

Notes:

1. In compliance with the provisions of Section 110 of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company offers e-voting option to the Members as an alternative to enable them to cast their votes.
2. The Company has engaged the services of M/s. National Securities Depository Limited (NSDL) for the purpose of e-voting facility to all its members. Members desiring to exercise their vote by using e-voting facility are requested to carefully follow the instructions in the notes under section "voting through electronic means" in the notice.
3. Explanatory Statement for the proposed resolutions mentioned above, pursuant to Section 102 of the Companies Act, 2013 read with Section 110 of the Companies Act, 2013 setting out material facts is appended herewith.
4. A copy of each of the documents referred to in the accompanying Explanatory Statement is open for inspection at the Registered Office of the Company during office hours on all working days, except Saturday and Sunday and other holidays, between 11:00 a.m. and 1:00 p.m. up to the date of declaration of results of postal ballot i.e. Monday, 19th December, 2016.
5. The notice, together with the documents accompanying the same, is being sent to all the members, by permitted mode (and electronically by e-mail to those members who have registered their e-mail ids with the Company's Registrar and share Transfer agents / CDSL/NSDL) whose names appear in the Register of Members/ list of beneficial owners as received from CDSL and NSDL as on the close of working hours on Friday, the 11th November, 2016 i.e. "the cut-off date". Any person who acquires shares of the Company and becomes a member of the company after the dispatch of the notice and holding shares may cast their vote by e-voting. The notice will be displayed on the website of the Company www.welplaceportfolio.com and on the website of NSDL
6. The date of dispatch of the notice and the Explanatory Statement will be announced through advertisement in the following newspapers: - (i) Business Standard in English language and (ii) Apla Mahanagar in Marathi language having wide circulation in the district where the Registered Office of the Company is situated.

7. The Company has appointed Mrs. Dipika Biyani, (ACS – 13908), Practicing Company Secretary as the Scrutinizer for conducting the E-voting/ Postal Ballot in a fair and transparent manner.
8. The Postal Ballot form together with the self-addressed business reply envelope is enclosed for the use of the members. Members voting in physical form are requested to carefully read the instructions printed on the enclosed Postal Ballot form. Members who have received the postal ballot notice by e-mail and who wish to vote through the postal ballot form can download the postal ballot form from the following url on the Company's corporate website www.welplaceportfolio.com or seek duplicate postal ballot form from M/s. Adroit Corporate Services Private Limited, the Registrar and Share Transfer Agent or Registered Office of the Company. Members shall fill in the requisite details and send the duly completed, and signed postal ballot form in the enclosed self addressed postage pre-paid envelope to the Scrutinizer before the close of working hours i.e. 5.00 p.m. on Saturday, the 17th December, 2016. The postage cost will be borne by the Company. However, envelopes containing Postal Ballots, if sent by courier or registered post / speed post at the expense of the Members will also be accepted. Assent / Dissent received after 5.00 p.m. on Saturday, the 17th December, 2016, would be strictly treated as if reply from the Members has not been received.
9. Incomplete, unsigned, improperly or incorrectly tick marked postal ballot forms will be rejected. There will be only 1 (one) postal ballot form for every registered folio / client ID irrespective of the members of joint Members.
10. The postal ballot form should be completed and signed by the member as per specimen signature registered with the Company and/or furnished by the Depositories. In case, shares are jointly held, this form should be completed and signed by the first named Member and, in his/her absence, by the next named Member. Holder(s) of Power of Attorney ("POA") on behalf of a Member may vote on the postal ballot mentioning the registration number of the POA with the Company or enclosing a copy of the POA authenticated by a notary. In case of shares held by companies, societies etc., the duly completed postal ballot form should be accompanied by a certified copy of the board resolution/ authorization giving the requisite authority to the person voting on the postal ballot form. The Scrutinizer will submit her report to the Chairman after completion of the scrutiny of the postal ballots including e-votes submitted. The Scrutinizer's decision on the validity of the votes (including e-votes) shall be final. The results of the postal ballot including e-voting will be announced on Monday, the 19th December, 2016 at the Registered office of the company situated at 613/B, Mangal Aarambh, Near McDonalds, Korakendra, Off S.V.Road, Borivali (W), Mumbai-400092

11. The results, together with the Scrutinizer's Report, will be displayed at the registered Office of the Company and on the website of Company (<https://www.welplaceportfolio.com>), besides being communicated to BSE Limited and the National Securities Depository Limited. The result of the Postal Ballot shall also be announced through newspaper advertisement. In the event, the resolutions are assented to by the requisite majority of Members by means of Postal Ballot, the date of declaration of Postal Ballot result shall be deemed to be the date of passing of the said resolutions.

12. Kindly note that the Members can opt only one mode for voting i.e. either by physical ballot or e-voting. If you are opting for e-voting, then do not vote by physical and vice versa. However, in case Member(s) cast their vote both via physical ballot and e-voting, then voting validly done through e-voting shall prevail and voting done by physical ballot shall be treated as invalid.

13. The vote on postal ballot cannot be exercised through proxy.

14. Voting through electronic means:

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

I. Open email and open PDF file viz; "Welplace Portfolio And Financial Consultancy Services Limited e-Voting.pdf" with your Client ID or Folio No. as password.

II. The said PDF file contains your user ID and password / PIN for e-voting. Please note that the password is an initial password.

III. Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com>.

IV. Click on Shareholder – Login

V. Put user ID and password as initial password / PIN noted in step (i) above. Click Login.

VI. Password change menu appears.

Change the password / PIN with new password of your choice with minimum 8 digits / characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

VII. Home page of e-voting opens. Click on e-voting: Active Voting Cycles.

- VIII. Select “EVEN” of Welplace Portfolio And Financial Consultancy Services Limited.
- IX. Now you are ready for e-voting as Cast Vote page opens.
- X. Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.
- XI. Upon confirmation, the message “Vote cast successfully” will be displayed.
- XII. Once you have voted on the resolution, you will not be allowed to modify your vote.
- XIII. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF / JPG Format) of the relevant Board Resolution / Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to dipika.biyani@gmail.com with a copy marked to evoting@nsdl.co.in.

B. In case a Member receives physical copy of the Postal Ballot Notice [for members whose email IDs are not registered with the Company / Depository Participants(s)] or requesting physical copy:

- I. Initial password is provided at the bottom of the Attendance Slip for the Postal Ballot Form: EVEN (E-voting Event Number) USER ID PASSWORD/PIN.
- II. Please follow all steps from Sl. No. (ii) to Sl. No. (xii) Above, to cast vote.

OTHER INSTRUCTIONS

- I. 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 Downloads section of www.evoting.nsdl.com
- II. If you are already registered with NSDL for e-voting then you can use your existing user ID and password /PIN for casting your vote.
- III. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- IV. The Members, whose names appear in the Register of Members / list of Beneficial Owners as on 11th November, 2016, are entitled to vote on the Resolutions set forth in this Notice.
- V. The remote e-voting period will commence at 9.00 a.m. on 18th November, 2016 and will end at 5.00 p.m. 17th December, 2016. During this period shareholders’ of the Company, holding shares either in physical form or in

dematerialized form, as on the cut-off date of 11th November 2016, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.

- VI. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date of 11th November, 2016.
- VII. Any person, who acquires shares of the Company and becomes member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. 11th November, 2016 may obtain the login ID and password by sending an email to welplaceportfolio@gmail.com or evoting@nsdl.co.in by mentioning their Folio No. /DP ID and Client ID No. However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forget your password, you can reset your password by using "Forget User Details/Password" option available on www.evoting.nsdl.com
- VIII. The Scrutinizer shall, immediately after the conclusion of voting through postal ballot, count the votes cast through postal ballot, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company. Scrutinizer shall within 3 days of conclusion of the meeting submit a consolidated scrutinizer report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing.
- IX. The results along with the Scrutinizers Report shall be placed on the website of the Company and on the website of NSDL and shall be communicated to BSE Limited.
- X. This Notice has been updated with the instructions for voting through electronic means as per the Amended Rules 2015.

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

Item No. 1 and 2

The company has been primarily engaged in the business of consultancy services in the areas of portfolio and Finance including project counseling, project financing and also to carry activities of Merchant bankers, agents, brokers, fund Managers etc.

Your Board has to consider from time to time proposal for diversification into areas which would be more profitable for the company as a part of diversification

plans. For this purpose, the object clause of the company which is presently restricted its scope, required to be so made out to cover a wide range of activities to enable your company to consider embarking upon new projects and activities

The Board of directors of the company at their meeting held on Monday the 7th day of November, 2016 have approved the Business Transfer cum Share Subscription Agreement (BTA) and proposes to purchase the business / assets relating to construction and contractors from the seller company i.e. Generic Engineering and Construction Private Limited.

In view of Business Transfer cum share Subscription Agreement entered by the company, the object clause and objects incidental or ancillary to the attainment of main objects of the Company is desired to be changed to reflect the true nature of business. Accordingly it is proposed to insert a new object clause in the main object clause of the Memorandum of Association of the Company. The proposed change of object clause requires the approval of shareholders through special resolution pursuant to the provisions of Section 13 of the companies Act, 2013.

Further in view of the Business Transfer cum Share Subscription Agreement and change in object clauses of the company the Board of Directors of the company decided to change the name of the company as the old name is not in line with the revised objectives of the company. Hence in order to ensure that the name of the company adequately reflects the business being carried on by the Company. Accordingly it is proposed to appropriately change the name of the company from Welplace Portfolio And Financial consultancy Services Limited to Generic Engineering construction and Projects Limited or such other name as may be made available for adoption by the Registrar of Companies Maharashtra, Mumbai / Ministry of Corporate Affairs.

The proposed change of name requires the approval of shareholders through special resolution pursuant to the provisions of section 13, 14 and 15 of the Companies Act, 2013.

The proposed amendment to the Name clause will reflect the activities to be carried on by the Company.

The alteration of object clause of Memorandum of Association as set out in the resolution is to facilitate diversification. This will carry out the business more economical and efficiently and the proposed activities can be under existing circumstance, conveniently and advantageously combined with the present activities of the Company. This will enlarge the operation of the Company.

The draft copy of Memorandum and Articles of Association of the Company shall be open for inspection at the Registered Office of the Company during office

hours on all working days, except Saturday and Sunday and other holidays, between 11:00 a.m. and 1:00 p.m. up to the date of declaration of results of postal ballot i.e. Monday, 19th December, 2016.

The amendment shall be effective upon the Registration of the Resolution with the Registrar of Companies Maharashtra, Mumbai.

The proposed amendment to the Name Clause will reflect the activities to be carried on by the company.

Pursuant to Section 13 / 14 of the Companies Act, 2013, alteration of the Name Clause of the Memorandum and Articles of Association of the Company requires approval of the members of the Company by way of passing a Special Resolution to that effect.

The Board of Directors accordingly recommends the resolution set out at Item No. 1 and 2 of the accompanying Notice for the approval of the Members.

None of the Directors and Managers of the Company and Key Managerial Personnel and their relatives is concerned in any way or interested in the resolution.

Your Directors commend the resolution for your approval as a Special Resolution.

**By Order of the Board of Directors
For Welplace Portfolio And Financial Consultancy Services Limited**

Sd/-

Ami Shah

Company Secretary and Compliance Officer

Place: Mumbai

Dated: 7th November, 2016

WELPLACE PORTFOLIO AND FINANCIAL CONSULTANCY SERVICES LIMITED

Regd Off: 613/B, Mangal Aarambh, Near Mc Donalds, Korakendra,

Off S.V.Road, Borivali (W), Mumbai-400092

CIN: L67120MH1994PLC082540

Email Id: welplaceportfolio@gmail.com Website: www.welplaceportfolio.com

Phone No. 022-28335999

POSTAL BALLOT NOTICE

Sr. No. :

1. Name and Registered Address of the :
Sole/ /first named Member

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

3. Registered Folio No./DP ID and Client ID No.:

4. No. of Shares held :

5. I/ We hereby exercise my/ our vote in respect of the following Special resolutions to be passed through Postal Ballot for the businesses stated in the Notice of Postal Ballot dated 7th November, 2016 of the Company, by sending my/ our assent or dissent to the said resolutions by placing a tick (✓) mark at the appropriate box below:

Sr. no.	Description	No. of Shares	Type of the Resolution	(For) I/We assent to the Resolution	(Against)I/We dissent to the Resolution
1.	Change in Object clause of the company		Special		
2	Change of Name of the Company		Special		

Place :

Date :

Signature of the Member/Beneficial Owner

EVEN (Electronic Voting Event Number)	User ID	*Default PAN / Password

* Only Members who have not updated their PAN with the Company / Depository Participant shall use default PAN in the PAN Field.

Note:

1. If the voting rights are exercised electronically, there is no need to use this form.
2. Please read the instructions overleaf before exercising your vote. For E-voting instructions, kindly refer the Notice of Postal Ballot.

IMPORTANT INSTRUCTIONS

- I. A Shareholder desirous of exercising vote by physical Postal Ballot should complete the Postal Ballot Form in all respects and send it after signature to the Scrutinizer in the attached self-addressed postage pre-paid envelope which shall be properly sealed with adhesive or adhesive tape. However, envelopes containing Postal Ballot Form, if sent by courier / Speed Post / Registered Post at the expense of the Member will also be accepted. Members are requested to convey their assent or dissent in this postal ballot form only. The assent or dissent received in any other form or manner shall be considered as invalid.
- II. The self-addressed envelope bears the name and address of the Scrutinizer appointed by the Board of Directors of the Company.
- III. The Postal Ballot Form should be signed by the Shareholder as per specimen signature registered with the Registrar/Depository. In case, shares are jointly held, this Form should be completed and signed (as per specimen signature registered/recorded with the Registrar/Depository) by the first named member and in his/her absence, by the next named member. Holders of Power of Attorney (POA) on behalf of member may vote on the Postal Ballot mentioning the registration No. of the POA or enclosing an attested copy of POA.
- IV. Unsigned, incomplete, improperly or incorrectly tick marked postal ballot forms will be rejected. A form will also be rejected if it is received torn, defaced or mutilated to an extent which makes it difficult for the Scrutinizer to identify either the Member or the votes in favour or against or of the signature cannot be verified.
- V. Duly completed Postal Ballot Form should reach the Scrutinizer not later than Saturday, the 17th December, 2016 at 5.00 p.m. Postal Ballot Forms received after the aforesaid date and time will be strictly treated as if reply from such member has not been received. The Members are requested to send the duly completed Postal Ballot Forms well before the last date, providing sufficient time for postal transit.
- VI. Members can opt only one mode for voting i.e. either by physical ballot or e-voting. If you are opting for e-voting, then do not vote by physical and vice versa. However, in case Member(s) cast their vote both via physical ballot and e-voting, then voting validly done through e-voting shall prevail and voting done by physical ballot shall be treated as invalid.
- VII. In case of shares held by companies, societies etc., the duly completed postal ballot form should be accompanied by a certified copy of the board resolution/ authorization giving the requisite authority to the person voting on the postal ballot form.
- VIII. Voting rights in the Ballot / e-voting cannot be exercised by a proxy. However corporate and institutional shareholders shall be entitled to vote through their authorized representative with proof of their authorization, as stated above.