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POSTAL BALLOT FORM

Serial No.

Sr. No.	Particulars	Serial No.
1	Name and Registered Address of the Sole / First named member(s) / Beneficial Owner(s)	
2	Name (s) of the Joint Holder (s), if any :	
3	Folio No. / DP ID* / Client ID* (*Applicable for investors holding shares in demat form)	
4	Number of Shares held	

I / We hereby exercise my / our vote in respect of the Resolution to be passed through postal ballot for the business stated in the Notice of Postal Ballot issued by the Company dated 8th October, 2018 by sending my / our assent / dissent to the said resolution by placing the tick () mark at the appropriate box below:

Resoluti on No.	Description	No. of Shares held	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Special Resolution – Approval of Payment of One Time Special incentive to Chairman cum Managing Director of the Company.			
2.	Special Resolution – Approval of Remuneration of the Chairman cum Managing Director of the Company for the Financial Year 2018-19			
3.	Special Resolution – Approval of Remuneration of the Executive Director of the Company for his remaining tenure i.e. upto 31-03-2020			

Place: _____

Date: _____

(Signature of the Shareholder)

ELECTRONIC VOTING PARTICULARS

(Applicable for individual members only)

EVSN (E-Voting Sequence Number)	*Default PAN

*Applicable for those who have not registered their PAN

Notes:

- If the voting rights are exercised electronically, there is no need to use this form.
- Please read carefully the instructions printed overleaf before exercising your vote.

This postal ballot form duly filled and signed should reach the Scrutinizer not later than 5:00 p.m. (IST) on Friday, November 16, 2018.

Facility to exercise vote(s) by means of Postal Ballot, including voting by remote e-voting will be available during the following period:

Commencement of Voting	End of Voting
From Thursday, 18-10-2018 (09.00 AM IST)	Upto Friday, 16-11-2018 (05.00 PM IST)

The voting will not be allowed beyond 5:00 p.m. (IST) on Friday, November 16 and the remote e-voting shall be disabled by CDSL upon expiry of the aforesaid date and time.

NOTES/INSTRUCTIONS

1. If a member exercises voting rights through voting by electronic means (remote e-voting), the Postal Ballot Form need not be sent to the Company.
2. A member desirous of exercising vote by physical Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the enclosed self-addressed postage pre-paid Business Reply Envelope. Postage will be borne by the Company.
3. A member may vote through remote e-voting as per Information and Instructions relating to remote e-voting provided in the Postal Ballot Notice sent herewith.
4. The Postal Ballot Form should be completed and signed by the member as per the specimen signature registered with the Company. In case of joint holding, the same should be completed and signed by the first-named member and in his / her absence, by the next-named member. There will be only one postal ballot form for every folio / client id irrespective of the number of joint shareholders.
5. Corporate / Institutional Members (that is, other than Individuals, HUF, NRI, etc.) opting for physical Postal Ballot are also required to send certified true copy of the Board Resolution / Power of Attorney / Authority Letter, etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer along with the Postal Ballot Form.
6. The consent must be accorded by recording the assent in the column “FOR” and dissent in the column “AGAINST” by placing a tick mark (✓) in the appropriate box.
7. The vote(s) of a member will be considered invalid inter alia on any of the following grounds:
 - (a) Postal Ballot Form other than one issued by the Company is used;
 - (b) if it has not been signed by or on behalf of the Member
 - (c) if the signature on the Postal Ballot Form doesn't match with the specimen signatures with the Company/RTA;
 - (d) if it is not possible to determine without any doubt the assent or dissent of the Member
 - (e) if the member has put a tick mark (✓) in both the columns, that is, for ‘Assent’ and also for ‘Dissent’ to the resolution in such manner that the aggregate shares voted for ‘Assent’ and ‘Dissent’ exceed the total number of shares held;
 - (f) if neither assent nor dissent is mentioned
 - (g) any competent authority has given directions in writing to the Company to freeze the voting rights of the member.
 - (h) if the Envelope containing Postal Ballot Form is received after the last date prescribed
 - (i). if the Postal Ballot Form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority.
 - (j) if it is received from a member who is in arrears of payment calls, if any
 - (k). if the Postal Ballot Form is received defaced, mutilated in such a way that its identity as a genuine Form cannot be established;
 - (l). if the member has made any amendment to the resolution or imposed any condition while exercising his vote;
 - (m) if the Postal Ballot Form is unsigned, incomplete or incorrectly filled;
8. Duly completed Postal Ballot Forms should reach the Scrutinizer on or before 5:00 p.m.(IST) on **Friday, November 16, 2018**. If any Postal Ballot Form is received after this date and time, it will be strictly treated as if reply from such member has not been received.
9. Voting rights shall be reckoned on the paid-up value of shares registered in the name of member / beneficial owner (in case of electronic shareholding) as on Friday, October 12, 2018.
10. A member may request for a duplicate Postal Ballot Form, if so required, from the RTA of the Company M/s Alankit Assignments Limited having its address at: 1E/13, Jhandewalan Extension, New Delhi - 110055 (Tel: +91 11 42541234, E-mail: ramap@alankit.com). However, the duly filled-in duplicate Postal Ballot Forms should reach the Scrutinizer not later than 5:00 p.m. (IST) on **Friday, November 16, 2018**.
11. Members are requested NOT to send any other paper along with the Postal Ballot Form in the enclosed self-addressed postage-prepaid Business Reply Envelopes. Any extraneous paper found in such envelopes would be destroyed by the Scrutinizer and the Company would not act on the same