



## CENTURY ENKA LIMITED

Registered Office : Plot No. 72 & 72-A, MIDC, Bhosari, Pune - 411 026  
CIN : L24304PN1965PLC139075  
Tel. No. 020-66127300, 27120423 • Fax No. 020-27120113  
Website : www.centuryenka.com • E-mail: cel.investor@birlacentury.com

**Start Date : Monday, the 11<sup>th</sup> February, 2019**

**Last Date : Tuesday, the 12<sup>th</sup> March, 2019**

### NOTICE OF POSTAL BALLOT TO MEMBERS OF THE COMPANY

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

**Notice** is hereby given pursuant to the provisions of Section 110 and other applicable provisions, if any, of the Companies Act, 2013 (**“Act”**), read with Rule 22 of the Companies (Management and Administration) Rules, 2014, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**“Listing Regulations”**), (including any statutory modification(s), amendment(s), substitution(s) or re-enactment(s) thereof in the foregoing Act, Rules, and Regulations for the time being in force), that resolutions appended below are proposed for seeking approval of the Members of the Company by means of Postal Ballot including voting through electronic means (**“e-voting”**). The explanatory statement pursuant to section 102 and other applicable provisions of the Act and Listing Regulations pertaining to the appended resolutions setting out the material facts concerning each item and the reasons thereof is stated hereto.

Members are requested to carefully read the instructions given under the head notes on Page 3. The Postal Ballot Form duly completed is sent herewith alongwith postage prepaid business reply envelope, if posted in India, so as to reach Scrutinizer not later than close of working hours (5.00 p.m.) on Tuesday, the 12<sup>th</sup> March, 2019.

Please note Postal Ballot Form received after the said time and date will be treated as not having been received. The Company is also offering remote e-voting facility as an alternate mode.

The remote e-voting will commence on Monday, the 11<sup>th</sup> February, 2019 (9.00 a.m.) and ends on Tuesday, the 12<sup>th</sup> March, 2019 (5.00 p.m.), during that period members may cast their vote by remote e-voting. The remote e-voting module thereafter shall be disabled by NSDL for voting.

#### **SPECIAL BUSINESS:**

#### **1. To consider and if thought fit, to accord assent / dissent to the following resolution as a Special Resolution:**

##### **SPECIAL RESOLUTION:**

**“RESOLVED THAT** pursuant to Regulation 17(1A) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and the applicable provisions, if any, of the Companies Act, 2013, (including any amendment(s), statutory modification(s) or re-enactment(s) in the foregoing, for the time being in force), approval of the members of the Company be and is hereby granted for continuation of holding office by Mr. B. K. Birla (DIN 00055856), who has been reappointed as Director of the Company liable to retire by rotation in the 52<sup>nd</sup> Annual General Meeting of the Company held on 14<sup>th</sup> July, 2018 and who is above the age of 75 (Seventy Five) years as on 1<sup>st</sup> April, 2019, upto the expiry of his present term of office.”

#### **2. To consider and if thought fit, to accord assent / dissent to the following resolution as a Special Resolution:**

##### **SPECIAL RESOLUTION:**

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 150, 152 and other applicable provisions, if any, of the Companies Act, 2013, Schedule IV to the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 17(1A) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, and other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s), amendment (s), substitution(s) or re-enactment(s) thereof in the foregoing Act, Rules and Regulations for the time being in force), Mr. B.S. Mehta (DIN 00035019) who holds the office upto 31<sup>st</sup> March, 2019 as a Non-Executive Independent Director of the Company and being eligible, be and is hereby re-appointed as a Non-Executive Independent Director of the Company, not liable to retire by rotation for a second term of five consecutive years w.e.f. 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2024.”

#### **3. To consider and if thought fit, to accord assent / dissent to the following resolution as a Special Resolution:**

##### **SPECIAL RESOLUTION:**

**“RESOLVED THAT** pursuant to the provisions of Sections 149, 150, 152 and other applicable provisions, if any, of the Companies Act, 2013, Schedule IV to the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules, 2014 and the applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s), amendment(s), substitution(s) or re-enactment(s) thereof in the foregoing Act, Rules and Regulations for the time being in force), Mr. S.K. Jain (DIN 02843676) who holds the office upto 31<sup>st</sup> March, 2019 as a Non-Executive Independent Director of the Company and being eligible, be and is hereby re-appointed as a Non-Executive Independent Director of the Company, not liable to retire by rotation for a second term of five consecutive years w.e.f. 1<sup>st</sup> April, 2019 to 31<sup>st</sup> March, 2024.”

By Order of the Board of Directors

Place: Mumbai  
Date : 24<sup>th</sup> January, 2019

**C.B. GAGRANI**  
Secretary

## EXPLANATORY STATEMENT

### (PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013)

#### Item No. 1

Securities and Exchange Board of India (“SEBI”) has vide its Notification No. SEBI/LAD-NRO/GN/2018/10 dated 9th May, 2018 issued the SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 (“the Amendment Regulations”) which brought amendments in the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the Listing Regulations”) to be effective from 1st April, 2019, save as otherwise specifically provided for in the Amendment Regulations. Regulation 17(1A) of the Listing Regulations, which has been inserted by the Amendment Regulations will become effective from 1st April, 2019, requires the listed entities to obtain approval of shareholders by way of special resolution to appoint or continue the directorship of Non-Executive Directors who have attained the age of 75 years.

Accordingly, a special resolution is being proposed to be passed by the members for continuation of holding office by Mr. B. K. Birla, who is above the age of 75 (Seventy Five) years as on 1st April, 2019, till he becomes liable to retire by rotation, pursuant to Section 152 of the Companies Act, 2013, in the Annual General Meeting of the Company.

Mr. B.K. Birla is one of the Promoter Director of the Company and is on the Board since the incorporation of the Company in 1965.

Mr. B.K. Birla is a well-known leading industrialist.

It is under his leadership that the Company was formed in collaboration with Algemene Kunstzide Unie NV (AKU) of the Netherlands and Glanzstoff AG of Germany, the then leading manufacturers of man-made fibers and technology provider.

Mr. B.K. Birla is Chairman of Century Textiles & Industries Ltd., Kesoram Industries Ltd. and Jayshree Tea & Industries Ltd. and also on the Board of Piloni Investment & Industries Corporation Ltd.

It is his strong belief in Corporate Governance and leadership that set strong foundation of the Company’s competitive position to face the intense competition in the industry and maintained its position of quality supplier of products whether it is Nylon Tyre Cord Fabrics to tyre industry or Nylon Filament Yarn to textile manufacturers.

The Company is today almost a debt free Company.

His participative leadership and foresight has immensely contributed in the success of the Company.

Considering the rich experience, leadership quality and his valuable contribution to the Company, the Nomination and Remuneration committee of Directors and the Board of Directors recommend the approval of the Members for continuation of directorship of Mr. B.K. Birla as a Non Executive Director, notwithstanding that he has attained the age of seventy five years.

Mr. B.K. Birla is associated with various educational, cultural and philanthropic institutions.

A brief resume is given hereinbelow.

Mr. B.K. Birla has attended two Board Meetings during the Financial year commenced from 1st April, 2018.

The remuneration paid to Mr. B.K. Birla in previous financial year 2017-18 was sitting fees for attending Board Meetings and commission (Amounting to Rs. 5.15 lacs).

Mr. B.K. Birla is related to Mrs. Rajashree Birla as father-in-law.

Mr. B.K. Birla and Mrs. Rajashree Birla being related, are interested in the resolution set out at Item No. 1 of the Notice with regard to

the appointment of Mr. B.K. Birla. Except Mr. B.K. Birla and Mrs. Rajashree Birla, none of the Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution. This statement may also be regarded as an appropriate disclosure under the Act and the Listing Regulations.

#### Item No. 2

Mr. B.S. Mehta was appointed as Non-Executive Independent Director of the Company for a term of five consecutive years in the 48th Annual General Meeting of the Company, which would come to an end on 31st March, 2019.

Pursuant to Section 149 of the Companies Act, 2013 (“Act”), an Independent Director can hold office for two terms of five consecutive years on the Board of a Company. Mr. B.S. Mehta’s first term of five years as a Non-Executive Independent Director will expire on 31st March, 2019 and being eligible, his re-appointment is proposed as a Non-Executive Independent Director to hold office for a second term of five consecutive years.

The appointment for a second term of five consecutive years as a Non-Executive Independent Director of the Company, pursuant to Section 149 of the Act, requires a Special Resolution. Further as per the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (the Listing Regulations) as amended by notification no. SEBI/LAD-NRO/GN/2018/10 dated 9th May, 2018, Mr. B.S. Mehta has attained the age of seventy five years and the approval of members by way of special resolution is also required.

Mr. B.S. Mehta is a Practicing Chartered Accountant, having extensive knowledge and expertise in dealing with taxation, accountancy and valuation of merger and acquisition and has been a part of the Board of Directors of companies in different sectors.

Mr. B. S. Mehta is not disqualified from being appointed as a Director in terms of Section 164 of the Act and has given his consent to act as a Director. The Company has also received declaration from Mr. B. S. Mehta that he meets the criteria of independence as prescribed both under Section 149(6) of the Act and under the Listing Regulations. In the opinion of the Board, Mr. B. S. Mehta fulfils the conditions for re-appointment as an Independent Director as specified in the Act and the Listing Regulations. Considering his rich experience and expertise and his valuable contribution to the Company, the Nomination and Remuneration Committee of Directors recommended and the Board of Directors of the Company approved the re-appointment of Mr. B.S. Mehta for a second term of five consecutive years commencing from 1st April, 2019, notwithstanding that he has attained the age of seventy five years, subject to consent of the Members.

The terms and conditions of re-appointment of Mr. B.S. Mehta is available for inspection by the Members at the registered office of the Company.

A brief resume is given hereinbelow.

Mr. B.S. Mehta has attended five Board Meetings during the Financial Year commenced from 1st April, 2018. The remuneration paid to Mr. B.S. Mehta in previous financial year 2017-18 was sitting fees for attending Board Meetings and Committee of Directors Meetings and commission (Amounting to Rs. 11.45 lacs).

Mr. B.S. Mehta is interested in the resolution set out at Item No.2 of the Notice with regard to his re-appointment. Except Mr. B.S. Mehta, none of the Directors / Key Managerial Personnel of the

Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution. This statement may also be regarded as an appropriate disclosure under the Act and the Listing Regulations.

The Board of Directors recommends Special Resolution set out at Item No.2 of the Notice for approval of the Members.

**Item No. 3**

Mr. S.K. Jain was appointed as Non- Executive Independent Director of the Company for a term of five consecutive years in the 48th Annual General Meeting of the Company, which would come to an end on 31st March, 2019.

Pursuant to Section 149 of the Companies Act, 2013 (“Act”), an Independent Director can hold office for two terms of five consecutive years on the Board of a Company. Mr. S.K. Jain’s first term of five consecutive years as a Non-Executive Independent Director will expire on 31st March, 2019, and being eligible, his re-appointment is proposed as a Non-Executive Independent Director to hold office for a second term of five consecutive years.

Mr. S.K. Jain is a leading Practicing Advocate and an eminent person known for his contribution towards the social welfare and educational institutions. He represents various government bodies like municipal corporations as special counsel.

A brief resume is given hereinbelow.

Mr. S.K. Jain is not disqualified from being appointed as a Director in terms of Section 164 of the Act and has given his consent to act as a Director. The Company has also received declaration from Mr. S.K. Jain that he meets the criteria of independence as prescribed both under Section 149(6) of the Act and under the Listing Regulations. In the opinion of the Board, Mr. S.K. Jain fulfils the conditions for re-appointment as an Independent Director as specified in the Act and the Listing Regulations. Considering his rich experience and expertise in law and corporate affairs and his valuable contribution to the Company, the Nomination and Remuneration Committee of Directors recommended and the Board of Directors of the Company approved the re-appointment of Mr. S.K. Jain for a second term of five consecutive years commencing from 1st April, 2019 subject to consent of the members.

The terms and conditions of his re-appointment is available for inspection by the Members at the registered office of the Company. Mr. S.K. Jain has attended five Board Meetings during the Financial Year commenced from 1st April, 2018. The remuneration paid to Mr. S.K. Jain in previous financial year 2017-18 was sitting fees for attending Board Meetings and Committee of Directors Meetings and commission (Amounting to Rs. 6.35 lacs).

Mr. S.K. Jain is interested in the resolution set out at Item No.3 of the Notice with regard to his re-appointment. Except Mr. S.K. Jain, none of the Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution. This statement may also be regarded as an appropriate disclosure under the Act and the Listing Regulations. The Board of Directors recommends Special Resolution set out at Item No.3 of the Notice for approval of the Members.

**NOTES:**

- The Company is pleased to provide remote e-voting facility as an alternate, to all the Members of the Company for passing of the proposed Special Resolutions.**
- This Notice is being sent to all the Members, whose names appear in the Register of Members/ List of Beneficial owners, received from the National Securities Depository Ltd (NSDL)/ Central Depository Services (India) Ltd (CDSL) as on Monday, 4th February, 2019.

- The Company has appointed Mr. Chetan Maru, Chartered Accountant (Membership No.104522) Partner M/s. Mantri Maru & Co., Chartered Accountants and in his absence Mr. Sachin Mantri, Chartered Accountant (Membership No. 101497) both are Partner’s of M/s. Mantri Maru & Co., Chartered Accountants and to act as the scrutinizer, for conducting the postal ballot and remote e-voting process, in a fair and transparent manner.
- The Scrutinizer will submit his Postal Ballot report (including remote e-voting) to a Director of the Company. The result of Postal Ballot will be announced on or before 14th March, 2019 and will be communicated to BSE Ltd. and National Stock Exchange of India Ltd. The result will also be displayed on the Company’s website [www.centuryenka.com](http://www.centuryenka.com) and on the website of NSDL i.e.[www.evoting.nsdl.com](http://www.evoting.nsdl.com)
- For remote voting, the Company has entered into an agreement with NSDL for facilitating e-voting to enable the Members to cast their votes electronically, instead of dispatching the Postal Ballot form. E-voting is optional.

The process and manner for e-voting are as under:

Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2 : Cast your vote electronically on NSDL e-Voting system.

**Step 1**

How to Log-in to NSDL e-Voting website?

- Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
- Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholders’ section.
- A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.  
Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
- Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:
- If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need enter the 'initial password' and the system will force you to change your password.
  - How to retrieve your 'initial password'?
    - If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'. If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
- Click on "Forgot User Details/Password?"(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com).
  - Physical User Reset Password?" (If you are holding shares in physical mode) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com).
  - If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

## Step 2

- After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
- After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
- Select "EVEN" of company for which you wish to cast your vote.
- Now you are ready for e-Voting as the Voting page opens.
- Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
- Upon confirmation, the message "Vote cast successfully" will be displayed.
- You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

## General Guidelines for shareholders

- 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. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [chetan.maru@mantrimaru.com](mailto:chetan.maru@mantrimaru.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on [www.evoting.nsd.com](http://www.evoting.nsd.com) to reset the password.
- 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 [www.evoting.nsd.com](http://www.evoting.nsd.com) or call on toll free no.: 1800-222-990 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

## DIRECTORS MENTIONED IN THE RESOLUTIONS FOR CONTINUATION / RE-APPOINTMENT AS SET OUT IN THIS NOTICE

Resolution No.	1	2	3
Name of the Director	Mr. B.K. Birla	Mr. B.S. Mehta	Mr. S.K. Jain
Director Identification Number	00055856	00035019	02843676
Age	97 years	83 years	69 years
Nature of expertise	Industrialist	Chartered Accountant	Advocate
Name of the companies in which also holds directorship	Century Textiles and Industries Limited Jay Shree Tea & Industries Limited Kesoram Industries Limited Pilani Investment & Industries Corporation Limited	Pidilite Industries Limited Gillette India Limited Atul Limited Procter & Gamble Hygiene and Health Care Ltd. Sasken Technologies Limited	Century Textiles and Industries Limited
Name of the companies in the committees of which also holds membership/ chairmanship*	-	Chairman of Committees: Pidilite Industries Limited- Audit Committee Sasken Technologies Limited- Audit Committee Member of Committees: Gillette India Limited- Audit Committee Atul Limited- Audit Committee Procter & Gamble Hygiene and Health Care- Audit Committee	Member of committee: Century Textiles and Industries Limited- Audit Committee

\*Membership / Chairmanship in committee of Directors includes Audit Committee and Stakeholders' Relationship Committee of Directors only.



## CENTURY ENKA LIMITED

Regd. Office: Plot No. 72 & 72A, MIDC, Bhosari, Pune - 411 026.

(CIN: L24304PN1965PLC139075)

Tel.: 020-66127300, 27120423; Fax: 020-27120113

Website: www.centuryenka.com; E-mail: cel.investor@birlacentury.com

### POSTAL BALLOT FORM

Sr.No.:

1.	Name & Registered Address of the Sole / First named Member (in Block Letters)	:	
2.	Name(s) of Joint Member(s) (if any,) (in block letters)	:	
3.	Registered Folio No. / DP ID No. & Client ID No.	:	
4.	Number of Shares Held as on 04/02/2019	:	

I/We hereby exercise my/our votes in respect of the following items of Business to be passed through the process of Postal Ballot as stated in the Notice of Postal Ballot dated January 24, 2019 by sending my/our assent or dissent to the said Resolutions by placing (√) mark at the appropriate box below:

Item No.	Description	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Continuation of Mr. B. K. Birla (DIN : 00055856) as Non Executive Director of the Company who is above the age of 75 years as on 1 <sup>st</sup> April, 2019.			
2.	Re-appointment of Mr. B. S. Mehta (DIN : 00035019) as Non Executive Independent Director of the Company for a second term of 5 years w.e.f. 1 <sup>st</sup> April, 2019 and who is above the age of 75 years as on 1 <sup>st</sup> April, 2019.			
3.	Re-appointment of Mr. S. K. Jain (DIN : 02843676 ) as Non Executive Independent Director of the Company for a second term of 5 years w.e.f. 1 <sup>st</sup> April, 2019.			

Place :

Date :

\_\_\_\_\_  
(Signature of the Member)

### Electronic Voting Particulars

The e-voting facility is available at the link <https://www.evoting.nsdl.com>. The electronic voting particulars are set out as follows:

EVEN (Electronic Voting Event Number)	User ID	Password
110380		

**NOTE:** Kindly read the instructions printed overleaf before filling the form.

Last date for receipt of Postal Ballot Form by the Scrutinizer is Tuesday, the 12<sup>th</sup> March 2019 (5.00 p.m.).

## INSTRUCTIONS

1. A member desiring to exercise vote by Postal Ballot should complete this Postal Ballot Form and send it to the Scrutinizer appointed by the Company in the attached self-addressed Postal Prepaid business reply envelope. However, envelope containing Postal Ballot Form, if deposited in person or sent by courier or registered/speed post, at the expense of the shareholder, will also be accepted.
2. This form should be completed and signed by the Shareholder (as per the specimen signature registered with the Company/ Depository Participant). In case of joint holding, this Form should be completed and signed by the first named Shareholder and in his absence, by the next named Shareholder.
3. Duly completed Postal Ballot Form should reach the Scrutinizer of the Company on or before the closure of the working hours on Tuesday, the 12th March, 2019. All Postal Ballot Forms received after this date will be strictly treated as if reply from such Shareholder has not been received.
4. There will be only one Postal Ballot Form for every folio irrespective of the number of joint Shareholders.
5. In case of shares held by companies, trusts, societies etc. the duly completed Postal Ballot Form should be signed by the authorized signatory (ies) (as per the specimen signature registered with the Company / Depository Participant) and accompanied by a Certified Board Resolution/ Authority Letter.
6. Shareholders are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed business reply envelope, all such envelopes will be sent to Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer and the Company would not be able to act on the same.
7. A Shareholder need not use all the votes or cast all the votes in the same way.
8. Incomplete, unsigned or incorrect Postal Ballot Form will be rejected. The Scrutinizer's decision on the validity of a Postal Ballot will be final and binding.
9. The Company is pleased to offer Remote e-voting facility as an alternative, to all the members of the Company, to enable them to cast their votes electronically instead of dispatching Postal Ballot Form. Remote E-Voting is optional.

The instruction for the shareholders for remote e-voting are as given in Notes part of the Postal Ballot Notice to members of the Company sent herewith.