



Bal Pharma Limited

To,
The Manager-Listing
National Stock Exchange of India Ltd
Mumbai.
BSE Limited
Mumbai.

20.07.2023

Dear Sir,

Sub : Postal Ballot Notice.

Ref : Regulation 30 of SEBI(LODR) Regulations,2015.

With reference to the above cited subject and reference , we are submitting to the exchange copy of the Postal Ballot Notice that is being circulated among the share holders of the Company seeking their approval for appointment of Ms.Nicola Neeladri (DIN # 01997936) as Independent Director of the Company, by a special resolution .

The physical copy of Postal Ballot Notice along with Postal Ballot Forms and pre-paid business envelope are not being sent to the Members for this Postal Ballot and Members have been requested to communicate their assent or dissent through the remote e-voting system only provided by National Securities Depository Limited (NSDL).

Remote e-voting shall commence from Saturday 22nd July 2023 at 9.00 A.M IST and concludes on Monday 21st August 2023 at 5.00 P.M IST. The results of the postal ballot shall be announced on or before Wednesday 23rd August 2023.

A copy of the postal ballot notice will also be available on our website, at www.balpharma.com.

Please take this intimation on record.

For Bal Pharma Limited

V

HIMESH

Digitally signed by HIMESH
DN: cn=HIMESH, postalCode=560011,
o=KARNATAKA, street=BANGALORE,
st=BANGALORE, ou=Personal,
serialNumber=0850761b32379769e843a3
e99455e48173ac438a70a16716a491713
o=,
pseudoym=#3b2ba7179842096ac927724
c=IN,
2.5.4.20=1012946e9924a68991710d6f6a3
c753220110794020271e1e4c14306,
email=VHIMESH@BALPHARMA.COM, cn=V
HIMESH
Date: 2023.07.20 17:21:00 +05'30'

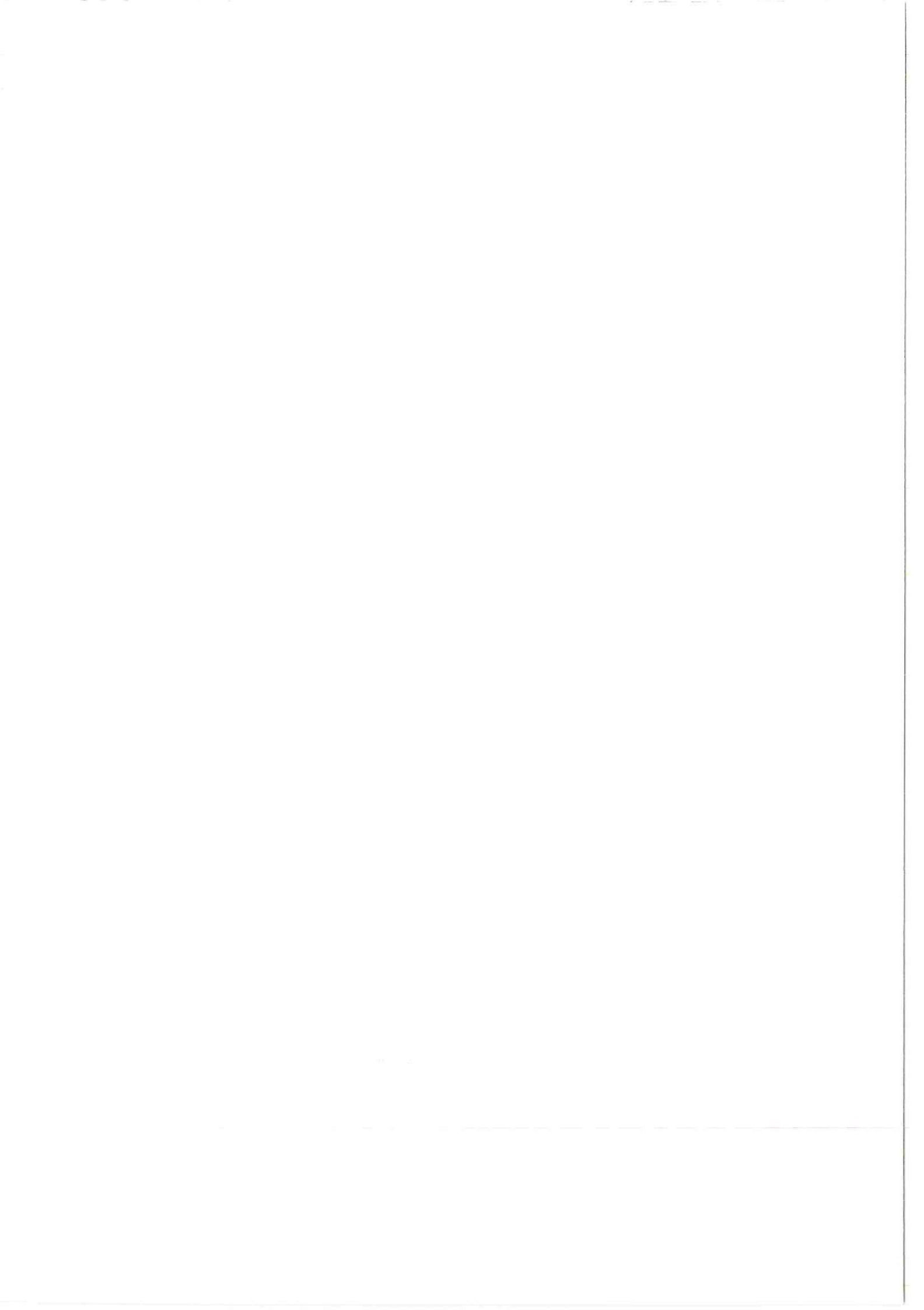
Authorized Signatory
The Office of the Director, Floor, Lakshmi Narayan Complex, 10/1, Palace Road, Bengaluru - 560 052. India

Ph. : 91 - 80 - 41379500 Fax : 91 - 80 - 22354057 / 58

Email : info@balpharma.com Website : www.balpharma.com

CIN # L85110KA1987PLC008368

REGD. OFFICE & FACTORY : 21 & 22, Bommasandra Industrial Area, Bengaluru - 560 099. Ph. :080-41570811 / 13 / 19 Fax : 41570820





BAL PHARMA LIMITED

CIN: L85110KA1987PLC008368

Regd Office: 21 & 22, Bommasandra Industrial Area, Bengaluru- 560099

Phone: 41379500, Fax: 22354057, E-mail: investor@balpharma.com

POSTAL BALLOT NOTICE

Pursuant to the provisions of Section 110 of the Companies Act, 2013, read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014

Dear Members,

Notice is hereby given that pursuant to the provisions of Section 110 of the Companies Act, 2013 (the "Act") read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014, various circulars issued by the Ministry of Corporate Affairs (MCA) namely, Circular No. 19/2021 dated December 8, 2021 read with Circular No. 14/2020 dated April 8, 2020, Circular No. 17/2020 dated April 13, 2020 and Circular No. 20/2020 dated May 5, 2020, Circular No. 02/2021 dated January 13, 2021, Circular No. 03/2022 dated May 5, 2022 and General Circular No. 11/2022 dated December 28, 2022 (collectively referred to as "MCA Circulars") and Regulation 44 of SEBI Listing Regulations and other applicable provisions of the Act (including any statutory modification(s) and/or re-enactment thereof for the time being in force), to the Equity Shareholders ("the Shareholders") of Bal Pharma Limited ("the Company"), to consider and if thought fit, to pass the Resolution Exhibited herein below by way of Postal Ballot/e-voting.

Explanatory Statement pursuant to Section 102 of the Act, pertaining to the said Resolution, setting out the material facts concerning the item and the reasons thereof are annexed hereto for your consideration.

The Board has proposed the appointment of Ms. Nicola Neeladri (DIN – 01997936) as Non-Executive and Independent Director of the Company for a term of 5 years. Based on the recommendation of the Nomination and Remuneration Committee and considering her educational background, skills, experience, and knowledge, the Board has approved and recommended the appointment of the above Director as an Independent Director of the Company for the period up to 22nd August, 2028 with effect from 23rd August, 2023.

Pursuant to the provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("LODR Regulations"), the approval of shareholders by way of Special Resolution is required for the appointment of Independent Director.

The Company is therefore seeking your consent for the said appointments as contained in the Special Resolution appended below.

In compliance with Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended from time to time and pursuant to the provisions of Section 108 of the Act read with the Companies (Management and Administration) Rules, 2014, the Company has also extended e-voting facility for its Members. For this purpose, the Company has made necessary arrangement with National Securities Depository Limited (NSDL) for facilitating e-voting for the Members to enable them to cast their votes electronically.

In accordance with the MCA Circulars, members can vote only through the remote e-voting process. Accordingly, the Company is pleased to provide remote e-voting facility to all its members to cast their votes electronically. Members are requested to read the instructions under the section 'INSTRUCTIONS FOR E-VOTING' in this Postal Ballot Notice so as to cast their vote electronically not later than 5:00 p.m. IST on Tuesday, August 21st, 2023, (the last day to cast vote electronically) to be eligible for being considered.

The Board has appointed Mr. Parameshwar G Bhat, Practicing Company Secretary, as the Scrutinizer ("Scrutinizer") for conducting the Postal Ballot / e-voting process in a fair and transparent manner.

The Resolutions along with the Explanatory Statement setting out the material facts is as follows:

SPECIAL BUSINESS:

1. APPOINTMENT OF Ms. NICOLA NEELADRI (DIN – 01997936) AS A NON-EXECUTIVE AND INDEPENDENT DIRECTOR OF THE COMPANY:

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

"RESOLVED THAT pursuant to the provisions of Section 161 and other applicable provisions of the Companies Act, 2013 read with the Articles of Association of the Company, Ms. Nicola Neeladri (DIN – 01997936), who was appointed as an Additional Director of the Company by the Board of Directors effective from May 23rd, 2023 and who holds office upto the time period of three months from the date of her appointment by the Board or the date of the next General Meeting, whichever is earlier, be and is hereby appointed as a Director of the Company.

RESOLVED FURTHER THAT pursuant to the provisions of Sections 149, 150, and 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modifications or re-enactments thereof for the time being in force) and as per the recommendations of the Nomination and Remuneration Committee and the Board, Ms. Nicola Neeladri (DIN – 01997936), who has submitted a declaration that she meets the

criteria of Independence as provided in Section 149(6) of the Act, and is eligible for appointment as an Independent Director, be and is hereby appointed as an Independent Director of the Company to hold office for the term of 5 consecutive years up to 22nd August, 2028 with effect from 23rd August, 2023 and that her office shall not be liable to retire by rotation.

RESOLVED FURTHER THAT Managing Director or any other Director or Company Secretary, be and are hereby severally authorized to do such acts, deeds, things as may be required to give effect to the above said Resolution and to take necessary steps to file necessary returns with the Registrar of Companies and comply with other formalities, if any as may be required pursuant to the provisions of Companies Act, 2013 or such other Regulations.”

By the order of the Board
For Bal Pharma Limited

Shailesh Siroya
Managing Director
DIN: 00048109

Date : 20.07.2023
Place : Bengaluru

Notes:

1. Pursuant to Section 102 of the Companies Act, 2013, an Explanatory Statement setting out material facts and reasons for the proposed Resolution is appended hereto.
2. In accordance with the MCA Circulars, this Postal Ballot Notice is being sent only by electronic mode to those Members of the Company, whose names appear on the Register of Members/list of Beneficial Owners, as received from National Securities Depository Limited (NSDL)/ Central Depository Services Limited (CDSL), on Friday, July 14th , 2023 (the cut-off date). Physical copies of the postal ballot notice along with postal ballot forms and pre-paid business reply envelopes are not being sent to members for this Postal Ballot.
3. Members would be able to cast their votes and convey their assent or dissent to the proposed resolution only through the remote e-voting process. Members whose names appear on the Register of Members / List of Beneficial Owners as on the Cut-Off Date will only be considered eligible for the purpose of e-voting. A person who becomes a member after the Cut-Off Date should treat this notice for information purpose only.

4. Resolutions passed by the Members through Postal Ballot are deemed to have been passed as if they have been passed at a General Meeting of the Members.
5. In compliance with the provisions of Sections 108 and 110 of the Companies Act, 2013 read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014, various circulars issued by the MCA from time to time and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide e-voting facility to its Members to enable them to cast their votes electronically. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide e-voting facility to its Members. The Members may refer 'INSTRUCTIONS FOR E-VOTING' section of this notice for more details.
6. The e-voting shall commence on Saturday, July 22nd, 2023 at 9.00 AM IST and ends on Monday, August 21st, 2023 at 5.00 PM IST.
7. A Member can not exercise his/her vote by proxy on Postal Ballot (e-voting).

The Board of Directors of the Company ("the Board") has appointed Mr. Parameshwar Bhat, Practicing Company Secretary (CP # 11004) as the 'Scrutinizer' for conducting the Postal Ballot voting process in accordance with the law and in a fair and transparent manner("the Scrutinizer").

8. The Scrutinizer will submit his report to Chairman of the Company or in his absence to any other designated Director or the Company Secretary after completion of scrutiny of Postal Ballot, but not later than two working days from the last date of e-voting.
9. The results of voting by Postal Ballot will be announced on or before August, 23rd 2023 at the Registered Office of the Company. Additionally, the result will be posted on Company's website at www.balpharma.com and will be communicated to BSE Limited and National Stock Exchange of India Limited (NSE) simultaneously.

The last date specified by the Company for receipt of e-voting shall be the date on which the Resolution would be deemed to have been passed, if approved by the requisite majority.

By the order of the Board
For Bal Pharma Limited

Shailesh Siroya
Managing Director
DIN: 00048109

Date : 20.07.2023
Place : Bengaluru

EXPLANATORY STATEMENT
(Pursuant to Section 102 of the Companies Act, 2013)

ITEM NO. 1:

Ms. Nicola Neeladri (DIN: 01997936) was appointed as Non Executive Directors in the category of Independent Directors for a period of three years, not liable to retire by rotation, as approved by the shareholders in the Annual General Meeting held on 25th September 2020. Her term as Non Executive Independent Directors expired on 22nd May 2023. Based on the recommendation of the Nomination and Remuneration Committee, the Board appointed Ms Neeladri as Additional Director with effect from 23rd May, 2023.

As per the provisions of Section 149 (10) of the Companies Act, 2013 (the 'Act'), an Independent Director shall hold office for a term up to five consecutive years on the Board of the Company and shall be eligible for reappointment for the second term on passing of a special resolution and disclosure of the same in the Board's Report. Accordingly, special resolution is proposed to take shareholders' approval for re-appointment of Ms. Nicola Neeladri (DIN # 01997936) as Independent Director of the Company for the second term from the date of passing of this resolution by the shareholders till 22nd August 2028.

The Company has also received from Ms. Nicola Neeladri (DIN: 01997936) (i) consent in writing to act as Director in Form DIR-2 of the Rules; and (ii) intimation in Form DIR-8 of the Rules to the effect that they are not disqualified under Section 164(2) of the Act;

Ms. Nicola Neeladri (DIN: 01997936) is a person of integrity, possesses relevant expertise and vast experience. In the opinion of the Board, Ms.Nicola Neeladri fulfills the conditions specified in the Act and the Rules made thereunder for reappointment as Independent Director and she is independent of the management. A copy of the draft letter for the appointment of Ms.Nicola Neeladri as an Independent Director, setting out the terms and conditions, would be available for inspection without any fee, by the Members at the Registered Office of the Company during normal business hours on any working day (except Saturday, Sunday and public holidays). Based on the professional skill, knowledge, expertise and the contributions made by Ms.Nicola Neeladri, during her association with the Company and also on the basis of her performance evaluation, the Board of Directors of the Company have, on the recommendation of the Nomination and Remuneration Committee, considered it desirable that it will be in the interest of the Company to continue to avail the services of Ms.Nicola Neeladri as Independent Director.

The Board of Directors accordingly recommends the Special Resolutions as mentioned at item No. 1 of this Notice for approval of the Members of the Company.

Details of Ms. Nicola Neeladri(DIN: 01997936) in pursuance of the provisions of the SEBI (LODR) Regulations, 2015 have been exhibited in Annexure A to this Notice.

The Board has sought the approval of the Members of the Company through Postal Ballot to give effect to the resolution as set out in the notice.

By the order of the Board
For Bal Pharma Limited

Shailesh Siroya
Managing Director
DIN: 00048109

Date : 20.07.2023
Place : Bengaluru

Annexure-A

Details of the Director proposed to be appointed/re-appointed pursuant to Regulation 36 (3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and applicable Secretarial Standards:

Brief profile of Director proposed to be appointed are produced below, in terms of Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

1. Ms. Nicola Neeladri

Ms. Nicola Neeladri is a person of integrity, possess relevant expertise and vast experience. She has a very good understanding of the functioning of the Board and sub-committee meetings (NRC, Stakeholder, Audit etc.) as per the Companies Act as well as the SEBI guidelines.

She does not hold any shares in the Company and is not related to any other Director of the Company.

Details of her directorships in other companies and other membership /chairmanship of committees (i.e., Audit Committee / Stakeholders' Relationship Committee) are given below:

Directorships in Other Companies:

- ISG Novasoft Technologies Limited
- Red Sun Information Technology Private Limited
- MRO-Tek Realty Limited

Additional information of Director seeking appointment / reappointment as Independent Director , pursuant to Regulation 36 of SEBI(LODR) Regulations,2015 and Secretarial Standards on Postal Ballot issued by ICSI.

Name of the Director	Ms. Nicola Neeladri
DIN	01997936
Date of Birth	01/01/1978
Original Date of Appointment/ Re-appointment	23/05/2023
Educational Qualifications	Bachelor of Arts
Expertise in functional areas	13 years in wellness industry.
Terms and Conditions of Appointment/ Re- Appointment and Remuneration	As recommended by the Nomination and Remuneration Committee of the Company.
Remuneration last drawn	As per the Nomination and Remuneration Policy
Remuneration last drawn	NA
No. of Board meetings attended during the Financial Year 2022-2023	5
Relationship with other Directors and KMP's	NA
Directorship in other Companies/ LLP's	1. ISG Novasoft Technologies Limited. 2. Red Sun Information Technology Private Limited
Directorship in other Listed Companies	1. MRO-Tek Realty Limited
Membership/ Chairmanship of Committees in Public Limited Companies	1. MRO-Tek Realty Limited a) Nomination and Remuneration Committee-Member b) Corporate Social Responsibility Committee- Member
No. of Shares	NA

INSTRUCTIONS FOR E-VOTING:

The voting period begins on Saturday , July 22nd , 2023, at 9.00 AM IST and ends on Monday , August 21st , 2023 at 5.00 PM IST. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.

- (i) Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

To increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- (ii) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

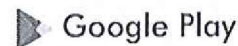
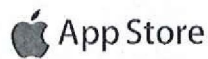
Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none">1. Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.2. If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select “Register Online for IDeAS Portal” or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp3. 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 ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see

e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

4. Shareholders/Members can also download NSDL Mobile App “**NSDL Speede**” facility by scanning the QR code mentioned below for seamless voting experience.

NSDL Mobile App is available on



Individual Shareholders holding securities in demat mode with CDSL

1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password.
2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.
3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.
4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from

	<p>a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
<p>Individual Shareholders (holding securities in demat mode) login through their depository participants</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at [abovementioned website](http://www.cdslindia.com).

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at 022 - 4886 7000 and 022 - 2499 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

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

1. 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.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP 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.
4. 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. Password details for shareholders other than Individual shareholders are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) 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 to enter the ‘initial password’ and the system will force you to change your password.
 - c) How to retrieve your ‘initial password’?

- (i) 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'.
- (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**

6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
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: Cast your vote electronically on NSDL e-Voting system.

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. 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.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. 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 parameshwar@vjkt.in with a copy marked to evoting@nsdl.co.in. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "**Upload Board Resolution / Authority Letter**" displayed under "**e-Voting**" tab in their login.
2. 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.nsdl.com to reset the password.
3. 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.nsdl.com or call on : 022 - 4886 7000 and 022 - 2499 7000 or send a request to at evoting@nsdl.co.in

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to investors@balpharma.com.
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to investors@balpharma.com. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A) i.e. Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

