

IMEC/BSE/11/2018-19

January 19, 2019

To,

BSE Limited

Phiroze Jeejeebhoy Towers,
Rotunda Bldg., Dalal Street,
Mumbai-400 001

Sub.: Intimation about seeking of approval of the Members of the Company through Postal Ballot including e-Voting.

Reference: **Scrip Code: 513295**

Scrip ID: IMEC

Dear Sir / Madam,

We wish to inform you that in furtherance to our letter dated January 8, 2019, we would like to inform you that the Company has on January 19, 2019 sent the Notice of Postal Ballot with other required form/document to all the Members of the Company whose name appears in the Register of Members/Beneficial Owners as on the cut-off date i.e. January 11, 2019; for seeking their approval for appointment of M/s. M.S. Singhatwadia & Co., Chartered Accountants, Indore (Firm Registration No. 113954W) as Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of M/s. A. Gattani & Associates, Chartered Accountants, Indore. The Copy of Postal Ballot Notice and Postal Ballot Form are attached herewith.

The Company has engaged the services of Central Depository Services (India) Limited (CDSL) for providing the e-voting facility and the e-voting period will commence on Sunday, January 20, 2019 at 10.00 A.M. and end on Monday, February 18, 2019 at 5.00 P.M. The results of the Postal Ballot will be announced on Tuesday, February 19, 2019.

The Postal Ballot Notice along with the statement as required under Section 102 of the Companies Act, 2013, instructions for e-voting and Postal Ballot Form are available on the website of the Company i.e. www.imecservices.in and also on website of CDSL i.e. www.evotingindia.com.

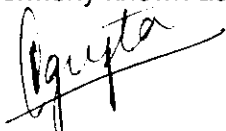
Kindly take the same on record.

Thank you,

Yours truly

For IMEC Services Limited

(formerly known as Ruchi Strips and Alloys Limited)



Parag Gupta
Company Secretary
M. No. : A50725

Encl: as above



IMEC SERVICES LIMITED

(Formerly known as Ruchi Strips And Alloys Limited)

CIN: L74110MH1987PLC142326

Registered Office: 611, Tulsiani Chambers, Nariman Point, Mumbai - 400 021

E-mail: investor@imecservices.in Website: www.imecservices.in

Phone No.: 022-22851303 Fax: 022-22823177

POSTAL BALLOT NOTICE

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

Dear Member(s),

NOTICE is hereby given to the Members of **IMEC Services Limited** (formerly known as Ruchi Strips and Alloys Limited) ("the Company") that, pursuant to provisions of Section 110 and all other applicable provisions of the Companies Act, 2013 ("the Act"), read with the Companies (Management and Administration) Rules, 2014, including any statutory modification or re-enactment thereof for the time being in force, Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and Secretarial Standard-2 issued by the Institute of Company Secretaries of India ("SS-2"), the Company is seeking the approval/ consent of Members for the proposed Resolution (specified in Item No. 1) to be passed through Postal Ballot / Electronic Voting (E-Voting).

Members are requested to read carefully the instructions printed on the Postal Ballot Form attached hereto, fill up the Postal Ballot Form, give your assent or dissent on the resolution specified in the Postal Ballot Form and return the duly completed and signed Original Postal Ballot Form (no other form or photocopy thereof is permitted) in the enclosed self-addressed postage pre-paid envelope so as to reach the Scrutinizer on or before the close of working hours i.e. **5:00 P.M. on Monday, February 18, 2019**. Ballot received thereafter will be strictly treated as if no reply has been received from the Member.

Further, in compliance with Regulation 44 (2) of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration), Rules, 2014, the Company is pleased to offer e-voting facility as an alternate to postal Ballot, for all the Members of the Company. For this purpose, the Company has appointed Central Depository Services (India) Limited (CDSL) for facilitating e-voting to enable the Members to cast their votes electronically, instead of filling and dispatching the Postal Ballot Form. Please read carefully the instructions regarding e-voting as mentioned in Notes as "**Procedure/Instructions for Voting through Electronic means**" to this Notice of Postal Ballot. Please note that e-voting is optional. Members having shares in demat form and in physical form may vote either by way of Postal Ballot Form or by way of e-voting.

M/s. Anish Gupta & Associates, Company Secretaries (FCS No. 5733, COP No. 4092), Mumbai has been appointed by the Board of Directors of your Company as the Scrutinizer to conduct the Postal Ballot and E-voting process in a fair and transparent manner. The Scrutinizer will submit their report to the Chairman or to the Director/Official authorised by the Chairman after completion of the scrutiny of the Postal Ballot including e-voting and the results of the voting by Postal Ballot and e-voting will be announced on Tuesday, February 19, 2019 at the registered office of the company situated at 611, Tulsiani Chambers, Nariman Point, Mumbai- 400021. The resolution, if approved, will be taken as passed effectively on the date of declaration of result i.e. **Tuesday, February 19, 2019** and shall be deemed to have been passed at the General Meeting of the Company.

SPECIAL BUSINESSES:

Item No. 1: To consider and approve the appointment of M/s. M.S. Singhatwadia & Co., Chartered Accountants, Indore as the Statutory Auditors of the Company to fill the casual vacancy.

To consider and if thought fit, to pass the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to the provisions of Section 139(8) and other applicable provisions, if any, of the Companies Act, 2013 and the Rules made thereunder, including any statutory modification or re-enactment thereof for the time being in force, M/s M.S. Singhatwadia & Co., Chartered Accountants, Indore (Firm Registration No. 113954W), be and is hereby appointed as Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of M/s. A. Gattani & Associates, Chartered Accountants, Indore, to hold office till the conclusion of the next Annual General Meeting of the Company and to conduct the Statutory Audit of the Company for the financial year 2018-19, on a remuneration as may be mutually agreed between by any one of the Directors or Chief Executive Officer of the Company and the Auditors in addition to the applicable taxes, out-of-pocket, travelling expenses, etc., if any, to be incurred by them in connection with the audit.

RESOLVED FURTHER THAT the Directors, Chief Executive Officer and Company Secretary of the Company be and are hereby severally authorized to execute all such documents, instruments and writings as may be required and to take all such steps and actions and give such directions as may in its absolute discretion deem necessary and to settle any question that may arise in this regard."

**By order of the Board of Directors
For IMEC Services Limited
(formerly known as Ruchi Strips and Alloys Limited)**

**Parag Gupta
Company Secretary
M. No. A50725**

Date: January 8, 2019
Place: Indore

Notes:

1. The Statement under Section 102 of the Act read with Companies (Management and Administration) Rules, 2014, setting out the material facts and reasons for resolution is annexed hereto.
2. The Postal Ballot Notice is being sent to all the Members whose name appears as on **Friday, January 11, 2019** in the Register of Members/ List of Beneficial Owners, as received from Bigshare Services Private Limited, the Registrar and Transfer Agent of the Company.
3. As part of the Green Initiative, the Postal Ballot Notice along with the Postal Ballot Form is being sent to the Members in electronic form whose e- mail addresses are registered with the Company's Registrar and Transfer Agent. For members whose e-mail addresses are not registered, physical copies of the Postal Ballot Notice along with the Postal Ballot Form are being sent by permitted mode along with a self-addressed pre-paid Business Reply Envelope.
4. Members who have received the Notice by e-mail and who wish to vote through physical Form may download the Postal Ballot Form attached to the e-mail or from the Company's website: www.imecservices.in where the Postal Ballot Notice is displayed.
5. Members are requested to carefully read the instructions before exercising their vote and either return the form duly completed in the attached self-addressed pre-paid postage envelope; or vote by electronic means in the manner set out herein. In each case, ensure that votes reach the scrutinizer on or before **5.00 P.M. on Monday, February 18, 2019 ('Last Date')**.
6. In case shares held by Corporate/ Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) opting for physical ballot are also required to send certified true copy of the Board Resolution / Power of Attorney / Authorised Letter etc., together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer along with the Postal Ballot Form by the last date.
7. The result and the report of Scrutinizer on the postal ballot and e-voting shall be communicated to BSE Limited where the equity shares of the Company are listed and will also be displayed on the Company's website www.imecservices.in.
8. Resolution passed by the members through postal ballot including voting by electronic means shall be deemed to have been passed at a General meeting of the Company convened in that behalf.
9. The resolution will be taken as passed effectively on the date of announcement of the result by the Chairman of the Company or by any other Director or Chief Executive Officer or Company Secretary of the Company as may be authorised by the Chairman i.e. on **Tuesday, February 19, 2019**.
10. A copy of this notice has been placed on the website of the Company www.imecservices.in and shall remain on the website until the last date for receipt of the postal ballots from the members. The dispatch of the Postal Ballot Notice shall be announced through an advertisement in the Newspaper and also shall be displayed on the Company's website.
11. Members who have not registered their e-mail addresses are requested to register the same with the Company's Registrar and Transfer Agent for sending future communication(s) in electronic form.
12. Members who have not received the Postal Ballot Form and are desirous of seeking a duplicate form or members who have been sent this Postal Ballot electronically and who do not want to avail the E-voting facility organized through CDSL, may send a request on the e-mail id:- investor@imecservices.in by mentioning his/her Folio/DP No. and Client ID No. for obtaining the Notice and Postal Ballot in physical form from the company. The Members have to send the duly completed Postal Ballot form to ensure that it reaches the Scrutinizer on or before the last date, failing which, it will be strictly considered that no reply has been received from the Members.
13. Members have option to vote either through Postal Ballot Form or through e-voting. If a member has opted for Physical Postal Ballot, then he/she should not vote by e-voting and vice versa. However, in case members cast their vote through both physical postal ballot and e-voting, then vote cast through e-voting shall be considered and vote cast through physical postal ballot shall be treated as invalid. A member cannot exercise his/her vote by proxy on postal ballot.
14. Pursuant to the provisions of Section 108 of the Act read with the Companies (Management and Administration) Rules, 2014, Secretarial Standard-2 issued by the Institute of Company Secretaries of India and in terms of Regulation 44 (2) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has provided facility to members to exercise their votes through electronic means and have engaged the services of CDSL as the Authorised Agency to provide e-voting facility.

STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013:**Item No. 1**

M/s. A. Gattani & Associates, Chartered Accountants, Indore, had resigned w.e.f. December 13, 2018 from the office of Statutory Auditors of the Company due to ill health, resulting into a casual vacancy in the office of Statutory Auditors of the Company as envisaged by Section 139(8) of the Act. Any casual vacancy caused by resignation in the office of the Statutory Auditors could be filled up by the Company in General Meeting as per recommendations made by the Board of Directors in this regard. Upon the recommendation of Audit Committee, the Board of Directors have through resolution passed by circulation dated January 8, 2019 recommended to the Members the appointment of M/s M.S. Singhatwadia & Co., Chartered Accountants, Indore as Statutory Auditors of the Company to fill the casual vacancy caused by the resignation of M/s. A. Gattani & Associates, Chartered Accountants, Indore.

M.S. Singhatwadia & Co., was established in 1955. The firm is engaged in providing comprehensive professional services which includes Audit & Assurance, Direct Taxation, Indirect Taxation, Finance Consultancy, Legal and Secretarial Support, Management Consulting, Accounting and Corporate Support.

The firm has more than 63 years of rich experience and credibility which has always been able to meet the client's specific requirement. The firm is managed by 7 (Seven) qualified Chartered Accountants having rich experience and proving their services to various sectors and industries with a client base of more than 1000 clients. The firm is having Head office at Mumbai with branch offices at Indore and Delhi.

M/s. M.S. Singhatwadia & Co., Chartered Accountants, if appointed by the Members of the Company will be holding office of Statutory Auditors till the conclusion of the next Annual General Meeting of the Company. M/s M.S. Singhatwadia & Co., Chartered Accountants, have conveyed their consent to be appointed as the Statutory Auditors of the Company along with confirmation that, their appointment, if approved by the Members, would be within the limits prescribed under the Act.

The Board of Directors recommends the resolution as set out at Item No. 1 of the Notice for the approval of the members as an Ordinary Resolution through Postal Ballot.

None of the Directors and Key Managerial Personnels or their relatives are in any way whether financially or otherwise, concerned or interested in the aforesaid resolution. The proposed resolution does not relate to or affect any other company.

You are requested to communicate your assent or dissent for the aforesaid proposal, in accordance with the instructions set out herein.

**By order of the Board of Directors
For IMEC Services Limited**
(formerly known as Ruchi Strips and Alloys Limited)

**Parag Gupta
Company Secretary
M. No. A50725**

Date: January 8, 2019
Place: Indore

PROCEDURE/INSTRUCTIONS FOR VOTING THROUGH ELECTRONIC MEANS

Voting through Physical Postal Ballot Form:

1. The members are requested to carefully read the instructions printed in the Postal Ballot form and return the Postal Ballot form duly completed with the assent (for) or dissent (against), in the enclosed postage pre-paid self-addressed envelope, so as to reach the Scrutinizer, on or before **Monday, February 18, 2019** to be eligible for being considered, failing which, it will strictly be treated as if no reply has been received from the member.
2. The members are requested to exercise their voting rights by using the attached Postal Ballot form only. No other form or photocopy thereof is permitted.
3. Envelopes containing Postal Ballot form if deposited in person or sent by courier at the expense of the registered member will also be accepted.

E-voting Facility:

In compliance with provisions of Section 108 and 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to offer e-voting facility for the members to enable them to cast their votes electronically. Members have option to vote either through e-voting or through the Postal Ballot Form.

If a member has opted for e-voting, then he/she should not vote by Postal Ballot also and vice-versa. However, in case members cast their vote both via physical ballot and e-voting, then voting through e-voting shall prevail and voting done by postal ballot shall be treated as invalid.

The Company has signed an agreement with the Central Depository Services (India) Limited (“CDSL”) for facilitating e-voting.

The procedure and instructions for e-voting are as follows:

- i) The voting period begins on **Sunday, January 20, 2019, at 10.00 am** and ends on **Monday, February 18, 2019, at 5.00 pm**. During this period members holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- ii) The members should log on to the e-voting website www.evotingindia.com.
- iii) Click on “Shareholders” tab to cast your votes.
- iv) Now Enter your User ID:
 - a) For CDSL: 16 digits beneficiary ID,
 - b) For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c) Members holding shares in Physical Form should enter Folio Number registered with the Company.
- v) Next enter the Image Verification as displayed and Click on Login.
- vi) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then your existing password is to be used.
- vii) If you are a first time user follow the steps given below:

	For Members holding shares in Demat and Physical Form
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders and physical shareholders) Members who have not updated their PAN with the Company / Depository Participant are requested to use the first two letters of their name and and the 8 digits of the sequence number in the PAN field. In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Rajesh Kumar with sequence number 1, then enter RAMH000001 in the PAN field.

Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (dd/mm/yyyy format) as recorded in your demat account or in the Company records in order to login OR If both the details are not recorded with the depository or Company, please enter the member id / folio number in the Dividend Bank details field.
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After entering these details appropriately, click on “SUBMIT” tab.

- viii) Members holding shares in physical form will then reach directly the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolution of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- ix) For Members holding shares in physical form, the details can be used only for e-voting on the resolution contained in this Notice.
- x) Click on the EVSN for IMEC Services Limited to vote.
- xi) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- xii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- xiii) After selecting the resolution you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote. Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- xiv) You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- xv) If Demat account holder has forgotten the changed password then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xvi) Members can also cast their vote using CDSL's mobile app m-voting available for android based mobiles. The m-voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- xvii) Note for Non – Individual Members and Custodians:
 - a. Non – Individual Members /Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are required to log on to www.evotingindia.co.in and register themselves as Corporate.
 - b. A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com
 - c. After receiving the login details they have to create a user who would be able to link the account(s) which they wish to vote on. The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - d. The list of accounts linked in the login should be emailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - e. A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- xviii) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com.

Attention to the Members

Reminder No. 2 as per SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated JUNE 8, 2018

This refers to our letters dated July 13, 2018 (Initial Letter) and August 25, 2018 (Reminder No.1) respectively, the members are requested to note that as per SEBI Notification No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 and BSE Circular No. LIST/COMP/15/2018-19 dated July 5, 2018 read with SEBI Notification No. SEBI/LAD-NRO/GN/2018/49 dated November 30, 2018 no transfer of shares shall be processed w.e.f **April 1, 2019 unless the shares are held in dematerialized form**, accordingly you are requested to dematerialize your physical share certificate(s) at the earliest.

Further, you are also requested to provide your **valid e-mail Id** on the Company's e-mail Id i.e. investor@imecservices.in, so that we can send you notices and other information of the Company through email.



IMEC SERVICES LIMITED

(Formerly known as Ruchi Strips And Alloys Limited)

CIN: L74110MH1987PLC142326

Registered Office: 611, Tulsiani Chambers, Nariman Point, Mumbai - 400 021

E-mail: investor@imecservices.in Website: www.imecservices.in

Phone No.: 022-22851303 Fax: 022-22823177

POSTAL BALLOT FORM

(To be returned to the Scrutinizer appointed by the Applicant Company)

Serial No.

Name & Registered Address of the :

Sole/first named Shareholder:

Name(s) of the Joint holder(s) if any :

(In Block Letters)

Registered folio no/ :

*DP ID No. & Client ID No.

(*Applicable to Shareholders holding shares in dematerialized form)

Number of equity shares held :

I / We hereby exercise my/our vote in respect of the resolution to be passed through Postal Ballot including e-voting for the business stated in the Postal Ballot Notice dated January 8, 2019 by conveying my/our assent (FOR) or dissent (AGAINST) to the said Resolution by placing the tick (✓) mark at the appropriate box below:

Item No.	Particulars	No. of Equity Shares for which votes cast	I / We assent to the resolution (FOR)	I / We dissent to the resolution (AGAINST)
1	To consider and approve the appointment of M/s. M.S. Singhatwadia & Co., Chartered Accountants, Indore, as the Statutory Auditors of the Company to fill the casual vacancy, who shall hold the office till the conclusion of the next Annual General Meeting.			

Place:

Date: _____

(Signature of the Shareholder/
Authorised Representative)

Last Date for Receipt of Postal Ballot Form by the Scrutinizer or for e-voting: **Monday, February 18, 2019, before 5.00 p.m.**

ELECTRONIC VOTING PARTICULARS

The e-voting is available at the link www.evotingindia.com. Particulars of electronic voting are as under:

EVEN (E Voting Event Number)	User ID	Password / PIN

Note: Please carefully read the instructions printed overleaf before exercising the vote.

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

Commencement of Voting	End of Voting
From 10.00 a.m. on Sunday, January 20, 2019	At 5:00 p.m. on Monday, February 18, 2019

INSTRUCTIONS FOR VOTING:

1. The Company is also offering e-voting facility to all the Members to enable them to cast their vote electronically instead of dispatching Postal Ballot Form. The detailed procedure is enumerated in the Notes to the Postal Ballot Notice. This Ballot Form is provided for the benefit of Members who do not have access to e-voting facility.
2. Member(s) desirous of exercising their vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the attached postage pre-paid self-addressed envelope. Postage will be borne and paid by IMEC Services Limited (formerly known as Ruchi Strips and Alloys Limited) (the "Company"). Envelope containing Postal Ballot Form, if deposited in person or sent by courier at the expense of the Member(s) will also be accepted.
3. A Member can opt for only one mode of voting i.e. either through e-voting or by Postal Ballot Form. If a Member casts votes by both modes, then voting done through e-voting shall prevail and voting done through Postal Ballot Form shall be treated as invalid.
4. The postage pre-paid self-addressed envelope bears the postal address of the Scrutinizer appointed by the Company.
5. This Postal Ballot Form should be completed and signed by the member, as per the specimen signature registered with the Company or the Depository Participant, as the case may be. In case of joint holding, this form should be completed and signed (as per the specimen signature registered with the Company) by the first named Member and in his/her absence, by the next named Member. In case Postal Ballot Form is signed through a delegate, a copy of the Power of Attorney attested by the Member shall be annexed to the Postal Ballot Form. There will be one Postal Ballot Form for every folio/client ID irrespective of the number of joint holders.
6. In the case of equity shares held by companies, trusts, societies etc., the duly completed Postal Ballot Form should be accompanied by a certified true copy of board resolution/authority letter.
7. The consent must be accorded by recording the assent in the column 'FOR' or dissent in the column 'AGAINST' by placing a tick mark () in the appropriate column in the Postal Ballot Form. The assent or dissent received in any other form shall not be considered valid.
8. The votes of a member will be considered invalid on any of the following grounds:
 - a) if the Postal Ballot form has not been signed by or on behalf of the member;
 - b) if the member's signature does not tally;
 - c) if the member has marked his / her / its vote both for 'Assent' and also for 'Dissent' to the 'Resolution' in such a manner that the aggregate shares voted for 'Assent' and 'Dissent' exceeds total number of shares held;
 - d) if the member has made any amendment to the resolution or imposed any condition while exercising his vote.
 - e) if the Postal Ballot Form is incomplete or incorrectly filled;
 - f) if the Postal Ballot Form is received torn or defaced or mutilated such that it is difficult for the Scrutinizer to identify either the member or the number of votes, or whether the votes are for 'Assent' or 'Dissent', or if the signature could not be verified, or one or more of the above grounds;
 - g) if the form other than the one issued by the Company is used;
9. Duly completed Postal Ballot Form should reach the Scrutinizer on or before **Monday, February 18, 2019 upto 5.00 p.m.** Postal Ballot Form received/votes casted after this date will be strictly treated as if the reply from such Member(s) has not been received.
10. Members are requested to fill the Postal Ballot Form in indelible ink and avoid filling it by using erasable writing medium(s) like pencil.
11. Voting rights shall be reckoned on the paid up value of shares registered in the name of the Members whose name appears in the Register of Members/Record of Depositories as on **Friday, January 11, 2019.**
12. The Postal Ballot shall not be exercised by a Proxy.
13. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed postage prepaid envelope. If any extraneous papers are found, the same will be destroyed by the Scrutinizer.
14. A Member may request for a duplicate Postal Ballot Form, if so required, and the same duly completed should reach the Scrutinizer not later than the date specified under instruction no. 9 above.
15. A Member need not use all his votes nor cast all his votes in the same way.

NOTE:
PLEASE SEND YOUR POSTAL BALLOT FORM IN THE ENVELOPE ENCLOSED HERewith. LAST DATE OF RECEIPT OF POSTAL BALLOT FORM BY THE SCRUTINIZER IS MONDAY, FEBRUARY 18, 2019. PLEASE READ THE INSTRUCTIONS PRINTED AS ABOVE BEFORE EXERCISING THE VOTE.