

**Corp. Office**  
392, 'E' Shahupuri,  
Post Box No. 201,  
Kolhapur 416 001, India

**Works**  
Plot No. C 18,  
Five Star MIDC, Kagal,  
Kolhapur 416 216 India.

**T** 0231 2658375  
**W** [www.synergygreenind.com](http://www.synergygreenind.com)  
L27100PN2010PLC137493



**The Department of Corporate Services,  
BSE Limited, P J Towers,  
Dalal Street, Mumbai -400001  
India.**

**13<sup>th</sup> February, 2021**

**Scrip Code : 541929  
Security ID : SGIL**

**Subject : Postal Ballot Notice and Form – Disclosure under Regulation 30 of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015.**

Dear Sir/Madam,

Pursuant to provisions of Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations 2015 and in continuation of our letter dated 9<sup>th</sup> February, 2021, we are enclosing herewith the Postal Ballot Notice together with Explanatory Statement and Postal Ballot form, seeking approval of the Members for the special resolutions as mentioned in the Postal Ballot Notice dated 9<sup>th</sup> February, 2021.

The Postal Ballot Notice along with the Explanatory Statement and Postal Ballot Form, is being sent to the Members whose names have appeared in the Register of Members or in the Register of Beneficial Owners received from Link Intime India Pvt. Ltd., Registrar & Transfer Agent of the Company and the Depositories as on Friday, 5<sup>th</sup> February, 2021 (Cut-off date).

The Company has engaged the services of Link Intime India Pvt. Ltd. for providing e-voting facility to the Members. The e-voting facility will be available from 9.00 a.m. on Sunday, 14<sup>th</sup> February 2021 to 5.00 p.m. on Monday, 15<sup>th</sup> March, 2021. The consolidated voting results of the postal ballot and e-voting will be declared on or before Wednesday, 17<sup>th</sup> March, 2021.

The Notice of Postal Ballot is also made available on the website of the Company, viz. [www.synergygreenind.com](http://www.synergygreenind.com).

Kindly take the same on record.

Yours Faithfully,  
**For Synergy Green Industries Limited**

**Nilesh M. Mankar**  
**Company Secretary and Compliance Officer**  
**Membership No. A39928**

**Encl: As above.**



**Synergy Green Industries Limited**

**CIN : L27100PN2010PLC137493**

Regd. office :E Ward, Shahupuri, Assembly Road, Kolhapur-416001

Tel: 91-0231-2658375

[nmm@synergygreenind.com](mailto:nmm@synergygreenind.com)

[www.synergygreenind.com](http://www.synergygreenind.com)

**POSTAL BALLOT NOTICE**

Dear Members,

Notice is hereby given pursuant to the provisions of Section 108 and 110 and other applicable provisions, if any, of the Companies Act, 2013 read together with the Companies ( Management and Administration ) Rules, 2014 ( including any statutory modification or re-enactment(s) thereof for the time being in force), and pursuant to provisions laid down in the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 for the approval of the members of the Company through postal ballot/electronic voting (e-voting) for the resolution set out hereinafter.

The explanatory statement pertaining to the aforesaid resolution setting out the material facts and reasons thereof is annexed hereto with the Postal Ballot Form for your consideration.

The Board of Directors of the Company (Board) has appointed Ms. Shruti Kanhere-Partner, C.S.Kelkar & Associates, Practicing Company Secretary, as the Scrutinizer for conducting the postal ballot/e-voting process in a fair and transparent manner.

Members are requested to carefully read the instructions printed in the postal Ballot Form and return the same duly completed in the enclosed self-addressed business reply envelope so as to reach the scrutinizer at C. S. Kelkar & Associates, 102, Manikprabhu, Apart, 40/3 Bhonde Colony, Off Karve Road, Erandawane, Pune 411004 not later than 17.00 Hours IST on 15<sup>th</sup> March 2021. Postage will be borne and paid by the Company. Postal Ballot Forms if sent at the expense of the Members, will also be accepted. The Postal Ballot Forms may also be deposited personally at the address given on the Business Reply Envelope. Please note that, Postal Ballot Forms received after 17.00 Hrs. IST on 15<sup>th</sup> March 2021 shall be deemed invalid.

Members desiring to opt for e-voting as per the facilities arranged by the Company are requested to read the instructions in the Notes under the section 'Voting through Electronic Means'. References to postal ballot(s) in this Postal Ballot Notice include vote received electronically.

The Scrutinizer will submit to the Chairman or Company Secretary after the completion of the scrutiny of the postal ballots (including e-voting). The result of the postal ballots shall be declared by the Managing Director or Company Secretary on or before 17<sup>th</sup> March 2021 and communicated on the same day to the stock exchanges, depository, registrar and share transfer agents and shall also be displayed on the Company official website.

**Item of Business requiring consent of Shareholders through Postal Ballot:**

## **RESOLUTION 1:**

### **Application of listing of equity share capital on Main Board of NSE**

To consider and if thought fit, to pass with or without modification(s), the following resolution as Special Resolution:

**“RESOLVED THAT** pursuant to provisions laid down in Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2018 (“ICDR Regulations”) Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), and all other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) and the rules framed there under [including any statutory modification/s or re-enactment/s thereof for the time being in force, guidelines/requirements given by the National Stock Exchange of India Limited (NSE), consent of the members be and is hereby accorded for making application to list existing paid up Equity Share Capital of the Company, which is already listed on BSE SME Exchange, on the Main Board of NSE, along with main Board of BSE, and follow such procedures specified under ICDR Regulations, as amended from time to time.”

**“RESOLVED FURTHER THAT** Mr. Sachin R. Shirgaokar, (DIN:00254442), Managing Director or Mr. Sohan S. Shirgaokar, (DIN:00217631) Jt. Managing Director or Mr. Nilesh M. Mankar, Company Secretary of the Company be are hereby authorized jointly or severally to deal with any Government or semi-government authorities or any other concerned intermediaries including but not limited to Bombay Stock Exchange (BSE), National Stock Exchange of India Limited (NSE), Securities and Exchange Board of India, Registrar of Companies, to apply modify, rectify and submit any application and/or related documents on behalf of the Company for the purpose of listing of existing paid up Equity Share Capital of the Company on Main Board of NSE .”

**“RESOLVED FURTHER THAT** all the Directors and/or the Company Secretary of the Company be and are hereby authorized jointly or Severally to do all such acts, deeds and things as may be necessary and expedient to give effect to the above resolution, on behalf of the Company.”

## **RESOLUTION 2 :**

### **Appointment of Mr. Sachin R. Shirgaokar as Chairman of the Company**

To consider and if thought fit, to pass with or without modification(s), the following resolution as Ordinary Resolution:

**“RESOLVED THAT** pursuant to provisions of section 203 of the Companies Act, 2013 (“the Act”) and all other applicable provisions of the Act and pursuant to clause clause 135 (b) of the Articles of Association, consent of the members is hereby accorded to appoint Mr. Sachin R. Shirgaokar, (DIN:00254442), Managing Director as the Chairman of the Board termed as Chairman & Managing Director (CMD) of the Company who shall preside as Chairman at all the meetings of the Board of Directors and general meetings of members, unless elected otherwise.”

**By Order of the Board of Directors  
For Synergy Green Industries Limited**

**Nilesh Mankar  
Company Secretary & Compliance Officer  
Memb. No.A39928**

**Date: 9<sup>th</sup> February, 2021**

**Place: Kolhapur**

**NOTES:**

1. The explanatory statement pursuant to Section 102 of the Companies Act, 2013 stating all material facts and the reasons for the proposal is annexed herewith.
2. The Postal Ballot Notice is being send to the Members whose names appear on the Register of Members/List of Beneficial Owners as received from the National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) as on 5<sup>th</sup> March 2021.
3. The Postal Ballot Notice is being sent to Members in electronic form to the email addresses registered with their Depository Participants (in case of electronic shareholding)/the Company's registrar and share transfer agents (in case of physical shareholding). For Members whose email IDs are not registered physical copies of the Postal Ballot Notice are being sent by permitted mode along with a postage-prepaid self- addressed business Reply Envelope.
4. Members whose names appear on the Register of Members/List of Beneficial Owners as on 5<sup>th</sup> March 2021 will be considered for the purpose of voting. A person who is not a Member as on the relevant date should treat this notice for information purposes only.
5. The Members can opt for only one mode of voting, i.e., either by physical ballot or e-voting. In case Members cast their votes through both the modes voting done by e-voting shall prevail and votes cast through physical Postal Ballot Forms will be treated as invalid.
6. In case of Member wishes to obtain a printed Postal Ballot Form or a duplicate, the same can be downloaded from the Company's website [www.synergygreenind.com](http://www.synergygreenind.com) and on the website of LIPL <https://instavote.linkintime.co.in>. The registrar and transfer agent/Company shall forward the same along with postage prepaid self-addressed Business Reply Envelop to the Member.
7. A Member cannot exercise his / her / its vote by proxy on Postal Ballot.
8. Corporate / Institutional Member(s) (i.e., other than individuals, Hindu Undivided Families / Non-resident Indians etc.) opting for Postal Ballot are required to send Certified True copy of Board Resolution / Power of Attorney / Authority letter etc., to the Scrutinizer along with the Form.
9. There will be only 1 (one) Postal Ballot Form for every Client ID / Folio No., irrespective of the number of Joint Shareholder(s).
10. Postal Ballot Form should be completed and signed by the Member(s) as per the specimen signature registered with the Company / Depository Participants. In case of joint holding, this Form should be completed and signed by the first named Member and in his / her absence, by the next named Member.
11. In case a Member is desirous of obtaining a printed Postal Ballot Form or duplicate, he or she may send an email on [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in). The Registrar and Share Transfer Agent ('RTA') shall forward the same along with postage-prepaid self-addressed Business Reply Envelope to the Member.
12. In compliance with the provisions of Sections 108 and 110 of the Act and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and Regulation 44 of the SEBI Listing Regulations, the Company provides the Members the facility to exercise their right to vote by electronic means through e-Voting services provided by Link Intime India Private Limited and the business may be transacted through such voting. The instructions for e-Voting form part of this Notice. The e-Voting period shall commence on 14<sup>th</sup> February 2021, from 9.00 a.m. (IST) and shall end on 15<sup>th</sup> March, 2021 at 5.00 p.m. (IST). E-Voting shall not be allowed beyond the said date and time.

13. The Board of Directors of the Company has appointed Ms. Shruti Kanhere Or Mr. C.S.Kelkar, - Partners of C.S.Kelkar & Associates, Practicing Company Secretaries, as the Scrutinizer ("Scrutinizer") for conducting the Postal Ballot / e-Voting process, in accordance with the law and in a fair and transparent manner and the Postal Ballot Form can be downloaded from the Company's website [www.synergygreenind.com](http://www.synergygreenind.com) and on the website of <https://instavote.linkintime.co.in>.
14. Member(s) desiring to exercise their vote by Postal Ballot are requested to carefully read the instructions printed in the Postal Ballot Form and return the same duly completed and signed in the enclosed postage prepaid self-addressed Business Reply Envelope to the Scrutinizer so that it reached the Scrutinizer not later than 5.00 p.m. (IST) on 15<sup>th</sup> March 2021. Postage of such envelope will be borne and paid by the Company. However, envelopes containing Postal Ballot Form(s), if deposited in person or sent by registered post / speed post at the expense of the Member(s) will also be accepted. If any Postal Ballot is received after 5.00 p.m. (IST) on 15<sup>th</sup> March 2021, it will be strictly considered that no reply has been received from the Member.
15. The Scrutinizer will submit his report to the Managing Director or any other person authorised by the Board after the completion of scrutiny of the Postal Ballots and e-Voting. Results of voting by Postal Ballot (including voting through electronic means) along with the Scrutinizer's Report shall be announced on 17<sup>th</sup> March 2021, by 5.00 p.m. at the Registered Office of the Company located at 392, E Ward, Shahupuri, Kolhapur and shall be communicated to the Stock Exchanges where securities of the Company are listed and will be hosted on the Company's website [www.synergygreenind.com](http://www.synergygreenind.com), on the Notice Board of the Company at its Registered Office and on the website of Link Intime India Private Limited, Registrar and Share Transfer Agent, after the declaration of the results
16. The Resolutions, if passed by the requisite majority of the Members through Postal Ballot including voting by electronic means shall be deemed to have been passed on the last date specified by the Company for receipt of duly completed Postal Ballot Forms or e-Voting.
17. Relevant documents referred to in the Postal Ballot Notice and the Explanatory Statement will be available for inspection at the Registered Office of the Company during 11 A.M. to 5 P.M. on all working days (Tuesday to Sunday) from the date of dispatch of this Notice till the last date for receipt of votes by Postal Ballot / e-Voting i.e., 15<sup>th</sup> March, 2021.
18. In case any Member has queries, grievances or issues relating to Postal Ballot, members are requested to write an email to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) for any queries, grievances or issues related to e-Voting, please refer the Frequently Asked Questions ("FAQs") and Instavote e-Voting manual available at <https://instavote.linkintime.co.in>, under Help section or write an email to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in).

**Instructions for shareholders to vote electronically:**

❖ **Log-in to e-Voting website of Link Intime India Private Limited (LIPL)**

1. Visit the e-voting system of LIPL. Open web browser by typing the following URL: <https://instavote.linkintime.co.in>.
2. Click on "Login" tab, available under 'Shareholders' section.
3. Enter your User ID, password and image verification code (CAPTCHA) as shown on the screen and click on "SUBMIT".
4. Your User ID details are given below:
  - a. **Shareholders holding shares in demat account with NSDL:** Your User ID is 8 Character DP ID followed by 8 Digit Client ID

- b. **Shareholders holding shares in demat account with CDSL:** Your User ID is 16 Digit Beneficiary ID
- c. **Shareholders holding shares in Physical Form (i.e. Share Certificate):** Your User ID is Event No + Folio Number registered with the Company
5. Your Password details are given below:

If you are using e-Voting system of LIPL: <https://instavote.linkintime.co.in> for the first time or if you are holding shares in physical form, you need to follow the steps given below:

Click on “Sign Up” tab available under ‘Shareholders’ section register your details and set the password of your choice and confirm (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter).

	<b>For Shareholders holding shares in Demat Form or Physical Form</b>
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (applicable for both demat shareholders as well as physical shareholders). <ul style="list-style-type: none"> <li>Members who have not updated their PAN with depository Participant or in the company record are requested to use the sequence number which is printed on Ballot Form / Attendance Slip indicated in the PAN Field.</li> </ul>
DOB/ DOI	Enter the DOB (Date of Birth)/ DOI as recorded with depository participant or in the company record for the said demat account or folio number in dd/mm/yyyy format.
Bank Account Number	Enter the Bank Account number (Last Four Digits) as recorded in your demat account or in the company records for the said demat account or folio number. <ul style="list-style-type: none"> <li>Please enter the DOB/ DOI or Bank Account number in order to register. If the above mentioned details are not recorded with the depository participants or company, please enter Folio number in the Bank Account number field as mentioned in instruction (iv-c).</li> </ul>

If you are holding shares in demat form and had registered on to e-Voting system of LIPL: <https://instavote.linkintime.co.in>, and/or voted on an earlier voting of any company then you can use your existing password to login.

**If Shareholders holding shares in Demat Form or Physical Form have forgotten password:**

Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on “SUBMIT”.

In case shareholder is having valid email address, Password will be sent to the shareholders registered e-mail address. Else, shareholder can set the password of his/her choice by providing the information about the particulars of the Security Question & Answer, PAN, DOB/ DOI, Dividend Bank Details etc. and confirm. (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter)

**NOTE:** The password is to be used by demat shareholders for voting on the resolutions placed by the company in which they are a shareholder and eligible to vote, provided that the company opts for e-voting platform of LIPL.

For shareholders holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.

It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

❖ **Cast your vote electronically**

6. After successful login, you will be able to see the notification for e-voting on the home page of INSTA Vote. Select/ View “Event No” of the company, you choose to vote.
7. On the voting page, you will see “Resolution Description” and against the same the option “Favour/ Against” for voting.  
Cast your vote by selecting appropriate option i.e. Favour/Against as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under ‘Favour/Against’. You may also choose the option ‘Abstain’ and the shares held will not be counted under ‘Favour/Against’.
8. If you wish to view the entire Resolution details, click on the ‘View Resolutions’ File Link.
9. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “YES”, else to change your vote, click on “NO” and accordingly modify your vote.
10. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.
11. You can also take the printout of the votes cast by you by clicking on “Print” option on the Voting page.

❖ **General Guidelines for shareholders:**

- Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to e-Voting system of LIPL: <https://instavote.linkintime.co.in> and register themselves as ‘**Custodian / Mutual Fund / Corporate Body**’.  
They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the ‘**Custodian / Mutual Fund / Corporate Body**’ login for the Scrutinizer to verify the same.
- During the voting period, shareholders can login any number of time till they have voted on the resolution(s) for a particular “Event”.
- Shareholders holding multiple folios/demat account shall choose the voting process separately for each of the folios/demat account.
- In case the shareholders have any queries or issues regarding e-voting, please refer the Frequently Asked Questions (“FAQs”) and Instavote e-Voting manual available at <https://instavote.linkintime.co.in>, under Help section or write an email to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or Call us :- Tel : 022 - 49186000.

**EXPLANATORY STATEMENT AS REQUIRED UNDER SECTION 102 OF THE COMPANIES ACT, 2013**

**For Item 1:**

The Company was listed on BSE-SME Platform on Friday, 21<sup>st</sup> September, 2018 and becomes eligible to migrate to the Main Board of the BSE Limited by the end of two years of listing on BSE-SME Platform i.e. 20<sup>th</sup> September 2020, as per the guidelines specified by the procedures laid down under Chapter IX of SEBI (ICDR) Regulations, 2018. Members have already passed the resolution by Postal Ballot on 11<sup>th</sup> December, 2020 for migrating on main Board of BSE.

Now the management of the Company wish to simultaneously list the equity shares of the Company on the main Board of National Stock Exchange of India Limited (NSE) and BSE. Listing of securities of the Company on both the nationwide stock exchanges BSE and NSE will lead to enhanced recognition of the Company and will open a wide market for investors.

The members are, therefore, requested to accord their approval, for the purpose of migration of the Company's present listing from SME Platform of BSE Limited to Main Board of NSE along with simultaneous listing on the main Board of BSE as set out in the resolution.

Pursuant to Section 102 of Companies Act, 2013, the Board of Directors of the Company do and hereby confirm that none of its Directors, Key managerial Personnel and relatives thereof are interested, financially or otherwise, in the aforesaid resolution.

**For Item 2 :**

The Company is in the process of listing its securities on the main Board of BSE and NSE. As a pre requisite, it is required to make the necessary changes in the Composition of the Board of Directors under regulation 17(1) of SEBI (LODR) Regulations 2015. Accordingly, 4 Non-Executive Directors including Chairman Mr. Rajendra Shirgaokar have stepped down as Directors from the Board w.e.f. 9<sup>th</sup> February, 2021. Upon resignation of existing Chairman, the Board had appointed Mr. Sachin Shirgaokar, Managing Director as Chairman of the Company. As per the provisions of Article 135(b) of the Articles of Association, members approval is required to appoint Managing Director as Chairman at the same time.

The members are, therefore, requested to accord their approval, for appointment of Sachin Shirgaonkar, Managing Director as Chairman.

**BY ORDER OF THE BOARD OF DIRECTORS  
FOR SYNERGY GREEN INDUSTRIES LIMITED**

**NILESH MANKAR  
COMPANY SECRETARY & COMPLIANCE OFFICE  
MEMBERSHIP NO.A39928**

**Date: 9<sup>th</sup> February, 2021**

**Place: Kolhapur**





**SYNERGY GREEN INDUSTRIES LIMITED**  
**Registered Office: 392, E Ward, Shahupuri,**  
**Kolhapur, Maharashtra 416001**

**Website: [www.synergygreenind.com](http://www.synergygreenind.com) CIN: L27100PN2010PLC137493**  
**Tel.: (0231) 2658375, Email : [nmm@synergygreenind.com](mailto:nmm@synergygreenind.com)**

**POSTAL BALLOT FORM**  
**(Pursuant to Section 110 of the Companies Act, 2013)**

1.	Name and address of the Sole/First named Member	
2.	Name(s) of the Joint Member(s), if any	
3.	Registered folio No./DP ID No. /Client ID No.* (* Applicable to investors holding shares in dematerialized form)	
4.	Number of Shares held	

5. I/We hereby exercise my/our vote in respect of the special resolutions to be passed through postal ballot for the special business stated in the notice of the postal ballot dated 9<sup>th</sup> February, 2021 of the Company, by giving my/our assent or dissent to the said resolutions by placing the tick (√) mark at the appropriate box below.

<b>Sl. No.</b>	<b>Description</b>	<b>No. of shares held</b>	<b>I/We assent to the resolution (FOR)</b>	<b>I/We dissent to the resolution (AGAINST)</b>
1.	Listing of Equity Shares of the Company on Main Board of National Stock Exchange of India Limited.			
2.	Appointment of Mr. Sachin R. Shirgaokar as a Chairman of the Company			

Place:

Date:

**(Signature of the Member)**

**Notes:**

1. Please read the instructions printed overleaf carefully before exercising the vote.
2. Last date for receipt of the Postal Ballot Form by the Scrutinizer is 15<sup>th</sup> March, 2021.

### Electronic Voting Particulars

<b>EVSN (Electronic Voting Sequence Number )</b>	<b>User ID</b>	<b>PAN / Sequence Number</b>

**Notes:**

1. The E-voting facility will be available from 14<sup>th</sup> February 2021 (9:00 a.m.) to 15<sup>th</sup> March 2021 (5:00 p.m.)
2. For e-voting refer to the instructions for voting provided in the Postal Ballot Notice at Note no.18.

### INSTRUCTIONS

1. Members desiring to exercise their vote by Postal Ballot are requested to carefully read the instructions mentioned herein and those mentioned in the Postal Ballot Notice and return the same duly completed in the enclosed Self-addressed Postage Pre-paid Reply Envelope to the Scrutinizer. Postage on Self-addressed Pre-paid Reply Envelope will be borne by the Company. However, envelopes containing Postal Ballot Form, if deposited in person or sent by Courier or by Registered Post at the expense of the Registered Member will also be accepted by Scrutinizer at Mrs. Shruti Kanhere, Scrutinizer, C. S. Kelkar & Associates, 102, Manikprabhu, Apart, 40/3 Bhonde Colony, Off Karve Road, Erandawane, Pune 411004.
2. The envelopes containing the Postal Ballot Form should reach the Scrutinizer not later than the close of business hours i.e. 5:00 p.m. on 15<sup>th</sup> March 2021. Postal Ballot Form(s) received after this date and time will be treated as if the reply from the Member has not been received.
3. The Postal Ballot Form should be completed and signed (as per the specimen signature registered with the Company / Depository) by the Member. Any unsigned or incomplete Postal Ballot Form will be liable to be rejected.
4. In case of joint holding, the Postal Ballot Form should be completed and signed by the first named Member and in the absence of such Member, by the next named joint-holder. There will be only one Postal Ballot Form for every folio irrespective of the number of joint Member(s).
5. In case of shares held by Companies, Trusts, Societies etc., a duly completed Postal Ballot Form should be signed by its authorized signatory. In such cases the Postal Ballot Form shall be accepted only if the same is accompanied by a Certified True Copy of the Board Resolution / Authorisation together with the specimen signature(s) of the duly Authorised Signatory(ies).
6. Assent or dissent to the proposed resolutions may be recorded by placing a tick mark (√) in the appropriate column. Postal ballot form bearing tick mark (√) in both the column will render the form invalid. This Postal Ballot Form should be used for voting; no other form shall be accepted.
7. Any incomplete, unsigned, incorrectly completed, incorrectly ticked, defaced, torn, mutilated, over-written, wrongly signed Postal Ballot Form will liable to be rejected. The Postal Ballot shall not be exercised by a Proxy.
8. Voting Rights shall be reckoned on the Paid up Value of shares registered in the name of the Member as on 5<sup>th</sup> February, 2021.
9. Members are requested to fill the Postal Ballot Form in indelible ink and not in any erasable writing mode.
10. A Member may request for a duplicate Postal Ballot Form, if so required. However, the duly completed duplicate Postal Ballot Form should reach the Scrutinizer not later than the date and time specified above.
11. Members are requested not to send any other paper(s) along with the Postal Ballot Form in the enclosed self-addressed postage prepaid envelope as all postal ballot(s) will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
12. The Scrutinizer's decision on the validity of Postal Ballot Form shall be final.
13. The Resolutions, if assented by requisite majority, shall be considered as passed on 15<sup>th</sup> March 2021 (i.e. last date specified by the Company for receipt of duly completed Postal Ballot Forms or e-voting by 15<sup>th</sup> March 2021).