3rd Floor, Vanijya Bhawan, Devendra Nagar Square, Jail Road, RAIPUR - 492001 Tel : +91 771 2214200 Fax : +91 771 2214250 PAN : AAACR6149L info@seml.co.in www.seml.co.in CIN - L27100MH1973PLC016617





26th September, 2016

BSE Ltd The Department of Corporate Services Phiroze Jeejeebhoy Towers Dalal Street – Mumbai 400 001 National Stock Exchange of India Ltd. Exchange Plaza, Bandra Kurla Complex Bandra (E), Mumbai – 400051 Fax. No: 022-26598237/38, 022-26598347/48

Security Code No.: 504614

Symbol: SARDAEN

Series : EQ

Dear Sir,

Sub: Postal Ballot Notice

Please find enclosed herewith the copy of Postal Ballot Notice, Postal Ballot Form and Evoting instructions as sent to the shareholders for seeking their consent on the special resolution as mentioned in the notice of Postal Ballot. The Company is also providing evoting facility to its shareholders.

Further, please also find enclosed herewith the copy of the Newspaper Advertisement as published w.r.t. the Postal Ballot Notice/E-voting.

Further, please note that the above documents are being submitted through:

- i) http://listing.bseindia.com with BSE
- ii) NEAPS with NSE

You are requested to take these documents on your record.

Thanking you,

Yours faithfully, For Sarda Energy & Minerals Ltd.

Sethi) Jan Company Secretary

Encl.: As above

Registered Office : 73/A, Central Avenue, Nagpur (MH) 440018, Tel: 91 712 2722407 Fax: 0712-2722107 India Works : Industrial Growth Centre, Siltara, Raipur (CG) 493111, Tel : +91 771 2216100 Fax : +91 771 2216198/99



## SARDA ENERGY & MINERALS LIMITED

 Regd. Off: 73-A, Central Avenue, Nagpur (MH.) 440018

 Ph: +91-712-2722407; Fax: +91-712-2722107
 Email: cs@seml.co.in

 URL: www.seml.co.in
 CIN: L27100MH1973PLC016617

## Notice

Dear Member,

#### Notice of Postal Ballot Pursuant to Section 110 of the Companies Act, 2013

**Notice** is hereby given pursuant to Section 110 and other applicable provisions of the Companies Act, 2013, (the "Act"), including any amendment thereto or re-enactment thereof, if any, read with the Companies (Management and Administration) Rules, 2014, including any statutory modification(s) or re-enactment(s) thereof, for the time being in force, Regulation 44 of Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements), Regulations, 2015 and other applicable laws and regulations that the Company is seeking your consent by way of Special Resolution on the matter given in the notice of postal ballot dated 10<sup>th</sup> September, 2016 through Postal Ballot including voting by electronic means.

The Explanatory Statement under Section 102 of the Companies Act, 2013 read with rules made thereunder, setting out the material facts and the reasons for the Resolution, is also appended herewith. Mr. Kamlesh Ojha, Practicing Company Secretary of M/s. S.G. Kankani & Associates (PCS No.: 14660) has been appointed by the Board of Directors of your Company as the Scrutinizer for conducting the Postal Ballot process in a fair and transparent manner.

The Scrutinizer will submit report within 2 days from the last date of receipt of postal ballot/e-voting, to the Chairman & Managing Director or in his absence, to the Dy. Managing Director of the Company, upon completion of scrutiny of the Physical Postal Ballots Forms and E-voting data provided by National Securities Depository Limited ('NSDL') in a fair and transparent manner. The results will be announced by the Chairman & Managing Director of the Company or in his absence by the Dy. Managing Director of the Company on 27<sup>th</sup> October, 2016. The results of the Postal Ballot will also be displayed on the Company's website www.seml.co.in & NSDL e-voting website www.evoting.nsdl.com besides communicating to the Stock Exchanges where the Company's shares are listed.

The resolution, if passed by requisite majority, 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. The Resolutions, if passed by the requisite majority of the shareholders by means of Postal Ballot including e-voting, shall be deemed to have been duly passed at a general meeting of members convened in that behalf.

Special Resolution to approve dilution of Company's holding in its wholly owned subsidiary

#### To consider and, if thought fit, to pass the following resolution as a **Special Resolution**:

"RESOLVED that pursuant to Regulation 24(5) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and in terms of Section 180(1)(a) and all other applicable provisions of the Companies Act, 2013, if any, and the relevant rules made thereunder (including any amendment thereto or re-enactment thereof) the consent of the Company be and is hereby accorded to sell, transfer or otherwise dispose of the whole or substantially the whole of the undertaking(s)/ investments/ shares in the name of the Company held in Sarda Metals & Alloys Ltd. [SMAL], a wholly owned subsidiary of the Company, in case any loan(s) taken by SMAL from any scheduled commercial bank, financial institution or non-banking finance company is / are converted into equity, subject to happening of events specified in the loan agreements entered into with such bank, financial institution or Non-Banking Finance Company.

RESOLVED FURTHER that the Board of Directors of the company be and is hereby authorised to do all such acts, deeds, matters and things and to execute all such documents and writings as it may consider necessary, for the purposes of giving effect to this Resolution."

Raipur 10<sup>th</sup> September, 2016

By Order of the Board For Sarda Energy & Minerals Ltd.

> -/Sd (Manish Sethi) Company Secretary

 Registered Office

 Sarda Energy & Minerals Ltd.

 CIN: L27100MH1973PLC016617

 73-A, Central Avenue,

 Nagpur (M.H.) 440018

 Ph: +91-712-2722407; Fax: +91-712-2722107

 Email: cs@seml.co.in; URL: www.seml.co.in

#### Notes - General

- 1. Explanatory Statement and reasons for the proposed Special Resolution mentioned above as required under Section 102 of the Companies Act, 2013, setting out the material facts is appended herein below.
- 2. All relevant documents referred to in the accompanying Explanatory Statement are open for inspection at the Registered Office of the Company on all working days (Monday to Friday) between 11:00 A.M. to 1:00 P.M. up to the date of declaration of the Postal Ballot Result.
- 3. You are requested to carefully read the instructions before exercising your vote.
- 4. The Postal Ballot Notice is being sent to all the Equity Shareholders, whose names would appear in the Register of Equity Shareholders / List of beneficial owners as received from National Securities Depository Limited (NSDL)/Central Depository Services (India) Limited (CDSL) as on the cutoff date 16<sup>th</sup> September, 2016. The Postal Ballot Notice is being sent to Equity Shareholders in electronic form to the e-mail addresses registered with their Depository Participants (in case of electronic shareholding)/email addresses registered with the Company's registrar and share transfer agents (in case of physical shareholding). For Equity Shareholders whose email IDs are not registered, physical copies of the Postal Ballot Notice are being sent by permitted mode along with postage pre-paid self-addressed envelope.

#### Notes - Voting / E-voting - General

- 5. There will be one Postal Ballot Form/e-voting for every Client ID No. /Folio No., irrespective of the number of joint holders.
- 6. Members can opt for only one mode of voting i.e. either by Postal Ballot or through e-voting. In case you are opting for voting by Postal Ballot, then please do not cast your vote by e-voting and vice versa. In case Members cast their votes both by Postal Ballot and e-voting, the votes cast through e-voting shall prevail and the votes cast through postal ballot form shall be considered invalid.
- 7. Voting rights in the Postal Ballot / e-voting cannot be exercised by a proxy.

#### Notes - Voting

8. Members are requested to refer to the instructions printed behind the Postal Ballot Form for exercising their vote in physical form.

#### Notes – E-Voting

- 9. In compliance with Regulation 44 of the Securities & Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Sections 108, 110 and other applicable provisions, if any, of the Companies Act, 2013, read with the related Rules and SEBI Circulars, the Company is pleased to provide e-voting facility to all its Shareholders, to enable them to cast their votes electronically. The Company has engaged the services of National Securities Depository Limited [NSDL] for the purpose of providing e-voting facility to all its Shareholders. The instructions for e-voting are as under:
  - (I) In case of Shareholders receiving e-mail from NSDL:
  - (i) Open e-mail and open PDF file viz. "Sarda Energy & Minerals Limited Company Postal Ballot e-Voting.pdf" with your Client ID or Folio No. as password containing your user ID and Password for e-voting. Please note that the password is an initial password.
  - (ii) Launch internet browser by typing the following URL: <u>https://www.evoting.nsdl.com/</u>
  - (iii) Click on Shareholder Login.
  - (iv) If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
  - (v) Password change menu appears. Change the password with new password of your choice with minimum 8 digits/ characters or combination thereof. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
  - (vi) Home page of e-Voting opens. Click on e-Voting: Active Voting Cycles.
  - (vii) Select EVEN of Sarda Energy & Minerals Ltd.
  - (viii) Now you are ready for e-Voting as Cast Vote page opens.
  - (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
  - (x) Upon confirmation, the message "Vote cast successfully" will be displayed

- (xi) Once you have voted on the resolution, you will not be allowed to modify your vote.
- (xii) 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. together with attested specimen signature of the duly authorized signatory(ies) who are authorised to vote, to the Scrutinizer through e-mail: kamal@sgkindia.net with a copy marked to evoting@nsdl.co.in.

#### (II) In case of Shareholders receiving by Post:

- (i) Initial password is provided at the bottom on the postal ballot form.
- (ii) Please follow all steps from SI. No. 9(I)(ii) to SI. No. 9(I)(xii) as mentioned above, to cast vote.
- (III) If you are already registered with NSDL for e-voting then you can use your existing User ID and Password for casting your vote.
- (IV) 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 downloads section of www.evoting.nsdl.com.
- (V) The Board of Directors has appointed Dy. Managing Director, Chief Financial Officer and Company Secretary as the persons responsible for the entire postal ballot process.
- (VI) The E-voting period begins on 26<sup>th</sup> September, 2016 at 9:00 a.m. and ends on 25<sup>th</sup> October, 2016 at 5:30 p.m. During this period, the Members of the Company, holding shares in physical form or in demat form, as on the cut-off date viz. 16<sup>th</sup> September, 2016 may cast their vote electronically. The E-Voting module shall be disabled by NSDL for voting after 5:30 p.m. on 25<sup>th</sup> October, 2016. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently.
- (VII) Any query in relation to the resolutions proposed to be passed by Postal Ballot may be addressed to Mr. Manish Sethi, Company Secretary, Sarda Energy & Minerals Ltd., 3rd Floor, Vanijya Bhawan, Sai Nagar, Devendra Nagar Road, Raipur – 492001, Telephone No. (0771) 2214200, Fax No. (0771) 2214250 or email to cs@seml.co.in.

# Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 accompanying the Postal Ballot Notice dated 10<sup>th</sup> September, 2016

#### Item No.1

Sarda Metals & Alloys Ltd. (SMAL) is a wholly owned subsidiary of Sarda Energy & Minerals Ltd. (SEML). SMAL has availed term loans from L & T Infrastructure Finance Company Ltd. [L&T] and IDFC Bank Ltd. [IDFC].

As per the terms of sanction, if SMAL commits a default of payment of whether principal and/or interest as the case may be on any two occasions/dates, then the IDFC/L&T shall have right to convert at its option all outstanding loan dues either in part or full and whether the same is due or not into fully paid up equity shares of SMAL at par or fair valuation whichever is lower. IDFC/L&T shall also have the right to convert all outstanding loan dues either in part or full and whether the same is due or not into fully paid up equity shares of SMAL at par or fair valuation whichever is lower. IDFC/L&T shall also have the right to convert all outstanding loan dues either in part or full and whether the same is due or not into fully paid up equity shares of SMAL at par or fair valuation whichever all outstanding loan dues either in part or full and whether the same is due or not into fully paid up equity shares of SMAL in accordance with the Strategic Debt Restructuring Scheme framed by the Reserve Bank of India. SMAL may also avail new loans / have its existing loans refinanced from existing lenders / new lenders terms of which may also contain similar stipulation.

As per Regulation 24(5) of Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements), Regulations, 2015, a listed entity shall not dispose of shares in its material subsidiary resulting in reduction of its shareholding (either on its own or together with other subsidiaries) to less than fifty percent or cease the exercise of control over the subsidiary without passing a special resolution in its General Meeting except in cases where such divestment is made under a scheme of arrangement duly approved by a Court/Tribunal.

Further, in terms of Section 180(1)(a), the Board of Directors shall exercise the power to sell, lease or otherwise dispose of the whole or substantially the whole of the undertaking of the company or where the company owns more than one undertaking, of the whole or substantially the whole of any of such undertakings only under the authority of special resolution passed by the members of the Company.

Furthermore, in terms of Section 110 and other applicable provisions of the Companies Act, 2013, (the "Act"), including any amendment thereto or re-enactment thereof, if any, read with the Companies (Management and Administration) Rules, 2014, including any statutory modification(s) or re-enactment(s) thereof, for the time being in force, Regulation 44 of Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements), Regulations, 2015 and other applicable laws and regulations, the Company is required to pass the resolution u/s 180 of the Companies Act, 2013 mandatorily through postal ballot/e-voting.

Since the conversion of loans of SMAL by the lenders into equity may result in dilution of Company's holding in SMAL to below 50% (from the present 100%), the Board of Directors recommend the **ENABLING** Special Resolution as per the Notice of Postal Ballot for the approval of the shareholders in terms of Section 180(1)(a) of the Companies Act, 2013 and Regulation 24(5) of Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements), Regulations, 2015.

None of the Directors or Key Managerial Personnel of the Company or their relatives is concerned or interested, whether financially or otherwise, in the resolution in any manner.

Raipur 10<sup>th</sup> September, 2016

By Order of the Board For Sarda Energy & Minerals Ltd. Sd/-(Manish Sethi) Company Secretary

Registered Office

Sarda Energy & Minerals Ltd. CIN: L27100MH1973PLC016617 73-A, Central Avenue, Nagpur (M.H.) 440018 Ph: +91-712-2722407; Fax: +91-712-2722107 Email: <u>cs@seml.co.in</u>; URL: www.seml.co.in

Encl:-

- 1. Postal Ballot Form
- 2. Self-Addressed Postage Pre-Paid Envelope



## SARDA ENERGY & MINERALS LIMITED

 Regd. Off: 73-A, Central Avenue, Nagpur (MH.) 440018

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 URL: www.seml.co.in
 CIN: L27100MH1973PLC016617

### **POSTAL BALLOT FORM**

### S. No. Particulars

- 1. Name and registered address of the first / sole shareholder
- 2. Name of the joint holder(s) [if any]
- 3. Registered folio no. / DP ID Client ID
- 4. No. of shares held

I/ We, hereby exercise my/ our vote in respect of the Special Resolution to be passed through Postal Ballot for the Special Business stated in the Notice dated  $10^{th}$  September, 2016 of the Company by sending my/ our assent **(FOR)** or dissent **(AGAINST)** to the said resolutions by placing the tick mark ( $\vee$ ) at the appropriate column below:

S.	Description	No. of shares	FOR	AGAINST
No.			I/We assent to the resolution	I/We dissent to the resolution
1.	Approval to Dispose of the whole or substantially the whole of the undertaking(s)/ investments/ shares of Sarda Metals & Alloys Ltd. held by the Company.			

Place:

Date:

Signature of the shareholder

Please give your email id: \_\_\_\_\_

## ELECTRONIC VOTING PARTICULARS

<b>EVEN</b> (E Voting Event Number)	USER ID	PASSWORD

## Notes:

1) Each equity share of the Company carries one vote.

2) Please read carefully the instructions printed overleaf before exercising the vote.

### Instructions:

- A Shareholder desiring to exercise vote by Postal Ballot shall complete the enclosed Postal Ballot Form with assent (for) or dissent (against) and send it to the Scrutinizer in the enclosed self-addressed postage prepaid envelope bearing the address of the Scrutinizer appointed by the Board of Directors. Postage will be borne and paid by the Company. However, envelopes containing Postal Ballot Forms, if deposited in person or sent by courier at the expenses of the shareholders will also be accepted.
- 2. This form should be completed and signed by the shareholders. In case of joint holding, this form should be completed and signed by the first named shareholder and in his absence, by the next named shareholder as per the specimen signature registered with the Company/R & T Agent.
- 3. In the case of shares held by companies, trusts, societies etc., the postal ballot form should be accompanied by a certified true copy of the relevant Board resolution.
- 4. Please send the duly completed Postal Ballot Form in the enclosed self-addressed postage pre-paid envelope (if posted in India), so as to reach the Scrutinizer, at 69, 1<sup>st</sup> Floor, Mahalaxmi Cloth Market, Pandri, Raipur 492004, Chhattisgarh, on or before 5.30 p.m on 25<sup>th</sup> October, 2016, which is last date for receipt of completed Postal Ballot Forms. Postal Ballots received after this date will be strictly treated as if the reply from the shareholder has not been received.
- Voting rights shall be reckoned on the paid up value of shares registered in the name of the shareholder as on 16<sup>th</sup> September, 2016.
- 6. Shareholders are requested not to send any other paper along with the Postal Ballot Form in the enclosed selfaddressed envelope as all such envelopes will be sent to the Scrutinizer and any other paper found in such envelope, the same would not be considered and would be destroyed by the Scrutinizer.
- In case of non-receipt of the Postal Ballot Form or any query related thereto, the Members may contact Bigshare Services Private Limited, the Company's Registrar and Transfer Agents, E/2-3, Ansa Industrial Estate Saki Vihar Road, Sakinaka Andheri (East) Mumbai – 400072.
- 8. The Postal Ballot Form will also be available at the Registered Office of the Company and at the Office of Bigshare Services Pvt. Ltd. as mentioned above and can also be downloaded from the website of the Company: www.seml.co.in.
- 9. Postal Ballot Form Votes will be considered invalid on the following grounds.
  - a) If the shareholder's signature does not tally.
  - b) If the shareholder has marked all his shares both in favour and also against the resolutions.
  - c) If the Ballot paper is unsigned.
  - d) If the Ballot paper is filled in pencil or signed in pencil.
  - e) If the Ballot paper is received torn or defaced or mutilated to an extent that it is difficult for the Scrutinizer to identify either the shareholder or the number of votes or as to whether the votes are in favour or against or if the signature could not be checked or one or more of the above grounds.
- 10. The scrutinizer's decision on the validity of a postal ballot will be final.

## SARDA SARDA ENERGY & MINERALS LIMITED

Regd. Office : 73-A, Central Avenue, Nagpur - 440 018 (M.H.) Ph: 0712-2722407 Fax: 0712-2722107

url : www.seml.co.in email : cs@seml.co.in CIN: L27100MH1973PLC016617

## **NOTICE TO THE MEMBERS**

Members are hereby informed that Sarda Energy & Minerals Limited (the "Company") has completed the dispatch of Nouce dated 10.09.2016, pursuant to Section 110 of the Companies Act, 2013, read with the Companies (Management & Administration) Rules, 2014 along with the relevant Explanatory Statement, Postal Ballot Form and self addressed postage prepaid envelops for seeking consent of the Members through Postal Ballot (which includes voting by electronic means) in respect of the special resolution for matters as set out in the Postal Ballot Notice.

The Board of Directors has appointed Mr. Kamlesh Ojha, Practicing Company Secretary and Partner of M/s. S.G. Kankani & Associates, Company Secretaries, as Scrutinizer to receive and scrutinize the Postal Ballot Forms / E-voting.

The Schedule of Postal Ballot/E-voting is as under:

Sr. No.	Particulars	Schedule
a)	The date of completion of despatch of Notice	24.09.2016
b)	The date and time of commencement of voting	26.09.2016 / 9.00 a.m.
c)	The date and time of end of voting	25.10.2016 / 5.30 p.m.

Any Postal Ballot received from the members beyond the date mentioned above will not be valid and voting whether by post or by electronic means shall not be allowed beyond the date and time mentioned above.

The Company has sent the notice of Postal Ballot to all the shareholders whose names appear in the Register of Members/ list of Beneficial Owners as received from National Securities Depository Limited (NSDL)/ Central Depository Services Limited (CDSL) as on **16.09.2016**. Such members may exercise their voting rights electronically as per the e-voting instructions sent/given along with the Postal Ballot Notice and instructions in the Postal Ballot Form. Any member, who does not wish to avail e-voting facility/or who have not received postal ballot form may apply to the company and obtain a duplicate postal ballot form by sending a request to the Company Secretary at the address/email given herein. The Postal Ballot Notice and Postal Ballot form will also be available at the office of Bigshare Services Pvt. Ltd. - R & T Agent of the Company and can also be downloaded from the website of the Company **- www.seml.co.in**.

Any grievances connected with voting by Postal Ballot including voting by electronic means, can be addressed to Mr. Manish Sethi, Company Secretary, Sarda Energy & Minerals Ltd., 3rd Floor, Vanijya Bhawan, Sai Nagar, Devendra Nagar Road, Raipur 492001, Telephone No. (0771) 2214200, Fax No. (0771) 2214250 or email to cs@seml.co.in.

Indian Express dt. 259/16

By Order of the Board of Directors For Sarda Energy & Minerals Limited Sd/-

Place : RAIPUR Date : 24.09.2016 Manish Sethi Company Secretary SARDA सारडा एवर्जी ॲण्ड मिवरल्स लिमिटेड

रजिस्टर ऑफिस : ७३-ए, सेन्ट्रल एव्हेन्यू, नागपूर- ४४० ०१८ (म.रा.) फोन : ०७१२-२७२२४०७ फॅक्स: ०७१२-२७२२१०७ url : www.seml.co.in email : cs@seml.co.in CIN: L27100MH1973PLC016617

## सभासदांना सूचना

सभासदांना याद्वारे कळविण्यात येते कि, टपाल मतदानाच्या सुचनेत दिलेल्या कामकाजाच्या संबंधात टपाल मतदाना मार्फत (ज्या मध्ये इलेक्ट्रॉनिक व्होटींग समाविष्ट आहे) सभासदांची मंजुरी मिळविण्यासाठी संबंधित स्पष्टीकरणात्मक विवरण, टपाल मत पत्रिका आणि स्वपत्त्याचा आगाऊ टपाल खर्च भरलेल्या पाकीटासह, (व्यवस्थापन आणि प्रशासन) नियम २०१४, कंपनी अधिनियम, २०१३ च्या कलम ११० सह वाचन अंतर्गत बनविलेल्या नियमानुसार सुचना पाठविण्याचे काम सारडा एनर्जी ॲण्ड मिनरल्स लिमिटेड (कंपनी) ने दि. १०.०९.२०१६ रोजी पुर्ण केले आहे.

टपाल मतपत्रिका प्राप्त करून तपासण्याकरिता तपासणी अधिकारी म्हणून मे. एस.जी. कंकानी ॲण्ड असोसिएट्स, कंपनी सेक्रेटरी चे भागीदार श्री कमलेश ओझा ह्यांची नेमणूक संचालक मंडळाने केली आहे.

टपाल मतपत्रिका /ई-मतदान वेळापत्रक खालील प्रमाणे आहे.

अन.क.	तपशिल	वेळापत्रक
अ)	सुचना पाठवणे पुर्ण करण्याची तारीख	28.09.2095
ब)	मतदान सुरू होण्याची तारीख आणि वेळ	२६.०९.२०१६ / ९.०० वा.
क)	मतदान संपण्याची तारीख आणि वेळ	२५.१०.२०१६ / ५.३० वा.

वरील नमूद केलेल्या तारीख व वेळे नंतर सभासदांना प्राप्त कोणतीही टपाल मतपत्रिका वैध ठरणार नाही आणि तसेच वरील नमुद केलेल्या तारीख व वेळे नंतर टपाल किंवा इलेक्ट्रॉनिक वोटींग द्वारे केलेले मतदान मान्य करण्यात येणार नाही.

दि. १६.०९.२०१६ रोजी सभासदांच्या नोंद वहित/नॅशनल सिक्युरिटीज डिपॉझिटरी लि. (एनएसडीएल)/सेन्ट्रल डिपॉझिटरी सव्हिंसेस लिमिटेड (सींडीएसएल) कडून प्राप्त झालेल्या लाभार्थी मालकांच्या यादीत नाव असलेल्या सर्व भागधारकांना कंपनीने टपाल मतदानाची सुचना पाठविलेली आहे. असे सभासद सुचने मधिल टिपांमध्ये दिलेल्या प्रक्रिये प्रमाणे आणि टपाल मत पत्रिकेतील सुचने प्रमाणे इलेक्ट्रॉनिक पध्दतीने त्यांचे मत देऊ शकतात. जर एखाद्या सभासदाला इलेक्ट्रॉनिक वोटींग सुविधेचा वापर करावयाचा नसल्यास तसेच टपाल मतपत्रिका उपलब्ध झाली नसल्यास असे सभासद कंपनीला अर्ज करून टपाल पत्रिकेची प्रतिलिपी कंपनी सेक्रेटरी च्या पत्त्यावर विनंती अर्ज करून किंवा ई–मेल द्वारे वरिल पत्त्यावर प्राप्त करू शकतात. टपाल मत पत्रिका सुचना आणि टपाल मत पत्रिका, बिगशेअर सर्विसेस प्रा. लि. – आर ॲण्ड टी कंपनी एजंट च्या पत्त्यावर उपलब्ध आहे. आणि तसेच ते कंपनी वेबसाईट <u>www.seml.co.in</u>. वर डाउनलोड केला जाऊ शकते.

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