

JAY BHARAT MARUTI LIMITED

Corporate Office :
Plot No. 9, Institutional Area,
Sector 44, Gurgaon-122003 (Hr.)
T : +91-124-4674500, 4674550
F : +91-124-4674599
W : www.jbmgroup.com



Our milestones are touchstones

Ref. No. JBML/SE/2016-17

Date: 31st January, 2017

BSE Limited
Phiroz Jeejeebhoy Towers
Dalal Street,
Mumbai – 400001

The National Stock Exchange of India Ltd.
Exchange Plaza,
5th Floor, Plot No. C/1, G- Block,
Bandra Kurla Complex, Bandra (E)
Mumbai – 400051.

Scrip Code: 520066

Scrip Code: JAYBARMARU

Sub: Submission of Postal Ballot Notice and Form dated 16th January, 2017 of Jay Bharat Maruti Limited

Dear Sir,

Pursuant to the Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith, Postal Ballot Notice and Ballot form dated 16th January, 2017 seeking approval of the members of the Company through voting by way of physical ballot form and by electronic means (e-voting) in respect of the special resolutions as set out in the Postal Ballot Notice.

Further, this is to inform you that the Company has completed the dispatch of Postal Ballot Notice along with Ballot form to the members of the Company as on the cut-off date i.e., 20th January, 2017 through courier facility on Tuesday, 31st January, 2017.

The Postal Ballot notice and Ballot form are also available on the website of the Company www.jbm-group.com

You are requested to please take the same on record.

Yours faithfully,

For Jay Bharat Maruti Limited


(Ravi Arora)
Company Secretary
Encl: As Above

Works :

Plant I : Plot No. 5, MSIL, Joint Venture Complex, Gurgaon-122 015 (Haryana) T: +91 124 4887200 F: +91 124 4887300
Plant II : Vill. & Post - Mohammadpur Narsinghpur, Sector-36, Gurgaon-122 001 (Haryana) T: +91 124 4275126-27, F: +91 124 4935332
Plant III : Plot No. 15&22, Sector-3A, Maruti Supplier Park, IMT Manesar, Gurgaon-122 051 (Haryana) T: +91 9999190423, 9899079952
Plant IV : Plot No. 322, Sector -3, Phase-II, GWC, Bawal - 123501 (Haryana) T:+91 8221004201, 8221004203

Regd. Office :

601, Hemkunt Chambers, 89, Nehru Place, New Delhi - 110 019 T: +91 11 26427104-06, F: +91 11 26427100
CIN : L29130DL1987PLC027342

Jay Bharat Maruti Limited

Registered Office: 601, Hemkunt Chambers,

89, Nehru Place, New Delhi - 110 019

CIN: L29130DL1987PLC027342

E-mail: corp@jbm.co.in; Website: www.jbm-group.com

Ph. 011-26427104; Fax: 011-26427100



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, if any, of the Companies Act, 2013 ("the Act") read with Rules 20 & 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) for transacting the following special businesses by the members of Jay Bharat Maruti Ltd. ("the Company") by passing special resolutions through Postal Ballot:

Special Business

1. Issue of Non –Convertible Debentures on private placement basis

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

"RESOLVED THAT pursuant to provisions of Section 42, 71 and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification(s) or reenactment thereof, for the time being in force) and any other applicable laws including the SEBI (Issue and Listing of Debt Securities) Regulations, 2008 as amended from time to time and other applicable SEBI regulations and guidelines, if required, the provisions of the Memorandum and Articles of Association of the Company, subject to such other approval(s), consent(s), permission(s) and sanction(s) as may be necessary from the concerned Statutory Authority(ies), the approval of the Members of the Company be and is hereby accorded for borrowing/raising funds not exceeding Rs. 150 Crores (Rupees One Hundred and Fifty Crores only), within the overall borrowing limits of the company as approved by the members from time to time, by issue of unsecured/secured Non-Convertible Debentures through Private Placement in one or more tranches of Non-Convertible Debentures to the eligible investors, on such terms and conditions as may be finalized by the Board or any duly constituted committee or any other authority/officials of the Company authorized by the Board.

RESOLVED FURTHER THAT the Board of Directors be and is hereby severally authorise Mr. Anand Swaroop, President & CFO and Mr. Ravi Arora, Company Secretary of the Company to determine the terms of the issue, including the class of investors to whom the debentures are to be allotted, the number of the debentures to be allotted in each tranche, issue price, tenor, interest rate premium/discount to the then prevailing market price, appointment of debenture trustees, amount of issue, discount to issue price to a class of debenture holders, listing, issuing any declaration/undertaking etc. which are required to be included in the Private Placement Offer Letter and to also sign the Debenture trust deed, pledge agreement and any other security documents in connection with issue of Non-Convertible Debentures and to do all such acts, things as may be necessary or ancillary or incidental thereto and to execute all such documents as may be necessary for giving effect to the above resolution."

2. Creation of Charge/Mortgage on the Assets to secure borrowings of the Company

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

“RESOLVED THAT in supersession of the ordinary resolution passed by the members at the Annual General Meeting 18th August, 2011 and pursuant to Section 180(1)(a) and all other applicable provisions of the Companies Act, 2013 read with the rules, if any, made there under (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force) (“the Act”) and any other applicable laws and the provisions of the Articles of Association of the Company and subject to approval of the shareholders of the Company, the Board of Directors of the Company (hereinafter referred to as ‘the Board’ which term shall be deemed to include any Committee which the Board may have constituted or hereinafter constitute to exercise its powers including the powers conferred by this resolution) be and is hereby authorized to mortgage and/or charge, in addition to the mortgages / charges created / to be created by the Company, in such form and manner and with such ranking and at such time and on such terms as the Board may in its absolute discretion determine, on all or any of the moveable and/or immovable properties of the Company, both present and future and/or the whole or any part of the undertaking(s) of the Company, in favour of the Lender(s), Agent(s) and other bodies, to secure the borrowings of the Company, availed / to be availed by way of loan(s) (in Indian Rupee and/or in foreign currency) and/or securities (comprising fully/ partly Convertible Debentures and/or Non-Convertible Debentures with or without detachable or non-detachable Warrants and/or secured premium notes and/or floating rates notes / bonds or other debt instruments), issued / to be issued by the Company, from time to time, subject to a maximum of Rs.600 Crores (Rupees Six Hundred Crores Only) together with interest at the respective agreed rates, additional interest, compound interest in case of default, accumulated interest, liquidated damages, commitment charges, premia on pre-payment, remuneration of the Agent(s)/ Trustee(s), premium (if any) on redemption, all other costs, charges and expenses, including any increase as a result of devaluation / revaluation / fluctuation in the rates of exchange and all other monies payable by the Company in terms of the Loan Agreement(s) / Deed(s) and Agreement(s) / Debenture Trust Deed(s) or any other document, entered into /to be entered into between the Company and the Lender(s) / Agent(s) and Trustee(s), in respect of the said loans / borrowings/ securities and containing such specific terms and conditions and covenants in respect of enforcement of security as may be stipulated in that behalf and agreed to between the Board of Directors or Committee thereof and the Lender(s) / Agent(s) / Trustee(s) as the case may be.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors/ Committee constituted by the Board be and is hereby authorized to finalize, settle and execute such documents / deeds / papers / agreements as may be required and to do all such acts, deeds, matters and things, as it may in its absolute discretion deem necessary, proper or desirable and to settle any question, difficulty or doubt that may arise in regard to creating mortgages / charges as aforesaid. ”

**By Order of the Board of Directors
For Jay Bharat Maruti Limited**

Place: Gurgaon
Date :16.01.2017

Ravi Arora
Company Secretary
M. No. 37075

NOTES:

1. The business set out in the Notice may be transacted through electronic voting system and the Company is providing facility for voting by electronic means.
2. The Statement pursuant to Section 102(1) of the Companies Act, 2013 setting out material facts concerning each item of business to be transacted is annexed hereto.
3. Notice along with Postal Ballot Form is being sent to the members whose names appear on the register of members /list of beneficial owners maintained by the Depositories i.e., National Securities Depository Limited (“NSDL”) and Central Depository Services (India) Limited (“CDSL”) as on Friday, 20th January, 2017.
4. The Postal Ballot Notice is uploaded on the website of the Company, i.e., www.jbm-group.com and on the website of NSDL, i.e., www.evoting.nsdl.com
5. In compliance with the provisions of Section 108 of the Companies Act, 2013 read with rules 20 and 22 of the Companies (Management and Administration) Rules, 2014[including any statutory modifications or re-enactments thereof for the time being in force] as amended from time to time and regulation 44 of the SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015, the Company is pleased to provide the option of e-voting facility for its Members of the Company to enable them to cast their votes on the resolutions electronically. Kindly note that the Members can opt for only one mode of voting, i.e., either by physical postal ballot or e-voting. In case Members cast their vote by both physical postal ballot and e-voting, it may be noted that votes cast by them through e-voting shall prevail and votes cast by physical postal ballot will be treated as invalid. The National Securities Depository Limited (NSDL) will be facilitating e-voting to enable the members to cast their votes electronically.
6. Members are requested to carefully read the instructions given in the enclosed Postal Ballot Form. Postal Ballot Form duly completed with the assent (for) or dissent (against), and signed should be returned directly to the Scrutinizer so as to reach the Scrutinizer not later than close of working hours i.e. 5:00 p.m. on **Thursday, the 2nd March, 2017** to be eligible for being considered, failing which, it will be treated as if no reply has been received from the Member. The Scrutinizer will submit his report to the Chairman appointed by the Board after completion of the scrutiny and the results of postal ballot will be announced on **Saturday, the 4th March, 2017** at the Registered Office of the Company at 601, Hemkunt Chambers, 89, Nehru Place, New Delhi - 110019

7. Postage charges will be borne and paid by the Company. However, in case a Member sends the Ballot Form by courier or registered post or delivers it in person at his/her own expense, such Ballot Form will also be accepted.
8. Resolutions passed by the members through postal ballot including voting by electronic means shall be deemed to have been passed as if they have been passed at a general meeting of the members convened in that behalf.
9. The Notice along with the Postal Ballot Form is being sent to the members in electronic form to the e-mail addresses registered with their Depository Participants (in case of electronic shareholding) / the Company's Registrars and Share Transfer Agents (in case of physical shareholding). For members whose e-mail addresses are not registered, physical copies of the Notice are being sent by permitted mode along with a self-addressed postage pre-paid envelope.
10. Voting rights shall be reckoned on the paid up value of shares registered in the name of the member as on Friday, 20th January 2017 (cut-off date). Members can vote for their entire voting rights as per their discretion.
11. A member cannot exercise his vote by proxy on postal ballot.
12. 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/ Authority Letter, etc., together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer along with the Postal Ballot Form.
13. The Board of Directors have appointed Mr. Dhananjay Shukla of M/s. Dhananjay Shukla & Associates, Company Secretaries, Gurgaon as Scrutinizer to conduct the postal ballot as well as electronic voting process in a fair and transparent manner.
14. The Scrutinizer will submit his report to the Chairman after the completion of scrutiny, and the results of voting by postal ballot (including voting through electronic means) will be declared by placing it along with the Scrutinizer's report on the Company's website www.jbm-group.com and communicated to the Stock Exchanges.
15. The resolutions, if approved, shall be deemed to have been passed on the date of declaration of the result. The result of the Postal Ballot will be posted on the website of the Company at www.jbm-group.com as well as on the website of National Securities Depository Limited.
16. Relevant documents referred to in the Notice and the statement are available for inspection by the members at the Registered Office of the Company during business hours on all working days, except Saturday (between 11:00 a.m. to 1:00 p.m.) from the date of dispatch of Notice till **Thursday, the 2nd March, 2017**
17. **Members who have not registered their e-mail addresses so far are requested to register the same with the Company's Registrar and Share Transfer Agent/ Depository Participant(s) for sending future communication(s) in electronic form.**
18. **Voting through electronic means**

In compliance of the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide to

the members, the facility to exercise their right to vote in Postal Ballot process by electronic means and the business may be transacted through e-Voting Services provided by the National Securities Depository Limited (NSDL):

The instructions for e-voting are as under:

- I. The remote e-voting period commences on **Wednesday, 1st February, 2017** (9:00 am) and ends on **Thursday, the 2nd March, 2017** (5:00 pm). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Friday, 20th January, 2017, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

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

- a. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)] :
 - (i) Open e-mail and open PDF file viz; "remote e-Voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password for e-voting. Please note that the password is an initial password.
NOTE: Shareholders already registered with NSDL for e-voting will not receive the PDF file "Remote e-voting.pdf".
 - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsd.com/>
 - (iii) Click on Shareholder - Login
 - (iv) Put user ID and password as initial password noted in step (i) above. Click Login.
 - (v) Password change menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. 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 "Jay Bharat Maruti Limited"
 - (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 authorized to vote, to the Scrutinizer through e-mail dshukla.fcs@gmail.com with a copy marked to evoting@nsdl.co.in.

(b) In case of Shareholders' receiving Postal Ballot Form by Post:

(i) Initial password is provided as below/at the bottom of the Postal Ballot Form.

EVEN (E Voting Event Number)	USER ID	PASSWORD/PIN

(ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.

(c) 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.

(d) If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.

In case Shareholders are holding shares in demat mode, USER-ID is the combination of (DPID+ClientID).

In case Shareholders are holding shares in physical mode, USER-ID is the combination of (Even No+Folio No).

(e) Shareholders who forgot the User Details/Password can use "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com.

II. You can also update your mobile number and e-mail ID in the user profile details of the folio which may be used for sending future communication(s).

III. The remote e-voting period commences on **Wednesday, 1st February, 2017** (9:00 am) and ends on **Thursday, the 2nd March, 2017** (5:00 pm). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Friday, 20th January, 2017, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

IV. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date mentioned above.

- V. Mr. Dhananjay Shukla of M/s Dhananjay Shukla & Associates, Company Secretaries (FCS 5886) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- VI. The Scrutinizer shall within a period not exceeding 3 (three) working days from the conclusion of the e-voting period unblock the votes in the presence of at least 2 (two) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 (1) OF THE COMPANIES ACT, 2013 ("the Act")

ITEM NO. 1

The members are hereby informed that the Company is in the process of expansion of its Plant at Vithalapur, Gujarat. The said Project is being funded through Loans/debts and Internal accruals. Further, in order to meet the additional fund requirements, the Company is proposing to raise the funds in the form of Unsecured / Secured Redeemable Non-Convertible Debentures ('NCDs')/ Bonds on private placement basis.

The Board has at their meeting held on 16th January, 2017, recommended to the shareholders to give their consent to the Board of Directors or any Committee of the Board to borrow and raise funds by issue of NCDs on private placement basis, up to an amount of Rs. 150 Crores [Rupees One Hundred and Fifty Crores Only] under section 42 and 71 read with section 179 of the Companies Act, 2013.

Such issue shall be subject to overall borrowing limits of the Company as approved by the shareholders and will be issued in terms of the provisions of the Act, Articles of Association of the Company and Securities and Exchange Board of India [Issue and Listing of Debt Securities] Regulations, 2008 and other applicable laws, if required.

Pursuant to sections 42 and 71 of the Act read with rule 14 of the Companies [Prospectus and Allotment of Securities] Rules, 2014, a Company offering or making an invitation to subscribe to NCDs on a private placement basis is required to obtain prior approval of the shareholders by way of a Special Resolution. For NCDs, it shall be sufficient if the company passes a previous Special Resolution only once in a year for all the offers or invitation for such NCDs during the year. Thus such approval by way of Special Resolution shall be valid for a year for all offers and invitations for such NCDs to be made during the year. Accordingly, it is proposed to raise funds through Private Placement of NCDs in one or more tranches during a year starting from the date of approval of the Special Resolution by the shareholders of the Company. Such NCDs shall be issued to such person or persons, who may or may not be the members of the Company, as the Board or any duly constituted Committee of the Board or such other authority as may be approved by the Board, may think fit and proper.

The resolution contained in Item No. 1 of the accompanying Notice, accordingly, seek members' approval for raising funds through Private Placement of NCDs in one or more tranches during a year starting from the date of approval of Special Resolution by the members of the Company and authorizing the Board of Directors [or any duly constituted Committee of the Board or such other authority as

approved or as may be approved by the Board] of the Company to complete all the formalities in connection with the issue of NCDs.

None of the Directors or Key Managerial Personnel of the Company or their relatives are, in any way, concerned or interested in the proposed resolution.

The Board recommends the resolution as set out in the Notice for your approval as Special Resolution by way of Postal Ballot.

ITEM NO. 2

In terms of the provisions of section 180[1][a] of the Act and Rules made thereunder, the Board of Directors of the Company requires shareholders' approval by way of Special Resolution to increase the limits for creation of charges, mortgages, hypothecations, etc. on the assets, to secure the borrowings including secured/unsecured Redeemable Non-Convertible Debentures / Bonds on private placement Basis, from the existing limit of Rs. 400 Crores to Rs. 600 Crores.

The proposed borrowings by the Company, if required, is to be secured by mortgages or charges on all or any of the movable or immovable or any tangible or intangible assets / properties of the Company [both present and future] in favour of any lender, including the Financial Institutions / Banks / Debenture Trustees, etc. in such form, manner and ranking as may be determined by the Board of Directors of the Company from time to time, in consultation with the lender[s].

The mortgages and the charges on any of the movable and / or immovable or any tangible or intangible assets / properties and / or the whole or any part the undertaking[s] of the Company may be regarded as disposal of the Company's undertaking[s] within the meaning of section 180[1][a] of the Act read with Rules made thereunder.

The resolution contained in Item No. 2 of the accompanying Notice, accordingly, seek members' approval for disposal of the Company's undertaking[s] by creation of mortgages, charges, etc. thereon and for authorising the Board of Directors [including committee thereof authorised for the purpose] of the Company to complete all the formalities in connection with creating charge on Company's properties.

None of the Directors or Key Managerial Personnel of the Company or their relatives are, in any way, concerned or interested in the proposed resolution.

The Board recommends the resolution as set out in the Notice for your approval as Special Resolution by way of Postal Ballot.

**By Order of the Board of Directors
For Jay Bharat Maruti Limited**

Place: Gurgaon
Date :16.01.2017

Ravi Arora
Company Secretary
M. No.37075

JAY BHARAT MARUTI LIMITED

Registered Office: 601, Hemkunt Chambers,

89, Nehru Place, New Delhi - 110019

CIN: L29130DL1987PLC027342

E-mail: corp@jbm.co.in; Website: www.jbm-group.com

Ph. 011-26427104, Fax: 011-26427100

**POSTAL BALLOT FORM**

Sr. No.

1. Name(s) and Registered
Address of the Sole/
First Named Shareholder :

2. Name(s) of the Joint Holder(s), :
(if any)

3. Registered Folio No./
(DP ID No.* and Client ID No.
(*Applicable to shareholders
holding shares in dematerialized form)

4. Number of Equity Share(s) held

5. I/ We hereby exercise my/our vote(s) in respect of the Special resolution to be passed through Postal Ballot for the business enumerated in the Notice dated 16th January 2017, by conveying my/our assent or dissent to the said resolutions by placing a tick mark (✓) at the appropriate box below:

Item no.	Brief description of the resolution	No. of Shares held by me	I assent to the resolution (For)	I dissent to the resolution (Against)
1.	Issue of Non - Convertible Debentures on private placement basis			
2.	Creation of charge/ Mortgage on the Assets to secure borrowings of the Company			

Place:

Date:

(Signature of the Shareholder)

EVEN (E-VOTING EVENT NUMBER)	USER ID	PASWORD/PIN

Please read the instructions printed overleaf before exercising your vote.

INSTRUCTIONS:

1. A Member desiring to exercise vote by Postal Ballot should complete this Postal Ballot Form (no other form or photocopy thereof is permitted) and send it to the Scrutinizer, Mr. Dhananjay Shukla, M/s. Dhananjay Shukla & Associates, Company Secretaries, in the attached self-addressed business reply envelope. Postage will be borne and paid by the Company. However, envelopes containing Postal Ballot Form(s), if sent by courier or registered/speed post at the expense of the members will also be accepted.
2. The self-addressed business reply envelope is addressed to the Scrutinizer.
3. This Postal Ballot Form should be completed and signed by the Member (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 absence, by the next named Member.
4. Duly completed Postal Ballot Form should reach the Scrutinizer not later than close of working hours (i.e. upto 5:00 P.M.) on Thursday, the 2nd March, 2017 . All Postal Ballot Forms received after this date will be strictly treated as if reply from such member has not been received.
5. There will be only one Postal Ballot Form for every Folio/Client ID irrespective of the number of joint-holders.
6. In case of 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/Power of Attorney.
7. 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 last date of receipt of Postal Ballot Form, i.e., upto 5:00 p.m. on Thursday, the 2nd March, 2017.
8. Voting rights shall be reckoned on the paid up value of shares registered in the name of the members as on the Record date i.e. Friday, the 20th January, 2017. Members are requested not to send any other paper along with the Postal Ballot Form in the attached self-addressed business reply envelope. Any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
9. A Member need not use all the votes nor needs to cast all the votes in the same way.
10. The Scrutinizer's decision on the validity of a Postal Ballot shall be final.
11. Incomplete, unsigned or incorrect Postal Ballot Forms will be rejected.
12. The exercise of vote under Postal Ballot process is not permitted through proxy.