



maithan alloys ltd

ISO 9001 : 2008 COMPANY

Registered Office : Ideal Centre, 4th Floor

9, A.J.C. Bose Road, Kolkata - 700 017

T (033) 6450 2228 F (033) 2290 0383

E office@maithanalloys.com

W www.maithanalloys.com

CIN - L27101WB1985PLC039503

27th November, 2017

1]
The Secretary
The Calcutta Stock Exchange Limited
7, Lyons Range
Kolkata 700 001
Scrip code: 023915

2]
Listing Department
National Stock Exchange of India Ltd.
Exchange Plaza, Bandra-Kurla Complex,
Bandra (E), Mumbai - 400 051
Scrip code: MAITHANALL-EQ

Ref: Regulation 30 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015

Sub: Postal Ballot Notice

Dear Sir,

We enclose herewith, a copy of the Postal Ballot Notice dated 9th November, 2017, issued to the Members seeking their approval for re-classification of Mrs. Smriti Saraf (*nee* Agarwalla) from 'Promoter Group' category to 'Public' category.

This is for your information and appropriate dissemination.

Thanking you,

Yours faithfully,

For Maithan Alloys Limited

Rajesh K. Shah
Company Secretary

Encl. as above

cc: The Corporate Relationship Department
BSE Limited
1st Floor, New Trading Ring, Rotunda Building,
P.J. Towers, Dalal Street, Fort, Mumbai 400 001
Script Code: 590078

Works : Unit-I : P. O. Kalyaneshwari - 713 369, Dist. Burdwan (West Bengal)
Unit-II : E.P.I.P., Byrnihat, Dist. Ri-bhoi-793 101 (Meghalaya)
Unit-III : Plot No. 42 & 43, APSEZ, P.O. Atchutapuram, Dist. Visakhapatnam - 531 011 (A.P.)



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CIN : L27101WB1985PLC039503

Regd. Office: 'Ideal Centre', 4th Floor, 9, AJC Bose Road, Kolkata – 700 017

e-mail:office@maithanalloys.com, website: www.maithanalloys.com

Ph: 033-6450-2228 Fax: 033-2290-0383

POSTAL BALLOT NOTICE

Pursuant to Section 110 of the Companies Act, 2013

&

Companies (Management and Administration) Rules, 2014

Dear Member(s),

NOTICE is hereby given that the Company is seeking the approval of its Members to re-classify the status of Mrs. Smriti Saraf (*nee* Agarwalla) from 'Promoter Group' category to 'Public' category of the Company by passing resolution through postal ballot in accordance with the provisions of Section 110 and other applicable provisions, if any, of the Companies Act, 2013 read with applicable Rules and Standards framed thereunder.

The draft resolution and the explanatory statement thereto, stating the material facts are being sent along with a Postal Ballot Form for your consideration. You are requested to send your assent or dissent in writing through Postal Ballot Form (as enclosed) or by electronic means (e-voting), within 30 (Thirty) days from the date of dispatch of this Notice.

You are requested to carefully read and follow the instructions printed on the Postal Ballot Form and return the same duly completed, in the enclosed postage pre-paid self-addressed business reply envelope, so as to reach the Scrutinizer on or before **5:00 P.M. on Wednesday, 27th December, 2017**. Any Postal Ballot Form received after the said date and time shall be treated as if the reply from the Member has not been received.

The Company is also providing e-voting facility to its Members. The Company has entered into an agreement with Central Depository Services (India) Limited (CDSL) for facilitating e-voting to enable the Members to cast their votes electronically instead of voting through Postal Ballot Form. E-voting is optional. Please carefully read and follow the instructions on e-voting printed in this Notice.

Members of the Company, holding shares either in physical form or in dematerialized form, as on close of business hours of **17th November, 2017** (the cut-off date) may cast their vote electronically. The voting period will commence from **10:00 A.M. on Tuesday, 28th November, 2017 and ends on Wednesday, 27th December, 2017 at 5:00 P.M.** E-voting shall not be allowed beyond such date and time and e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on resolution is cast by the Member, the Member shall not be able to change it subsequently.

Members can opt only for one mode for voting i.e. either through Postal Ballot Form or e-voting. If a Member has opted for e-voting, then he/she should not vote by postal ballot and *vice-a-versa*. However, in case Member cast his/her vote both via Postal Ballot Form and e-voting, then voting through e-voting shall prevail and voting done by Postal Ballot Form shall be treated as invalid.

The Board has appointed Mr. Jitendra Patnaik, a company secretary in whole time practice, as Scrutinizer for conducting the postal ballot voting process in a fair and transparent manner. The Scrutinizer's decision on the validity of the vote cast will be final and binding on the Members.

The Scrutinizer shall submit his report to the Chairman and Managing Director of the Company after completion of the scrutiny of vote casted. The results of the postal ballot will be announced by the Chairman and Managing Director of the Company or by any other person authorized by him on **Friday, 29th December, 2017 at 3:00 P.M.** at the registered office of the Company situated at 4th Floor, 9, AJC Bose Road, Kolkata -700017. The result of the postal ballot will be posted on the Company's website at www.maithanalloys.com and also on website of CDSL at www.evotingindia.com and shall be communicated to the stock exchanges(s) where the shares of the Company are traded.

Registered Office:
'Ideal Centre', 4th Floor,
9, AJC Bose Road, Kolkata – 700 017

By Order of the Board
For Maithan Alloys Limited

Date: 9th November, 2017
Place: Kolkata

Rajesh K. Shah
Company Secretary

Enclosures:

1. Draft Resolution with Explanatory Statement, 2. Postal Ballot Form, 3. Postage Pre-paid Self-addressed Business Reply Envelope.

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 relating to the draft resolution is annexed hereto.
2. The resolution as enclosed is proposed to be passed as a special resolution and shall be declared as passed, if the number of votes cast in favour of the resolution is three times more than the votes, if any, cast against the said resolution. The resolution if passed, shall be deemed to have been passed on Wednesday, 27th December, 2017.
3. The Postal Ballot Notice is being sent to all the Members, whose names appear in the register of members/ list of beneficial owners, received from National Securities Depository Limited (NSDL)/ Central Depository Services (India) Limited (CDSL) as on close of business hours on Friday, 17th November, 2017. The voting rights of the Members shall be reckoned in proportion to the equity shares held by them in the Company as on cut-off date. Any person who is not a Member as on the cut-off date should treat this Notice for information purpose only.
4. As per the Companies (Management and Administration) Rules, 2014 (as amended), Notice of Postal Ballot may be served on the Members through electronic means. Members who have registered their e-mail IDs with depositories or with the Company are being sent Notice of Postal Ballot by e-mail and Members who have not registered their e-mail IDs are being sent the Notice of Postal Ballot alongwith Postal Ballot Form through post/courier.
5. Members who do not receive the Postal Ballot Form or wish to vote through Postal Ballot Form instead of e-voting, may obtain a duplicate form by downloading the same from the Company's website at www.maithanalloys.com or from the CDSL's website at www.evotingindia.com or may apply to the Company's Registrars and Transfer Agents, Maheshwari Datamatics Pvt. Ltd., at 5th Floor, 23, R.N. Mukherjee Road, Kolkata- 700001 and obtain a duplicate thereof. The Members are requested to exercise their voting rights by using Postal Ballot Form issued by the Company only.

6. Any query/grievances connected with the postal ballot including voting by electronic means, may be addressed to Mr. Rajesh K. Shah, Company Secretary at Maithan Alloys Limited, 'Ideal Centre', 4th Floor, 9, AJC Bose Road, Kolkata – 700 017 or at 033-6450-2231 or at rajesh@maithanalloys.com.
7. The instructions for Members for voting electronically (e-voting) are as under:-

In case of Members receiving e-mail:

- (i) Log on to the e-voting website www.evotingindia.com during the voting period.
- (ii) Click on "Shareholders" tab.
- (iii) Now Enter your User ID
 For CDSL: 16 digits beneficiary ID,
 For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 For Physical Form: Members should enter Folio Number registered with the Company.
- (iv) Thereafter please enter the Image Verification as displayed and Click on Login.
- (v) 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.
- (vi) If you are a first time user follow the steps given below.
 Now, fill up the following details in the appropriate boxes:

	For Members holding shares in Demat Form and Physical Form
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"> Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name 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 Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field. – Sequence number is communicated in the Covering Letter/Postal Ballot Form.
DOB	Enter the Date of Birth as recorded in your demat account or in the Company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the Company records for the said demat account or folio. <ul style="list-style-type: none"> Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or Company please enter the member id / folio number in the Dividend Bank details field.

- (vii) 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 resolutions 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 Maithan Alloys Limited.
- (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 "Resolution File Link" if you wish to view the entire Resolution.
- (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.
- (xiv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote subsequently.
- (xv) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xvi) If Demat account holder has forgotten the password then enter the User ID, the image verification code and thereafter click on Forgot Password & then enter the details as prompted by the system.
- (xvii) Note for Non – Individual Shareholders and Custodians
 - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI, etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporates.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be e-mailed to helpdesk.evoting@cdslindia.com.
 - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
 - The list of accounts linked in the login should be e-mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - 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.

In case of Members receiving the physical copy:

(A) Please follow all steps from sl. no. (i) to sl. no. (xvii) above to cast vote.

(B) 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.

8. The instructions for Members for voting by physical Postal Ballot Form:-

- a. The Members are requested to carefully read the instructions printed on 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 business reply envelope, so as to reach the scrutinizer, on or before Wednesday, 27th December, 2017 at 5:00 P.M., failing which, it will be strictly treated as if no reply has been received from the Member.
- b. The Members are requested to exercise their voting rights by using the attached Postal Ballot Form only or the duplicate Postal Ballot Form obtained from the Company. No other form is permitted for the voting.

DRAFT RESOLUTION WITH EXPLANATORY STATEMENT

SPECIAL BUSINESS

SUBJECT: To re-classify the status of Mrs. Smriti Saraf (*nee* Agarwalla) from 'Promoter Group' category to 'Public' category of the Company.

Item No. 1: To consider and, if thought fit, to pass the following resolution as a SPECIAL RESOLUTION:

"RESOLVED That pursuant to Regulation 31A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and other applicable laws and subject to the necessary approvals from the Securities and Exchange Board of India (SEBI), Stock Exchanges and other appropriate statutory authorities as may be required, the consent of the Members of the Company be and is hereby accorded to re-classify the status of Mrs. Smriti Saraf (*nee* Agarwalla) from 'Promoter Group' category to 'Public' category of the Company.

RESOLVED FURTHER That Mrs. Smriti Saraf (*nee* Agarwalla) shall not hold more than ten percent of the paid-up equity share capital of the Company nor shall have any special right through formal or informal arrangements and shall not directly or indirectly exercise control, over the affairs of the Company.

RESOLVED FURTHER That the approval of the Company be and is hereby also given for re-classification of the following entities, if any, to the 'Public' category:

- (i) all body corporates in which ten per cent or more of the equity share capital is held by Mrs. Smriti Saraf (*nee* Agarwalla), either individually or jointly, but not by the remaining promoter group entities, or a firm or Hindu Undivided Family in which none of the existing promoters except Mrs. Smriti Saraf (*nee* Agarwalla) is a member;
- (ii) any body corporate in which a body corporate as provided in (i) above holds ten per cent or more, of the equity share capital;
- (iii) any Hindu Undivided Family or firm in which the aggregate shareholding of Mrs. Smriti Saraf (*nee* Agarwalla) either individually or jointly (but not by the remaining promoter group entities), is equal to or more than ten per cent of the total holding.

RESOLVED FURTHER That the relatives of Mrs. Smriti Saraf (*nee* Agarwalla) may continue to act as Key Managerial Personnel of the Company for a period of more than three years from the date of shareholders' approval regarding the above re-classification.

RESOLVED FURTHER That on approval of the Securities and Exchange Board of India/Stock Exchange(s) for the said re-classification, the Company shall effect such re-classification in the statement showing holding of securities and shareholding pattern of the Company from immediate succeeding quarter under Regulation 31 of the Listing Regulations and in compliance with Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011, Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015, and other applicable laws.

RESOLVED FURTHER That Mr. Subhas Chandra Agarwalla, Chairman and Managing Director, Mr. Subodh Agarwalla, Whole-time Director and Chief Executive Officer, Mr. Sudhanshu Agarwalla, President and Chief Financial Officer, Mr. Rajesh K. Shah, Company Secretary of the Company and such other person as authorized by them, be and are hereby jointly and severally authorized to submit the application for re-classification to the Stock Exchanges, where the securities of the Company are listed or any other regulatory body, as may be required and to do all such acts, deeds, matters and things as may be necessary or expedient and to settle any questions, difficulties or doubts that may arise in this regard without requiring to secure any further consent or approval of the Members of the Company or of the Board."

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013.

Item No. 1

The Company is required to disclose the individuals and entities forming part of its 'Promoter & Promoter Group' category and 'Public' category, separately under various provisions of the Companies Act, 2013, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (hereinafter referred as 'Listing Regulations'), Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 2011, Securities and Exchange Board of India (Prohibition of Insider Trading) Regulations, 2015 and other applicable laws as in force.

Regulation 31A of the Listing Regulations empowers the Stock Exchange to allow re-classification or modification of the existing status of individuals or entities from 'Promoter & Promoter Group' category to 'Public' category or *vice-a-versa*, only subject to the fulfillment of the conditions as provided therein.

The Company has received a request letter from Mrs. Smriti Saraf (*nee* Agarwalla) belonging to the existing 'Promoter Group' category of the Company to re-classify her status from 'Promoter Group' category to 'Public' category of the Company in terms of Regulation 31A of the Listing Regulations. A copy of the said request letter is available for inspection at the registered office of the Company during the business hours from 10:00 A.M. to 2:00 P.M. on all working days till Wednesday, 27th December, 2017.

Mrs. Saraf is the daughter of Mr. Subhas Chandra Agarwalla (Promoter as well as Chairman and Managing Director of the Company). She is also sister of Mr. Subodh Agarwalla (Whole-time Director and CEO of the Company) and Mr. Sudhanshu Agarwalla (President and CFO of the Company). She presently holds 66176 equity shares (being 0.23% of the paid-up capital) of the Company.

Her name has been included as a part of the Promoter Group merely because she is 'Immediate Relative' of the Promoter of the Company, pursuant to Regulation 2 (zb)(ii) of the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009.

Consequent upon her marriage, Mrs. Saraf is leading her life and occupation independently and takes independent investment decisions, without consulting Mr. Subhas Chandra Agarwalla or other members of Promoter Group. Further, the members of the Promoter Group do not have any control over her financial affairs or the decision making process.

Further, she is not connected, directly or indirectly, whatsoever, with any activity of the Company and in no way has any control over the affairs or decision making process of the Company and do not have any special rights through formal or informal arrangements with the Company or promoters or any person in the promoter group. She also never held at any time; any position of key managerial personnel in the Company.

In view of the above, the Board of Directors of the Company at their meeting held on 9th November, 2017 have favourably considered the request for the above re-classification subject to the approval of the shareholders, stock exchange(s), etc. as Mrs. Saraf does not:

- hold more than 10% of the total share capital of the Company;
- have any direct or indirect control over the affairs of the Company;
- hold any key managerial position in the Company;
- have any representations on the Board of Directors in the Company;
- engage in any management or day to day affairs of the Company;

- have any influences on the decision taken by the Company;
- have any special right through formal or informal arrangements or any shareholding agreement with the Company.

Post re-classification the remaining Members of the existing 'Promoter and Promoter Group Category' of the Company will be as follows:

Sl. No.	Name of the Members	No. of shares held as on 9.11.2017	Percentage (%)
	Promoter:		
1.	Subhas Chandra Agarwalla	99250	0.3409
	Members of Promoter Group/ Persons Acting in Concert:		
2.	Shankar Lal Agarwalla	907601	3.1177
3.	Prahlad Rai Agarwalla	921200	3.1644
4.	Sarita Devi Agarwalla	829000	2.8477
5.	Rita Devi	752000	2.5832
6.	Sheela Devi Agarwalla	667250	2.2920
7.	Avinash Agarwalla	298350	1.0249
8.	Sudhanshu Agarwalla	564450	1.9389
9.	Subodh Agarwalla	359250	1.2340
10.	Prahlad Rai Agarwalla (Karta of HUF)	332100	1.1408
11.	Siddhartha Shankar Agarwalla	397339	1.3649
12.	Sonam Agarwalla	110000	0.3779
13.	Subhas Chandra Agarwalla (Karta of HUF)	97500	0.3349
14.	Maithan Smelters Private Limited	5397357	18.5403
15.	Sumeet Trading Private Limited	1391100	4.7785
16.	Aaklavya (India) Private Limited	1274500	4.3780
17.	Shakti Auto Finance Private Limited	1067800	3.6680
18.	Jibraltar Traders Limited	993750	3.4136
19.	H. S. Consultancy Private Limited	3259200	11.1956
20.	Unmukt Tracom Pvt Ltd	270000	0.9275
	TOTAL	19988997	68.6635

Further the requirement under Rule 19A of the Securities Contracts (Regulation) Rules, 1957 regarding the minimum public shareholding requirement of at least 25% of the total share capital is already fulfilled as on date of this Notice without taking into account the shareholding of Mrs. Saraf.

The Board therefore recommends the Special Resolution as set out at Item no. 1 of the Notice for approval of the Members.

Mr. Subhas Chandra Agarwalla, Chairman and Managing Director, Mr. Subodh Agarwalla, Whole-time Director and Chief Executive Officer and Mr. Sudhanshu Agarwalla, President and Chief Financial Officer and their respective relatives may be deemed to be concerned or interested, financially or otherwise, in the resolution as set out at Item no. 1 of the Notice, since they are the existing Members of the Promoter and Promoter Group category of the Company. Their respective shareholding in the Company has already been disclosed above.

Save and except the above, none of the Directors and Key Managerial Personnel of the Company and/or their relatives are in any way, concerned or interested, financially or otherwise, in the resolution as set out at Item no. 1 of the Notice.

Registered Office:

'Ideal Centre', 4th Floor,
9, AJC Bose Road, Kolkata – 700 017

Date: 9th November, 2017

Place: Kolkata

By Order of the Board
For Maithan Alloys Limited

Rajesh K. Shah
Company Secretary



maithan alloys ltd

CIN: L27101WB1985PLC039503


Regd. Office: 'Ideal Centre', 4th Floor, 9 AJC Bose Road, Kolkata – 700 017

E-mail: office@maithanalloys.com; Website: www.maithanalloys.com

Phone: 033-6450-2228; Fax: 033-2290-0383

POSTAL BALLOT FORM

Serial No. :

1. Name of Member :
2. Registered Address of the Sole/First named Member :
3. Name (s) of Joint holder(s), if any :
4. Registered Folio No. / Client ID & DP ID No.* : 
(*applicable to investors holding shares in dematerialized form)
5. Number of shares held :

I/We hereby exercise my/our vote in respect of the special resolution to be passed through postal ballot for the business stated in the Notice dated 9th November, 2017 of the Company by conveying my/our assent (For) or dissent (Against) to the said resolution by placing the tick (✓) mark at the appropriate box below:

SI No	Subject Matter of the Resolution	No. of shares	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1.	Special Resolution: To re-classify the status of Mrs. Smriti Saraf (<i>nee</i> Agarwalla) from 'Promoter Group' category to 'Public' category of the Company.			

Place: _____

Date: _____

(Signature of Member)

ELECTRONIC VOTING PARTICULARS

EVSN (Electronic Voting Sequence Number)	USER ID (Demat Account/Folio No. of Members holding shares in physical mode)	PAN / DEFAULT PAN NUMBER (Original PAN/ as per point no (vi) of e-voting instruction in Notice)
171123003		

Note:

- 1] Please read the instructions printed overleaf carefully before exercising your vote through physical Postal Ballot Form and instructions given in the Notice for e-voting.
- 2] Late date of receipt of Postal Ballot Form by the Scrutinizer is **Wednesday, 27th December, 2017 at 5:00 P.M.**
- 3] In accordance with the provisions of Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is also providing e-voting facility to its Members, which would enable them to cast votes electronically, instead of physical Postal Ballot Form. E-voting is optional. Please carefully read and follow the instructions on e-voting printed in the Postal Ballot Notice.

INSTRUCTIONS:

1. A Member desiring to exercise his vote through Postal Ballot Form may complete this Postal Ballot Form and send it to the Scrutinizer in the attached Postage Pre-paid Self-addressed Business Reply Envelope.
2. The Postage Pre-paid Self-addressed Business Reply Envelope bears the address of the scrutinizer. However, envelope containing Postal Ballot Form, if sent by courier at the expenses of the registered Member(s) will also be accepted.
3. This form should be completed and signed by the Member. In case of joint holding, the form should be completed and signed by first named Member and in his absence, by the next named Member as per the specimen signature registered with the Company or furnished by National Securities Depository Limited/Central Depository Services (India) Limited to the Company in respect of shares held in the physical form or dematerialized form, respectively.
4. The consent must be accorded by recording the assent in the Column "FOR" and dissent in the Column "AGAINST" by placing a tick (✓) mark in the appropriate column.
5. The votes of the Member will be considered as invalid if:
 - (a) Form other than the Postal Ballot Form issued by the Company has been used;
 - (b) Form has not been signed by or on behalf of the Member;
 - (c) signature on the Postal Ballot Form doesn't match the specimen signature(s) registered with the Company;
 - (d) Any competent authority has given directions in writing to the Company to freeze the Voting Rights of the Member;
 - (e) it is not possible to determine without any doubt the assent or dissent of the Member;
 - (f) neither assent nor dissent is mentioned;
 - (g) the Postal Ballot Form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority;
 - (h) it is defaced or mutilated in such a way that its identity as a genuine form cannot be established;
 - (i) member has made any amendment to the Resolution or imposed any condition while exercising his vote.
6. The Scrutinizer's decision on the validity of the Postal Ballot Form shall be final and binding.
7. 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 the relevant Board Resolution /Authorization or Power of Attorney (POA) along with attested specimen signatures.
8. There will be only one Postal Ballot Form for every folio irrespective of the number of joint Members.
9. Duly completed Postal Ballot Form should reach the Scrutinizer not later than **5:00 P.M. on Wednesday, 27th December, 2017**. Postal Ballot Form received after this date will be strictly treated as if the reply from the Member has not been received.
10. A Member may download duplicate Postal Ballot Form, if so required, from the website of www.evotingindia.com or from the Company's website www.maithanalloys.com. The form duly filled up, should reach the Scrutinizer not later than the date specified in point no. 9 above.
11. Voting rights shall be reckoned on the paid up value of shares registered in the name of the Members as on close of working hours on Friday, 17th November, 2017.
12. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed postage pre-paid self-addressed business reply envelope except copy of resolution/authorization or POA as specified in point no. 7 above, as such envelope(s) will be sent to the Scrutinizer and any extraneous paper found in such envelope will be destroyed by the Scrutinizer.
13. Members have option to vote either through e-voting or through Postal Ballot Form. E-voting will commence from **10:00 A.M. on 28th November, 2017 and end on 27th December, 2017 at 5:00 P.M.** If a Member has opted for e-voting, then he/she should not vote by physical ballot also and *vice-a-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 physical ballot shall be treated as invalid.
14. The voting by postal ballot either in physical form or through e-voting can be exercised only by the Member or his/her duly constituted attorney or in case of bodies corporate, the duly authorised person. It cannot be exercised by a proxy.