



To,

May 22, 2018

BSE Ltd. Phiroze Jeejeebhoy Towers, Dalal Street, Fort, Mumbai – 400 023 Scrip Code: 532926	National Stock Exchange of India Ltd. Exchange Plaza, Bandra Kurla Complex, Bandra (East), Mumbai -400 051 Scrip Code: : JYOTHYLAB
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Sub: Notice of Postal Ballot and Postal Ballot Form

Dear Sir/Madam,

Pursuant to Regulation 30 read with Part A of Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we are enclosing herewith Postal Ballot Notice alongwith Postal Ballot Form issued to the shareholders of the Company for Bonus Issue of equity shares in the ratio 1:1 i.e. 1 (One) new Equity Share of Re. 1/- each for every 1 (One) existing Equity Share of Re. 1/- each held by the Members as on the record date.

Please take the above on your record and disseminate the same for the information of investors.

Thanking you,

Yours faithfully,

For Jyothy Laboratories Limited

M. P. Ramachandran
Chairman & Managing Director
(DIN – 00553406)



Encl.: as above



JYOTHY LABORATORIES LIMITED

CIN: L24240MH1992PLC128651

Regd. Office: 'UJALA HOUSE', Ramkrishna Mandir Road, Kondivita, Andheri (East), Mumbai- 400059;

Tel.: 91-22-66892800; Fax: 91-22-66892805;

Email: secretarial@jyothy.com; Website: www.jyothylaboratories.com

NOTICE OF POSTAL BALLOT

{Notice pursuant to Section 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014}

Notice is hereby given pursuant to Section 110 and all other applicable provisions, if any, of the Companies Act, 2013 (the Act) read with the Companies (Management and Administration) Rules, 2014 (the Rules), including any statutory modification(s) or re-enactment(s) thereof for the time being in force, that the Resolution appended below is proposed to be passed as an Ordinary Resolution by way of Postal Ballot including electronic voting (e-voting). The Explanatory Statement pursuant to Section 102 of the Act, pertaining to the appended Resolution setting out the material facts concerning the item and the reasons thereof is annexed hereto along with a Postal Ballot Form for your consideration.

The Board of Directors of the Company (the Board) in accordance with Rule 22(5) of the Rules has appointed Mr. Himanshu S. Kamdar (Membership No. FCS 5171), Practicing Company Secretary, Partner of M/s. Rathi & Associates, Mumbai, as the scrutinizer for conducting the Postal Ballot process in a fair and transparent manner.

In compliance with Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and provisions of sections 108 and 110 of the Act read with the Rules framed thereunder, the Company is pleased to provide e-voting facility as an alternate, to all its Members, to enable them to cast their votes electronically instead of dispatching the physical Postal Ballot Form by post. The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide e-voting facility to its Members. It may be noted that e-voting is optional. In case a Member has voted through e-voting facility, he/she is not required to send the physical Postal Ballot Form. In case a Member votes through e-voting facility as well as sends his/her vote through physical Postal Ballot Form, the vote cast through e-voting shall only be considered and the voting through physical Postal Ballot Form shall not be considered by the Scrutinizer.

The e-voting commences on Thursday, May 24, 2018 at 9:00 a.m. IST and concludes on Friday, June 22, 2018 at 5:00 p.m. IST. The e-voting module shall be disabled by CDSL for voting thereafter. The e-voting facility is available at the link <https://www.evotingindia.com>. For e-voting, please read carefully the "Instructions for e-voting" enumerated in the notes to this Notice. Members opting to vote through physical mode i.e. sending the Postal Ballot Form duly signed, by post, are requested to carefully read the instructions printed on the Form enclosed herewith and return it, duly completed and signed along with their assent (FOR) or dissent (AGAINST) in the enclosed postage-prepaid self-addressed Business Reply Envelope, so as to reach the Scrutinizer on or before June 22, 2018 by 5:00 p.m. IST.

Please note that any Postal Ballot Form(s) received thereafter will be treated as not having been received.

The Scrutinizer upon completion of scrutiny of the votes received in electronic and physical mode, will submit his Report to the Chairman or any other person authorised by him, who shall countersign the same. The results of the Postal Ballot will be announced not later than 48 hours of conclusion of the voting through Postal Ballot. The said results would be displayed at the Registered Office of the Company and will be intimated to the Stock Exchanges where the shares of the Company are listed. Additionally, the results will also be uploaded on the Company's website i.e. www.jyothylaboratories.com and on the website of CDSL i.e. www.evotingindia.com.

The Resolution shall be deemed to have been passed on the last date specified by the Company for receipt of duly completed Postal Ballot Forms and e-voting i.e. Friday, June 22, 2018.

SPECIAL BUSINESS:

RESOLUTION - ISSUE OF BONUS SHARES

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

"RESOLVED THAT pursuant to the provisions of Section 63 and other applicable provisions, if any, of the Companies Act, 2013 read with the Rules framed thereunder, Article 177 of the Articles of Association of the Company, the Securities and Exchange Board of India (Issue of Capital and Disclosure Requirements) Regulations, 2009, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and any other applicable regulations and guidelines issued by the Securities and Exchange Board of India (SEBI) and/or the Reserve Bank of India (RBI) from time to time and pursuant to the recommendation of the Board of Directors of the Company (hereinafter referred to as 'the Board', which expression shall be deemed to include a Committee of Directors duly authorised in this behalf) and subject to such necessary consents as may be required in this regard, approval of the Members of the Company be and is hereby accorded to the Board for capitalization of Rs. 18,17,94,087/- standing to the credit of the securities premium account as on March 31, 2018, for the purpose of issue of bonus equity shares of Re. 1/- each, credited as fully paid-up equity shares to the holders of the existing equity shares of the Company in consideration of their said holding and whose names appear in 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 the Record Date that may be fixed in this regard by the Key Managerial Personnel of the Company, in the proportion of 1 (One) new equity share of Re. 1/- each for every 1 (One) existing equity share of Re. 1/- each held by the Members.

RESOLVED FURTHER THAT the new equity shares of Re. 1/- each to be allotted as Bonus Shares shall be subject to the terms and conditions contained in the Memorandum and Articles of Association of the Company and shall rank pari-passu in all respects with and carry the same rights as the existing equity shares and shall be entitled to participate in full, in any dividends and any other corporate action(s) declared after the new equity shares are allotted.

RESOLVED FURTHER THAT no allotment letters shall be issued to the allottees of the new equity shares and that the Shares Certificates in respect of the new equity shares shall be completed and thereafter be dispatched to the allottees, except in respect of those allottees who hold shares in dematerialized form, within the period prescribed or that may be prescribed in this behalf from time to time.

RESOLVED FURTHER THAT the allotment of the new equity shares as Bonus Shares to the extent they relate to Non-resident Indians (NRI's), Foreign Portfolio Investors (FPI's), Persons of India Origin (PIO), Overseas Corporate Bodies (OCB) and other foreign investors of the Company shall be subject to the approval, if any, of the RBI under the Foreign Exchange Management Act, 1999 or any other regulatory authority, as may be deemed necessary.

RESOLVED FURTHER THAT pursuant to the SEBI (Employee Stock Option Scheme and Employee Stock Purchase Scheme) Guidelines, 1999, as amended from time to time and consequent to the issue of Bonus Shares, consent of the Members be and is hereby accorded to make fair and reasonable adjustment(s) in price and number of shares to be issued against stock options, whether granted or to be granted, under the Employee Stock Option Schemes of the Company.

RESOLVED FURTHER THAT for the purpose of giving effect to the aforesaid resolution, the Board be and is hereby authorized to do all such act(s), deed(s), matter(s) and thing(s), including settling any question(s), doubt(s) or difficulty(ies) that may arise with regard to or in relation to the issue or allotment of Bonus Shares and to accept on behalf of the Company, any condition(s), modification(s), alteration(s), change(s), variation(s) in this regard as prescribed by the authority(ies) and which the Board in its discretion thinks fit and proper."

**By Order of the Board of Directors
For Jyothy Laboratories Limited**

Sd/-

Shreyas Trivedi

**Head – Legal & Company Secretary
Membership No.: A12739**

Place: Mumbai
Date: May 16, 2018

Registered Office:

'Ujala House', Ram Krishna Mandir Road, Kondivita, Andheri (East), Mumbai – 400059
Tel.: 91-22-66892800; **Fax:** 91-22-66892805;
Email: secretarial@jyothy.com; **Website:** www.jyothylaboratories.com;
CIN: L24240MH1992PLC128651

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 (the Act) stating all material facts and the reasons for the proposal is annexed herewith.
2. The Postal Ballot Notice is being sent 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 Friday, May 18, 2018. The Postal Ballot Notice is being sent to the Members in electronic form at the email addresses registered with their Depository Participants (in case of dematerialised shareholding)/the Company's Registrar and Share Transfer Agent (in case of physical shareholding). For Members whose email addresses 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.
3. Members whose names appear on the Register of Members/List of Beneficial Owners as on Friday, May 18, 2018 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 purpose only.
4. Resolution passed by Members with requisite majority, through Postal Ballot shall be deemed to have been passed at a General Meeting of Members convened on that behalf.
5. 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 cast through e-voting shall be treated as valid and votes cast through physical Postal Ballot Form will be treated as invalid. A member may seek duplicate Postal Ballot Notice and Postal Ballot Form from the Company's Registrar & Transfer Agent viz. Link Intime India Private Limited by writing to them at C-101, 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai, Maharashtra - 400083.
6. Voting rights shall be reckoned on the paid up value of shares registered in the name of the Members as on Friday, May 18, 2018. The Postal Ballot period commences on Thursday, May 24, 2018 at 9:00 a.m. (IST) and ends on Friday, June 22, 2018 at 5:00 p.m. (IST).
7. In compliance with sections 108 and 110 of the Act and the Rules made thereunder, the Company has provided the facility to its Members to exercise their votes electronically and to vote on Resolution through the e-voting service facility arranged by CDSL. The instructions for electronic voting are annexed to this Notice.
8. Members cannot exercise votes by proxy.
9. Members wishing to exercise their vote by physical Postal Ballot are requested to carefully read the instructions printed on the Postal Ballot Form and return the Form duly completed and signed, in the enclosed postage-prepaid self-addressed Business Reply Envelope to the Scrutinizer, so that it reaches the Scrutinizer not later than the close of working hours i.e. 5:00 p.m. (IST) on Friday, June 22, 2018. The postage will be borne by the Company. However, envelopes containing Postal Ballots, if sent by courier or registered/speed post at the expense of the Members will also be accepted. Postal Ballot Forms received after 5:00 p.m. (IST) on Friday, June 22, 2018 shall be deemed invalid.

10. Mr. Himanshu S. Kamdar (Membership No. FCS 5171), Practicing Company Secretary, Partner of M/s. Rathi & Associates, Company Secretaries, Mumbai, has been appointed as the Scrutinizer to scrutinize the Postal Ballot and e-voting process in a fair and transparent manner.

The Scrutinizer after the completion of scrutiny, will submit his report to the Chairman or any other person authorised by him, who shall countersign the same and the result of voting by Postal Ballot will be announced by the Chairman or any other person so authorized by him, on or before Sunday, June 24, 2018 and will also be displayed on the Company's website i.e. www.jyothy laboratories.com and communicated to the Stock Exchanges, Depositories, Registrar and Share Transfer Agent on the said date.

The resolution, if passed by the requisite majority, shall be deemed to have been passed on June 22, 2018 i.e. the last date specified for receipt of duly completed Postal Ballot Forms or e-voting.

11. References to Postal Ballot(s) in this Postal Ballot Notice include votes received electronically.

Voting through electronic means:

In compliance with Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and sections 108, 110 and other applicable provisions of the Act, read with the relevant rules, the Company is pleased to provide e-voting facility to all its Members, to enable them to cast their votes electronically instead of dispatching the physical Postal Ballot Form by post. The Company has engaged the services of CDSL for the purpose of providing e-voting facility to all its Members.

The instructions for e-voting are as follows:

- (i) The voting period begins on Thursday, May 24, 2018 at 9:00 a.m. (IST) and ends on Friday, June 22, 2018 at 5:00 p.m. (IST). During this period Members of the Company, holding shares either in physical form or in dematerialized form, as on the relevant date i.e. Friday, May 18, 2018 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The Members should log on to the e-voting website www.evotingindia.com.
- (iii) Click on Shareholders.
- (iv) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below:

For Members holding shares in Demat 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 sequence number which is printed on Postal Ballot indicated in the PAN field.
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> • If both the details are not recorded with the depository or company please enter the member id/folio number in the Dividend Bank details field as mentioned in instruction (iv).

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then directly reach 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.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the Resolution contained in this Notice.
- (xi) Click on the EVSN of "Jyothy Laboratories Limited" to vote.
- (xii) 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.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.

- (xiv) 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.
- (xv) Once you "CONFIRM" your vote on the Resolution, you will not be allowed to modify your vote.
- (xvi) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xvii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password and enter the details as prompted by the system.
- (xviii) Members can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store, Windows and Apple smart phones. Please follow the instructions as prompted by the mobile app while voting on your mobile
- (xix) **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 emailed 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 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 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. Alternatively, Members can contact Mr. Rakesh Dalvi, Deputy Manager, CDSL, by writing to him at 'A Wing, 25th Floor, Marathon Futurex, Mafatlal Mills Compounds, N M Joshi Marg, Lower Parel (E) or contact at 1800225533.

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

ISSUE OF BONUS SHARES

The paid up equity share capital of the Company as on March 31, 2018 stands at Rs.1,818 Lacs. The Company has grown over the years and its turnover as on March 31, 2018 is Rs. 1,70,274.86 Lacs and Profit after tax is Rs. 16,053.55 Lacs. In past, the Company had in the year 2012 issued Bonus Equity Shares in the ratio of 1:1.

The Board of Directors at their meeting held on May 16, 2018 have recommended the issue of Bonus Equity Shares in the proportion of 1:1 i.e. 1 (One) new equity share of Re. 1/- each for every 1 (One) existing equity share of Re. 1/- each fully paid up of the Company, held by the Members on the Record Date that may be fixed by the Key Managerial Personnel of the Company in this behalf, by capitalization of a sum of Rs. 18,17,94,087/- from the securities premium account. The same is proposed to be applied in full by issuing at par 18,17,94,087 new equity shares of Re. 1/- each as bonus shares. Consequently, the paid up equity share capital of the Company would increase to Rs. 36,35,88,174/- consisting of 36,35,88,174 equity shares of Re. 1/- each.

It is proposed to authorise the Board of Directors/Committee of the Board/Key Managerial Personnel(s) of the Company to complete all the regulatory formalities as prescribed by the Securities and Exchange Board of India (SEBI), Stock Exchanges and/or any other regulatory or statutory authority(ies) in connection with the issue of Bonus Shares.

Further, the proposed issue of Bonus Shares will be made in accordance with the provisions of Section 63 of the Companies Act, 2013, guidelines issued by SEBI and subject to such approvals, if required, from the regulatory authority(ies). As per Article 177 of the Articles of Association of the Company, it is necessary to obtain the approval of the Members for issue of bonus shares by capitalisation of reserves. Therefore, the Board recommends the Resolution as set out in Notice dated May 16, 2018 for approval of the Members as an Ordinary Resolution.

None of the Director(s), Key Managerial Personnel(s) or their respective relative(s) is in any way concerned or interested in the Resolution except as Members of the Company.

**By Order of the Board of Directors
For Jyothy Laboratories Limited**

Sd/-

**Shreyas Trivedi
Head – Legal & Company Secretary
Membership No.: A12739**

Place: Mumbai
Date: May 16, 2018

Registered Office:

'Ujala House', Ram Krishna Mandir Road, Kondivita, Andheri (East), Mumbai – 400059
Tel.: +91-22-66892800; **Fax:** +91-22-66892805;
Email: secretarial@jyothy.com; **Website:** www.jyothylaboratories.com;
CIN: L24240MH1992PLC128651



JYOTHY LABORATORIES LIMITED

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POSTAL BALLOT FORM

(Please read carefully the instructions printed overleaf before completing this form)

POSTAL BALLOT No.:

Sr. No.	Particulars	Details of Member(s)
1	Name and Registered Address of the Sole/ First named Member	
2	Name(s) of the Joint Member(s), if any	
3	Registered Folio No. / *DP. ID No. and Client ID. No. (*Applicable to Members holding shares in dematerialized form)	
4	Number of Equity Share(s) held	

I/We hereby exercise my/our vote in respect of the following Resolution as proposed to be passed through Postal Ballot/e-voting for the business stated in the Postal Ballot Notice of the Company dated May 16, 2018, by conveying my/our assent or dissent to the said Resolution, by placing the tick (✓) mark at the appropriate box below:

Item No.	Brief Particulars of the Resolution	No. of Equity Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Ordinary Resolution for issue of Bonus Equity Shares in the ratio of 1:1 i.e. 1 (One) new equity share of Re. 1/- each for every 1 (One) existing equity share of Re. 1/- each, held by the Members as on the Record Date.			

Place:

Date:

(Signature of the Member)

ELECTRONIC VOTING PARTICULARS

The e-voting facility is available at the link www.evotingindia.com. The electronic voting particulars are set out as follows:

EVSN (E-voting Sequence Number)	DEFAULT PAN/ SEQUENCE NUMBER
180517007	

Notes:

1. The e-voting facility will be available during the following voting period

Commencement of e-voting	End of e-voting
Thursday, May 24, 2018 at 9:00 a.m. (IST)	Friday, June 22, 2018 at 5:00 p.m. (IST)

2. Please read the instructions printed overleaf carefully before filling this Form and for e-voting. Please refer to the instructions for voting through electronic means provided in the Postal Ballot Notice sent herewith.
3. The last date for the receipt of Postal Ballot Forms by the Scrutinizer is Friday, June 22, 2018 up to 5:00 p.m. (IST).

INSTRUCTIONS FOR VOTING IN PHYSICAL FORM

1. A Member desiring to exercise his/her vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the attached postage-prepaid self-addressed Business Reply Envelope. Postage will be borne and paid by the Company. However, envelopes containing Postal Ballot Forms, if deposited in person or sent by courier / speed post at the expense of the Member, will also be accepted. Alternatively, a Member may vote through electronic mode as per the instructions for voting through electronic means provided in the Postal Ballot Notice sent herewith.
2. The self addressed envelope bears the name of the Scrutinizer appointed by the Board of Directors of the Company.
3. This form should be completed and signed by the Member, as per the specimen signature registered with the Company or furnished by NSDL / CDSL, in respect of shares held in physical or dematerialised form respectively. 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.
4. Consent must be accorded by placing a tick mark [✓] in the column, 'I/We assent to the Resolution', or dissent must be accorded by placing a tick mark [✓] in the column, 'I/We dissent to the Resolution'.
5. The votes of a Member will be considered invalid on any of the following grounds:
 - a. if the Postal Ballot Form has not been signed by or on behalf of the Member;
 - b. if the Member's signature does not tally;
 - c. if neither assent or dissent is mentioned or if the Member has marked his/her vote both for 'Assent' and also for 'Dissent' to the 'Resolution' in such a manner that the aggregate Shares voted for 'Assent' and 'Dissent' exceeds total number of Shares held;
 - d. if the Member has made any amendment to the Resolution or imposed any condition while exercising his/her vote;
 - e. if the Postal Ballot Form is incomplete or incorrectly filled;
 - f. if the Postal Ballot Form is received torn or defaced or mutilated such that it is difficult for the Scrutinizer to identify either the Member or the number of votes, or whether the votes are for 'Assent' or 'Dissent', or if the signature could not be verified, or one or more of the above grounds;
 - g. if the Postal Ballot Form other than the one issued by the Company is used; and
 - h. any competent authority has given directions in writing to the Company to freeze the voting rights of the Member.
6. The envelope containing duly completed Postal Ballot Form should reach the Scrutinizer on or before Friday, June 22, 2018 upto 5.00 p.m. (IST). If any Postal Ballot Form is received after the said date and time, it will be considered that no reply from such Member has been received.
7. A Member seeking duplicate Postal Ballot Form (if so required) can write to the Company's Registrar and Share Transfer Agent viz. Link Intime India Private Limited at C-101, 247 Park, L B S Marg, Vikhroli (West), Mumbai, Maharashtra - 400083. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than the date and time specified in item (7) above.
8. The exercise of vote through Postal Ballot Form is not permitted through a proxy.
9. Postal Ballot Form received by fax will be rejected as if reply from Member has not been received unless the original Postal Ballot Form is received within prescribed time period.
10. Members are requested to fill in the Postal Ballot Form in indelible ink and not in any erasable writing mode.
11. 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 Board Resolution/Power of Attorney/attested specimen signatures etc. In case of electronic voting, documents such as the certified true copy of the Board Resolution/Power of Attorney, along with attested specimen signatures, should be mailed to the Company at secretarial@ivothy.com, with a copy marked to helodesk.evoting@cdslindia.com, or deposited at the registered office of the Company. Where the Form has been signed by a representative of the President of India or of the Governor of a State, a certified copy of the nomination should accompany the Postal Ballot Form.
12. Members are requested NOT to send any other paper along with the Postal Ballot Form in the enclosed postage-prepaid self-addressed Business Reply Envelope in as much as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelopes would be destroyed by the Scrutinizer and the Company would not be able to act on the same.
13. There will be only one Postal Ballot Form for every folio irrespective of the number of Joint Members. A Member need not use all his/her votes nor does he/she need to cast his/her votes in the same way.
14. Voting rights shall be reckoned on the paid up value of the shares registered in the name of the Member on the relevant date i.e. Friday, May 18, 2018.
15. The Scrutinizer's decision on the validity of the Postal Ballot Form shall be final.
16. Only a Member entitled to vote is entitled to fill in the Postal Ballot Form and send it to the Scrutinizer and any recipient of the Notice who has no voting right should treat the Notice as an intimation only.
17. The Results of the Postal Ballot will be declared on or before Sunday, June 24, 2018 as specified in the Notice.