



## SAHARA HOUSINGFINA CORPORATION LIMITED

Corporate Identification Number (CIN) : L18100WB1991PLC099782  
Registered & Corporate Office : Sahara India Sadan, 2A Shakespeare Sarani, Kolkata - 700071  
Tel : 91 33 22829067 / 9075 / 0811, Fax : +91 33 2282 9271  
Visit us at : [www.saharahousingfina.com](http://www.saharahousingfina.com), Email : [info.saharahousingfina@gmail.com](mailto:info.saharahousingfina@gmail.com)

### NOTICE OF POSTAL BALLOT

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

Dear Member(s),

**NOTICE** is hereby given pursuant to Section 110 and other applicable provisions of the Companies Act, 2013 (the "Act") if any, read with the Companies (Management and Administration) Rules, 2014 (as amended) and SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2009 including any statutory modification or re-enactment thereof for the time being in force, that the resolution appended below for the issue of Secured Non-Convertible Debentures (NCDs) is proposed to be passed as a Special Resolution by way of postal ballot through physical ballots and e-voting. The proposed Special Resolution and the Explanatory Statement under Section 102 of the Act setting out all material facts concerning the Resolution and to the reason thereof are annexed to this notice for your consideration. The Postal Ballot Form and e-voting instructions are also enclosed to enable you to vote on the proposed Special Resolution. The Members are requested to read carefully the instructions printed in the Postal Ballot Form, record their assent (for) or dissent (against) therein and return the Form duly completed, in the attached self-addressed postage pre-paid envelope so as to reach the Scrutinizer not later than 5:00 p.m. (IST) on Wednesday, 15th February, 2017. Alternatively, Members desiring to opt for e-voting as per facilities arranged by the Company are requested to read the instructions for e-voting given in the notes and cast their votes not later than 5:00 P.M. (IST) on Wednesday, 15th February, 2017.

#### **SPECIAL RESOLUTION**

##### **1. Borrowing Powers of the Board of Directors**

**To consider and, if thought fit, to give ASSENT / DISSENT to the following Special Resolution with or without modifications (if any);**

**"RESOLVED THAT** in supersession of the ordinary resolution passed by the Members at the Thirteenth Annual General Meeting held on 28th September 2004, consent of the Company be and is hereby accorded pursuant to provisions of Section 180(1)(c) of the Companies Act, 2013 {including any statutory modifications(s) or re-enactment(s) thereof} and any other applicable provisions thereof the Companies Act, 2013 and as per the guidelines issued by National Housing Bank, to 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 constitute for this purpose), to borrow any sum or sums of money (including non fund based facilities) from time to time at their discretion, for the purpose of the business of the Company, which together with the money already borrowed by the Company (apart from temporary loans, overdrafts obtained or to be obtained from Company's Bankers in the ordinary course of business), may at any time, exceeds the aggregate of the, paid up capital of the Company and its free reserves (that is to say reserves not set apart for any specific purpose) provided that the total amount so borrowed shall not any time exceed ₹ 2,500 crore (Rupees two thousand five hundred crore only) and the total amount so borrowed by the Company shall be within the limit as prescribed under the Housing Finance Companies (NHB) Directions, 2010 and that the Board of Directors be and is hereby empowered and authorised to arrange or settle the terms and conditions of all such money to be borrowed from time to time as to interest, repayment, security or otherwise as they may be in their absolute discretion think fit.

**"RESOLVED FURTHER THAT** the Board of Directors of the Company and / or a Committee thereof be and is hereby authorized to do or cause to be done all such acts, matters, deeds and other things and to settle any queries, difficulties, doubts that may arise in respect of the borrowings and further to execute documents and writings, as may be necessary or desirable for giving effect to the aforesaid resolutions."

**2. Creation of Charges, and / or mortgages on the assets of the Company;**

To consider and, if thought fit, to give ASSENT / DISSENT to the following Special Resolution with or without modifications (if any);

**"RESOLVED THAT** pursuant to the provisions of Section 180(1)(a) of the Companies Act, 2013 [including any statutory modification(s) or re-enactment(s) thereof] and any other applicable provisions of the Companies Act, 2013, consent of the company be and is hereby accorded to the Board of Directors / Committee (hereinafter referred to as "the Board" which term shall be deemed to include any Committee which the Board may constitute for this purpose). To create such mortgages, charges and / or hypothecations, in addition to the existing mortgages, charges and hypothecations created by the Company, in such form and manner and with such ranking and at such time and at such terms and ins such manner as the Board may determine, on all of the movable 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 Banks / Financial Institutions / other lender(s) / Agent(s) / Trustee(s), for securing the borrowings by whatever name called availed / to be availed by way of loan(s) in foreign currency and / or rupee currency and securities comprising of Secured / Unsecured Fully / Partially paid-up Convertible and / or Non Convertible Debentures and / or Bonds and or other securities with or without detachable or non-detachable warrants and / or secured premium notes / bonds and / or fixed / floating rate notes / bonds or pass through Certificate/s of Mortgaged Backed Securitized Assets or any other debt instruments, issued / to be issued by the Company from time to time, subject to the overall limits approved under 180(1)(c) of the Companies Act,2013 (previously u/s 293(1)(d) of Companies Act, 1956), together with interest and in case of default with accumulated interest, liquidated damages and commitment charges, premia on repayment (if any) or on redemption, all other costs, charges and expenses, including any increase as a result of devaluation / revaluation / fluctuation in the rates of exchanges and all other monies payable by the Company in terms of their respective loan agreement(s), Debenture Trustee Deed(s) or any other documents entered into between the Company and the Lender(s) / Agent(s) / Trustee(s) on 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 of the Company or Committee thereof and Bank / Financial Institutions / other Lender(s) / Agent(s) / Trustee(s)."

**3. Issue of Securities on Private Placement Basis;**

To consider and, if thought fit, to give ASSENT / DISSENT to the following Special Resolution with or without modifications (if any);

**"RESOLVED THAT** pursuant to the provisions of Sections 42 & 71 and other applicable provisions of the Companies Act,2013,the Companies (Prospectus and Allotment of Securities) Rules,2014 (including any modifications or re-enactments thereof for the time being in force),and subject to all other applicable statutory and regulatory requirements, the relevant provisions of the Memorandum and Articles of Association of the Company; Housing Finance Companies Issuance of Non-Convertible Debentures on Private Placement basis (NHB) Directions, 2014 and subject to such other approval(s), permission(s) and sanction(s), as may be required and as per the Housing Finance Companies (NHB) Directions, 2010 and subject to all the approval and /or consent of any statutory and / or regulatory authorities if any, and the conditions as may be prescribed by any of them while granting any such approval and / or consent, as may be agreed to by the Board of the Directors of the Company, (hereinafter referred to as 'Board', which term shall be deemed to include any committee constituted by the board or any person(s) authorised by the Board in this regard),the approval of the Company be and is hereby given to the Board to offer, issue and allot, in one or more tranches, secured, non-convertible debentures on private placement basis from time to time, for an amount not exceeding ₹ 30 Crore (Rupees thirty crores only) on such terms and conditions and at such times at par or at such premium, as may be decided by Board / Committee of Directors to such eligible person(s).

**RESOLVED FURTHER THAT** the approval of the company be and is hereby given to all offers of Non Convertible Debentures or Invitations to subscribe to debentures during the period from the date of coming into effect of this resolution till conclusion of next Annual General Meeting.

**RESOLVED FURTHER THAT** the Board of Directors and / or Committee of Directors be and are hereby severally authorised to do all such acts, deeds, matters and things as may be deemed necessary, desirable, proper or expedient for the purpose of giving effect to this resolution and for matters connected therewith or incidental thereto"

By order of the Board

Registered Office :  
Sahara India Sadan  
2A, Shakespeare Sarani  
Kolkata - 700 071  
Date : 11th January, 2017

Sd/-  
**D J Bagchi**  
CEO & *Company Secretary*

**Notes :**

1. The Explanatory Statement as required under Section 102 of the Act, is annexed to this Notice. A Postal Ballot Form is also enclosed.
2. The Notice of Postal Ballot is being sent to all the Members, whose names appear in the Register of Members / Statements of beneficial ownership maintained by the Depositories i.e. National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) as well as members holding shares physically as on the close of business hours on Friday, 6th January, 2017. Voting rights shall be reckoned in proportion to the paid-up equity shares registered in the name of the Member as on Friday, 6th January, 2017.
3. Resolution passed by the members through Postal Ballot and e-Voting are deemed to have been passed effectively at a general meeting of the Members.
4. As per Section 110 of the Act, read with Rule 22 of the Companies (Management and Administration) Rules, 2014 (as amended), Notice of Postal Ballot may be served to the Members through electronic means. Members who have registered their e-mail IDs with depositories or with the Company for communication purposes are being sent this Notice of Postal Ballot by e-mail and the Members who have not registered their e-mail IDs will receive Notice of Postal ballot along with physical form through permitted means. The details of dispatch will be published in the newspaper.
5. Members may also note that the Notice of Postal Ballot will also be available on the Company's website: [www.saharahousingfina.com](http://www.saharahousingfina.com) & the website of CDSL: [www.evoting.cdsl.com](http://www.evoting.cdsl.com).
6. A Member cannot exercise his / her vote through proxy.
7. Shri PV Subramanian, ACS, Practicing Company Secretary (C.P. No. 2077) has been appointed as the Scrutinizer to scrutinize the Physical Ballot and the e-voting process in a fair and transparent manner.
8. In compliance with the provisions of section 108 of the Act read with the Companies (Management and Administration) Rules, 2014 and any amendments thereto and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'), the Members are informed that the Company is offering .e-voting facility as an alternative mode of voting which will enable the members to cast their votes electronically. Necessary arrangements have been made by the Company with CDSL to facilitate e-voting. E-voting is optional and Members shall have the option to vote either through e-voting or through Postal Ballot Form. The detailed procedure with respect to e-voting is mentioned below.
9. The voting will commence on **Tuesday, 17th January, 2017 at 9:00 a.m.** (IST). The Members are requested to note that;
  - a. the e-voting period will commence from **9:00 a.m.** (IST) on **Tuesday, 17th January, 2017** and end at **5:00 p.m.** (IST) on **Wednesday, 15th February, 2017**. Please note that e-voting module will be disabled for Voting after the said time and date. Once the Vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently. During the period, shareholders holding shares either in physical form or in dematerialized form as on the cut-off date, Friday, 6th January, 2017 may cast their votes electronically.
  - b. Similarly, duly completed Postal Ballot Form should reach the Scrutinizer before **5:00 p.m.** (IST) on **Wednesday,**

**15th February, 2017.** Postal Ballot Forms received after the said time and date will be strictly treated as if the reply from such Members has not been received.

Further please note that a person who is not a member of the Company as on the cut off date i.e. **Friday, 6th January, 2017** should treat this notice for information purpose only.

10. A member can opt for only one mode of voting i.e. either through e-voting or by Postal Ballot Form. If a Member casts vote by both the modes, then voting done through e-voting shall prevail and Postal Ballot Form shall be treated as invalid.
11. The Scrutinizer shall within five days of conclusion of Postal Ballot process i.e. within **Monday, 20th February 2017**, submit the Consolidated Scrutinizer's Report to the CEO of the Company or in his absence, to any one of the Company's authorized representative of the Board.
12. 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.
13. Based on the Scrutinizer's Report, the results of the voting by Postal Ballot along with requisite details shall be announced forthwith at the Registered Office of the Company at Sahara India Sadan, 2A Shakespeare Sarani, Kolkata - 700 071 and the same would be available on the website of the Company [www.saharahousingfina.com](http://www.saharahousingfina.com) and that of CDSL [www.evoting.cdsl.com](http://www.evoting.cdsl.com) and the same will also be intimated to the Stock Exchanges.
14. For any grievances connected to the Postal Ballot including voting by electronic means, members may please contact Mr. D J Bagchi, Compliance Officer at Sahara India Sadan, 2A Shakespeare Sarani, Kolkata - 700 071.

#### Instructions for E-Voting :

#### The instructions for members for voting electronically are as under :-

1. Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
2. Click on "Shareholders" tab to cast your votes.
3. Now, select the Electronic Voting Sequence Number "**170106001**" along with "**SAHARA HOUSINGFINA CORPORATION LIMITED**" from the drop down menu and click on "**SUBMIT**".
4. Now enter your User ID :
  - a. For CDSL: 16 digits Beneficiary ID
  - b. Members holding shares in Physical form should enter Folio Number registered with the Company.
5. Next enter the Image Verification as displayed and Click on login.
6. If you are holding shares in Demat form and have already voted earlier on [www.evotingindia.com](http://www.evotingindia.com) for a voting of any Company, then your existing login id and password are to be used. If you are a first time user follow the steps given below.

For Members holding shares in Demat Form and Physical Form	
<b>PAN*</b>	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)  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 Attendance Slip indicated in the PAN field.
<b>DOB#</b>	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.

- 7.
8. After entering these details appropriately, click on "SUBMIT" tab.
9. 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.

10. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
11. Click on the EVSN for the relevant <<Sahara Housingfina Corporation Limited>> on which you choose to vote.
12. 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.
13. Click on the "Resolutions File Link" if you wish to view the entire Resolutions.
14. 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.
15. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
16. You can also take out print out of the Voting done by you by clicking on "click here to print" option on the Voting Page.
17. If the demat account holder has forgotten the changed 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.
18. 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](http://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](mailto: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 should be mailed to [helpdesk.evoting@cdslindia.com](mailto: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.
19. Any person, who acquires shares of the Company and become Member of the Company after dispatch of the Notice and holding shares as on the cut-off date i.e. 6th January 2017 may follow the same instructions as mentioned above for e-Voting.
  - a. The voting period begins at 9.00 a.m. on 17th January 2017 upto 5.00 p.m. on 15th February 2017. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. 6th January 2017, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
  - 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](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

#### **ANNEXURE TO THE NOTICE**

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

#### **Item Nos. : 1 & 2**

#### **Borrowing Powers of the Board of Directors and Creation of Charges and / or mortgages on the assets of the Company;**

The Members of the Company at the 13th Annual General Meeting held on 28th September 2004, approved by way of Ordinary Resolution under Section 293(1)(d) of the Companies Act, 1956, borrowing in excess of the aggregated of

the paid up capital and its free reserves, that is to say reserves not set apart for any specific purpose, to the extent of ₹ 2,500 Crore (Rupees Two Thousand Five Hundred Crore Only).

Provisions of the Section 180 of the Companies Act, 2013, effective from 12th September, 2013, stipulates that the Board of Directors shall not borrow money in excess of the paid up share capital of the Company and its free reserve apart from temporary loan obtained from the Company's Bankers / Financial Institutions / Other Lenders in the ordinary course of business and shall not sell, lease or mortgage the undertakings / properties of the Company (movable / immovable) to secure its borrowings except with the consent of the Members by way of Special Resolution.

The provisions of Section 180(1)(a) of the Companies Act, 2013, requires Members consent by way of Special Resolution. However, Rule 22 of the Companies (Management and Administration) Rules 2014, requires resolution through Postal Ballot.

It is, therefore necessary, for the Company to obtain Member's approval by way of Special Resolution as set out in Item No.: 2 of the Notice of Postal Ballot, through the Postal Ballot for enabling the Board to create charge and / or mortgage on the immovable and movable properties of the Company, present and future, to secure further borrowings. It is also pertinent to take simultaneous approval of the Members by way of special resolution through Postal Ballot for borrowings in excess of the aggregate of the paid up share capital of the Company and its free reserves to the extent of ₹ 2,500 Crore (Rupees Two Thousand Five Hundred Crore Only) within the borrowing limits prescribed under Housing Finance Companies (NHB) Directions, 2010 as set out in Item No.: 1 of the Notice of Postal Ballot. For avoidance of doubt, it is clarified that these resolutions do not increase the amount that may be borrowed by the Board of Directors or the amount of charges that may be created that had already been approved by the Members of the Company.

The above proposals are in the interest of the Company and the Directors recommend the Resolution Nos. 1 & 2 of the Notice of Postal Ballot for the approval by the Members as special resolution.

None of the Promoters, Directors, Managers and Key Managerial Personnel of the Company and their relatives is in any way concerned or interested in the above referred Resolutions.

### **Item No.: 3**

#### **Issue of Securities on Private Placement Basis;**

The Company will be issuing Secured Non-Convertible Debentures on Private Placement basis for raising funds with the approval of the Board of Directors of the Company.

Section 42 & 71 of the Companies Act, 2013 and the Rules made there under, notified on 1st April 2014, requires that for issue of securities on private placement basis, the Company is required to obtain the approval of the shareholders of the Company by way of Special Resolution.

The approval of the Members of the Company is sought by way of Special Resolution, through postal ballot for enabling the Board of Directors of the Company to issue securities by way of Secured Non-Convertible Debentures as per the limits prescribed by NHB Guidelines, in one or more tranches, and at such prices, at such rate of Interest, as may be decided by the Board of Directors of the Company. The issue of the above mentioned securities shall be in compliance with the provisions of Section 42 & 71 of the Companies Act, 2013 and rules made there under as per Housing Finance Companies issuance of Non-Convertible Debentures on Private Placement Basis (NHB) Directions, 2014, as set out in Item No.: 3 of the Notice of Postal Ballot for issuance of securities on private placement basis.

None of the Promoters, Directors, Managers and Key Managerial Personnel of the Company and their relatives is in any way concerned or interested in the above referred Resolutions.

By order of the Board

Registered Office :  
Sahara India Sadan  
2A, Shakespeare Sarani  
Kolkata - 700 071  
Date : 11th January, 2017

Sd/-  
**D J Bagchi**  
CEO & Company Secretary



# SAHARA HOUSINGFINA CORPORATION LIMITED

Corporate Identification Number (CIN) : L18100WB1991PLC099782

Registered & Corporate Office : Sahara India Sadan, 2A Shakespeare Sarani, Kolkata - 700071

Tel : 91 33 22829067 / 9075 / 0811, Fax : +91 33 2282 9271

Visit us at : www.saharahousingfina.com, Email : info.saharahousingfina@gmail.com

## POSTAL BALLOT FORM

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

Ballot Serial No. :

1. Name and Registered address of :  
the Sole / first named member  
(In block letters)
2. Name(s) of the joint Member(s) :  
(if any) (in block letters)
3. Registered Folio No./DP ID No. :  
Client ID No.\*  
(\*Applicable to investors holding  
shares in dematerialized form)
4. Numbers of Shares held :
5. We hereby exercise my / our vote in respect of the Special Resolution to be passed through Postal Ballot for the business as stated in the Notice of the Company dated 11th January, 2017, by conveying my / our assent or dissent to the said resolutions by placing the tick (✓) mark at the appropriate box below :

Sl. No.	Description	Type of Resolution	Please tick (✓) in the Appropriate box	
			Assent ('FOR')	Dissent ('AGAINST')
1	Special Resolution for authorising the Board of Directors or a Committee thereof, to borrow any sum or sums of money (including non fund based facilities) from time to time at their discretion, for the purpose of the business of the Company, which together with the money already borrowed by the Company (apart from temporary loans, overdrafts obtained or to be obtained from Company's Bankers in the ordinary course of business), whichever may at any time, exceed the aggregate of the, paid up capital of the Company and its free reserves (that is to say reserves not set apart for any specific purpose) provided that the total amount so borrowed shall not at any time exceed ₹ 2,500 crore (Rupees two thousand five hundred crore only) as per the provisions of Section 180(1)(c) of the Companies Act, 2013 and also not exceeding the borrowing limits prescribed under Housing Finance Companies (NHB) Directions, 2010, whichever is lower	Special		
2	Special Resolution for authorising Board of Directors or a Committee thereof, to sell, lease, mortgage or otherwise dispose of the undertaking, the movable and immovable property of the Company, both present and future as per the provisions of Section 180(1)(a) of the Companies Act. 2013.	Special		
3	Special Resolution for authorising the Board of Directors to issue certain securities (NCDs) on Private Placement Basis as per the Section 42 & 71 of the Companies Act, 2013 and also approving the issue of the Securities (NCDs).	Special		

Place: Kolkata

Date : 11/01/2017

(SIGNATURE OF THE MEMBER)

The company has engaged the services of CDSL as the Authorised Agency to provide e-voting facility. The e-voting particulars are set out as follows;

ELECTRONIC VOTING PARTICULARS		
EVSN (E-Voting Sequence Number)	USER ID	PAN / Default PAN
170106001		



# SAHARA HOUSINGFINA CORPORATION LIMITED

Corporate Identification Number (CIN) : L18100WB1991PLC099782

Registered & Corporate Office : Sahara India Sadan, 2A Shakespeare Sarani, Kolkata - 700071

Tel : 91 33 22829067 / 9075 / 0811, Fax : +91 33 2282 9271

Visit us at : [www.saharahousingfina.com](http://www.saharahousingfina.com), Email : [info.saharahousingfina@gmail.com](mailto:info.saharahousingfina@gmail.com)

## INSTRUCTIONS

1. The form may kindly be filled in capital letters and should be complete in all respects.
2. To indicate assent/dissent/abstinence a tick (✓) should be made in the relevant column.
3. The signature of the shareholder should match with the specimen signature in the records of the Company or as per the record furnished by NSDL / CDSL as the case maybe.
4. In case of joint holding the form should be completed and signed by the first name shareholder and in his absence by the new named shareholder.
5. In case shares are held by Companies, trusts, societies etc. the duly completed Postal Ballot form should be accompanied by certified true copy of the Board Resolution / authority letter. Postal Ballot form signed by the holder of power of attorney for are on behalf of the shareholder of the Company must be accompanied by the attested true copy of power of attorney.
6. There will be only one Postal Ballot form for every folio irrespective of the number of joint shareholder(s).
7. Shareholders are entitled to cast their votes differently i.e. all the votes either in favour or against or partly in favour or against.
8. Duly completed Postal Ballot form should reach the Scrutinizer not later than 5:00 p.m. (1ST) on Wednesday, 15th February 2017. Voting rights shall be reckoned on the paid up value of the shares registered in the name of the shareholders as on Friday, 6th January 2017.
9. The Scrutinizer's decision on the validity of the Postal Ballot will be final.
10. The instances in which the form shall be treated as invalid or rejected are as follows :
  - a. A form other than one issued by the company has been used;
  - b. It has not been signed by or on behalf of the Member;
  - c. Signature on the postal ballot form doesn't match the specimen signatures with the company;
  - d. It is not possible to determine without any doubt the assent or dissent of the Member;
  - e. Neither assent nor dissent is mentioned;
  - f. Any competent authority has given directions in writing to the company to freeze the Voting Rights of the Member;
  - g. The envelope containing the Postal Ballot form is received after the last date prescribed;
  - h. The Postal Ballot form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority;
  - i. It is defaced or mutilated in such a way that its identity as a genuine form cannot be established;
  - j. Member has made any amendment to the Resolution or imposed any condition while exercising his vote.