



# Balmer Lawrie & Co. Ltd.

(A Government of India Enterprise)

Regd. Office : 21, Netaji Subhas Road, Kolkata-700 001

CIN: L15492WB1924GOI004835

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## POSTAL BALLOT FORM

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

1. Name & Registered Address of the Sole/  
first named Shareholder

2. Name(s) of the joint holder(s) if any :

3. Registered Folio No./ DP ID No./ Client ID No.\* :  
(\*Applicable to Investors holding shares in Dematerialized form)

4. Number of Share(s) held :

I/We hereby exercise my/ our vote in respect of the Ordinary Resolution to be passed through Postal Ballot for the business as stated in the Notice of the Company dated 10<sup>th</sup> November, 2016, by conveying my/ our assent or dissent to the said resolution by placing the tick (✓) mark at the appropriate box below:

Serial No.	Description	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)	I/We Abstain to vote on the Resolution (ABSTAIN)
1	<b>ORDINARY RESOLUTION</b> Issue of Bonus Shares in the ratio of three new equity shares for one existing fully paid equity share by Capitalization of a sum of Rs.85,50,19,230 out of Free Reserves/ Securities Premium Account/ Capital Redemption Reserve in full or part.				

Place : .....

Date : .....

Signature of the Shareholder

The Company has engaged the services of NSDL as the Authorised Agency to provide evoting facility. The evoting particulars are set out as follows:

### E-voting User ID and Particulars

EVEN (E-voting Event Number)	USER ID	PASSWORD / PIN

## INSTRUCTIONS

1. The form may kindly be filled in capital letters and should be complete in all respects.
2. The number of shares for which the shareholder wishes to signify his/her assent/dissent/abstinence should be indicated clearly.
3. To indicate assent/dissent/abstinence a tick (✓) should be made in the relevant column.
4. 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 may be.
5. In case of joint holding the form should be completed and signed by the first name shareholder and in his absence by the next named shareholder.
6. The self-addressed envelope bears the address of the scrutinizer i.e. Shri Mohan Ram Goenka, partner of M R & Associates Company Secretaries, 46, B. B. Ganguly Street, 406, Kolkata- 700012.
7. 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 an on behalf of the shareholder of the Company must be accompanied by the attested true copy of power of attorney.
8. There will be only one Postal Ballot form for every folio irrespective of the number of joint shareholder(s).
9. Shareholders are entitled to cast their votes differently i.e. all the votes either in favour or against or partly in favour or against.
10. Duly completed Postal Ballot form should reach the Scrutinizer not later than **5:00 p.m. (IST) on Tuesday, 20<sup>th</sup> December, 2016**. Postal Ballot form received after this date will be strictly treated as if the reply from the shareholder has not been received.
11. Voting rights shall be reckoned on the paid up value of the shares registered in the name of the shareholders as on Tuesday, 15 November, 2016.
12. The Scrutinizer's decision on the validity of the Postal Ballot will be final.
13. 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 received from a Member who is in arrears of payment of calls;
  - j. It is defaced or mutilated in such a way that its identity as a genuine form cannot be established;
  - k. Member has made any amendment to the Resolution or imposed any condition while exercising his vote.