

POTENTIAL INVESTMENTS AND FINANCE LIMITED

Registered Office: L-506, Agrasen Apartments, Plot No. 66, I P Extension, Delhi-110092

CIN: L74900DL1983PLC014972

Website: www.potentialindia.net

E-Mail: info@potentialindia.net

Tel: 0120-6401829

NOTICE

Dear Members

Notice pursuant to Section 110 of the Companies Act, 2013

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014 for seeking approval of Shareholders for the Resolution appended below to be transacted through Postal Ballot which includes voting by electronic means for the following items:

1. Approval of Change of name of the Company from "Potential Investments and Finance Limited" to "Best Steel Logistics Limited" and consequent alteration to Memorandum of Association & Articles of Association of the Company.
2. To amend the Objects Clause of Memorandum of Association of the Company.
3. To give loan/ guarantee or provide security under Section 186 of Companies Act, 2013.

Accordingly, your consent is sought for the proposal as contained in the resolution(s) attached along with an explanatory statement pertaining to the resolution(s) setting out all material facts and the reasons thereof. Postal Ballot Form is also enclosed.

The Board of Directors has appointed Mr. Deepak Lath proprietor of Lath Deepak & Associates Company Secretaries to act as a Scrutinizer, for conducting the Postal Ballot process, in a fair and transparent manner.

The members are requested to carefully read the instructions printed on the Postal Ballot Form and return the Form duly completed in all respects in the enclosed self-addressed postage pre-paid envelope, so as to reach the scrutinizer at the Registered Office of the Company on or before the close of working hours on August 26, 2016.

Members may choose to vote using the e-voting facility, the details whereof are also specified under instructions for e-voting as contained under section 'Voting through Electronic Means'. References to postal ballot(s) in this Postal Ballot Notice include votes received electronically.

The scrutinizer will submit his report to the Chairman or any other authorized director of the Company after completion of the scrutiny of the postal ballots (including e voting). The result of the Postal Ballot shall be declared on or before August 27, 2016 and communicated to the Stock Exchanges, Depository, Registrar and share transfer agent and shall be displayed on the Company's website, www.potentialindia.net.

SPECIAL BUSINESS

1. Approval for Change of name of the Company from “Potential Investments and Finance Limited” to “Best Steel Logistics Limited” and consequent alteration to Memorandum of Association & Articles of Association of the Company.

To consider, and if thought fit, to give assent/dissent to the following **Special Resolution**:

“**RESOLVED THAT** pursuant to the provisions of Section 4, 13, 14 and 15 and other applicable provisions, if any, of the Companies Act, 2013, read Companies (Incorporation) Rules, 2014 and any other applicable provisions or rules of Companies Act, 2013, thereto (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and subject to approval of Central Government or other regulatory authorities as may be necessary consent of the members be and is hereby accorded to the Board of Directors of the Company for changing the name of the Company from “**Potential Investments and Finance Limited**” to “ **Best Steel Logistics Limited**” as made available by Registrar of Companies, Delhi.

RESOLVED FURTHER THAT upon receipt of fresh certificate of Incorporation consequent upon change of name the old name, i.e. “Potential Investments and Finance Limited”, be substituted with the new name, i.e. “Best Steel Logistics Limited” and Clause I of the Memorandum of Association of the Company be substituted by the following clause:

I. The Name of the Company is **Best Steel Logistics Limited**

RESOLVED FURTHER THAT Clause 2(h) of Articles of Association of the Company be substituted by the new name “**Best Steel Logistics Limited**”

2(h) The “Company” shall mean Best Steel Logistics Limited

RESOLVED FURTHER THAT subject to the above, the name of the Company wherever appears in the Memorandum of Association and Articles of Association of the Company be substituted by the new name “**Best Steel Logistics Limited**”.

RESOLVED FURTHER THAT the any of the Directors and/ or Company Secretary of the Company be and are hereby severally authorised to do and perform or cause to be done and performed all such acts, deeds, matters and things, as may be required or deemed necessary or incidental thereto including signing and filing all the e-forms and other documents with any statutory authorities and to settle and finalise all issues that may arise in this regard and the Board of Directors is also authorized to delegate all or any of the powers or authorities herein conferred to any Directors or other officials of the Company, without further reference to the shareholders of the Company.”

2. To alter Main Object Clause of Memorandum of Association of the Company

To consider, and if thought fit, to give assent/dissent to the following **Special Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 4, 13 and all other applicable provisions, if any, of the Companies Act, 2013 and Companies (Incorporation) Rules, 2014 (including any statutory modification or amendment or re-enactment thereof for the time being in force and as may be enacted from time to time) and subject to the necessary registrations, approvals, consents, permissions and sanctions, if any, by the Registrar of Companies, NCT of Delhi and Haryana, and / or any other appropriate authority and subject to such terms, conditions, amendments or modifications as may be required or suggested by any such appropriate authority(ies), which the Board of Directors (hereinafter referred to as “the Board”, which includes any of duly constituted Committee of one or more Directors) is authorised to accept, as it may deem fit, the approval of the Company be and is hereby accorded for effecting the following modifications and amendments in the existing Memorandum of Association of the Company:-

- A. Part A of the Objects Clause (Clause III) shall now be titled as ‘The Objects to be pursued by the Company on its Incorporation’.
 - B. Part B of the Objects Clause (Clause III) shall now be titled as ‘Matters which are necessary for furtherance of the Objects specified in Part A’
 - C. Part A of the Objects Clause (Clause III) altered, amended and re-numbered accordingly :
1. To carry on the business of providing Logistics Services, material management, transportation, warehousing distribution and marketing of goods and to provide storage and protection of goods against rain, fire and other natural or manmade calamities and all ancillary services for these purposes or as independent undertaking, to purchase, take in exchange, charter, hire or otherwise, acquire and to own, work, manage ships, boats of all types and descriptions, aircraft, motor and other vehicles and employ the same in the conveyance of people and goods to any part of the world.
 2. To carry on in India and elsewhere the trade or business or manufacturing, prospecting, raising, operating, buying, selling, importing, exporting, purchasing otherwise dealing in iron and steel of all qualities, grades, types and kinds as iron mongers, iron masters, steel makers and steel converters and/or all products made of Iron and Steel, Iron-ore and other alloys including zinc or/ and colour quoted steel, coils, sheets, pipes and tubes.

RESOLVED FURTHER THAT the Board of Directors and/ or Company Secretary of the Company be and are hereby severally authorised to do all such acts, deeds and things on behalf of the Company, as may be necessary, desirables or expedient to give effect to the above resolution.”

3. To give loan/ guarantee or provide security under Section 186 of Companies Act, 2013.

To consider, and if thought fit, to give assent/dissent to the following **Special Resolution**:

RESOLVED THAT in continuation to earlier resolution passed by the members of the Company in General Meeting dated 27.11.2014 and pursuant to the provisions of Section 186 of the Companies Act, 2013 read with the Companies (Meetings of Board and its Powers) Rules, 2014 and such other provisions as may be applicable, including any statutory modification or re-enactment thereof for the time being in force, consent of the members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as the "Board", which term shall be deemed to include, unless the context otherwise requires, any committee of the Board or any officer(s) authorised by the Board to exercise the powers conferred on the Board under this resolution) to make loan(s) and/or give any guarantee(s)/provide any security(ies) in connection with loan(s) made and / or acquire by way of subscription, purchase or otherwise, the securities of any other body corporate as they may in their absolute discretion deem beneficial and in the interest of the Company in excess of 60% of the paid up Share Capital, Free Reserves and Securities Premium of the Company or 100% of Free Reserves and Securities Premium of the Company whichever is more, as prescribed under Section 186 of the Companies Act, 2013 from time to time, in one or more tranches, upto i) maximum amount of Rs. 200 Crores (Rupees Two hundred crores only), if the investments/ acquisitions, loans, guarantee, securities to be provided along with Company's existing loans or guarantee/ security or investments/ acquisitions are in excess of the limits prescribed under Section 186 aforesaid or ii) the maximum limits so prescribed under Section 186 (as may be amended from time to time), whichever is higher.

RESOLVED FURTHER THAT the Board and/or Company Secretary or any Committee thereof and/or Director and / or any Officer(s) of the Company as may be authorised by the Board or any Committee thereof as per the applicable provisions of the Companies Act, 2013 be and are hereby severally authorised to take from time to time all decisions and steps in respect of the above loans, guarantees and investments/ acquisitions including the timing, amount and other terms and conditions of such loans, guarantees and investments/ acquisitions and varying the same through transfer, sale, disinvestments or otherwise either in part or in full as it may deem appropriate, and to do and perform all such acts, deeds, matters and things, as may be necessary or expedient in this regard and to exercise all the rights and powers which would vest in the Company in pursuance of such loans, guarantees and investments/ acquisitions."

For Potential Investments and Finance Limited

Sd/-

Surbhi Arora

Company Secretary

Date: 20.07.2016

Place: Delhi

Notes:

1. Explanatory Statement and reasons for the proposed special businesses pursuant to Section 102(1) read with Section 110 of the Companies Act, 2013 are given hereunder.
2. The Postal Ballot Notice will be dispatched/sent to all members whose names appear in the Register of Members / Record of Depositories as on July 22, 2016 viz. the cut-off date and a person who is not a member as on that date should treat this Notice for information purposes only. Notice of Postal Ballot is also being sent to all the Directors and Auditors of the Company.
3. Members who have registered their E-mail IDs with their Depository Participants are being sent Notice of Postal Ballot by E-mail and Members who have not registered their E-mail IDs will receive Notice of Postal Ballot along with the Postal Ballot Form in physical form.
4. Members who have received Postal Ballot Notice by E-mail and who wish to vote through Physical Postal Ballot Form can download Postal Ballot Form from the Company's website www.potentialindia.net or seek duplicate Postal Ballot Form from the Company.
5. Voting period will commence on and from July 28, 2016 at 09:00 A.M. and ends on August 26, 2016 at 05:00 P.M.
6. Members are requested to read carefully the instructions printed on the Postal Ballot Form before exercising their physical vote and return the Postal Ballot Form duly completed with the assent (for) and dissent (against), in the attached self-addressed postage pre-paid Business Reply Envelope, so as to reach the Scrutinizer at the Registered Office of the Company at L-506, Aagrassen Apartments, I.P. Extension, Plot No. 66. Delhi-110092, on or before the 06:00 P.M on Friday, the 26th day of August, 2016. Please note that any Postal Ballot Form(s) received after the said date and time will be treated as if reply from the Member has not been received. No other form or photocopy thereof is permitted. Members who do not receive the Postal Ballot Form may download the Postal Ballot Form from the Company's website www.potentialindia.net or seek duplicate Postal Ballot Form from the Company.
7. All relevant documents referred to in the accompanying Explanatory Statement are open for inspection at the Registered Office of the Company on all working days (Monday to Friday) between 2.00 P.M. to 4.00 P.M. excluding Saturday up to 26th day of August, 2016 (i.e. last date for receiving Postal Ballot Forms by Scrutinizer).
8. Members are requested to notify change in address, if any, in case of shares held in Electronic form to the concerned Depository Participant quoting their Client ID and in case of Physical shares to the Registrar and Transfer Agent of the Company quoting their Folio number.
9. The Board of Directors of the Company has appointed Mr. Deepak Lath, Proprietor of Lath Deepak & Associates Company Secretaries, as scrutinizer for conducting the Postal Ballot process in a fair and transparent manner and to receive and scrutinize the completed ballot papers from the Members. After completion of his scrutiny, the Scrutinizer will submit his report to the Director of the Company.
10. The Resolutions will be taken as passed effectively on the date of announcement of the result by the Director of the Company, if the result of the Postal Ballots indicates that the requisite majority of the Shareholders had assented to the Resolutions.
11. The Scrutinizer will submit his report to the Chairman or any other Director after completion of Scrutiny, and the result of the voting by the Postal Ballot will be announced by the Chairman or any director of the duly authorized, on or before August

27, 2016, and will also be displayed on the Company's website i.e. www.potentialindia.net and communicated to the Stock Exchanges, depository, registrar and share transfer agent on the said date.

Voting through electronic means

In Compliance with Regulation 44 of SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015 and Section 108 & 110 and other applicable provisions of Companies Act, 2013 read with related 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 Ballot Form by Post. The Company has engaged the services of NSDL for the purpose of providing e-voting facility to all its members.

12. The e-voting facility will be available at the link www.evoting.nsdl.com during the voting period.
13. The login ID and password for e-voting along with process, manner and instructions for e-voting is being sent to the members who have not registered their email IDs with the Company / their respective Depository Participants along with physical copy of the Notice. Those members who have registered their e-mail IDs with the Company / their respective Depository Participants are being forwarded the login ID and password for e-voting along with process, manner and instructions by e-mail.
14. Members are requested to note that the e-voting will open on 28th July, 2016 (9:00 A.M. IST) and shall remain open for 30 days i.e. upto 26th August, 2016 (5:00 P.M. IST). E-voting shall not be allowed beyond 5:00 P.M. on 26th August, 2016.

The process & manner for e-voting are as under:

- (i) Open e-mail and open PDF file viz; "remote e-Voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password for e-voting. Please note that the password is an initial password.
- (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
- (iii) Click on Shareholder - Login
- (iv) Put user ID and password as initial password noted in step (i) above. Click Login.
- (v) Password change menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (vi) Home page of e-Voting opens. Click on e-Voting: Active Voting Cycles.
- (vii) Select "EVEN" of Potential Investments and Finance Limited
- (viii) Now you are ready for e-Voting as Cast Vote page opens
- (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.

- (x) Upon confirmation, the message “Vote cast successfully” will be displayed
- (xi) Once you have voted on the resolution, you will not be allowed to modify your vote
- (xii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail fcsdeepaklath@gmail.com with a copy marked to evoting@nsdl.co.in.

In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of www.evoting.nsdl.com

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

Please note that:

- Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the 'Forgot Password' option available on the site to reset the password.
- Your login ID and password can be used by you exclusively for e-voting on the resolutions placed by the companies in which you are the shareholder.
- It is strongly recommended that you do not share your password with any other person and take utmost care to keep it confidential.

15. Kindly note that the members can opt only one mode for voting i.e. either by Physical Ballot or e-voting. If you are opting for e-voting, then do not vote by Physical Ballot also and vice versa. However, in case member(s) cast their vote both via Physical Ballot and e-voting, then voting done through Physical Ballot shall prevail and voting done by e-voting will be ignored.

Contact Details

<p>Company: Potential Investments and Finance Limited L-506, Agrasen Apartments, Plot No. 66, IP Extension, Delhi-110092 Email Id: info@potentialindia.com</p>	<p>Registrar & Transfer Agent: Bigshare Services Private Limited E-2/3, Ansa Industrial Estate, Sakivihar Road, Saki Naka, Andheri (E), Mumbai – 400072 Email Id: info@bigshareonline.com Ph.: +91-22-28470652</p>
<p>Scrutinizer: CS Deepak Lath Email id: fcsdeepaklath@gmail.com</p>	<p>E-voting Agency: National Securities Depository Limited Email Id: evoting@nsdl.co.in</p>

ANNEXURE TO THE NOTICE

EXPLANATORY STATEMENT PURSUANT TO THE PROVISIONS OF SECTIONS 102 and 110 OF THE COMPANIES ACT, 2013

Item No. 1

Owing to the change in Object Clause of the Company it is advisable to change the name of the Company, as old name is not in line with the revised objectives of the Company.

Your Board, at their meeting held on 12th May, 2016 recommends changing the name of the Company. Further, the name approval letter pertaining to the availability of the “Best Logistics Steel Limited” has been duly obtained by the Company from the office of Registrar of Companies, Delhi.

By virtue of the above change in the Name Clause of the Company, it is required to alter its Memorandum of Association of the Company.

In terms of provisions of Companies Act, 2013, consent of the members of the company is required to change the name of the Company.

None of the Directors, Promoters and Key Managerial Persons (KMPs) of the Company and their relatives are in anyway, concerned or interested, financially or otherwise in the proposed Resolution.

Your Directors recommend the passing of the Resolution in Item No. 1 of the Notice as a Special Resolution

Item No. 2

The existing Memorandum of Association (“MOA”) of the Company was framed in terms of the provisions of the Companies Act 1956 and in pursuance of the objectives of the Company. The provisions of the new Companies Act, 2013, require for stating of the Objects Clause of MOA in a manner prescribed in the new Act.

In terms of Section 4(1)(c) of the Companies Act, 2013, the MOA of a Company shall state the objects for which the Company is proposed to be incorporated and any matter considered necessary in furtherance thereof. As such, the requirements of separately indicating the “Main Objects”, “Incidental or Ancillary Objects” and “Other Objects” under the erstwhile Companies Act has changed. Accordingly and in view of the requirements, the Objects Clause is proposed to be amended as under:

1. The Objects Clause will now have 2 parts viz. Part A - ‘The Objects to be pursued by the Company on its incorporation’ and Part B ‘Matters which are necessary for furtherance of the Objects specified in Part A’.
2. The existing Part B of the Objects Clause of MOA has been altered by deletion/amending of existing Objects and inserting new object.

The Memorandum of Association of the Company, proposed to be amended as stated above, is being uploaded on the Company’s website for perusal by the Shareholders. A

copy of the existing and proposed Memorandum of Association would be available for inspection by the members at the registered office of the company on all working days (Monday to Friday) between 2.00 P.M. to 4.00 P.M. excluding Saturday up to 26th August, 2016 (i.e. last date for receiving Postal Ballot Forms by Scrutinizer).

Further, as per the terms of the provisions of the Companies Act, 2013 ("Act"), the Memorandum of Association ("MOA") of a company must state the objects for which it has been incorporated and the matters that are considered necessary in furtherance thereof. At present the Objects Clause of the MOA of the Company does not specifically provide either carrying out or providing logistics business. Further, it is also required to streamline and align the existing clauses of MOA of the Company as per the provisions of the Act.

The alteration of MOA requires the approval of the Shareholders by means of a Special Resolution pursuant to Section 13 of the Act and accordingly the approval of the Shareholders is being sought through Postal Ballot. The Board of Directors in its meeting held on July 20, 2016 has accorded its approval for alteration of MOA.

None of the Directors, Promoters and Key Managerial Personnel of the Company and their relatives are concerned or interested, financially or otherwise in the resolution(s). You are requested to communicate your assent or dissent for the aforesaid resolution(s), in accordance with the instructions set out herein.

Your Directors recommend the passing of the Resolution in Item No. 2 of the Notice as a Special Resolution

Item No. 3

As per Section 186 of the Companies Act, 2013, a Company that proposes to give loan(s), and/or guarantee(s) or provide any security(ies) in connection with loan(s) made and / or acquire by way of subscription, purchase or otherwise, the securities of any other body corporate in excess of 60% of the paid up Share Capital and Free Reserves and Securities Premium of the Company or 100% of Free Reserves and Securities Premium of the Company whichever is more, is required to obtain the approval of the shareholders. In view of the above, shareholders of the Company, General Meeting through Postal Ballot dated 27th November 2014 have already approved the resolution under Section 186 of the Companies Act, 2013 to make loan(s) and/or give any guarantee(s)/provide any security(ies) in connection with loan(s) made to and / or make investments in the securities of any other body corporate upto Rs. 25 Crores (Rupees Twenty Five crores only) in excess of the prescribed limit or maximum limit prescribed under Section 186, whichever is higher.

However as per Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management & Administration) Rules, 2014 and SS-2 issued by ICSI as per Section 118(10) of the Companies Act, 2013, a Company giving loans or extending guarantee or providing security in excess of the limits as specified under sub-section (3) of section 186 has to obtain approval of shareholders' by passing resolution by way of

postal ballot. Therefore, the Board proposed to pass the resolution by postal ballot to make loan(s) and/or give any guarantee(s)/provide any security(ies) in connection with loan(s) made and/or acquire by way of subscription, purchase or otherwise, the securities of any other body corporate as they may in their absolute discretion deem beneficial and in the interest of the Company in excess of 60% of the paid up Share Capital, Free Reserves and Securities Premium of the Company or 100% of Free Reserves and Securities Premium of the Company whichever is more, as prescribed under Section 186 of the Companies Act, 2013 from time to time, in one or more tranches, upto i) maximum amount of Rs. 200 Crores (Rupees Two Hundred crores only), if the investments/ acquisitions, loans, guarantee, securities to be provided along with Company's existing loans or guarantee/ security are in excess of the limits prescribed under Section 186 aforesaid or ii) the maximum limits so prescribed under Section 186 (as may be amended from time to time), whichever is higher.

None of the Directors or Key Managerial Personnel of the Company or their relatives are in anyway concerned or interested in this Resolution except that the Directors of the Company may be deemed to be concerned or interested in the resolution to the extent of their shareholding in the company.

Your Directors recommend the passing of the Resolution in Item No. 3 of the Notice as a Special Resolution

For Potential Investments and Finance Limited

Sd/-

Surbhi Arora
Company Secretary

Date: 20.07.2016

Place: Delhi

POTENTIAL INVESTMENTS AND FINANCE LIMITED

Registered Office: L-506, Agrasen Apartments, Plot No. 66, I P Extension, Delhi-110092

CIN: L74900DL1983PLC014972

Website: www.potentialindia.net E-Mail: info@potentialindia.net

Ph:+91-120-6401829

POSTAL BALLOT FORM

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

1.	Name of the Member (s) (including joint holders if any) (in Block Letters)	
2.	Registered address of sole/ First named member	
3.	Registered folio No./ DP ID No./Client No.* (*Applications to investor holding shares in dematerialised form)	
4.	Number of Shares held	

I/We hereby exercise my/our vote in respect to the resolutions to be passed through postal ballot for the business as stated in the notice dated July 20, 2016 of the Company by conveying my/our assent or dissent to the said resolutions by placing a (v) mark at appropriate box below:

SI No.	Resolution Summary	No. of Shares held by me/us	I/We assent to the resolution (For)	I/We dissent to the resolution (Against)
1.	Special resolution for change the name of the Company from Potential Investments and Finance Limited to Best Steel Logistics Limited			
2.	Special Resolution for alteration of Memorandum of Association by inserting New Clause and deletion of existing clause and amending as per Companies Act 2013			
3.	Special Resolution to give loan/ guarantee or provide security under Section 186 of Companies Act, 2013.			

Place:

Date:

(Signatures of the Shareholder)

Notes:

1. 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.
2. The last date for the receipt of Postal Ballot Forms by the Scrutinizer is August 26, 2016 up to 5:00 P.M. IST.
3. As per the green initiative taken by the Ministry of Corporate Affairs, the shareholders are advised to register their e-mail address with the Company by sending an email to info@potentialindia.net in respect of shares held in physical form and with the concerned Depository Participant in respect of shares held in Demat form to enable the Company to serve Annual Reports, Notices and other correspondence in electronic form.

Instructions

1. A Member desiring to exercise 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 ballots, if deposited in person or sent by courier / speed post at the expense of the Member, will also be accepted.
2. 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.
3. The self-addressed envelope bears the name of the Scrutinizer appointed by the Board of Directors of the Company.
4. This form should be completed and signed by the Member. In case of joint holding, this form should be completed and signed (as per the specimen signature registered with the Company) by the first-named Member and in his / her absence, by the next-named Member.
5. Consent must be accorded by placing a tick mark (✓) in the column 'I assent to the resolution' or dissent must be accorded by placing a tick mark (✓) in the column 'I dissent to the resolution'.
6. The votes of a Member will be considered invalid on any of the following grounds:
 - a. if the Postal Ballot Forms are unsigned, incomplete or incorrectly filled;
 - b. if the Member's signature does not tally;
 - c. if the Member has marked his / her / its vote both for 'Assent' and also for 'Dissent' to the 'Resolution' in such a manner that the aggregate shares voted for 'Assent' and 'Dissent' exceed the total number of shares held;
 - d. 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 it is difficult to verify the signature, or one or more of the above grounds.
7. Duly completed Postal Ballot Forms should reach the Scrutinizer on or before August 26, 2016. If any Postal Ballot Form is received after this date, it will be considered that no reply from the concerned Member has been received.
8. A Member may request for a duplicate Postal Ballot Form, if so required. However, the duly filled -in duplicate Postal Ballot Forms should reach the Scrutinizer not later than the date specified in Item (7) above.
9. In case of shares held by Companies, Trusts, Societies, etc., the duly completed Postal Ballot Form should be accompanied by a certified true copy of Board Resolution / Power of Attorney / attested specimen signatures etc. In case of electronic voting, documents such as the certified true copy of Board Resolution / Power of Attorney, along with attested specimen signatures, should be mailed to the Scrutinizer at fcsdeepaklath@gmail.com, with a copy marked to evoting@nsdl.co.in, or deposited at the registered office / corporate office of the Company.
10. Members are requested NOT to send any other paper along with the Postal Ballot Form in the enclosed self-addressed postage-prepaid envelopes 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.
11. A Member need not use all his / her votes nor does he / she need to cast his / her votes in the same way.
12. Voting rights shall be reckoned on the paid-up value of the shares registered in the name of the Shareholders as on July 22, 2016.
13. The Scrutinizer's decision on the validity of the postal ballot shall be final.
14. 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 intimation only.