

**POSTAL BALLOT FORM**

(Please read the instructions printed overleaf before completing the Form)

Sr No. :

1. Name and Registered Address of the Sole/First named Member :
  
2. Name(s) of Joint-Holder(s),if any :
  
3. Registered Folio No. /DP ID No.\*/Client ID No.\* :  
 (\*Applicable to members holding shares in dematerialized form)
  
4. Number of equity shares held :

I / We hereby exercise my/our vote in respect of the Special Resolution to be passed through Postal Ballot for the business stated in the Notice dated 10<sup>th</sup> December, 2015 by sending my/ our assent / dissent to the said Special Resolution by placing the tick mark (v) at the appropriate box given below:

Description	No. of Shares	I/We assent to the Special Resolution (FOR)	I/We dissent to the Special Resolution (AGAINST)
To Give loans and/or give guarantee and/or provide security and/or to make investment upto Rs.2,000 Crore			

Place:

Date:

\_\_\_\_\_  
Signature of the Member

**ELECTRONIC VOTING PARTICULARS**

EVSN	USER ID	*DEFAULT PAN
151215003		

\* Members who have not updated their PAN with the Company / Depository Participant shall use Default PAN in the PAN field. Other members should use their PAN.

**Notes:**

1. Please use your PAN for e-voting in case you have registered the same with the Company / Depository Participant.
2. In case your PAN is not registered please use (\*) Default PAN given in the above table.
3. If you opt to cast your vote by e-voting , there is no need to fill up and sign this form.
4. Please refer procedure for e-voting in the Notice of the postal ballot if you wish to vote through e-voting.

## INSTRUCTIONS

### **A. General Instructions :**

1. Members have option to vote either through postal ballot form or through e-voting.
2. A Member can opt for one mode of voting i.e. either through e-voting or by Postal Ballot Form. If a Member cast votes by both modes, then voting done through e-voting shall prevail and Postal Ballot Form shall be treated as invalid.
3. For detailed instructions on e-voting, please the Notice of Postal Ballot. The Notice of Postal Ballot has also been placed on the Website of the Company viz. [www.carolinfoservices.com](http://www.carolinfoservices.com) and on CDSL website viz. [www.cdslindia.com](http://www.cdslindia.com)
4. The Scrutinizer will collate the votes downloaded from the e-voting system and votes received through Postal Ballot Form to declare the final result for the resolution forming part of the Notice of Postal Ballot.
5. Voting Rights in the Postal Ballot Form / e-voting cannot be exercised by proxy.

### **B. Process and manner for members opting to vote by using Ballot Form:**

6. A member desiring to exercise vote by Postal Ballot should complete and sign this Postal Ballot Form as per the Specimen Signature Registered with the Company and send it to the Scrutinizer in the attached postage self-addressed Business Reply envelope so as to reach the scrutinizer not later than **5.00 P.M. on 17<sup>th</sup> January, 2016**. Postage will be borne and paid by the Company. However, envelope containing Postal Ballot Forms, if sent by courier/deposited in person at the expenses of the registered member not later than 5.00 P.M on 17<sup>th</sup> January, 2016, will also be accepted.
7. In case of Joint holding, the Form should be completed and signed by the first named member and in his absence, by the next named member.
8. The votes should be cast either in favour or against the resolution by putting the tick (✓) mark in the column provided for assent or dissent. Postal Ballot Form bearing tick (✓) in both the columns will render the form invalid.
9. The Voting Rights of members shall be in proportion of the share(s) held by them in the paid-up equity share capital of the Company as on 11<sup>th</sup> December, 2015.
10. Duly completed Postal Ballot Form should reach the Scrutinizer not later than **5.00 P.M. on 17<sup>th</sup> January, 2016**. All Postal Ballot Forms received after the date will be strictly treated as if the reply from such member has not been received.
11. In respect of shares held by corporate and institution members (Companies, trusts, societies, etc.), the completed Postal Ballot Form should be accompanied by a certified copy of the relevant Board resolution/appropriate authorization, with the specimen signature(s) of the authorised signatory (ies) duly attested.
12. Unsigned or incomplete or incorrectly filled Postal Ballot Forms will be rejected.
13. Members are requested not to send any other matter/document along with the Postal Ballot Form in the enclosed self-addressed envelope. The scrutinizer would destroy any extraneous paper found in such envelope.
14. A member may request for duplicate Postal Ballot Form, if so required. Please refer point 3 of the Notice. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than the date and time specified in point 10 above.