



Jyothy labs

## JYOTHY LABORATORIES LIMITED

CIN: L24240MH1992PLC128651

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

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

Email: [secretarial@jyothy.com](mailto:secretarial@jyothy.com); Website: [www.jyothylaboratories.com](http://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 amendment(s), modification(s) or re-enactment(s) thereof for the time being in force, that the Resolution appended below is proposed to be passed as a Special 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 Special 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 Tuesday, May 28, 2019 at 9:00 a.m. IST and concludes on Wednesday, June 26, 2019 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 26, 2019 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](http://www.jyothylaboratories.com) and on the website of CDSL i.e. [www.evotingindia.com](http://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. Wednesday, June 26, 2019.

#### **SPECIAL BUSINESS:**

#### **RESOLUTION - CHANGE IN THE NAME OF THE COMPANY FROM "JYOTHY LABORATORIES LIMITED" TO "JYOTHY LABS LIMITED"**

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

**"RESOLVED THAT** pursuant to the provisions of sections 13 and 14 of the Companies Act, 2013 (the Act) read with Rule 9 and 29 of the Companies (Incorporation) Rules, 2014 and other applicable provisions, if any, of the Act including any statutory modification(s) or re-enactment(s) thereof, the Regulation(s) as may be applicable under the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and subject to the approval of the Ministry of Corporate Affairs, Stock Exchanges and the Central Government or any other concerned regulatory authority(ies), approval of the Shareholders of the Company be and is hereby accorded for change in name of the Company from **"Jyothy Laboratories Limited"** to **"Jyothy Labs Limited"**;

**RESOLVED FURTHER THAT** the respective name clause in the Memorandum of Association of the Company be substituted by the following

"The name of the Company is **JYOTHY LABS LIMITED**";

**RESOLVED FURTHER THAT** wherever the name, "Jyothy Laboratories Limited" occurs in the Articles of Association of the Company, it shall be substituted by the new name **"Jyothy Labs Limited"**;

**RESOLVED FURTHER THAT** for the purpose of giving effect to the aforesaid resolution, Mr. M. P. Ramachandran, Chairman & Managing Director, Mr. K. Ullas Kamath, Joint Managing Director, Ms. M. R. Jyothy, Whole-Time Director & Chief Marketing Officer and Mr. Shreyas Trivedi, Head-Legal & Company Secretary of the Company be and are hereby severally authorized to make an application to the Ministry of Corporate Affairs, Government of India, Stock Exchanges and such other statutory authorities as may be required and 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 proposed name change, 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 and also to file such form(s), application(s) as may be required with the various statutory authorities.”

**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 22, 2019

**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](mailto:secretarial@jyothy.com); **Website:** [www.jyothylaboratories.com](http://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 17, 2019. 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 with the Company, 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 17, 2019 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 17, 2019. The Postal Ballot period commences on Tuesday, May 28, 2019 at 9:00 a.m. (IST) and ends on Wednesday, June 26, 2019 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 Wednesday, June 26, 2019. 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 Wednesday, June 26, 2019 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 Friday, June 28, 2019 and will also be displayed on the Company’s website i.e. [www.jyothylaboratories.com](http://www.jyothylaboratories.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 Wednesday, June 26, 2019 i.e. the last date specified for receipt of duly completed Postal Ballot Forms and 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 Tuesday, May 28, 2019 at 9:00 a.m. (IST) and ends on Wednesday, June 26, 2019 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 17, 2019 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](http://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.  
 If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vi) If you are a first time user follow the steps given below:

	<b>For Members holding shares in Demat Form and Physical Form</b>
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"> <li>• 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.</li> </ul>
Dividend Bank Details <b>OR</b> 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"> <li>• 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).</li> </ul>

- (vii) After entering these details appropriately, click on “SUBMIT” tab.
- (viii) 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 resolution 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.
- (ix) For Members holding shares in physical form, the details can be used only for e-voting on the Resolution contained in this Notice.
- (x) Click on the EVSN of “Jyothy Laboratories Limited” to vote.
- (xi) 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.
- (xii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xiii) 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.
- (xiv) Once you “CONFIRM” your vote on the Resolution, you will not be allowed to modify your vote.
- (xv) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xvi) 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.
- (xvii) 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.

(xviii) **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 linked in the login 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.

(xix) 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). Alternatively, Members can contact Mr. Rakesh Dalvi, Manager, CDSL, by writing to him at 'A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (E) or contact at 1800225533.

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

**CHANGE IN THE NAME OF THE COMPANY FROM “JYOTHY LABORATORIES LIMITED” TO “JYOTHY LABS LIMITED”**

As the members are aware, the Company is commonly referred to as “Jyothy Labs”. The Board of Directors of the Company are of the view that the name “Jyothy Labs” would resonate more with the Members because of the high recall value it carries and therefore, would be advantageous for the Company to use the word “Jyothy Labs” as compared to “Jyothy Laboratories”. Further, in order to showcase Company’s new ideology, the Company introduced its new Logo in the name of “Jyothy Labs”. Accordingly, in view of the changed Logo it was also considered appropriate to change the name of the Company and bring it in-line with the newly introduced Logo. Hence, the Directors by way of Circular Resolution on May 14, 2019 have decided to change name of the Company from “**Jyothy Laboratories Limited**” to “**Jyothy Labs Limited**”.

Consequent upon change of name of the Company, the name “Jyothy Laboratories Limited” as appearing in the Name Clause of the Memorandum of Association of the Company and wherever appearing in the Articles of Association of the Company and other documents and places would have to be substituted with the new name i.e. “**Jyothy Labs Limited**”.

Further, the Company on May 21, 2019 has also received approval letter from the Central Registration Centre, Ministry of Corporate Affairs, Government of India, stating that there is no objection in the availability of the proposed changed name i.e. “Jyothy Labs Limited”.

Pursuant to the provisions of the Companies Act, 2013 and rules made thereunder, for effecting the change in name of the Company and consequential alteration in the Memorandum and the Articles of Association of the Company, it is necessary to obtain approval of the shareholders by way of passing a Special Resolution. Therefore, the Board recommends the resolution as set out in the Notice dated May 22, 2019 for approval of shareholders as Special Resolution. However, the said change in the name of the Company will be effective post receipt of approval from the Ministry of Corporate Affairs, Stock Exchanges and/or other regulatory authority(ies) and upon receipt of fresh Certificate of Incorporation in the new name of the Company i.e. “**Jyothy Labs Limited**”.

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

All documents referred to in the Postal Ballot Notice and Statement under Section 102(1) of the Companies Act, 2013 would be available for inspection without any fee by the Members at the Registered Office of the Company during the normal working hours i.e. 9 a.m. to 5 p.m. on any working day except Saturdays upto the last date of e-voting.

None of the Directors, Key Managerial Personnel or their relatives are in any way, financially or otherwise, concerned or interested in this resolution except to the extent of their shareholding in 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 22, 2019

**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](mailto:secretarial@jyothy.com); **Website:** [www.jyothylaboratories.com](http://www.jyothylaboratories.com);

**CIN:** L24240MH1992PLC128651



## JYOTHY LABORATORIES LIMITED

CIN: L24240MH1992PLC128651

Regd. Office: 'UJALA HOUSE', Ram Krishna Mandir Road, Kondivita, Andheri (East), Mumbai- 400059;  
Telephone: 91-22-66892800; Fax: 91-22-66892805; Email: [secretarial@jyothy.com](mailto:secretarial@jyothy.com); Website: [www.jyothylaboratories.com](http://www.jyothylaboratories.com)

### 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 Special 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 22, 2019, 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.	<b>Special Resolution</b> for change in the name of the Company from “ <b>Jyothy Laboratories Limited</b> ” to “ <b>Jyothy Labs Limited</b> ” and consequent amendment to the Memorandum of Association and the Articles of Association of the Company			

Place:

Date: \_\_\_\_\_ (Signature of the Member)

### ELECTRONIC VOTING PARTICULARS

The e-voting facility is available at the link [www.evotingindia.com](http://www.evotingindia.com). The electronic voting particulars are set out as follows:

EVSN (E-voting Sequence Number)	DEFAULT PAN/ SEQUENCE NUMBER
190522006	

Notes:

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

Commencement of e-voting	End of e-voting
Tuesday, May 28, 2019 at 9:00 a.m. (IST)	Wednesday, June 26, 2019 at 5:00 p.m. (IST)

- 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.
- The last date for the receipt of Postal Ballot Forms by the Scrutinizer is Wednesday, June 26, 2019 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 nor 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 Wednesday, June 26, 2019 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 (6) 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@jyothy.com](mailto:secretarial@jyothy.com), with a copy marked to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.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 17, 2019.
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 Friday, June 28, 2019 as specified in the Notice.