



SHELTER INFRA PROJECTS LIMITED

Eternity Building, DN-1, Salt Lake City, Sector-V Kolkata; West Bengal; Postal Code: 700091
Tel: 23576255/ 23576256/ 23576257 Fax: 23576253 Email: info@ccapltd.in Website: http://www.ccapltd.in

CIN : L45203WB1972PLC028349

NOTICE OF POSTAL BALLOT **(Pursuant to Section 110 of the Companies Act, 2013)**

NOTICE is hereby given to the members of the Company pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013, (the "Act"), read together with the Companies (Management and Administration) Rules, 2014, including any statutory modification or re-enactment thereof for the time being in force that the resolutions appended below are proposed to be passed as Special Resolutions by way of Postal Ballot.. An Explanatory Statement in terms of Section 102 of the Companies Act, 2013 pertaining to the said Resolution setting out material facts and the reasons thereof is annexed herewith.

Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014 provides that the consent of the Members for such resolution be obtained by means of Postal Ballot. Accordingly, the said draft of the Special Resolution and the Explanatory Statement pursuant to the provisions of Section 102 of the Act are being sent to you alongwith a Postal Ballot Form for your consideration. The Company has appointed Shri Atul Kumar Labh, Practicing Company Secretary (FCS-4848 / CP-3238) of M/s A. K. Labh & Co. Company Secretaries, Kolkata as Scrutinizer for conducting the Postal Ballot process in a fair and transparent manner.

You 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 on or before the close of working hours on Wednesday, 29th day of July 2015.

Pursuant to provisions of Section 110 of the Companies Act, 2013 read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing Agreement with Stock Exchanges, the Company is providing facility to members to exercise their right to vote for the resolutions proposed to be passed through postal ballot vide electronic means and the voting may be done through e-voting services provided by National Securities Depository limited (NSDL). However, the e-voting is optional for the members. The shareholders shall have one vote per equity share held by them as on the cut-off date (record date) of 12th June 2015. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders. Members are hereby informed that the votes cast electronically shall be treated as final, in case, votes are cast by any member through both the modes, i.e., electronically as well as by exercising the votes vide postal ballot forms. The Scrutinizer's decision on the validity of the vote shall be final and binding. The e-voting instructions are separately enclosed. Members are requested to read the instructions printed therein carefully to cast their votes through electronic mode.

The scrutinizer, after completion of the scrutiny, will submit his report to the Chairman and the results of the postal ballot will be declared at the Registered Office of the Company by Friday, 31st July, 2015 at 5:00 P.M.

SPECIAL RESOLUTION :

- 1. Increase in borrowing limits to Rs. 80 crores or the aggregate of the paid up capital and free reserves of the Company, whichever is higher.**

To consider and, if thought fit, to pass the following Resolution as a Special Resolution:

"RESOLVED THAT in supersession of any resolution passed by the shareholders of the Company earlier in this regard, and pursuant to the provisions of Section 180(1)(c) and other applicable provisions, if any, of the Companies Act, 2013, as amended from time to time, and the Articles of Association of the Company, the consent 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 any committee thereof) for borrowing, from time to time, any sum or sums of monies which together with the monies already borrowed by the Company (apart from temporary loans obtained or to be obtained from the Company's bankers in the ordinary course of business) may exceed the aggregate of the paid up capital of the Company and its free reserves provided that the total amount so borrowed by the Board shall not at any time exceed Rs. 80 crores or the aggregate of the paid up capital and free reserves of the Company, whichever is higher."

"RESOLVED FURTHER THAT the Board be and is hereby authorized to do all such acts, deeds and things, to execute all such documents, instruments and writings as may be required to give effect to this Resolution."

- 2. Creation of Charges on the movable and immovable properties of the Company, both present and future, in respect of borrowings.**

To consider and, if thought fit, to pass the following Resolution as a Special Resolution:

"RESOLVED THAT in supersession of any resolution passed by shareholders of the Company earlier in this regard, and pursuant to the provisions of Section 180(1)(a) and other applicable provisions, if any, of the Companies Act, 2013, as amended from time to time, consent of the Company be and is hereby given to the Board of Directors of the Company (hereinafter referred to as the "Board" which term shall be deemed to include any committee thereof) to create such charges, mortgages and hypothecations in

addition to the existing charges, mortgages and hypothecations created by the Company, on such movable and immovable properties, both present and future, and in such manner as the Board may deem fit, together with power to take over the substantial assets of the Company in certain events in favour of banks/financial institutions, other investing agencies and trustees for the holders of debentures/bonds/other instruments to secure rupee/foreign currency loans and/or the issue of debentures whether partly/fully convertible or non-convertible and/or securities linked to Ordinary Shares/ 'A' Ordinary Shares and/ or rupee/foreign currency convertible bonds and/or foreign currency bonds and/or bonds with share warrants attached (hereinafter collectively referred to as "Loans") provided that the total amount of Loans together with interest thereon, additional interest, compound interest, liquidated damages, commitment charges, premium on pre-payment or on redemption, costs, charges, expenses and all other monies payable by the Company in respect of the said Loans for which the charge is to be created, shall not, at any time exceed Rs. 80 crores or the aggregate of the paid up capital and free reserves of the Company, whichever is higher."

"RESOLVED FURTHER THAT the Board be and is hereby authorized to do all such acts, deeds and things, to execute all such documents, instruments and writings as may be required to give effect to this Resolution."

3. To make investments in Securities of other bodies corporate

To consider and, if thought fit, to pass the following resolution as a Special Resolution

"RESOLVED THAT pursuant to Section 186 and other applicable provisions, if any, of the Companies Act, 2013, read with the Rules made there under (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) ("the Act"), other applicable provisions of law and the provisions of the Articles of Association of the Company and subject to such approvals, consents, sanctions and permissions, as may be necessary, consent 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 any Committee which the Board may have constituted or hereinafter constitute to exercise its powers, including the powers conferred by this resolution) to make further investment in and/ or acquisition by way of subscription, purchase or otherwise, of the securities of other bodies corporate, from time to time and in one or more tranches, for such amount(s) as the Board may in its absolute discretion determine; provided that the aggregate outstanding amount of such investments (apart from the investments already made/held by the Company) shall not any time exceed Rs.25 crores (Rupees Twenty Five crores only).

RESOLVED FURTHER THAT the Board be and is hereby authorised to decide and finalise in its absolute discretion the nature of each such investment including terms and conditions and quantum thereof, with power to transfer, sell or otherwise dispose of the same, from time to time and to do all such acts, deeds, matters and things, as may be necessary and/or expedient to give effect to this resolution."

4. Remuneration to Mr. Dwija Das Chatterjee, whole time director in case of inadequate profits

To consider and, if thought fit, to pass the following resolution as a Special Resolution

RESOLVED THAT pursuant to the approval given earlier by the shareholders of the Company at the Annual General Meeting held on September 26, 2014 under the provisions of Sections 196, 197, 203, Schedule V and other applicable provisions of the Companies Act, 2013 and pursuant to the circular no.32/2014 dated July 23, 2014 issued by the Ministry of Corporate Affairs and subject to the approval of the Central Government and subject to such conditions and modifications as may be prescribed or imposed by the Central Government while granting such approval, approval of the shareholders be and is hereby accorded, pursuant to the provisions of Sections 197 read with Schedule V and all other applicable provisions, if any of the Companies Act, 2013, (including any statutory modification(s) or re-enactment thereof, for the time being in force) and the applicable rules framed under the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), for the remuneration payable to, including increase in remuneration and/or waiver of refund of excess remuneration and/or the remuneration to be paid in the event of loss or inadequacy of profit in any financial year during the tenure of appointment of Mr. Dwija Das Chatterjee as a Whole Time Director of the Company, for a period of three years from April 1, 2014 to March 31, 2017 on the terms and conditions as set out in the Explanatory Statement annexed to this Notice, with liberty to the Directors/ Nomination and Compensation Committee to alter and vary the terms and conditions of the said appointment in such manner as may be agreed to between the Directors/ Nomination and Compensation Committee and Mr. Dwija Das Chatterjee.

Registered Office:

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CIN : L45203WB1972PLC028349

**By Order of the Board,
For SHELTER INFRA PROJECTS LIMITED**

**RAHUL SRIVASTAVA
Company Secretary
Place : Mumbai
Dated :26th June 2015**

NOTES:

1. Statement setting out material facts pursuant to Section 102(1) of the Companies Act, 2013 and Rules made there under in respect of the business set out above is annexed hereto.
2. Notice along with Statement setting out material facts and the Postal Ballot Form is being sent to members:
 - a. whose names appear as Beneficial Owners as at the end of business hours on 12th June, 2015 in the list of Beneficial Owners furnished by National Securities Depository Limited (“NSDL”) and Central Depository Services (India) Limited (“CDSL”)
 - b. whose names appear as Members in the Register of Members of the Company on 12th June, 2015.
3. The voting rights of the Members shall be reckoned as on 12th June, 2015 which is the cut-off date.
4. As per Section 110 of the Act, read with Rule 22 of the Companies (Management and Administration) Rules, 2014, Notice of Postal Ballot may be served on the Members, inter-alia, through electronic means. Members who have registered their e-mail IDs with depositories or with the Company, 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 alongwith Postal Ballot Form through post/courier. Members who have received Postal Ballot Notice by e-mail and who wish to vote through physical Form may download the Form attached in the email or from the ‘Investor Corner’ section on the Company’s website www.ccapltd.in and send the duly completed and signed Form to the Scrutinizer / Company.
5. Any query in relation to the resolutions proposed to be passed by Postal Ballot or any query pertains to e-voting may be addressed to the Eternity Building, DN-1, Salt Lake City, Sector-V Kolkata; West Bengal; Postal Code: 700091 at the Registered Office of the Company.



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ANNEXURE TO NOTICE

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

Explanatory Statement for Resolutions mentioned under Item Nos. 1 to 4 pursuant to Section 102 of the Companies Act, 2013 (hereinafter referred to as the "Act")

Item No. 1:

Under the erstwhile Section 293(1)(d) of the Companies Act, 1956, the Board of Directors of a Company could, with the consent of the shareholders obtained by an Ordinary Resolution, borrow monies, apart from temporary loans obtained from the Company's Bankers in the ordinary course of business, in excess of the aggregate of paid-up capital and free reserves of the Company, that is to say, reserves not set apart for any specific purpose.

Under the provisions of Section 180(1)(c) of the Act, which were made effective from September 12, 2013, the above powers can be exercised by the Board only with the consent of the shareholders obtained by a Special Resolution. Further, as per the Circular dated March 25, 2014 issued by the Ministry of Corporate Affairs, the Ordinary Resolution earlier passed under Section 293 (1) (d) of the Companies Act, 1956 will remain valid for a period of one year from the date of notification of Section 180 of the Act, i.e. up to September 11, 2014. As such, it is necessary to obtain fresh approval of the shareholders by means of a Special Resolution, to enable the Board of Directors of the Company to borrow moneys, apart from temporary loans obtained from the Company's Bankers in the ordinary course of business, in excess of the paid up capital and free reserves of the Company.

It is proposed to increase the borrowing limit to Rs. 80 crores or the aggregate of the paid up capital and free reserves of the Company, whichever is higher. The Company shall ensure that the debt equity ratio of the Company, at all times, will be within prudent limits. It is necessary to obtain fresh approval of the shareholders by means of a Special Resolution.

The Board recommends the Resolution at Item No.1 of the Notice for approval of the shareholders by a Special Resolution.

None of the Directors/manager/key managerial personnel or any of the relatives of such, is/are interested or deemed to be interested or concerned financially or otherwise, in the above resolution.

Item No. 2:

Under the erstwhile Section 293(1)(a) of the Companies Act, 1956, the Board of Directors of a Company could, with the consent of the shareholders obtained by an Ordinary Resolution, create charge/ mortgage/ hypothecation on the Company's assets, both present and future, in favour of the lenders/ trustees for the holders of debentures/ bonds, to secure the repayment of monies borrowed by the Company (including temporary loans obtained from the Company's Bankers in the ordinary course of business).

Under the provisions of Section 180 (1) (a) of the Act, which were made effective from September 12, 2013, the above powers can be exercised by the Board only with the consent of the shareholders obtained by a Special Resolution. Further, as per the Circular dated March 25, 2014 issued by the Ministry of Corporate Affairs, the Ordinary Resolution earlier passed under Section 293 (1) (a) of the Companies Act, 1956 will remain valid for a period of one year from the date of notification of Section 180 of the Act, i.e. up to September 11, 2014. As such, it is necessary to obtain fresh approval of the shareholders by means of a Special Resolution, to enable the Board of Directors of the Company to create charge/ mortgage/ hypothecation on the Company's assets, both present and future, in favour of the lenders/ trustees for the holders of debentures/ bonds, to secure the repayment of monies borrowed by the Company (including temporary loans obtained from the Company's Bankers in the ordinary course of business). Standard market terms of long term debt finance include conditions whereby lenders/ trustees in certain circumstances (such as non-payment or other events of default) can take over the management of the Company, to recover their dues. It is therefore, necessary to obtain members' approval by way of a Special Resolution under Section 180 (1) (a) of the Act for creation of charges/mortgages/hypothecations for an amount not exceeding Rs.80 crores or the aggregate of the paid up capital and free reserves of the Company, whichever is higher.

The proposed borrowings of the Company may, if necessary, be secured by way of charge/ mortgage/ hypothecation on the Company's assets in favour of the lenders/ holders of securities / trustees for the holders of the said securities as mentioned in the Resolution at Item No. 2. As the documents to be executed between the lenders/security holders/ trustees for the holders of the said securities and the Company may contain provisions to take over substantial assets of the Company in certain events, it is necessary to pass a special resolution under Section 180(1)(a) of the Act, for creation of charges/mortgages/hypothecations for an amount not exceeding Rs. 80 crores or the aggregate of the paid up capital and free reserves of the Company, whichever is higher.

The Board recommends the Resolution at Item No. 2 of the Notice for approval of the shareholders by a Special Resolution.

None of the Directors/manager/key managerial personnel or any of the relatives of such, is/are interested or deemed to be interested or concerned financially or otherwise, in the above resolution.

Item No. 3:

Provisions of Section 186 of the Companies Act, 2013 ("the Act") provide that the no company shall, except with the consent of Members by Special Resolution acquire by way of subscription, purchase or otherwise the securities of any other body corporate,

exceeding sixty per cent of its paid-up share capital, free reserves and securities premium account or one hundred per cent of its free reserves and securities premium account, whichever is more.

The Company is engaged in a number of capital intensive projects in the fields of infrastructure development such as roads, metro rail and Real estate Development. The Company is also engaged in execution of Engineering, Procurement and Construction contracts in the infrastructure sectors.

The Company undertakes such projects either on its own or through subsidiaries, special purpose vehicles, joint ventures, other entities, and through consortium arrangements. Being capital intensive projects, the Company needs to ensure that they are sufficiently funded from time to time.

The Company is also required to invest in the securities of various bodies corporate as may be required from time to time to pursue infrastructure projects. The Company also needs to invest in securities of other bodies corporate as may be deemed appropriate from time to time. Accordingly, consent of the Members is sought by way of an enabling resolution as set out in Item No 3 of the accompanying Notice. The Board recommends the said Resolution for the approval of the members.

None of the Directors/manager/key managerial personnel or any of the relatives of such, is/are interested or deemed to be interested or concerned financially or otherwise, in the above resolution.

Item No. 4:

Your attention is invited to the fact that at the Annual General Meeting held on September 26, 2014, the shareholders have unanimously appointed Mr. Dwija Das Chatterjee as the Whole Time Director of the Company for a period of three years and approved remuneration payable to him for the said period. The remuneration payable to Mr. Dwija Das Chatterjee, Whole Time Director for any financial year was restricted to the stated remuneration within the overall limit as agreed to by the Nomination and Remuneration Committee /Board of Directors and Mr. Dwija Das Chatterjee.

Consequent to the economic downturn and sluggish market, the Company is experiencing demand slowdown for its products in the addressable markets, resulting in net loss at the business level for the period April 1, 2014 to December 31, 2014. With the projected demand in business for the remaining period of the Financial Year 2014-2015 i.e., January 1, 2015 to March 31, 2015, the Company does not expect to report business profits. In view of the same, the Company will have inadequate profits/ business loss for financial year 2014-2015.

In view of the above, the Company is seeking shareholders' approval to pay minimum remuneration to Mr. Dwija Das Chatterjee, Whole Time Director, in the form of salary, allowances, perquisites and other benefits. The shareholders may also please note that the remuneration that has been approved by the Nomination and Remuneration Committee and the Board as minimum remuneration for the financial year 2014-15 at their respective meetings is after taking into account the experience and expertise of Mr. Dwija Das Chatterjee and also the industry pay scale for similar sized companies.

The approval of the members is being sought now by way of a Special Resolution through Postal Ballot for the payment of remuneration for the period April 1, 2014 to March 31, 2017.

None of the Directors/manager/key managerial personnel or any of the relatives of such, is/are interested or deemed to be interested or concerned financially or otherwise, except Mr. Dwija Das Chatterjee in the above resolution.

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**By Order of the Board,
For SHELTER INFRA PROJECTS LIMITED**

RAHUL SRIVASTAVA
Company Secretary
Place : Mumbai
Dated :26th June 2015



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E-Voting instructions for postal ballot

Pursuant to provisions of Section 110 of the Companies Act, 2013 read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing Agreement with Stock Exchanges, the Company is providing facility to members to exercise their right to vote for the resolution proposed to be passed through Postal Ballot vide electronic means and the voting may be done through E-voting services provided by National Securities Depository Limited (“NSDL”) However, the E-voting is optional for the members. The shareholders’ of the Company, holding shares either in physical form or in dematerialized form, **as on the cut-off date (record date) of 12th June 2015**, may cast their vote electronically.

The instructions for shareholders voting electronically are as under:

1. Open the attached PDF file “SIPL e-voting.pdf” giving your Client ID (in case you are holding shares in demat mode) OR Folio No. (in case you are holding shares in physical mode) as password, which contains your “User ID” and “Password for e-voting”. Please note that the password is an initial password.
2. Launch internet browser by typing the URL <https://www.evoting.nsdl.com>
3. Click on “Shareholder - Login”.
4. Put your User ID and password as initial password noted in step (1) and Click Login
5. Password Change Menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof.
6. Home page of “e-voting” opens. Click on e-voting: Active Voting Cycles.
7. Select “EVEN” of (Shelter Infra Projects Limited). Members can cast their vote online from Tuesday, 30th June 2015 (9:00 A.M.) to Wednesday, 29th July, 2015 (5:00 P.M.)
8. Note: e-Voting shall not be allowed beyond said time.
9. Now you are ready for e-voting as Cast Vote page opens.
10. Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm”, when prompted.
11. Institutional Shareholders (i.e., other than Individuals, HUF, NRI etc.) are also required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorised signatory (ies) who are authorised to vote, to the Scrutinizer Mr. A. K. Labh through e-mail at aklabhcs@gmail.com with a copy marked to evoting@nsdl.co.in

Please note that:

- Login to 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 “Forgot Password” option available on the site to reset the same.
 - 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 a shareholder.
 - It is strongly recommended not to share your password with any other person and take utmost care to keep it confidential.
12. In case of Shareholders receiving Postal Ballot Form by post and desires to cast vote electronically, may please use the User ID and initial password as provided in the Postal Ballot Form. Please follow the steps from Sl. No. (2) to (10) above, to cast vote.
 13. If you are already registered with the NSDL for e-voting, then you can use your existing User ID and password for Login.
 14. In case of queries, you may refer to the Frequently Asked Questions’ (FAQs) for Shareholders and e-voting user manual for Shareholders available under the Downloads Section of NSDL’s e-voting website www.evoting.nsdl.com or call NSDL on 022-24994600 for any further clarifications.



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POSTAL BALLOT FORM

1. Name(s) of Shareholder(s) :
(in block letters)
(including joint holders, if any)
 2. Registered address of the Sole/First
named Shareholder :
 3. (i) Registered Folio No. :
(ii) DP ID NO. * :
(iii) Client ID No.* :
(*applicable to investors holding shares
in dematerialised form)
 4. Number of shares held :
- 5 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 of the Company by sending my/our assent or dissent to the said Resolution by placing the tick (✓) mark in the appropriate box below :

(Please put a tick mark ✓ in the appropriate box)

Item No.	Description	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent the Resolution (AGAINST)
1.	Increase in borrowing limits to Rs 80 cr or the aggregate of the paid up capital and free reserves of the Company, whichever is higher.			
2.	Creation of Charges on the movable and immovable properties of the Company, both present and future, in respect of borrowings.			
3.	To make investments in Securities of other bodies corporate.			
4.	Remuneration to Mr. Dwija Das Chatterjee, whole time director in case of inadequate profits.			

Place : _____

Date : _____

(Signature of the Shareholder)

Particulars for E-voting

E-voting Event Number (EVEN)	User ID	Password

*** Please read the instructions carefully before exercising your vote.**



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CIN : L45203WB1972PLC028349

Instructions for Members opting to vote by using the Postal Ballot Form

1. Please complete and sign the Postal Ballot Form (no other form or photo copy thereof is permitted) and send it so as to reach the Scrutinizer appointed by the Board of Directors of the Company, Mr. A. K. Labh, Practising Company Secretary (Membership No. FCS 4848), of M/s. A. K. Labh & Co. Company Secretaries, Kolkata at the Registered Office of the Company in the enclosed postage pre-paid self-addressed envelope not later than close of working hours on Wednesday, 29th July, 2015 failing which, it will be strictly treated as if no reply has been received from the member(s).
2. A shareholder desiring to exercise his vote by Postal Ballot may complete this postal ballot form and send it to the Scrutinizer in the attached pre-paid self-addressed envelope. However, envelopes containing postal ballots, if deposited in person or sent by courier at the expense of the shareholder will also be accepted.
3. The self-addressed envelope bears the address of the Scrutinizer appointed by the Board of Directors of the Company.
4. This postal ballot form should be filled up and signed by the shareholder. 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 shareholder and in his absence, by the next named shareholder.
5. Voting rights in the Postal Ballot / e-voting cannot be exercised by Proxy.
6. Unsigned postal ballot forms will be rejected.
7. Where the postal ballot form has been signed by an authorized representative of a body corporate, a certified copy of the relevant authorization to vote on the Postal Ballot should accompany the postal ballot form. In case the Form is signed for or on behalf of the Government, the nomination of the concerned government in favour of such signatory should be enclosed with the Form.. A Member may sign the form through an Attorney appointed specifically for this purpose, in which case an attested true copy of the Power of Attorney should be attached to the postal ballot form.
8. A shareholder need not use all his votes nor he needs to cast all his votes in the same way.
9. Votes should be cast in case of each resolution, either in favour or against by putting the tick (✓) mark in the column provided in the Ballot.
10. Duly completed postal ballot forms should reach the Scrutinizer not later than the close of working hours on Wednesday , 29th day of July 2015. Any postal ballot form received after this date will be treated as if the reply from the shareholder has not been received.
11. Unsigned, incomplete, improperly or incorrectly tick marked Ballot Forms will be rejected. A Form will also be rejected if it is received torn, defaced or mutilated to an extent which makes it difficult for the Scrutinizer to identify either the Member or as to whether the votes are in favour or against or if the signature cannot be verified.
12. A shareholder may request for a duplicate postal ballot form, if so required. However, the duly filled in duplicate postal ballot form should reach the Scrutinizer not later than the date specified at item 10 above.
13. Voting rights shall be reckoned on the paid up value of shares registered in the name of the shareholder on the cut-off date (12th June 2015).
14. Shareholders are requested not to send any other paper along with the postal ballot form in the enclosed self-addressed postage prepaid envelope in as much as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
15. Pursuant to provisions of Section 110 of the Companies Act, 2013 read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing Agreement with Stock Exchanges, the Company is providing facility to members to exercise their right to vote for the resolutions proposed to be passed through postal ballot vide electronic means and the voting may be done through e-voting services provided by National Securities Depository Limited (“NSDL”). However, the e-voting is optional for the members.
16. The shareholders shall have one vote per equity share held by them as on the cut-off date (record date) of 12th June 2015. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
17. Shri Atul Kumar Labh, Practising Company Secretary (FCS - 4848 / CP - 3238) of M/s A. K. Labh & Co., Company Secretaries, Kolkata has been appointed as the Scrutinizer to conduct the entire postal ballot process in a fair and transparent manner.
18. Members are hereby informed that the votes cast electronically shall be treated as final, in case, votes are cast by any member through both the modes, i.e., electronically as well as by exercising the votes vide postal ballot forms.
19. The Scrutinizer’s decision on the validity of the vote shall be final and binding.
20. Members may address any query to Eternity Building, DN-1, Salt Lake City, Sector-V Kolkata; West Bengal; Postal Code: 700091, at the Regd. Office of the Company or by e-mail to cs@ccapltd.in