

GMMCO LIMITED

Registered Office : 9/1, R. N. Mukherjee Road, Kolkata – 700 001
Tel. : +91 33 3918 1710, **E-mail :** lawkushprasad.b@gmmcoindia.com
CIN : U35202WB1966PLC026980, **Website :** www.gmmco.in

POSTAL BALLOT FORM

Postal Ballot No. :

1. Name and Registered Address :
of the sole / first named member

2. Name(s) of the Joint Holder(s), if any :

3. Registered Folio No. / :
DP ID & Client ID No.*
(*applicable to investors holding
shares in dematerialised form)

4. Number of shares held :

5. I/ We, exercise my/ our votes in respect of the following resolutions to be passed through Postal Ballot in respect of the business stated in the Postal Ballot Notice dated 28th July, 2017 by sending my/ our assent or dissent to the following resolutions by placing (✓) mark in the appropriate box below, (tick in both the boxes will render the ballot invalid):-

Item No.	Particulars of the resolution proposed	Type of resolution	No. of shares held	Please (✓) in the appropriate box below	
				I/ We assent to the resolution ("FOR")	I/ We dissent to the resolution ("AGAINST")
1.	Consent for Ms. Avani Birla, a related party for holding office or place of profit in the Company.	Ordinary			

Place :

Date :

Signature of the Member or Authorised Representative

NOTE : Please read the instructions printed on the Postal Ballot Notice/Form carefully before exercising your vote.

INSTRUCTIONS

PROCESS AND MANNER FOR MEMBERS FOR POSTAL BALLOT

1. A member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the enclosed self-addressed postage pre-paid envelope. Postage will be borne and paid by the Company. However, envelope containing Postal Ballot Form, deposited in person or sent by courier or by registered post at the expense of the registered member will also be accepted.
2. The self-addressed postage pre-paid envelope bears the address of the Scrutinizer appointed by the Board of the Directors of the Company.
3. This Form should be completed and signed by the member (as per the specimen signature registered with the Company/ Depository Participants). The Postal Ballot Form shall be rejected, if the signature in the Postal Ballot Form does not match with the signatures registered with Company/ Depository Participants. In case of joint holding, this Form should be completed and signed by the first named member and in his absence, by the next named member.
4. An unsigned, incomplete, incorrectly completed, incorrectly ticked or wrongly signed Postal Ballot Forms will be rejected. The voting rights in the Postal Ballot shall not be exercised by Proxy.
5. Members may not use all their votes and may not cast all their votes in the same way i.e. only assent (FOR) or only dissent (AGAINST).
6. The voting period ends on Tuesday, September 5, 2017 at 5.00 p.m. IST. Duly completed Postal Ballot Forms should reach the Scrutinizer not later than the time mentioned above. All Postal Ballot Forms received after this date will be treated as if reply from such member has not been received.
7. A member 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 in item no. 6 above.
8. In case of members other than individuals, the Form shall be signed by an authorized representative of the Body Corporate, Trust, Societies or any other entity, provided a certified true copy of the Board Resolution or a specific authorization, duly attested, of such other entity as the case may be, giving requisite authority to such Authorized Representative to sign the Postal Ballot Form is attached to the Postal Ballot Form
9. In case the Form is signed for or on behalf of the Government, the nomination of the concerned government in favor of such signatory should be enclosed with the Form.
10. The consent must be accorded by recording the assent in the Column 'FOR' and dissent in the Column 'AGAINST' by placing a tick mark (✓) in the appropriate column. Postal Ballot Form bearing () in both the columns will render the form invalid.
11. Voting rights shall be reckoned on the paid up value of the shares registered in the name of the members as on the cut-off date i.e. Friday, 28th July, 2017 and any recipient of this notice who has no voting rights as on the aforesaid date should treat the same as intimation only.
12. There shall be one Postal Ballot for every Folio No./ DP ID & Client ID irrespective of the number of joint holders. Members are requested not to send any other paper except duly completed Postal Ballot Form together with authorizations, if any (as mentioned in Point No 8 & 9 above) in the enclosed self-addressed postage pre-paid envelope since such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
13. If at all two Postal Ballot Forms are received from the same member, the Postal Ballot Form received first shall only be considered for the purposes of determining majority.
14. For any query connected with the Resolution(s) proposed to be passed by means of Postal Ballot contact Mr. Lawkush Prasad, Company Secretary of the Company by sending email at lawkushprasad.b@gmmcoindia.com or call at +91 33 3918 1710.
15. The Scrutinizer's decision on the validity of a Postal Ballot Form will be final.
16. The results of the Postal Ballot will be declared at the Registered Office of the Company and the same will also be placed on the Company's website, i.e., www.gmmco.in. The result of the postal ballot shall also be published in the newspaper(s).
17. The Scrutinizer shall within a period not exceeding two (2) working days from the conclusion of the postal ballot voting period unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favor or against, if any, forthwith to the director of the Company.