



## Cadsys (India) Limited

Company Identity No. (CIN): L72200TG1992PLC014558

R.O: 3-5-900/1, IVth Floor, Aparajitha Arcade, Himayathnagar, Hyderabad,  
Telangana-500029, India.

Email: [cs@cadssystem.com](mailto:cs@cadssystem.com), web: [www.cadssystem.com](http://www.cadssystem.com)

Tel. Phone No.: 040 – 23224110

### POSTAL BALLOT FORM

1.	Name(s) of Member(s)/ Beneficial Owner(s) (in block letters) (including joint holders, if any)	
2.	Registered address of the sole/first named Member(s)/ beneficial owner(s)	
3.	Registered folio No./DP ID No./Client ID No*. ( <i>*Applicable to investors holding shares in dematerialized form</i> )	
4.	Number of equity shares held	
5.	EVSN (E-Voting Sequence Number)	

I/We hereby exercise my/our vote in respect of the following resolutions 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 resolutions by placing the tick (✓) mark at the appropriate box below.

<b>Item No.</b>	<b>Description of resolution</b>	<b>No. of equity shares held</b>	<b>I/We assent to the resolution: (FOR)</b>	<b>I/We dissent to the resolution: (AGAINST)</b>
1.	Ordinary Resolution - Appointment of Mr. Appalacharyulu Chilakamarri (DIN No. 01601712) as an Independent Director of the Company.			
2.	Special Resolution - Increasing the limits of Loans, Investments and Guarantee under Section 186 of Companies Act, 2013.			

**Date:**

**Place:**

.....  
**Signature of the Member**

**INSTRUCTIONS FOR VOTING:**

**Voting in Physical form:**

1. A member/ beneficial owner 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 registered member/ beneficial owner, will also be accepted. The envelopes may also be deposited at the address of the Company.
2. The self-addressed envelope bears the name and address of the scrutinizer appointed by the Board of Directors of the company.
3. This form should be completed and signed by the member/ beneficial owner. 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/ beneficial owner and in his absence, by the next named member/ beneficial owner. There will be one Postal Ballot Form for every Folio/Client ID irrespective of the number of joint holders.
4. Please note that Postal Ballot shall not be signed by the proxy.
5. Assent or dissent to the proposed resolution may be recorded by placing a tick mark (√) in the appropriate column. The assent or dissent received in any other Form shall not be considered valid.
6. The votes of a member will be considered invalid on any of the following grounds:
  - i. If the postal ballot form has not been signed by or on behalf of the member

- ii. If the member's signature does not tally
  - iii. 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' exceeds total number of Shares held
  - iv. If the Member has made any amendment to the Resolution or imposed any condition while exercising his vote.
  - v. If the Postal Ballot Form is incomplete or incorrectly filled;
  - vi. 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;
  - vii. If the form other than the one issued by the company is used;
7. Duly completed Postal Ballot Form should reach the Company or the scrutinizer not later than the close of working hours i.e., 05.00 PM on December 19<sup>th</sup>, 2018. All Postal Ballot Forms received after this date will be strictly treated as if the reply from the member/beneficial owner has not been received.
  8. 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/ along with attested specimen signatures, etc, authorizing the signatory to execute and sign the Postal Ballot Form. Further, where the form has been signed by a representative of the President of India or Governor of State, certified copy of the nomination should accompany the Postal Ballot Form. 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 [consult@ranjcs.com](mailto:consult@ranjcs.com) or deposited at the registered office of the Company.
  9. Members/ beneficial owners are requested NOT to send any other paper along with the Postal Ballot Form in the enclosed self-addressed envelope as the envelope will be sent to the Scrutinizer and any extraneous paper found in the envelope would be destroyed by the Scrutinizer and the Company would not be able to act on the same. Members/ beneficial owners are also requested not to write anything on the Postal Ballot Form except giving their ascent or dissent and affixing their signatures.
  10. A member may request for duplicate postal ballot form, if so required. However, the duly filled in and signed duplicate postal ballot form should reach the Scrutinizer not later than the date specified in point no (7) above.
  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. 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.

13. Postal Ballot form received by fax will be rejected as if reply from the shareholder has not been received unless the original postal ballot form is received within prescribed time period.

14. The Scrutinizer's decision on the validity of a Postal Ballot will be final.

#### **Voting through Electronic form:**

The company offered e-voting facility to its members enabling them to cast their vote electronically. The company has signed an agreement with the Central Depository Services (India) Limited (CDSL) for facilitating e-voting to enable the shareholders to cast their votes electronically pursuant to the provisions of Section 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, and as per applicable regulations of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

#### **Voting through Electronic means:**

- i. The voting period begins on Tuesday, November 20<sup>th</sup>, 2018 (9.00 A.M.) and ends on Wednesday December 19<sup>th</sup>, 2018 (5.00 P.M.). During this period, Shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. November 9<sup>th</sup>, 2018 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- ii. The shareholders 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.
- vi. 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.
- vii. If you are a first-time user follow the steps given below:

#### **For Members holding shares in Demat Form and Physical Form**

**PAN** Enter your 10-digit alpha-numeric \*PAN issued by Income Tax Department  
(Applicable for both Demat shareholders as well as physical shareholders)

- Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.
- In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Ex: If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.

**Dividend Bank Details** 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.

**OR**

**Date of Birth (DOB)** • 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).

- viii. After entering these details appropriately, click on "SUBMIT" tab.
- ix. 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 resolutions 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.
- x. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xi. Click on the EVSN for the relevant Cadsys (India) Limited on which you choose to vote.
- xii. 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.
- xiii. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- xiv. 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.
- xv. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.

- xvi. You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- xvii. 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 & enter the details as prompted by the system.
- xviii. Shareholders 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. iPhone and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- xix. **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 Corporate.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be e-mailed 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 emailed 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.
- xx. 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:evoting@cdslindia.com).