



REVATHI EQUIPMENT LIMITED

# REVATHI EQUIPMENT LIMITED

CIN: L29120TZ1977PLC000780

Registered Office: Pollachi Road, Malumichampatti P.O.,  
Coimbatore – 641050

Phone: 0422 – 6655111 Fax: 0422 - 6655199

Email: srinivasan@revathi.in Website: www.revathi.in

**Serial No.**

## POSTAL BALLOT FORM

*(Please read the instruction printed overleaf carefully before completing this form.)*

1. Registered Folio No./ DP ID No. & Client ID No. * *(Applicable to investors holding shares in dematerialized form)
2. Name and Registered Address of the sole/first named Member
3. Name(s) of the Joint-Holder(s)/ Member(s), if any
4. Number of shares held

I/we hereby exercise my/our vote in respect of the Ordinary Resolutions to be passed through postal ballot for the business stated in the Notice of the Company dated 25.11.2014 as per the text resolution with explanatory statement by conveying my/our assent or dissent to the said resolution by placing the tick (✓) mark at the appropriate box below:

Item No.	Description	No. of Shares	I / We assent to the resolution (FOR)	I / We dissent to the resolution (AGAINST)
1.	Ordinary Resolution under Section 149, 150, 152, 161 and other applicable provisions of the Companies Act, 2013, for appointment of Mr. M. Poongavanam (DIN 01865262) as an Independent Director of the Company for a period of five consecutive years with effect from 22 <sup>nd</sup> January 2015.			
2.	Ordinary Resolution under Section 149, 150, 152, 161 and other applicable provisions of the Companies Act, 2013, for appointment of Mr. Kishore Sidhwani (DIN 02428735) as an Independent Director of the Company for a period of five consecutive years with effect from 22 <sup>nd</sup> January 2015.			

Place :

Date :

Signature of the Member.  
(Refer instruction No.c. over leaf)

EVS (Electronic Voting Sequence Number)	*Default PAN

\*Please use default PAN for those who have not registered their PAN.

- Notes : (i) If the voting rights are exercised electronically, there is no need to use this form.  
(ii) Last date for receipt of Postal Ballot Form by Scrutinizer is Monday, 19<sup>th</sup> January 2015.

## INSTRUCTIONS

### For Voting through Physical Postal Ballot Form

- a) A member desiring to exercise vote by postal ballot may complete the Postal Ballot Form and send it to the Scrutinizer in the attached self-addressed envelope. Postage will be borne and paid by the Company. However, envelopes containing postal ballots, if sent by courier at the expenses of the registered member will also be accepted.
- b) Please convey your assent/ dissent in this Postal Ballot Form. The assent/ dissent received in any other form shall not be considered valid.
- c) This form should be completed and signed by the member. In case of joint holding, this form should be completed and signed (as per specimen signature registered with the company) by the first named member and in his absence, by the next named member.
- d) The Postal Ballot Form shall not be exercised by a Proxy.
- e) In case of shares are held by companies, trusts, societies, etc. the duly completed Postal ballot form should be accompanied by a certified true copy of Board Resolution/Authority.
- f) Incomplete, unsigned or incorrectly ticked Postal Ballot Form will be rejected.
- g) In terms of the provisions of Rule 22 of the Companies (Management and Administration) Rules 2013, Mr. M.D. Selvaraj FCS of MDS & Associates, Company Secretaries, Coimbatore has been appointed as Scrutinizer for conducting the postal ballot. Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours (ie. 5.00 PM) on Monday, 19<sup>th</sup> January 2015. All Postal Ballot Forms received after this date will be strictly treated as if the reply from such a member has not been received.
- h) Members 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.
- i) A member is neither required to cast all his/her votes nor he/she is required to vote in the same manner.
- j) There will be one Postal Ballot Form for every Folio/ Client ID, irrespective of the number of Joint holders.
- k) The Scrutinizer's decision on the validity of a Postal Ballot Form will be final.
- l) Members who have received Postal Ballot Form and are desirous of casting their votes by e-voting may follow e-voting procedure given hereunder.

### For E-voting Facility

Pursuant to Section 110 of the Companies Act, 2013 and applicable rules there under and Clause 35B of the Equity Listing Agreement, the Company is pleased to offer e-voting facility for the members to enable them to cast their votes electronically. For this purpose, the Company has signed an agreement with the Central Depository Services (India) Limited ("CDSL") for facilitating e-voting. Members have option to vote either through e-voting or through the Postal Ballot Form. If a member has opted for e-voting, then he/she should not vote by Postal Ballot also and vice-versa. However, in case members cast their vote both via physical ballot and e-voting, then voting through e-voting shall prevail and voting done by physical ballot shall be treated as invalid.

### The instructions for members for voting electronically are as under:-

- i) **The voting period begins on Saturday 20<sup>th</sup> December 2014 at 9.00 AM and ends on Monday, 19<sup>th</sup> January 2015 at 5 PM.** During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 12<sup>th</sup> December 2014, 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" tab.
- 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. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.

#### DOB

Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.

#### Dividend Bank Details

Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio.

- Please enter the DOB or Dividend Bank Details in order to login. If 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).

- iii) After entering these details appropriately, click on "SUBMIT" tab.
- xi) 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 REVATHI EQUIPMENT 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 Resolutions 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 out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- xvii) If Demat account holder has forgotten the same 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) 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 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).

### In case of members receiving Postal Ballot Form by Post and who wish to vote using e-voting facility :

- (i) Please follow all steps from Sl. No. (i) to Sl. No. (xix) above, to cast vote. Members have the option either to vote through the e-voting process or through the Postal Ballot Form. Members who have received the Postal Ballot Notice by email and who wish to vote through Postal Ballot Form can seek duplicate Postal Ballot Form from M/s. S.K.D.C. Consultants Limited, Kanapathy Towers, 3<sup>rd</sup> floor, 1391/A-1 Sathy Road, Ganapathy, Coimbatore-641006 fill in the requisite details and send the same to the Scrutinizer. The Scrutinizer will submit his report after completion of scrutiny, on 21<sup>st</sup> January 2015. The Whole-time-Director, Mr. Hariharan will, or in his absence any other person so authorised by him will announce the results of the voting by Postal Ballot on Thursday 22<sup>nd</sup> January 2015, before 5.30 PM at the Registered Office of the Company.