

# SINCLAIRS HOTELS LIMITED

CIN: L55101WB1971PLC028152  
Regd. Office: Pressman House, 10A Lee Road, Kolkata 700 020  
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## POSTAL BALLOT FORM

Postal Ballot No. :

1. Name(s) of Member(s) [including joint-holder(s), if any] and Registered Address :

2. Registered Folio No./DP ID\*/Client ID :  
(\*applicable only to Members holding Shares in dematerialised form)

3. Number of Share(s) held :

I/We hereby exercise my/our vote(s) in respect of the following Resolution(s) to be passed through Postal Ballot for the business stated in the Postal Ballot Notice dated 10th February 2020, by conveying my/our assent or dissent to the said Resolution(s) by placing the tick (✓) mark at the appropriate box below:

Sl. No	Description of Resolution	No. of Equity Share(s) held	Please tick (✓) in the appropriate boxes	
			I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1	Sub-Division of Equity Shares from Face Value of ₹10 per share to ₹2 per share			
2	Amendment of Clause V of the Memorandum of Association of the Company			
3	Amendment of Article 4 of the Articles of Association of the Company			

Place : Kolkata

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

### ELECTRONIC VOTING PARTICULARS

The e-Voting facility is available at the link [www.evoting.nsdl.com](http://www.evoting.nsdl.com). The electronic voting particulars are set out below:

EVEN (E-Voting Event Number)	User ID	Password

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

Commencement of e-Voting	End of e-Voting
Wednesday, February 12, 2020 (9 A.M. IST)	Thursday, March 12, 2020 (5P.M. IST)

#### Notes:

- Please read 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 Thursday, March 12, 2020 upto 5 P.M. (IST)
- Please return your Postal Ballot Form in the enclosed Postage prepaid self-addressed Business Reply Envelope.

## INSTRUCTIONS

- Voting rights shall be reckoned on the paid-up value of equity shares registered in the names(s) of Member(s) on the cut-off date i.e. 31st January 2020.
- A Member desirous of exercising vote by physical Postal Ballot Form should complete the Postal Ballot and send it to the Scrutinizer in the attached postage prepaid self-addressed Business Reply Envelope. Postage charges will be borne by the Company. Postal Ballot Form(s), if deposited in person or sent by courier or registered/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 e-Voting provided in the Postal Ballot Notice sent herewith.
- The Members can opt for only one mode of voting, i.e., either by physical ballot form or e-Voting. In case Members cast their votes through both the modes, voting done by e-Voting shall prevail and votes cast through physical postal ballot form will be treated as invalid.
- This Form should be completed and signed by the Member (as per the specimen signature registered with the Company) by the first named Member and in his/her absence, by the next named Member.
- 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'. Form bearing tick mark in both the columns will be treated as invalid. A Member need not use all his/her votes nor does he/she need to cast his/her votes in the same way.
- The vote of a Member will be considered invalid on any of the following grounds:
  - a) If the Member's signature does not tally with the specimen signature registered with the Company.
  - b) If the Postal Ballot Form has not been signed by the Member.
  - c) If the Members have marked their votes both for 'Assent' and 'Dissent' to the 'Resolution'.
  - d) If the Postal Ballot Form is incomplete and incorrectly filled.
  - e) If the Postal Ballot Form is received torn or defaced or mutilated or in a manner 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 neither assent or dissent is mentioned or if the signature could not be verified, or one or more of the above grounds.
- Duly completed Postal Ballot Form should reach the Scrutinizer not later than 5 P.M. (IST) on March 12, 2020. Postal Ballot Form received thereafter will be strictly treated as if reply from such Member has not been received.
- A member may request for a duplicate Postal Ballot Form, if so required, from Niche Technologies Private Limited, 3A Auckland Place, 7th Floor, Room No 7A & 7B, Kolkata 700 017, email nichetechpl@nichetechpl.com However, the duly filled in duplicate Postal Ballot Forms should reach the Scrutinizer not later than the date specified in the note above.
- Corporate/Institutional members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF/JPG format) of the Board Resolution/Power of Attorney/Authority Letter, etc. together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutiniser along with the Postal Ballot Form. In case of voting through electronic means, they may upload the same in the e-Voting module in their login.
- Members are requested NOT to send any other paper along with the Postal Ballot Form in the enclosed postage prepaid self-addressed Business Reply Envelopes 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.
- Members need not use all their votes nor do they need to cast their votes in the same way.
- The Scrutinizer's decision on the validity of the postal ballot form shall be final.
- The date of declaration of the result of the Postal Ballot shall be taken to be date of passing of the resolution.
- 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 intimation only.