

# KAJARIA CERAMICS LIMITED

[CIN: L26924HR1985PLC056150]

Registered Office: SF-11, Second Floor, JMD Regent Plaza, Mehrauli Gurgaon Road,  
Village Sikanderpur Ghosi, Gurgaon, Haryana-122001, Phone +91-124-4081281

Corporate Office: J-1/ B-1 (Extn), Mohan Co-operative Industrial Estate, Mathura Road, New Delhi- 110044

Phone +91-11-26946409, Fax: +91-11-26946407

Website: www.kajariaceramics.com Email: investors@kajariaceramics.com

## POSTAL BALLOT FORM

Serial No. ....

- 1 Name of the sole/ first named Member(s) :
- 2 Postal/Registered Address :
- 3 Registered Folio No. / DP ID & Client ID\* :  
(\*Applicable to members holding shares in dematerialized form)
- 4 No. of Equity Shares held :

I/We hereby exercise my / our votes in respect of the Special Resolutions to be passed through Postal Ballot including e-Voting for the businesses stated in the Notice of Postal Ballot dated January 18, 2019 by sending my/our assent (FOR) or dissent (AGAINST) to the said resolutions by placing tick (✓) mark at the appropriate box below:

Resolution Nos.	Description	No. of votes exercised corresponding to the total number of voting rights	I/ We assent to the Resolution (FOR)	I/ We dissent to the Resolution (AGAINST)
1	Approval for continuation of Mr. Raj Kumar Bhargava (DIN: 00016949) as an Independent Director of the Company			
2	Approval for continuation of Mr. Debi Prasad Bagchi (DIN: 00061648) as an Independent Director of the Company			
3	Approval for re-appointment of Mr. Raj Kumar Bhargava (DIN: 00016949) as an Independent Director of the Company for second term			
4	Approval for re-appointment of Mr. Debi Prasad Bagchi (DIN: 00061648) as an Independent Director of the Company for second term			

Place: .....

Date: .....

(Signature of the Member)

## ELECTRONIC VOTING PARTICULARS

For those opting voting through electronic means instead of Postal Ballot Form, the facility for voting through electronic means is available at the website [www.evoting.nsdl.com](http://www.evoting.nsdl.com). Particulars of electronic voting are as under:

EVEN (E -Voting Event Number)	USER ID	PASSWORD/PIN
110359		

### Notes:

1. Please read the instructions printed overleaf carefully before exercising your vote.
2. Each Equity Shares carries one vote.
3. If the voting rights are exercised through electronic means, there is no need to use this form.
4. Facility for voting through Postal Ballot Form and electronic means will be available during the following period:
  - Commencement of voting: 9:00 a.m. (IST) on Sunday, February 10, 2019.
  - End of voting: 5:00 p.m. (IST) on Monday, March 11, 2019.
5. Last date for receipt of Postal Ballot Forms by the Scrutinizer is Monday, March 11, 2019.

## INSTRUCTIONS

1. A Member desiring to exercise vote by Postal Ballot should complete this Postal Ballot Form and send it to the Scrutinizer, in the attached self-addressed business reply postage prepaid envelope. However, envelopes containing Postal Ballot Form(s), if delivered by hand or courier or registered/speed post at the expense of the Members will also be accepted.
2. This Postal Ballot Form should be completed and signed by the Member (as per the specimen signature registered with the 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.
3. Duly completed Postal Ballot Forms should reach the Scrutinizer by 5:00 p.m. (IST) on Monday, March 11, 2019. All Postal Ballot Forms received after this date will be strictly treated as if reply from such Member has not been received and shall be invalid.
4. In case of shares held by companies, trusts, societies, etc., the duly completed Postal Ballot Form must be accompanied by a certified true copy of Board Resolution/Authority Letter/Power of Attorney, etc., along with attested specimen signature of the duly authorised signatory(ies), who is authorised to vote, failing which the Postal Ballot Form will be treated as invalid.
5. A Member may request for a duplicate Postal Ballot Form from the Company, if so required. However, the duly completed duplicate Postal Ballot Form should reach the Scrutinizer not later than the last date of receipt of Postal Ballot Forms i.e. upto 5:00 p.m. (IST) on Monday, March 11, 2019. Postal Ballot Form received after this date will not be considered. For query/grievance pertaining to the Postal Ballot, Member may contact to Mr. R.C. Rawat, COO (A&T) & Company Secretary of the Company, through email at [investors@kajariaceramics.com](mailto:investors@kajariaceramics.com) or on telephone at +91-11-26946409.
6. Voting rights shall be reckoned on the paid up value of shares registered in the name of the Members as on the **Cut-Off Date** i.e. Friday, January 18, 2019.
7. A Member need not use all the votes nor needs to cast all the votes in the same way.
8. The votes of a Member shall also be considered invalid, inter-alia, on any of the following grounds:
  - if the Member's signature does not match with the specimen signature registered with the Company/Depository Participants;
  - if the Postal Ballot Form is unsigned, incomplete or incorrectly filled;
  - if the Postal Ballot Form is received torn or defaced or mutilated such that it is not possible for the Scrutinizer to identify the Member or the number of votes or as to whether the votes are for "Assent" or "Dissent", or if the signature could not be verified or one or more of the above grounds;
  - if the Postal Ballot Form is other than issued by the Company;
  - If voting rights of a Member is frozen by any competent authority.
  - If the Postal Ballot form received after the last date of receipt as mentioned in this notice.
9. Members are requested not to send any other paper along with the Postal Ballot Form in the attached self-addressed business reply envelope. Any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
10. The exercise of vote under Postal Ballot process is not permitted through proxy.
11. The Scrutinizer's decision on the validity of a Postal Ballot shall be final.
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 as on the Cut-Off Date should treat the Notice as intimation only.
13. The results of voting by Postal Ballot (i.e. through the Postal Ballot Forms and remote e-Voting) will be announced by the Chairman & Managing Director of the Company or in his absence, any person authorised by him on or before the close of working hours on Tuesday, March 12, 2019 at the Corporate Office of the Company. The results along with the Scrutinizer's Report shall be displayed at the Registered Office and the Corporate Office of the Company. The results shall be communicated to the Stock Exchanges and the same along with the Scrutinizer's Report shall also be displayed on the Company's website [www.kajariaceramics.com](http://www.kajariaceramics.com) as well as on National Securities Depository Limited's website [www.evoting.nsdl.com](http://www.evoting.nsdl.com)