

# GUJARAT BOROSIL LIMITED

(CIN: L26100GJ1988PLC011663)

Registered Office: Village – Govali, Taluka – Jhagadia, District – Bharuch 393 001, Gujarat

Website: [www.gujaratborosil.com](http://www.gujaratborosil.com), Email: [gborosil@borosil.com](mailto:gborosil@borosil.com)

Ph: 02645-258100, Fax: 02645-258156

Dear Member,

## Sub: Voting through electronic means

Pursuant to the provision of Section 108 of the Companies Act, 2013 read with Rule 20 & 22 of the Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing agreement, Gujarat Borosil Limited (“the Company”) is offering remote e-voting facility to its members in respect of the businesses to be transacted at the Twenty Sixth Annual General Meeting(‘AGM’) scheduled to be held on Tuesday, August 25, 2015 at 12.00 noon and business to be transacted through Postal Ballot set out at item No.6 of the AGM notice dated May 18, 2015.

The Company has engaged the services of Central Depository Services (India) Limited (CDSL) as the Authorised Agency to provide e-voting facilities. The e-voting facility will be available during the following voting period:

### In respect of the businesses to be transacted at the Twenty Sixth Annual General Meeting except business to be transacted vide agenda Item No.6

Commencement of e-voting : From 9.00 A.M. (IST) on Saturday, August 22, 2015

End of e-voting : upto 5.00 P.M.(IST) on Monday, August 24, 2015

### In respect of the business to be transacted through Postal Ballot as set out at Item No.6 of the AGM notice dated May 18, 2015:

Commencement of e-voting : From 9.00 A.M. (IST) on Friday, July 24, 2015

End of e-voting : upto 5.00 P.M.(IST) on Saturday, August 22, 2015

Please read the instructions before exercising the vote. This communication forms an integral part of the Notice dated May 18, 2015 for the Twenty Sixth Annual General Meeting scheduled to be held on Tuesday, August 25, 2015.

The Notice of the Annual General Meeting and this communication are also available on the website of the Company at [www.gujaratborosil.com](http://www.gujaratborosil.com)

By Order of the Board  
For Gujarat Borosil Limited

Kishor Talreja  
Company Secretary

Mumbai, May 18, 2015

### The procedure and instructions for e-voting are as follows: (vii) If you are a first time user follow the steps given below:

(i) The Shareholders should Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com)

(ii) Click on “Shareholders” tab.

(iii) Now, select the Electronic Voting Sequence Number –“EVSN” along with “COMPANY NAME” from the drop down menu and click on “SUBMIT”.

#### **EVSN for AGM 150616018**

#### **EVSN for Postal Ballot 150616019**

(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.

	<b>For Members holding shares in Demat Form and Physical Form</b>
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"><li>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 serial number (printed on the form) in the PAN field.</li><li>In case the serial 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. E.g. If your name is Ramesh Kumar with serial number 1 then enter RA00000001 in the PAN field.</li></ul>
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	<p>Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio.</p> <ul style="list-style-type: none"> <li>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)</li> </ul>
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- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then reach directly the EVSN/ 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 <Company Name> 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 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 changed 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.) are required to log on to <https://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 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 should be e-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. Further, they are requested to send the scanned copy of the Board Resolution/ Authority letter to the email id of Scrutinizer ([bhattvirendra1945@yahoo.co.in](mailto:bhattvirendra1945@yahoo.co.in)), RTA ([ravi@unisec.in](mailto:ravi@unisec.in)) and Company investor.relations@borosil.com

(xix) In case of any grievances connected with facility for voting by electronic means, members may contact: Mr. Ravindra Utekar, Universal Capital Securities Pvt. Ltd. Unit: Gujarat Borosil Limited, 21, Shakil Niwas, Mahakali Caves Road, Andheri (E), Mumbai- 400 093, Tel. No.: 2820 7203/ 2820 7204/ 2820 7205, E-mail : [ravi@unisec.in](mailto:ravi@unisec.in)

(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:helpdesk.evoting@cdslindia.com).

The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date i.e. July 10, 2015 for Postal Ballot and August 19, 2015 for AGM and the person who is not a member as on the respective cut-off date should treat this notice for information purpose only.

Mr. Virendra G. Bhatt, Practising Company Secretary, (C.P.No. 124) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

Shareholders who have received this notice by email and who do not want to avail the electronic voting facility organised by CDSL, may send a request for obtaining this notice and Postal Ballot Form in physical form, to the Registrar and Share Transfer Agent viz., Universal Capital Securities Private Limited, Unit : Gujarat Borosil Ltd., 21, Shakil Niwas, Mahakali Caves Road, Andheri (East), Mumbai – 400 093 ("RTA").