



GREAVES
SINCE 1859

Greaves Cotton Limited

Registered Office: Industry Manor, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025.

POSTAL BALLOT FORM

(To be returned to the Scrutinizer appointed by the Company)

DOWNLOADED

1. Name(s) of Member(s)

(Including joint holders, if any)

2. Registered address of the sole / first named Member

3. Registered Folio Number /

DP Id / Client Id

4. Number of Shares held

5. I / We hereby exercise my / our vote in respect of the Ordinary Resolution to be passed through Postal Ballot for the business stated in the Postal Ballot Notice by sending my / our assent or dissent to the said Resolution by placing a tick (✓) mark in the appropriate box below:

Description	Number of Shares held	I / We assent to Resolution (For)	I / We dissent to Resolution (Against)
Resolution under Section 293(1)(a) of the Companies Act, 1956 for creation of charges on the moveable and immovable assets of the Company to secure long term borrowings.			

(Signature of the Member)

Place:

Date:

ELECTRONIC VOTING PARTICULARS

EVEN (E Voting Event Number)	User ID	Password / PIN

Note : Kindly read the instructions printed overleaf before filing the Form. Last date for receipt of the Postal Ballot Forms by the Scrutinizer is Friday, 28th December, 2012.

INSTRUCTIONS

1. A Member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form (no other form or photocopy thereof is permitted) and send it to the Scrutinizer, Mr. Upendra Shukla, Practicing Company Secretary, in the enclosed self addressed business reply envelope. Postage will be borne and paid by the Company. However, envelopes containing the Postal Ballot Form, if sent by courier or registered /speed post at the expense of the Member will also be accepted.
2. The enclosed self addressed Business Reply Envelope bears the address of the Scrutinizer.
3. 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 Postal Ballot Form should be completed and signed by the first named Shareholder and in his absence, by the next named Shareholder.
4. Duly completed Postal Ballot Forms should reach the Scrutinizer not later than Friday, 28th December, 2012. All Postal Ballot Forms received after this date will be strictly treated as if reply from such Member has not been received.
5. There will be only one Postal Ballot Form for every folio irrespective of the number of joint Shareholder(s).
6. 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 / Trust Resolution or Authority Letter.
7. A Member may request for a duplicate Postal Ballot Form, if so required. However, the duly completed duplicate Postal Ballot Form should reach the Scrutinizer not later than the closure of the business hours on the last date of receipt of Postal Ballot Forms, i.e., Friday, 28th December, 2012.
8. Voting rights shall be reckoned on the paid-up value of Shares registered in the name of the Members as on Saturday, 17th November, 2012.
9. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed self addressed Business Reply Envelope, as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
10. Members need not use all the votes nor cast all the votes in the same way.
11. The Scrutinizer's decision on the validity of a Postal Ballot will be final and binding.
12. Incomplete, unsigned or incorrect Postal Ballot Forms will be rejected.
13. The result of the Postal Ballot will be announced at the Registered Office of the Company situated at Industry Manor, Appasaheb Marathe Marg, Prabhadevi, Mumbai 400 025 at 4.30 pm on Monday, 7th January, 2013. The result of the Postal Ballot will be displayed at the Registered Office of the Company and posted on the Company's website www.greavescotton.com. It will be communicated to the stock exchanges where the Company's shares are listed, published in one English newspaper and one Marathi newspaper and will also be announced at the next Annual General Meeting of the Company.
14. The Company is pleased to offer e-voting facility as an alternate, for all the Members of the Company to enable them to cast their votes electronically. The detailed procedure is enumerated in the Notes to the Postal Ballot Notice.
