

CIN: L45400MH2003PLC138568

Registered Office: 31-A, Laxmi Industrial Estate, New Link Road, Andheri (W), Mumbai – 400 053 Tel: +91-22-40309898 Email: cs@excel-infoways.com Website : http:// www.excel-infoways.com

## POSTAL BALLOT FORM

(Please read the instructions printed overleaf carefully before completing this form)

Serial No.

| 1 | Name of the Member                          |  |
|---|---|--|
|   | (Including joint-holder(s), if any)         |  |
| 2 | Registered address of the Sole/ First named |  |
|   | Member                                      |  |
| 3 | Folio No.                                   |  |
|   | DP ID/Client ID*                            |  |
|   | (*Applicable to Members holding shares in   |  |
|   | Dematerialized form)                        |  |
| 4 | Number of Shares held                       |  |

I/We hereby exercise my/our vote in respect of the Special Resolutions to be passed through postal ballot for the business stated in the Notice of the Company dated Wednesday, February 10, 2016 by conveying my/our assent or dissent to the said resolutions by placing the tick ( $\sqrt{}$ ) mark in the appropriate box below: (Important Note for Voting: To ensure valid and proper voting on the Ballot Paper, Please: i) Fill in Col (1) for the number of shares being voted, ii) Tick ( $\sqrt{}$ ) the Col. (2) for voting (FOR) and/or Tick ( $\sqrt{}$ )the Col. (3) for voting (AGAINST) and iii) sign the Ballot Paper and post it in the pre-paid envelope)

| Serial<br>No. | Description   | I/We assent to the<br>Resolution (FOR) | I/We dissent to the<br>Resolution (AGAINST) |
|---------------|---|--|---|
|               | Commencement of new business activity (Special Resolution)  |  |   |
|               | To authorize Board of Directors under<br>section 186 of the Companies Act, 2013<br>(Special Resolution) |  |   |

Date : Place :

Signature of Shareholder

## **Electronic Voter Particulars**

| EVSN<br>(E-Voting Sequence Number) | <b>Default PAN / Sequence No</b> |
|------------------------------------|----------------------------------|
|                                    |                                  |

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## INSTRUCTIONS to Shareholders opting for voting in paper mode (Sr. No. 1 to 10)

- The Company is providing voting through Postal Ballot. A Shareholder desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the enclosed self-addressed business reply envelope. Postage will be borne and paid by the Company. However, envelopes containing Postal Ballots, if deposited in person or sent by courier at the expense of the Shareholder will also be accepted. The Company also offers e-voting facility. Please see instruction in Sr. No. 11 below for details.
- The self-addressed envelope bears the address of the Scrutinizer appointed by the Board of Directors of the Company.
- 3. This Postal Ballot Form should be completed and signed by the Shareholder as per the specimen signature registered with the Company. In case of joint holding, this form should be completed and signed by the first named Shareholder and in his/her absence, by the next named shareholder; Unsigned/Blank Postal Ballot Form will be rejected.
- 4. Where the Postal Ballot Form has been signed by an authorized representative of a body corporate, a certified true copy of the relevant authorization to vote on the Postal Ballot should accompany the Postal Ballot Form. A Shareholder may sign the form through an Attorney appointed specifically for this purpose, in which case an attested copy of the Power of Attorney should be attached to the Postal Ballot Form.
- Duly completed Postal Ballot Form(s) should reach the Scrutinizer not later than the close of working hours on Friday, March 18, 2016. All Postal Ballot Form(s) received after this date will be strictly treated as if the reply from such Shareholder has not been received.
- 6. A Shareholder may request for a duplicate Postal Ballot Form, if so required. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than the date specified at item 5 above.
- Voting rights shall be reckoned on the paid up value of shares registered in the name of the shareholder on the cut-off date i.e. Friday, February 5, 2016.
- Shareholders are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed business reply envelope. Any extraneous paper found in such envelope will be destroyed by the Scrutinizer.
- 9. The Scrutinizer's decision on the validity of the Postal Ballot Form will be final.
- 10. The results of the Postal Ballot will be declared at the Registered Office of the Company as specified in the notice. The results will be uploaded on website of the Company www.excel-infoways.com and communicated to the Stock Exchanges for the information of the Shareholders. The results of the Postal Ballot will also be posted on the website of the Company www.excel-infoways.com

## Instructions to shareholders opting for E-Voting

- 11. The Company is pleased to offer e-voting facility as an alternate, for its members to enable them to cast their votes electronically instead of dispatching Postal Ballot Form by post. For exercising e-voting facility, the User ID and initial Password are provided in the Postal Ballot notice/form and the detailed procedure is enumerated below.
- A. Procedures and Instructions for E-Voting are as follows:
- The voting period begins on Thursday, February 18, 2016 (9. 00 am) and ends on Friday, March 18, 2016 (5.00 pm). During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date Friday, February 5 2016, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- ii. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- iii. The shareholders should log on to the e-voting website www.evotingindia.com during the voting period.
- iv. Click on "Shareholders" tab.
- v. Now, select the "Excel Realty N Infra Limited" from the drop down menu and click on "SUBMIT"
- vi. 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,
  - Members holding shares in Physical Form should enter Folio Number registered with the Company.
- vii. Next enter the Image Verification as displayed and Click on Login.
- viii. If you are holding shares in demat form and had logged on to www.evotingindia.com

and voted on an earlier voting of any company, then your existing password is to be used.

ix. 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 sequence number which is printed on Postal Ballot form in the 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   | Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio.  |  |  |  |  |
| DETAILS  | 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 (vi) |  |  |  |  |

- x. 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.
- xii. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xiii. Click on the EVSN for Excel Realty N Infra Limited on which you choose to vote.
- xiv. 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.
- xv. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- xvi. 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.
- Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- xviii. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- xix. 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.
- xx. Note for Non Individual Shareholders & Custodians:
- Non-Individual shareholders (i.e. other than Individuals, HUF, and NRI etc.) and custodians are required to log on to www.evotingindia.com and register themselves as Corporate.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
- After receiving the login details they have to create 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 and on approval of the accounts they would be able to cast their vote.
- Ascanned 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.
- xxi. 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