

# **STAR FERRO AND CEMENT LIMITED**

Regd. Office: Vill: Lumshnong, P.O.: Khaliehriat, Dist.: East Jaintia Hills, Meghalaya – 793210

Tel: 03655 – 278215/16/18, Fax: 03655-278217

Email: info@starferrocement.co.in; investors@starferrocement.co.in

Website: www.starferrocement.co.in

CIN-L27310ML2011PLC008564

## **POSTAL BALLOT FORM**

1. Name(s) & Registered Address of the sole / first named shareholder:
  
  
  
  
  
  
  
  
  
  
2. Name(s) of the Joint-Holder(s) if any:
  
  
  
  
  
  
  
  
  
  
3. i) Registered Folio No:  
ii) DP ID No. & Client ID No.\*:  
[\*Applicable to Shareholders holding shares in dematerialised form]
4. No. of Share(s) held:
5. e-Voting Event Number :
6. User-ID :
7. Password :
8. I / We hereby exercise my / our vote in respect of the under noted resolution to be passed through Postal Ballot / e-voting, by sending my / our assent or dissent to the said resolution by placing tick (✓) mark in the appropriate box below :

<b>Resolution</b>	<b>No. of Shares</b>	<b>I / We assent to the Resolution (FOR)</b>	<b>I / We dissent to the Resolution (AGAINST)</b>
"Resolved that the Scheme of Amalgamation of Star Ferro and Cement Limited with Star Cement Limited presented in Company Application No.1 of 2016 filed jointly by Star Ferro and Cement Limited and Star Cement Limited before the Hon'ble High Court of Meghalaya at Shillong be and is hereby approved."			

Place :

Date :

---

Signature of the Shareholder  
or  
Authorised Representative

- Notes: (i) If you opt to cast your vote by e-voting, there is no need to fill up and sign this form.  
(ii) Last date for receipt of Postal Ballot Form : 11<sup>th</sup> December, 2016.  
(iii) Please read the instructions printed overleaf carefully before exercising your vote.

## **INSTRUCTIONS**

### **A. General Instructions**

1. Shareholders have option to vote either by submitting Postal Ballot Form or through e-voting. If a shareholder has opted for voting by submitting Postal Ballot Form, then he/she should not vote by e-voting and vice versa. However, in case Shareholders cast their vote through both the means, then vote cast by Postal Ballot Form shall be considered and vote cast through e-voting shall be treated as invalid.
2. The notice of Postal Ballot/ E-voting is being dispatched/emailed to the shareholders whose names appear on the Register of Members as on 4<sup>th</sup> November, 2016 and voting rights shall be reckoned on the paid up value of the shares registered in the name of the shareholders only as on the said date.
3. Voting in the Postal Ballot/E-voting cannot be exercised by a proxy. However, corporate and institutional shareholders shall be entitled to vote through their authorised representatives with proof of their authorization as stated below.

### **B. Instructions for voting by submitting Postal Ballot Form**

1. A Shareholder desiring to exercise vote by Postal Ballot should complete this Postal Ballot Form (no other form or photocopy thereof is permitted) and send it to the **Scrutinizer, Star Ferro and Cement Limited, Corporate Office: Satyam Towers, Unit no. 9B, 1st floor, 3, Alipore Road, Kolkata-700 027**, in the enclosed self-addressed and pre-paid envelope. However, envelopes containing Postal Ballot Form(s), if deposited in person or if sent by courier or registered/speed post at the expense of the Shareholder will also be accepted.
2. The self-addressed envelope bears the name and postal address of the Scrutinizer appointed by the Board.
3. This Form should be completed and signed by the Shareholder (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 Shareholder and in his absence, by the next named Shareholder.
4. In respect of shares held by corporate and institutional shareholders (companies, trusts, societies, etc.), the completed Postal Ballot Form should be accompanied by a certified copy of the relevant Board Resolution/appropriate authorization, with the specimen signature(s) of the authorized signatory(ies) duly attested.
5. The consent must be accorded by recording the assent in the column 'FOR' or dissent in the column 'AGAINST' by placing a tick mark (✓) in the appropriate column in the Postal Ballot Form. The assent or dissent received in any other form shall not be considered valid.
6. Members are requested to fill the Postal Ballot Form in indelible ink and avoid filling it by using erasable writing medium(s) like pencil.
7. There will be one Postal Ballot Form for every folio / Client id irrespective of end number of joint holders.
8. Duly completed Postal Ballot Form should reach the Scrutinizer not later than close of working hours on 11<sup>th</sup> December, 2016. All Postal Ballot Forms received after this date will be strictly treated as if the reply from such Shareholder has not been received.
9. A Member may request for a duplicate Postal Ballot Form, if so required, and the same duly completed should reach the Scrutinizer not later than the date specified under instruction No. 8 above.
10. Shareholders are requested not to send any other paper along with the Postal Ballot Form. They are also requested not to write anything in the Postal Ballot form excepting giving their assent or dissent and putting their signature. If any such other paper is sent the same will be destroyed by the Scrutinizer.
11. The Scrutinizer's decision on the validity of a Postal Ballot/ E-voting will be final and binding.
12. Incomplete, unsigned or incorrectly ticked Postal Ballot Forms will be rejected.
13. The result of the Postal Ballot/ E-voting will also be posted on the website of the Company [www.starferrocement.co.in](http://www.starferrocement.co.in) and also on the website of the e-voting agency, i.e. [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and in the newspaper(s) for the information of the Shareholders.

### **C. Instructions for Electronic Voting (e-voting):**

The Company is pleased to offer e-voting facility as an alternate to voting by submitting Postal Ballot Form. The procedures and instructions for e-voting are as follows:

1. User-Id and Password is required for e-voting:
  - i. In case of shareholders who have not registered their e-mail addresses, their User-Id and Password is printed on the Postal Ballot Form sent to them by post along with the Notices of Postal Ballot, Notice of Court Convened Meeting and other documents accompanying the same.
  - ii. In case of shareholders who have registered their e-mail addresses, their User-Id and Password is specified in the email sent to them on behalf of the Company by the Registrars and Share Transfer Agent. The soft copy of the Notice of Postal Ballot alongwith Postal Ballot Form and Notice of Court Convened Meeting alongwith the other documents accompanying the same have also been sent to such shareholders through email.
2. If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.
3. Open internet browser by typing the following URL: <https://www.evoting.nsdl.com>
4. Click on "Shareholder-login".
5. Mention the user id and password noted in step1 above. Click login.
6. Password change menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof. Note your new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
7. Home page of e-voting opens. Click on e-voting: Active Voting Cycles.
8. Select "EVEN" (E-Voting Event Number) of Star Ferro and Cement Limited for casting your vote. Kindly note that vote once cast cannot be modified.
9. Now you are ready for e-voting as Cast Vote page opens.
10. Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
11. Upon confirmation, the message "Vote cast successfully" will be displayed. Kindly note that vote once cast cannot be modified.
12. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail: to [souravkeddia@gmail.com](mailto:souravkeddia@gmail.com) with a copy to NSDL's e-mail ID, being [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) on or before 11th December, 2016.
13. The e-voting period commences on 12th November, 2016 at 9.00 a.m. and ends on 11th December, 2016 at 5.00 p.m. The e-voting module will be disabled by NSDL for voting thereafter.

### **D. Queries etc:**

1. In case of any query on e-voting, you may refer to the Frequently Asked Questions (FAQ) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact Mr. Rajiv Ranjan (email: [rajivr@nsdl.co.in](mailto:rajivr@nsdl.co.in); phone number: 022 2499-4738), Assistant Manager of National Securities Depository Limited, Trade World, "A" Wing, 4<sup>th</sup> and 5<sup>th</sup> Floors, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013.
2. In case of any other query or any grievance with regard to the postal ballot/ e-voting, you may contact Mr. S. Rajagopal, Vice President (email: [mdpldc@yahoo.com](mailto:mdpldc@yahoo.com); phone number: 033-2243-5029/033-2248-2248) of Maheshwari Datamatics Private Limited 23, R.N. Mukherjee Road, 5th floor, Kolkata-700001.