



**Granules India Limited**  
(CIN: L24110TG1991PLC012471)  
Regd. Office: 2nd Floor, 3rd Block, My Home Hub, Madhapur, Hyderabad - 500 081 (TS)  
Web: [www.granulesindia.com](http://www.granulesindia.com), Email: [mail@granulesindia.com](mailto:mail@granulesindia.com), [Tel:+91-40-30660000](tel:+91-40-30660000)

**EXTRA-ORDINARY GENERAL MEETING**  
**VOTING THROUGH ELECTRONIC MEANS**

Name & Address of Shareholder :

Name of joint holder(s) if any :

Folio No/DP ID/Client ID :

Number of shares held :

Dear Member,

**Sub: VOTING THROUGH ELECTRONIC MEANS**

Pursuant to Section 108 of the Companies Act, 2013 read with Rule 20 of Companies (Management and Administration) Rules, 2014, it is mandatory to extend to the Members of the Company, the facility to vote at the Annual General Meeting by electronic means.

Members of the Company can transact all the items of the business through electronic voting system as contained in the Notice of the meeting.

The Company has appointed Mr. Dhanunjaya Kumar Alla, Practicing Chartered Accountant, who in the opinion of the Board are duly qualified to act as scrutinizer and who will collate the electronic voting process in a fair and transparent manner. The Scrutinizer shall within a period of three working days from the date of conclusion of e-voting period, submit his report of the votes cast in favour or against, if any, to the Chairman of the Company. The result of the same will be disclosed at the Extra-ordinary General Meeting proceedings.

Members of the Company, holding shares either in physical form or in the demat form, holding shares as on the cut-off date and not casting their vote electronically, may only cast their vote at the Extra-ordinary General Meeting.

Please read details and instructions for e-voting which also forms an integral part of the Notice for the Extra-ordinary General Meeting to be held on 27<sup>th</sup> February, 2015.

<b>EVEN (E-voting Event Number)</b>	<b>USER ID</b>	<b>PASSWORD/PIN</b>
EVNT_NO	USER_ID	PWD

The electronic voting particulars are set out below:

The e-voting facility will be available during the following voting period

<b>Commencement of e-voting</b>	<b>End of e-voting</b>
From 9.00 AM on 21 <sup>st</sup> February, 2015	Upto 5.00 PM on 23 <sup>rd</sup> February, 2015

The Notice of the Extra-ordinary General Meeting and this communication are also available on the website of the Company, [www.granulesindia.com](http://www.granulesindia.com).

These details and instructions form integral part of the Notice for the Extra-ordinary General Meeting.

**Yours faithfully,**  
**For Granules India Limited**

Sd/-  
**Chaitanya Tummala**  
**Company Secretary & Compliance Officer**

## INSTRUCTIONS FOR E-VOTING

Members are requested to follow the instructions below to cast their vote through e-voting:

1. Use the following URL for e-voting from Karvy website: <http://evoting.karvy.com>
2. Shareholders of the Company holding shares either in physical form or in dematerialized form, as on cut-off date, may cast their vote electronically.
3. Enter the login credentials [i.e., user id and password as mentioned overleaf]. Your Folio No./DP ID Client ID will be your user ID.
4. After entering the details appropriately, click on LOGIN.
5. You will reach the password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc). The system will prompt you to change your password and update any contact details like mobile, email etc., on first login. You may also enter the secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
6. You would be required to login again with the new credentials.
7. On successful login, the system will prompt you to select the EVENT i.e., Granules India Limited.
8. On the voting page, enter the number of shares as on the cut-off date under “**FOR/AGAINST**” or alternatively you may enter partially any number in “**FOR**” and partially in “**AGAINST**”, but the total number in “**FOR/AGAINST**” taken together should not exceed the total shareholding. You may also choose the option “**ABSTAIN**” and the shares will not be counted under either head.
9. Institutional Shareholders (i.e., members other than individuals, HUF, NRIs, etc.) are also required to send scanned copy (PDF/JPG format) of the relevant board resolution/authority letter, etc. together with the attested specimen signature(s) of the duly authorized signatory(ies) who are authorized to vote, to the scrutinizer through email at: **dhara.ca@gmail.com** with a copy marked to **evoting@karvy.com**. You can also forward the documents at the **Company’s email ID: investorrelations@granulesindia.com**.
10. Shareholders holding multiple folios/demat account shall choose the voting process separately for each folios/demat account.
11. Cast your vote by selecting appropriate option and click on “**SUBMIT**”. A confirmation box will be displayed. Click “**OK**” to confirm else “**CANCEL**” to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, shareholders can login any number of times till they have voted on the resolution.
12. Once the vote on the resolution is cast by the shareholder, he shall not be allowed to change it subsequently.
13. In case of any queries, you may refer to the frequently asked questions (FAQs) for Members and e-voting User Manual for Members available at the download section of <http://evoting.karvy.com> or contact Karvy Computershare Pvt. Ltd. at Telephone No. 1800 345 4001 (toll free).
14. The Scrutinizer shall within a period not exceeding three working days from the date of conclusion of e-voting period, unblock the votes in the presence of at least two witnesses not in the employment of the Company and make a Scrutinizer’s Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.
15. The results shall be declared at the EGM of the Company. The results declared along with the Scrutinizer’s report shall be placed on the website of the Company [www.granulesindia.com](http://www.granulesindia.com) and on the website of Karvy within two days of passing of the resolutions at the EGM of the Company and communicated to the stock exchanges on which the shares of the Company are listed.

All future shareholder communications would be sent in electronic form to this e-mail address. Please inform any changes in your e-mail address to the Depository through your Depository Participant in case you hold the shares electronically and to M/s. Karvy Computershare Private Limited in case you hold the shares physically.

### Registered Office of the Company:

GRANULES INDIA LIMITED  
2nd Floor, 3rd Block, My Home Hub,  
Madhapur, Hyderabad - 500 081  
Tel: +91 40 30660000, Fax: +91 40 23115145  
Email: [investorrelations@granulesindia.com](mailto:investorrelations@granulesindia.com).  
Website: [www.granulesindia.com](http://www.granulesindia.com)

### Share Transfer Agents:

M/s. Karvy Computershare Private Ltd.  
Plot No.17-24, Vittal Rao Nagar, Madhapur,  
Hyderabad - 500 081. Tel: +91 40 44655000  
Fax: +91 40 23431551, Toll Free: 1-800-3454001  
Email: [einward.ris@karvy.com](mailto:einward.ris@karvy.com),  
Website: <http://karisma.karvy.com>