

## INSTRUCTIONS FOR REMOTE 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, i.e. 6th June 2017 may cast their vote electronically.
3. Any person who becomes a member of the Company after dispatch of the Notice of the Meeting and holding shares as on the cut-off date i.e. June 6, 2017, may obtain the User ID and password in the manner as mentioned in the Notice of EGM by sending SMS or email to Karvy.
4. 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.
5. After entering the details appropriately, click on LOGIN.
6. 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.
7. You would be required to login again with the new credentials.
8. On successful login, the system will prompt you to select the EVENT i.e., Granules India Limited.
9. 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.
10. 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: [dhanu.a@gmail.com](mailto:dhanu.a@gmail.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com). You can also forward the documents at the **Company’s email ID: investorrelations@granulesindia.com**.
11. Shareholders holding multiple folios/demat account shall choose the voting process separately for each folios/demat account.
12. 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.
13. Once the vote on the resolution is cast by the shareholder, he shall not be allowed to change it subsequently.
14. 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) or send email to [evoting@karvy.com](mailto:evoting@karvy.com).
15. The Scrutinizer, after scrutinising the votes cast at the meeting (Insta Poll) and through remote e-voting, will, not later than three days of conclusion of the Meeting, make a consolidated scrutinizer’s report and submit the same to the Chairman.
16. The results declared along with the consolidated 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 <https://evoting.karvy.com>. The results shall simultaneously be communicated to the Stock Exchanges.
17. 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.  
Karvy Selenium Tower B, 6th Floor.Gachibowli,  
Nanakramguda,,Hyderabad – 500 032  
Tel: 91-40-23001153  
Fax: +91- 40-23001153  
Toll Free: 1-800-3454001  
Email: [einward.ris@karvy.com](mailto:einward.ris@karvy.com)  
Website: <http://karisma.karvy.com>