



CHETTINAD CEMENT CORPORATION LIMITED

CIN : U93090TN1962PLC004947

Registered Office: Rani Seethai Hall Building, 603, Anna Salai, Chennai, Tamil Nadu- 600006, India
Tel No. 044-28292727/ 42149955, Fax No. 044-28291558. Website: www.chettinad.com; Email: shares@chettinadcement.com

POSTAL BALLOT FORM

(Please read the instructions before completing the Form)

S.No. _____

1.	Name of the Member(s) (including joint holders, if any)	
2.	Name & Registered Address of the Sole / First named member	
3.	Registered Folio No. / DP Id No. / Client ID No.	
4.	Number of Shares held	

I / We hereby exercise my / our vote in respect of the Ordinary / Special Resolutions to be passed through postal ballot for the business stated in the Notice of the Company dated 24th February 2016 by conveying my / our assent or dissent to the said resolution by placing a tick (✓) mark in the appropriate box below :

Item No.	Summary of resolution (Please refer to Notice for full details)	Type of Resolution (Ordinary / Special)	No. of shares held	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Adoption of new set of Articles of Association of the Company under the Companies Act, 2013 in place of the existing Articles of Association of the Company	Special Resolution			
2.	Amendment of Clause V of the Memorandum of Association of the Company for purpose of consolidation of share capital	Ordinary Resolution			
3.	Consolidation of entire issued, subscribed and paid-up equity shares in the share capital of the Company by increasing the nominal value of the equity shares from Rs. 10/- (Rupees Ten only) each to Rs. 2,00,000/- (Rupees Two Lakhs only) each and matters incidental thereto	Special Resolution			

Place:

Date:

Signature of Member

(must be as per specimen signature registered with the Company/RTA/Depository Participant)

ELECTRONIC VOTING PARTICULARS

EVEN	USER ID	PASSWORD

- Notes :**
1. If you opt to cast your vote by e-voting, there is no need to fill up and sign this form.
 2. Last date for receipt of Postal Ballot Form by the Company: Monday the 28th March 2016 (5:00 PM).
 3. Please read the instructions printed overleaf carefully before exercising your vote.

NOTES / INSTRUCTIONS

General Instructions

Members are requested to carefully go through the Notice of Postal Ballot and the Notes attached thereto.

Instructions for voting in electronic form

The instructions for voting through electronic means is provided in the Postal Ballot Notice.

Instructions for voting in physical form

1. A shareholder desiring to exercise voting right by Postal Ballot should complete the Postal Ballot Form and send it in the attached self-addressed postage pre-paid envelope, so as to reach the Scrutinizer by Monday the 28th March 2016 before 5.00 PM (“**Closing Date**”). The envelopes containing Postal Ballot Form, if sent by courier or by registered post or by speed post at the expense of the registered member will also be accepted. The Postal Ballot Form(s) may also be deposited personally. The Postal Ballot Forms received after 5.00 PM on Monday the 28th March 2016 (“**Closing Date**”) will be treated as if the reply from the shareholder has not been received.
2. Members are requested to read through the instructions and fill the Postal Ballot Form carefully. The votes should be casted either in favour or against the resolution by putting the tick [✓] mark in the column provided for assent or dissent. The votes of a Member will be considered invalid in any of the following situations:
 - (a) Postal Ballot Forms not signed by member;
 - (b) If the Member's signature does not tally with his / her signature in the records of the Company/RTA/ Depository Participant;
 - (c) If the Member has marked his / her / its vote for both “Assent” and “Dissent” to a resolution in such a manner that the aggregate votes for “Assent” and “Dissent” exceeds the total number of shares held by the member;
 - (d) If the Postal Ballot form is received torn or defaced or mutilated such that it is difficult for the Scrutinizer to identify the details specified in the Form such as identity of the member, number of votes, whether votes are for “Assent” or “Dissent” etc.
3. Please convey your assent / dissent in the Postal Ballot Form. The assent or dissent received in any other form shall not be considered valid.
4. The Postal Ballot Form should be completed and signed by the sole / first named shareholder. In the absence of the first named shareholder in a joint holding, the Postal Ballot Form may be completed and signed by the next named shareholder. However, where the Form is sent separately by the first named shareholder and the joint holder(s), the vote of the first named shareholder would be valid.
5. 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 Resolution / Power of Attorney/attested specimen signatures etc.
6. Incomplete, unsigned or incorrectly filled Postal Ballot Forms will be subject to rejection by the Scrutinizer.
7. Shareholders are requested to fill the Postal Ballot Form in indelible ink and not in any erasable writing mode.
8. Shareholders are requested not to send any other matter along with the Postal Ballot Form in the enclosed self-addressed postage pre-paid envelope. If any extraneous papers are found, the same will be destroyed by the Scrutinizer.
9. A shareholder 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 date and time specified in Point No. 1 above.
10. The results shall be declared on Tuesday the 29th March 2016. The results declared along with the scrutinizer's report shall be placed on the company's website www.chettinad.com.