



## WINDSOR MACHINES LIMITED

(CIN: L99999MH1963PLC012642)

Regd. Office : 102/103, Devmilan Co. Op. Housing Society, Next to Tip Top Plaza, L B S Road, Thane(w) – 400604.

Phone: +91 22 25836592| Fax: +91 22 25836285| Website: [www.windsormachines.com](http://www.windsormachines.com)

E-mail: [contact@windsormachines.com](mailto:contact@windsormachines.com); [investors@windsormachines.com](mailto:investors@windsormachines.com)

### POSTAL BALLOT FORM

Serial No. :

- 1) Name(s) of Member(s) :  
(including Joint-holders, if any)
  
- 2) Registered Address of the Sole / :  
First named Member
  
- 3) Registered Folio No./ DP ID No./ :  
Client ID No.\*  
(\*Applicable to investors holding  
Shares in dematerialized form)
  
- 4) Number of Shares held :  
(on January 5, 2018)
  
- 5) I/ we hereby exercise my/ our vote in respect of the Special Resolutions(s) to be passed through Postal Ballot for the business stated in the Notice of the Company dated December 5, 2017 by conveying my/ our assent or dissent to the said Resolutions by placing the tick (✓) mark at the appropriate boxes below:

Resolution No.	Description	No. of shares held by Member	I/We assent to the Resolution (For)	I/We dissent to the Resolution (Against)
1	Alteration in Memorandum of Association, pursuant to Section 13 of the Companies Act, 2013, to insert a Specific Sub-Clause 5A to enable the Company to engage in the business of energy storage solutions system.			
2	Increasing the limits for making investments, providing loans, guarantee and security under section 186 of the Companies Act, 2013.			

Place :

Date :

Signature of Member

### ELECTRONIC VOTING PARTICULARS

EVSN (E Voting Sequence Number)	User ID	Password

**NOTE:**

1. Kindly read the instructions printed overleaf before filling the form.
2. The last date for the receipt of Postal Ballot Forms by the Scrutinizer is February 8, 2018 up to 5:00 p.m.

## INSTRUCTIONS

- 1) A Member desiring to exercise his/her vote by Postal Ballot may complete this Postal Ballot form (no other form or photocopy thereof is permitted to be used for the purpose), sign and send it to the Scrutinizer at the address of the Company in the attached prepaid Business Reply self-addressed envelope. Postage will be borne and paid by the Company. Envelopes containing Postal Ballots, if deposited in Person at Registered Office of Company or if sent by courier at the expense of the Member, shall also be accepted.
- 2) The self-addressed envelopes bear the name of the Scrutinizer appointed by the Board of Directors/ Committee of the Company.
- 3) This Postal Ballot form should be completed and signed by the Member. In case of joint shareholding, this form should be completed and signed (as per the specimen signature(s) registered with the Company/ furnished by the Depositories) by the first named Member and in his/her absence, by the next named Member(s). Holders of Power of Attorney (POA) on behalf of Member may vote on the Postal Ballot mentioning the Registration No. of the POA or enclosing an attested copy of POA.
- 4) Unsigned, incomplete, improperly or incorrectly marked Postal Ballot forms will be summarily rejected.
- 5) The exercise of vote by Postal Ballot is not permitted through proxy. There will be only one Postal Ballot Form for every folio/client ID irrespective of the number of Joint Member(s).
- 6) Duly completed Postal Ballot forms should reach the Company not later than 5:00 p.m. on February 8, 2018. Postal Ballot forms received after this time and date will be strictly treated as if the reply from such Members has not been received.
- 7) In the case of shares held by companies, trusts, societies etc. the duly completed Postal Ballot form should be accompanied by a certified true copy of the relevant Board Resolution /Authorisation.
- 8) Voting rights shall be reckoned in proportion to a Member's share of the Paid-Up Share Capital of the Company on Friday, January 5, 2018, which is the cut-off date fixed for this purpose.
- 9) Members are requested not to send any other paper along with the Postal Ballot form in the enclosed self-addressed postage prepaid Business Reply envelope, as such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
- 10) The Scrutinizer's decision on the validity of Postal Ballot shall be final and binding. The result of voting on the resolution will be declared at the Registered Office of the Company on or before February 10, 2018. The result will thereafter be published in newspapers, for the information of the Members.
- 11) The date of declaration of the result of Postal Ballot will be taken to be the date of passing of the special resolution.

**In terms of Rule 20 of the Companies (Management & Administration) Rules, 2014, the Company has provided e-voting facility for all the Members of the Company to enable them to cast their votes electronically. The detailed procedure regarding e-voting is enumerated in the Notes of the Postal Ballot Notice.**