

# GAYLORD COMMERCIAL COMPANY LIMITED

Regd. Off.: 1/1A, Biplabi Anukul Chandra Street, 5<sup>th</sup> Floor, Room No. 5G, Kolkata – 700 072

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Website: [www.gcclimited.in](http://www.gcclimited.in); CIN: L17232WB1983PLC035978

Postal Ballot No:

## POSTAL BALLOT FORM

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

I/We hereby exercise my/our vote in respect of the following Resolutions to be passed through Postal Ballot for the business stated in the Postal Ballot Notice dated 30<sup>th</sup> November, 2016 of the Company by sending my/our assent or dissent to the said Resolution by placing the Tick (√) mark at the appropriate box below:

Item No.	Description	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1	Special Resolution for Increase in the limits for Providing Loans, Guarantee, Security and making Investments under Section 186 of the Companies Act, 2013.			
2	Special Resolution for Increase in the borrowing limits under Section 180(1)(c) of the Companies Act, 2013.			
3	Special Resolution for Providing security under Section 180(1)(a) of the Companies Act, 2013 in connection with the borrowings of the Company.			

Place:

Date:

(Signature of the Shareholder)

## ELECTRONIC VOTING PARTICULARS

EVSN (Electronic Voting Sequence Number)	User ID	PAN/ SEQUENCE NUMBER
161130002		

### NOTES:

- (i) Please read carefully the instructions mentioned in the notice before exercising your vote.
- (ii) The duly completed postal ballot form should reach the scrutinizer by 4<sup>th</sup> January, 2017 till 5.00 P.M.
- (iii) The Voting period will start on 6<sup>th</sup> December, 2016 at 9.00 a.m. and will end at 4<sup>th</sup> January, 2017 at 5.00 P.M.
- (iv) Please refer to e-voting instructions mentioned in the Notice for the remote e-voting.

## INSTRUCTIONS

### 1. GENERAL INFORMATION

- a) There will be one Postal Ballot Form / e-voting for every Client ID No. / Folio No., irrespective of the number of joint holders.
- b) Members can opt for only one mode of voting i.e. either by Postal Ballot or through e-voting. In case you are opting for voting by Postal Ballot, then please do not cast your vote by e-voting and vice versa. In case Members cast their votes both by Postal Ballot and e-voting, the votes cast through e-voting shall prevail and the votes cast through postal ballot form shall be considered invalid.
- c) Voting rights in the Postal Ballot / e-voting cannot be exercised by a proxy.

### 2. PROCESS FOR MEMBERS OPTING FOR VOTING BY POSTAL BALLOT

- a) A member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the enclosed self-addressed and pre-paid postage envelope. The envelopes containing the Postal Ballots should reach the Scrutinizer not later than the close of working hours at 5.00 P.M. on 4<sup>th</sup> January, 2017. All forms received after this date will be treated as if reply from the shareholders has not been received.
- b) The voting rights of the members shall be in proportion to their shares in the total paid-up equity share capital of the company as on 18<sup>th</sup> November, 2016.
- c) The self-addressed pre-paid envelope bears the address of the Scrutinizer appointed by the Board of Directors of the Company.
- d) This 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 Form may be completed and signed by the next named shareholder. (However, where the Form is sent separately by the First named Shareholder and Joint Holder(s), the vote of First named Shareholder would be valid).
- e) There will be One Postal Ballot Form for every Folio irrespective of the number of joint shareholder(s).
- f) In case of shares held by companies, trusts etc., the duly completed Postal Ballot Form should be accompanied by a certified true copy of the Board Resolution/Authority, with signatures of Authorized Signatories.
- g) Members are requested not to send any other matter along with Postal Ballot Form in the enclosed self addressed postage prepaid envelope. If any extraneous papers are found, the same will be destroyed by the Scrutinizer.
- h) Incomplete, unsigned or incorrectly filled Postal Ballot Forms are subject to rejection by the Scrutinizer.
- i) The votes should be cast either in favour of or against by putting the (√) in the column provided for assent or dissent. Postal Ballot Forms bearing tick mark in both columns will render the Form incorrect and votes contained therein invalid.
- j) A Member seeking duplicate Postal Ballot Form or having any grievance pertaining to the Postal Ballot process can write to the Company's Registered Address:

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**Note:**

**Member (s) who wishes to cast their vote by E-Voting, so please refer the Procedure of E-Voting in Notice of the Postal Ballot.**