

# HARITA SEATING SYSTEMS LIMITED

Regd. Office: "Jayalakshmi Estates", No. 29, Haddows Road, Chennai – 600 006.

Website: www.haritaseating.com ; e-mail: corpsec@scl.co.in  
Tel: 044-2827 2233 Fax: 044 - 2825 7121 CIN: L27209TN1996PLC035293

## Postal Ballot Form

1. Name (s) of Member(s) :  
[including joint holders, if any]

2. Registered address of the sole / :  
first named member

3. Registered Folio No./ Client ID No.\* :  
(\*Applicable to Member(s) holding  
shares in dematerialized form)

4. Number of shares held :

I / we hereby exercise my / our vote in respect of the 'ordinary resolution' to be passed through postal ballot for the business stated in the notice of the Company. I/we have marked my/our assent or dissent to the said resolution by placing the mark (ü) at the appropriate box below:

Item	No. of shares	I / We assent to the resolution (FOR)	I / We dissent to the resolution (AGAINST)
Appointment of Ms Sasikala Varadachari as a Non- Executive Independent Director of the Company.			

Place :

Date :

Signature of the member

## ELECTRONIC VOTING PARTICULARS

EVEN (E-Voting Event Number)	USER ID	PASSWORD / PIN

Note: Please read the instructions given overleaf carefully before exercising your vote.

Facility to exercise vote by postal ballot including voting through electronic means will be available during the following period:

Commencement of voting : From 9.00 a.m. (IST) on Monday, the 22<sup>nd</sup> February 2016

End of voting Up to 5.00 p.m. (IST) on Tuesday, the 22<sup>nd</sup> March 2016

(P.T.O.)

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## Notes / Instructions:

- (1) A member desiring to exercise his/her vote by postal ballot may complete this postal ballot form (no other form of photocopy thereof is permitted to be used for the purpose) and send it to the Scrutinizer at the address of the Company in the attached postage pre—paid self-addressed envelope. The postage will be borne and paid by the Company. The Company shall, also accept envelopes containing postal ballot forms, if deposited with the Company in person or if sent by courier at the expenses of the member. Members residing outside India should stamp the envelopes appropriately.
- (2) Notice is being dispatched to the members by post (electronically by e-mail to those members who have registered their e-mail IDs with the Company), whose name appears in the Register of Members / Record of Depositories as on the date, namely Friday, the 12<sup>th</sup> February 2016.
- (3) The Company has appointed Mrs B.Chandra, Practicing Company Secretary, as the Scrutinizer for conducting the postal ballot process in a fair and transparent manner. The name and address of the Scrutinizer to whom the Postal ballot papers are to be sent are given below:  
Mrs B Chandra, Scrutinizer  
C/o. Sundaram-Clayton Limited  
"Share Transfer Agent"  
Unit: HARITA SEATING SYSTEMS LIMITED  
"Jayalakshmi Estates", First Floor  
29, Haddows Road, Chennai – 600 006  
Tamilnadu
- (4) This form should be completed and signed (as per specimen signature recorded with the Company/ Depositories) by the members. In case of joint shareholding, this form should be completed and signed by the first named member and in his/her absence, by the next named member. In case, holders of power of attorney sign the Postal Ballot form, reference to the Power of attorney registration by the Company should be mentioned in the Postal Ballot form.
- (5) Duly completed postal ballot forms should reach to the Scrutinizer not later than by the close of working hours at 5.00 p.m., the **Tuesday, 22<sup>nd</sup> March 2016**. Postal ballot forms received, after this date, will be strictly treated as if the reply from such member has not been received.
- (6) In the case of shares held by bodies corporate, the duly completed postal ballot form should be accompanied by a certified true copy of the relevant resolution / authorization.
- (7) Voting rights shall be reckoned on the paid-up value of the shares registered in the name of the members as of 12<sup>th</sup> February 2016.
- (8) Members are requested not to send any other paper along with the postal ballot form such as envelopes to the Scrutinizer and the Scrutinizer would destroy any extraneous paper found in such envelope.
- (9) Votes will be considered invalid on the following grounds:
  - (a) A form other than one issued by the Company has been used;
  - (b) It has not been signed by or on behalf of the members;
  - (c) Signature on the postal ballot form does not match with the specimen signature with the Company / Depositories;
  - (d) It is not possible to determine without any doubt the assent or dissent of the member;
  - (e) Neither assent or dissent is mentioned;
  - (f) Any competent authority has given directions in writing to the Company to freeze the Voting Rights of the member;
  - (g) The envelope containing the postal ballot form is received after the last date prescribed;
  - (h) The postal ballot form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority;
  - (i) It is defaced or mutilated in such a way that its identity as a genuine form cannot be established;
  - (j) Member has made any amendment to the Resolution or imposed any condition, while exercising his / her vote; and
  - (k) On such other grounds, which in the opinion of the Scrutinizer makes the votes invalid.  
  
A postal ballot form, which is otherwise complete in all respects and is lodged within the prescribed time limit but is undated shall be considered valid.
- (10) The Scrutinizer's decision on the validity of a Postal Ballot Form will be final.
- (11) The results of the Postal Ballot will be announced by Mr H Lakshmanan, Chairman or in his absence, any one Director of the Company, at the Registered Office of the Company, at No.29 Haddows Road, Chennai 600 006, Tamil Nadu, India, on Wednesday, 23<sup>rd</sup> March 2016 at 4.00 p.m. However the ordinary resolution, if passed by requisite majority, shall be deemed to have been passed on the last date specified by the Company for receipt of the duly completed postal ballot forms or e-Voting, namely **22<sup>nd</sup> March 2016**.
- (12) The results will thereafter be published in the Website of the Company, [www.haritaseating.com](http://www.haritaseating.com) and sent to the stock exchanges.