



STEWARTS & LLOYDS OF INDIA LIMITED

CIN : L28999WB1937PLC009099

Regd. Office :41, Chowringhee Road, Kolkata-700 071

Ph. No. 033-2288 8194 / 8195 Fax : 033-2288 8236

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ANNEXURE TO THE NOTICE DATED 22nd April 2016 OF THE ANNUAL GENERAL MEETING TO BE HELD ON 22nd JULY 2016

**Name of the Sole / first
named Shareholder** :
Incl. joint holders, if any

**Address of sole / first
named Shareholder** :

**Registered folio no.
DP ID / Client ID** :

Number of Shares held :

Dear Shareholder,

Subject : Process and manner for availing E-voting facility

Pursuant to provisions of Section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, the Company is pleased to offer e-voting facility to the members to cast their votes electronically as an alternative for participation at the 78th Annual General Meeting to be held on Friday, 22nd July 2016 at 11:30 a.m. The Company has engaged the services of National Securities Depository Limited ("NSDL") to provide e-voting facilities. The e-voting facility is available at the link <https://www.evoting.nsdl.com>.

The facility for voting through ballot paper shall be made available at the Annual General Meeting and the members attending the meeting who have not cast their vote by remote e-voting shall be able to cast voting at the meeting through ballot paper.

The electronic voting particulars are set out below :

EVEN (E-voting event number)	User ID	Password

The e-voting facility will be available during the following voting period :

Commencement of e-voting	End of e-voting
19 th July, 2016(9 a.m.)	21 st July, 2016(5 p.m.)

Please read the instructions printed over leaf before exercising the vote.

These details and instructions form integral part of the Notice dated 22th April 2016 for the Annual General Meeting to be held on 22nd July 2016.

The instructions for e-voting are as under :

- (i) User ID and Password for e-voting is provided in the table given on the face of this annexure to AGM Notice .Please note that the Password is an initial Password.
- (ii) National Securities Depository Limited (NSDL) shall also be sending the User-ID and Password , to those members whose shareholding is in the dematerialized form and whose email addresses are registered with the Company / Depository Participants(s). For members who have not registered their e-mail address, can use the details as provided overleaf.
- (iii) Launch internet browser by typing the following URL : <https://www.evoting.nsdl.com/>
- (iv) Click on Shareholder- Login
- (v) Put user ID and password as initial password noted in step (i) above. Click Login.
- (vi) Password change menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password . It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (vii) Home page of e-Voting opens, Click on e-Voting : Active Voting Cycles.
- (viii) Select "EVEN" of Stewarts and Lloyds of India Limited
- (ix) Now you are ready for e-voting as Cast Vote page opens
- (x) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
- (xi) Upon confirmation , the message "Vote cast successfully" will be displayed.
- (xii) Once you have voted on the resolution , you will not be allowed to modify your vote .
- (xiii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution / Authority letter etc. together with attested specimen signature(s) of the duly authorized signatory(ies) who is / are authorized to vote, to the Scrutinizer through e-mail arupkroy@rediffmail.com with a copy marked to evoting@nsdl.co.in

Notes :

- (I) In case of any queries , you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for shareholders available at the Downloads section of www.evoting.nsdl.com.
- (II) If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.
- (III) The e-voting period commences on 19th July,2016 (at 9 a.m.) and ends on 21st July,2016 (5 p.m.). During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 15.07.2016, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
- (IV) The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on 15.07.2016.
- (V) Any person who acquires shares of the Company and becomes member of the Company after despatch of the notice of AGM and holding shares as on the cut off date i.e. 15.07.2016 may obtain the log in ID and Password for e-voting from Company's Registrar and Transfer Agent M/s. C.B. Management Services (P) Ltd. P-22 Bondel Road Kolkata - 700 019 , Tel. : 40116700 (100 lines), Fax : 033 40116739 email : rta@cbmsl.com or NSDL (TOLL free No. 1800222990) or from the Registered Office of the Company at 41, Chowringhee Road, Kolkata-700 071, Ph. No. 033-2288 8194 / 8195 / Fax : 033-2288 8236, e-mail : slical@slofindia.com
- (VI) The Scrutinizer shall within a period of not exceeding three(3) days from the conclusion of the Annual General Meeting unlock the votes in the presence of at least two(2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, to the Chairman of the Company. Mr. Arup Kumar Roy, Practicing Company Secretary (CP 9597) has been appointed as the scrutinizer to scrutinize the e-voting process in accordance with law.
- (VII) The Result declared along with the Scrutinizer's Report shall be placed on the Company's website www.slofindia.com and on the website of NSDL and to be intimated to the Stock Exchanges.

Thanking you,

Yours faithfully,

For **Stewarts and Lloyds of India Limited**

Samir Bhadra

Company Secretary & Vice President (Corporate Affairs)

Date : 22nd April, 2016

Place : Kolkata