

# IFB IFB INDUSTRIES LIMITED

CIN: L51109WB1974PLC029637

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ANNEXURE TO THE NOTICE DATED 29TH MAY, 2014 OF THE ANNUAL GENERAL MEETING TO BE HELD ON 30TH JULY, 2014

**Name of the sole / first named :**  
**shareholder**  
incl'd. joint holders, if any

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

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

**Number of share(s) 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 on all resolutions set forth in the Notice convening the 38th Annual General Meeting to be held on 30th July 2014, at 9.30 AM. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide the e-voting facility. The e-voting facility is available at the link <https://www.evoting.nsdl.com>

The electronic voting particulars are set out below :

<b>EVEN (E-voting event number)</b>	<b>User ID</b>	<b>Password</b>

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

<b>Commencement of e-voting</b>	<b>End of e-voting</b>
<b>21st July, 2014 9:00 A.M. IST</b>	<b>23rd July, 2014 6:00P.M. IST</b>

Please read the instructions printed overleaf before exercising the vote.

These details and instructions form integral part of the Notice dated 29th May, 2014 for the Annual General Meeting to be held on 30th July, 2014.

Please see overleaf

## Steps for e-voting

1. User ID and Password for e-voting is provided in the table given on the face of this annexure to the AGM Notice. Please note that the password is an initial password.
2. National Securities Depository Limited (NSDL) shall also be sending the User-ID and Password, to those members whose e-mail addresses are registered with the company/Depository Participant (s). For members who have not registered their e-mail address can use the details as provided overleaf.
3. Launch internet browser and type the following URL: <https://www.evoting.nsdl.com>.
4. Click on "**Shareholder-Login**"
5. Put user ID and password as initial password noted in step (i) above. Click Login.
6. The **Password Change Menu** will appear on your screen. Change to a new Password of your choice, making sure that it contains a minimum of 8 digits or characters or a combinations of the two. Note new password.
7. Once the e-voting home page opens, click on **e-voting> Active Voting Cycles**.
8. Select the **EVEN (E-Voting Event Number)** of IFB Industries Limited (the number is provided in the attached document). Once you enter the number, the **Cast Vote** page will open. Now you are ready for e- voting.
9. Cast your vote by selecting your favoured option and click **Submit**. Also click **confirm** when prompted.
10. Upon confirmation, the message "**Vote caste successfully**" will be displayed.
11. Please note that once your vote is cast on the selected resolution, it cannot be modified.
12. Institutional shareholders (i.e. members other than individual, HUF, NRIs, etc.) are required to send a scanned copy (PDF/JPG format) of the relevant Board Resolution/Authority letter etc., together with the attested specimen signature(s) of the duly authorised signatory(ies) who is/ are authorised to vote, to the Scrutinizer via email at: [scrutinizerifbind@gmail.com](mailto:scrutinizerifbind@gmail.com), with a copy marked at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

Please note that:

- Login to e-voting website will be disabled upon five unsuccessful attempts to key-in the correct password. In such an event, you will need to go through '**Forgot Password**' option available on the site to reset the same.
- Your login ID and password can be used by you exclusively for e-voting on the resolutions placed by the companies in which you are a shareholder.
- It is strongly recommended that you do not share your password with any other person and take utmost care to keep it confidential.

Please note that if you have opened 3-in-1 account with ICICI Group i.e. bank account and demat account with ICICI Bank Limited and trading account with ICICI Securities Limited, you can access e-Voting website of NSDL through their website viz.; [www.icicidirect.com](http://www.icicidirect.com) for the purpose of casting your votes electronically by using your existing user ID and password used for accessing the website [www.icicidirect.com](http://www.icicidirect.com). Please note that in case you are not able to login through the ICICI direct website, you can also access the e-Voting system of NSDL by using your existing user ID and password for the evoting system of NSDL.

## NOTES

1. 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 <https://www.evoting.nsdl.com>. You can also contact NSDL via e-mail at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
2. The e-voting period commences on 21<sup>st</sup> July, 2014 (9 a.m.) and ends on 23<sup>rd</sup> July, 2014 (6 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 of 20th June, 2014 may cast their vote electronically. The e-voting module shall also be disabled by NSDL for voting thereafter. **Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.**
3. Since the Company is required to provide members the facility to cast their vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. **20<sup>th</sup> June, 2014** shall cast their vote electronically.
4. Mr. Jitendra Patnaik, Practising Company Secretary (Membership No. FCS 5045), has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
5. The Scrutinizer, shall within a period not exceeding three working days from the conclusion of the e-voting period, unlock the votes in the presence of at least two witnesses, not in employment of the Company and make a Scrutiniser's Report of the vote cast in favour of or against, if any, forthwith to the Chairman of the Company.
6. The voting rights shall be in proportion to their shares of the paid up equity shares capital of the Company as on 20<sup>th</sup> June, 2014.
7. The results declared along with the Scrutinizer's Report shall be placed on the Company's website [www.ifbindustries.com](http://www.ifbindustries.com) and on the website of NSDL within two days of passing of the resolutions at the 38<sup>th</sup> Annual General Meeting of the Company, on 30<sup>th</sup> July, 2014, and communicated to BSE Ltd, NSE Ltd and other concerned exchanges.

All documents referred to in the accompanying Notice and the Statement pursuant to section 102(1) of the Companies Act, 2013, will be available for inspection at the registered office of the Company during business hours on all working days up to the date of declaration of the result of the 38th Annual General Meeting of the Company.

Registered office:  
14 Taratalla Road  
Kolkata, 700 088

Kolkata  
May 29, 2014

By order of the Board of Directors  
For IFB Industries Limited

**G Ray Chowdhury**  
Company Secretary

