



## ORIENTAL VENEER PRODUCTS LIMITED

CIN: L02005MH1991PLC060686

Registered Office: Aghai (Via) Kalyan Railway Station, Thane, Maharashtra 421301

Tel No. (022) 61389400 Fax No. (022) 61389401

Website: www.ovpl.co.in; E-mail: compliance.ovpl@gmail.com

### POSTAL BALLOT FORM

Serial No.

1. Name and Registered Address of the First named Shareholder :  
(In block letters)
2. Name(s) of the Joint Holder(s) (if any) :
3. Regd. Folio No. /DP ID No. & Client ID No.\* :  
(\*Applicable to investors holding shares in dematerialized form)
4. Number of Equity Shares held :

I/We hereby exercise my/our vote in respect of the Resolutions to be passed through Postal Ballot for the businesses stated in the Postal Ballot Notice of the Company by sending my/our assent or dissent to the said resolutions by placing the tick [✓] mark at the appropriate box below:

Item No.	Subject matter of Resolution	No. of Equity Shares held	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1.	Approval for Increase in the Authorised Share Capital of the Company.			
2.	Approval for sub-division of 1(one) Equity Share of the Company of face value of ₹ 10/-each into 10 (Ten) Equity Shares of face value of ₹ 1/- each.			
3.	Approval for Alteration of Capital Clause of Memorandum of Association of the Company			

Place:

Date:

(Signature of Shareholder)

### Electronic Voting Particulars

Electronic Voting Sequence No. (EVSN)	Sequence Number / Default PAN*
180917010	

**Note:** Please read the instructions for voting printed overleaf before exercising the vote. For e-voting, please refer instructions provided in the Postal Ballot Notice.

### **Instructions for voting through postal ballot form**

- (i) A member desirous of exercising his / her vote by Postal Ballot shall complete this Postal Ballot Form and send it to the Scrutinizer in the attached self-addressed envelope. Postage will be borne and paid by the Company. However, any envelope containing Postal Ballot, if sent by courier at the expense of the Registered Member will also be accepted.
- (ii) Please convey your assent/ dissent in this Postal Ballot Form by putting tick mark (☐) at the appropriate box. The assent or dissent received in any other form or on a photo copy of the Postal Ballot Form shall be considered invalid.
- (iii) This Form must be completed and signed (as per specimen signature registered with the Company) by the member. In case of Joint-holding, this Form must be completed and signed by the first named member and in his/her absence, by the next named member.
- (iv) Unsigned, incomplete or incorrectly ticked Postal Ballot Forms shall be rejected.
- (v) The Scrutinizer's decision on the validity of the Postal Ballot shall be final.
- (vi) The Vote through Postal Ballot Form shall not be exercised by a proxy.
- (vii) Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours on October 21, 2018. All Postal Ballot Forms received after this date will be strictly treated as if the reply from such shareholder has not been received.
- (viii) In case of shares held by Companies, Trusts, Societies, etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of board resolution/ authorization together with the specimen signature(s) of the duly authorized signatories if not registered with the Company.
- (ix) Voting rights shall be reckoned on the paid-up value of shares registered in the name of the member as on September 14, 2018.
- (x) Members are requested not to send any other paper along with the Postal Ballot Forms in the enclosed self-addressed Postage Pre-paid Envelope as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
- (xi) There will be one Postal Ballot Form for every Folio / Client ID, irrespective of the number of joint holders.
- (xii) A member may request a duplicate Form, if so required. However, the duly filled in duplicate Form should reach the Scrutinizer not later than the date specified at item no. (vii) above.
- (xiii) Members are requested to fill in the Postal Ballot Form with indelible ink and not by any erasable writing mode.