



# VASCON

## Vascon Engineers Limited

**Registered and Corporate Office:** Vascon Weikfield Chambers, Behind Hotel Novotel,  
Opposite Hyatt Hotel, Pune-Nagar Road, Pune-411014.

**Tel No.:** +91 20 3056 2200, **Fax No.:** +91 20 30562600.

**Contact Person:** Mr. M. Krishnamurthi, Company Secretary and Compliance Officer

**E-mail:** compliance.officer@vascon.com, **Website:** www.vascon.com.

**Corporate Identity Number:** L70100PN1986PLC175750

## E VOTING LETTER

Serial No.

Name & Registered address of the  
Sole/ First named Member:

Name (s) of the Joint Member(s), if any:

Registered Folio No./DP ID & Client ID No.:

Number of Shares held:

Dear Member,

### **SUB: VOTING THROUGH ELECTRONIC MEANS**

Pursuant to Section 108 of the Companies Act, 2015 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as substituted by Amendment Rules, 2015) and the SEBI Listing Regulations, the Company has provided a facility to the members to exercise their votes electronically through the electronic voting service facility arranged by Karvy Computershare Private Limited ("Karvy") in respect of all business to be transacted at 33<sup>rd</sup> Annual General Meeting of the Company scheduled to be held on Monday 17<sup>th</sup> September, 2018 at 1530 hours.

The Company has engaged Karvy Computershare Private Limited as the authorised agency to provide e-voting facilities. Your e-voting particulars are set out below:

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

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

Commencement of e-voting	12 <sup>th</sup> September, 2018 at 9 AM
End of e-voting	16 <sup>th</sup> September, 2018 at 5 PM

The cut-off date (i.e. the record date) for the purpose of e-voting is 07/09/2018. This communication is an integral part of the Notice dated 28/05/2018 for the Annual General Meeting scheduled to be held on 17<sup>th</sup> September, 2018 and is being sent along with the notice of Annual General Meeting. Please read the instructions printed overleaf before exercising the vote.

### **Registered and Corporate Office**

Vascon Weikfield Chambers,  
Behind Hotel Novotel, Opposite Hyatt Hotel  
Pune-Nagar Road, Pune-411014.  
Tel: +91 (20) 30562 100/ 200  
Fax: +91 +91 20 30562600

### **By order of the Board of Directors**

sd/-  
M. Krishnamurthi  
Company Secretary and Compliance Officer

Place: Pune  
Date: May 28, 2018.

### **Instructions and other Information relating to E-Voting:**

Launch internet browser by typing the URL: <https://evoting.karvy.com>

- i. Enter the login credentials (i.e. User ID and password mentioned overleaf). Your Folio No./DP ID/Client ID will be your User ID
- ii. After appropriately entering this details, click on "LOGIN".
- iii. You will now reach password change menu wherein you are required to mandatorily change your password. The new password shall comprise minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@, #, \$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. **It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.**
- iv. You need to login again with the new credentials.
- v. On successful login, the system will prompt you to select the E-Voting Event Number for Vascon Engineers Limited.
- vi. On the voting page, enter the number of shares (which represents the number of votes) as on the cut-off date under "FOR/ AGAINST" or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total number in "FOR/ AGAINST" taken together should not exceed your total shareholding as mentioned overleaf. You may also choose the option "ABSTAIN" and the shares held will not be counted under either head.
- vii. Members holding multiple folios / demat accounts shall choose the voting process separately for each of the folios / demat accounts.
- viii. Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item it will be treated as abstained.
- ix. You may then cast your vote by selecting an appropriate option and click on "Submit".
- x. A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
- xi. Corporate / Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF Format/JPG Format) of the Board Resolution / Authority Letter etc. together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at e-mail ID: [cskdrane@gmail.com](mailto:cskdrane@gmail.com) or [evoting@karvy.com](mailto:evoting@karvy.com) and [compliance.officer@vascon.com](mailto:compliance.officer@vascon.com). They may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "Corporate Name EVENT No."
- xiii. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently.
- xiv. In case of any query pertaining to e-voting, please visit Help & FAQ's section available at Karvy's website download section on <https://evoting.karvy.com> or contact Karvy Computershare Pvt. Ltd. at Tel No. 1800 345 4001 (toll free).
- xv. A person, whose name is appearing in the register of members or in the register of beneficial owners maintained by the depositories as on the cutoff date i.e. Friday, 7<sup>th</sup> September, 2018, shall only be entitled to avail the facility of remote e-voting/ poll.
- xvi. Any person who becomes the member of the Company after dispatch of the Notice of the Meeting and holding shares as on the cutoff date may write Karvy on their e-mail ID [evoting@karvy.com](mailto:evoting@karvy.com) or Karvy Computershare Private Limited (Unit Vascon), Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad-500 032 or contact Mr. S V Raju on 040-67162222 requesting for User ID and password. After receipt of above credentials, a member may follow the instructions for e-voting to cast his votes.
- xvii. If the member is already registered with Karvy e-voting platform then he can use his existing User ID and password for casting his votes through remote e-voting.
- xviii. The Board of Directors has appointed Mr. Kulbhushan Rane, Practising Company Secretary as a Scrutinizer, to scrutinize the e-voting process in a fair and transparent manner.
- xix. The Scrutinizer, after scrutinizing the votes cast at the meeting by Poll and remote e-voting, will not later than three days of conclusion of the Meeting, make a consolidated Scrutinizer's Report and submit the same to the Chairman.
- xx. The results declared along with the consolidated Scrutinizers report shall be placed on the website of the Company [www.vascon.com](http://www.vascon.com) and on the website of Karvy <https://evoting.karvy.com>. The results shall simultaneously be communicated to the Stock Exchanges.
- xxi. Subject to the receipt of requisite number of votes, the Resolutions shall be deemed to have been passed on the date of the Meeting i.e. 17<sup>th</sup> September, 2018.

By Order of the Board

Sd/-

**M. Krishnamurthi**

**Company Secretary & Compliance Officer**

Place: Pune