



GARWARE POLYESTER LIMITED

Regd. Office : Naigaon, Post Waluj, Aurangabad 431 133

CIN: L10889MH1957PLC010889

E-mail: nimeshshah@garwarepoly.com, website: www.garwarepoly.com

Phone: + 91- 0240 2567400, Fax: + 91 0240 2554672

Sr. No.

Folio No. / DP Id. / Client Id. :

Name :

Address :

Number of Shares held :

Dear Member,

Subject: Voting through electronic means (E-voting)

Pursuant to the provisions of section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to offer E-voting facility to its members so as to enable you to cast vote electronically in respect of business to be transacted at the Annual General Meeting of the Company scheduled to be held on Wednesday, 21st day of September, 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 E-voting particulars are set out below:

EVEN (E-voting event number)	User ID	Password / PIN

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

Commencement of E-voting	End of E- voting
From 09.00 am (IST) on Saturday, 17 th September, 2016	Upto 05.00 pm (IST) on Tuesday, 20 th September, 2016

The cut-off date i.e. the record date for the purpose of E-voting is Thursday, 15th September, 2016. During the E-voting period, Members of the Company holding shares either in physical or dematerialised form, as on the record date may cast their vote electronically.

Please read the instructions printed overleaf before exercising the vote. This Communication forms an integral part of the Notice dated 10th August, 2016 convening the Annual General Meeting of the Company. A copy of the said Notice is enclosed herewith for your kind perusal.

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INSTRUCTIONS FOR E-VOTING

Members are requested to follow the instructions mentioned hereunder for casting their vote through E-voting:

- a) Open email and open PDF file viz: "remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for e-Voting. Please note that the password is an initial password.
- b) NSDL shall also be sending the User-ID and Initial password to those members whose shareholding is in dematerialized format and whose Email addresses are registered with the Company/Depository Participants. For members who have not registered their Email Id can use the details as mentioned in the table above.
- c) Launch the internet browser by typing the following <https://www.evoting.nsdl.com>.
- d) Click on 'Shareholder-Login'
- e) Put User ID and Password as Initial Password/PIN noted in step (a) then Click login. If you are already registered with NSDL for E-voting then you can use your existing User ID and Password for Login.
- f) If you are logging in for the first time, Password Change Menu appears. If you desire change the Password of your choice with minimum 8 digits / characters or a combination thereof. Please preserve your new Password. It is strongly recommended not to share your Password with any other person and take utmost care to keep your Password confidential.
- g) Home page of E-voting opens. Click on 'E-voting': Active Voting Cycles.
- h) Select 'EVEN (E-Voting Event Number)' of Garware Polyester Limited.
- i) Now you are ready for 'E-voting' as 'Cast Vote' page opens.
- j) Cast your vote by selecting appropriate option and click 'Submit' and also 'Confirm' when prompted.
- k) Upon confirmation, the message "Vote cast successfully" will be displayed.
- l) Once you have voted on the resolution, you will not be allowed to modify your vote.
- m) Institutional members (i.e. members other than individuals, HUF, NRIs, etc.) are also required to send scanned copy (PDF/JPG format) of the relevant board resolution / authority letter, etc. together with the attested specimen signature(s) of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through email at: nilesh@ngshah.com with a copy marked to evoting@nsdl.co.in.
- n) 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> or call on toll free No. 1800-222-990.
- o) The voting rights of shareholders shall be in proportion to their shares of the paid-up equity share capital of the company as on the cut-off date (record date) of 15th September, 2016.
- p) If you are already registered with NSDL for e-voting then you can use your existing user ID and password/PIN for casting your vote.
- q) You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- r) Mr. Nilesh G. Shah, practicing Company Secretary (Membership No. FCS-4554, CP No. 2631 has been appointed as the Scrutinizer to scrutinize the E-voting process in a fair and transparent manner.
- s) The Scrutinizer shall after the conclusion of voting at AGM, first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and will make, not later than 48 hours of the conclusion of AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, forthwith to the Chairman of the Company or in his absence to a person authorised by him in writing, who shall countersign the Scrutinizer's Report and shall declare the result forthwith.
- t) The Results shall be declared on or after the AGM of the Company. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website www.garwarepoly.com and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by him in this behalf. The results shall also be uploaded on the BSE Listing Portal.

Registered Office

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Aurangabad – 431 133.
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Registrar and Share Transfer Agents

M/s. Link Intime India Private Limited
C-13, Pannalal Silk Mill Compound,
L.B.S. Marg, Bhandup (West),
Mumbai 400 078.
Tel: + 91-022 25946970