



INDAG RUBBER LIMITED

CIN : L74899DL1978PLC009038

Khemka House, 11 Community Centre , Saket, New Delhi-110017, Ph. : 011-26963172-73, Fax : 011-26856350
E-mail : info@indagrubber.com, Website : www.indagrubber.com

NOTICE OF THE POSTAL BALLOT

[Pursuant to Section 110 of The Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014]

To

The Members,

Notice is hereby given to the Members of Indag Rubber Limited pursuant to the provisions of Section 110 and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, as amended from time to time, and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 for seeking consent of the Members of the Company by passing resolution(s) by way of special business-

SPECIAL BUSINESS

ITEM NO.1

Reappointment of Mr. P. R. Khanna (DIN-00048800) as an Independent Director for a second consecutive term of 5 years.

To consider and if thought fit, to give assent to the following resolution as **Special Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 149 and 152 and other applicable provisions of the Companies Act, 2013, Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV of the said Act and Regulation 16 (1)(b) and 17 (1A) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any amendments, statutory modifications and/or re-enactments thereof for time being in force and on the basis of recommendation of Nomination and Remuneration Committee, Mr. P. R. Khanna (DIN-00048800) who has attained the age over and above seventy five (75) years, be and is hereby re-appointed as an Independent Director of the Company for a second consecutive term of five (5) years commencing from April 01, 2019 till March 31, 2024, not liable to retire by rotation.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things as may be deemed proper and expedient to give effect to this Resolution.”

ITEM NO.2

Reappointment of Mr. R. Parameswar (DIN-01879913) as an Independent Director for a second consecutive term of 2 years.

To consider and if thought fit, to give assent to the following resolution as **Special Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 149 and 152 and other applicable provisions of the Companies Act, 2013, Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV of the said Act and Regulation 16 (1)(b) and 17 (1A) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any amendments, statutory modifications and/or re-enactments thereof for time being in force and on the basis of recommendation of Nomination and Remuneration Committee, Mr. R. Parameswar (DIN-01879913) who has attained the age over and above seventy five (75) years, be and is hereby re-appointed as an Independent Director of the Company for a second consecutive term of two (2) years commencing from April 01, 2019 till March 31, 2021, not liable to retire by rotation.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things as may be deemed proper and expedient to give effect to this Resolution.”

ITEM NO.3

Reappointment of Ms. Bindu Saxena (DIN-00167802) as an Independent Director for a second consecutive term of 5 years.

To consider and if thought fit, to give assent to the following resolution as **Special Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 149 and 152 and other applicable provisions of the Companies Act, 2013, Companies (Appointment and Qualifications of Directors) Rules, 2014, read with Schedule IV of the said Act and Regulation 16 (1)(b) and 17 (1A) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any amendments, statutory modifications and/or re-enactments thereof for time being in force and on the basis of recommendation of Nomination and Remuneration Committee, Ms. Bindu Saxena (DIN-00167802) aged 60 years, be and is hereby re-appointed as an Independent Director of the Company for a second consecutive term of five (5) years commencing from April 01, 2019 till March 31, 2024, not liable to retire by rotation.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things as may be deemed proper and expedient to give effect to this Resolution.”

**By order of the Board of Directors
For Indag Rubber Limited**

Sd/-

**Manali D. Bijlani
(Company Secretary)**

FCS-4704

Date : March 25, 2019

Place : New Delhi

NOTES:

1. An Explanatory Statement pursuant to Section 102 read with Section 110 of the Companies Act, 2013 in respect of all the businesses specified above is annexed hereto along with the Postal Ballot Form for your consideration.
2. The Notice is being sent to all the Members, whose names would appear in the Register of Members/ Record of Depositories as on the close of working hours on March 22, 2019.
3. Members who have registered their email-IDs for receipt of documents in electronic mode are being sent the Notice of Postal Ballot by e-mail and others are sent by post along with Ballot Form.
4. Members can opt for only one mode of voting i.e. either by Postal Ballot or through remote e-Voting. In cases where Members cast their votes through both modes, votes cast electronically (“remote e-Voting”) shall be treated as valid and votes cast through Postal Ballot Forms will be treated as invalid.

5. The Postal Ballot Form together with the self-addressed Business Reply Envelope is enclosed for the use of the member. Please carefully read the instructions printed on the enclosed Postal Ballot Form before exercising your vote and return the Form duly completed, signifying your assent or dissent, in the attached self-addressed, postage pre- paid envelope, so as to reach the Scrutinizer within a period of 30 days from the date of dispatch of notice i.e. before the close of working hours on Friday, April 26, 2019.
6. The Company is pleased to offer e-voting facility as an alternate, for all its members to enable them to cast their vote electronically instead of dispatching Postal Ballot. In case a member desires to exercise his vote by using e-voting facility then he has to carefully follow the instructions as given for e-voting printed on the back side of the Postal Ballot Form. He can use the facility and log-in any number of times till he has voted on all the Resolution(s).
7. The e-Voting period shall commence on Thursday, March 28, 2019 at 9:00 a.m. (IST) and end on Friday, April 26, 2019 at 5:00 p.m. (IST). The e-Voting will be blocked by NSDL thereafter. During this period, Members of the Company holding shares either in physical or dematerialised form, as on the cut-off date, i.e. Friday, March 22, 2019, may cast their vote electronically.
8. Members, irrespective of who have registered their e-mails for receipt of documents in electronic mode under the green initiative and who wish to vote through Postal Ballot Form, can seek Duplicate Form from Registered Office of the Company and send the same by post to the Registered Office of the Company addressed to the Scrutinizer, on their own cost and expense.
9. Members may contact Company Secretary, for any grievances connected with voting by postal ballot including voting by electronic means at the Registered Office of the Company at Khemka House, 11, Community Center, Saket, New Delhi-110017.
10. The Board of Directors of the Company has appointed Mr. Kanishk Arora, FCS No.-9575, CP No.-13253, Practicing Company Secretary, of M/s. Kanishk Arora & Associates, as Scrutinizer for conducting the Postal Ballot voting process in accordance with the law and in a fair and transparent manner.
11. The Scrutinizer will submit his Report after completion of the scrutiny, addressed to the Whole Time Director & CEO on April 27, 2019. The Whole Time Director & CEO will, or in his absence any other person so authorized by him will announce the result of voting by postal ballot on April 27, 2019. The Scrutinizer's decision on the validity of the Postal Ballot shall be final.
The results of the Postal Ballot along with the scrutinizer's report will also be displayed on the website of the Company www.indagrubber.com besides being communicated to the Bombay Stock Exchange where the shares of the Company are listed.
12. Resolution passed by the members through Postal Ballot is deemed to have passed effectively at a General Meeting of the Members.

EXPLANATORY STATEMENT

(PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013)

ITEM No.1 to 3

Re-appointment of Mr. P. R. Khanna, Mr. R. Parameswar and Ms. Bindu Saxena as the Independent Directors of the Company for a second consecutive term.

Mr. P. R. Khanna (DIN : 00048800), Mr. R. Parameswar (DIN : 01879913) and Ms. Bindu Saxena (DIN: 00167802) were appointed as Independent Directors of the Company to hold office up to March 31, 2019.

Pursuant to the provisions of Section 149 of the Companies Act, 2013 a person can be reappointed as an Independent Director for a second consecutive term with the approval of the Members by way of special resolution. Further, Regulation 17 (1A) of SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 requires that any Non-Executive Director who has attained the age of 75 years or more cannot be appointed or continue as a Non-Executive Director in any listed company, unless a special resolution is passed to that effect.

The Board of Directors, at its meeting held on February 12, 2019 has reappointed Mr. P. R. Khanna and Ms. Bindu Saxena for a second consecutive term of five (5) years with effect from April 01, 2019, while Mr. R. Parameswar for second consecutive term of two (2) years with effect from April 01, 2019.

(i) Mr. P. R. Khanna

Mr. P. R. Khanna was born in Delhi on July 02, 1933. He holds a Bachelors' degree in Commerce from Delhi University (1952) and is a Fellow Member of the Institute of Chartered Accountants of India (1955).

Mr. P. R. Khanna was a Senior Partner in Khanna & Annadhanam, Chartered Accountants for over four decades, before retiring in 1998. He was also Partner-In-Charge of Delhi office of Deloitte Haskins & Sells, Chartered Accountants till 1996.

As an eminent Chartered Accountant, he was associated with both Public and Private sectors in Banks, Institutions, Manufacturing and Service industry.

Mr. P. R. Khanna has served as Central Council Member of ICAI for a term of three years in 1979. With his expertise, skills and knowledge, he was a visiting faculty for various courses designed by State Bank of India, Controller and Auditor General of India and Reserve Bank of India.

Mr. P. R. Khanna has held many senior level positions and had represented on various government bodies, being Chairman/Member of the Expert Group(s) of Reserve Bank of India and ICRA.

Mr. P. R. Khanna has also served on the Board of various companies, which includes State Bank of India, Geoffrey Philips India Ltd, AC Nelson ORG Marg (P) Ltd, DCM, Ansal Properties & Infrastructure Ltd, among others.

Mr. P. R. Khanna has been serving on the Board of your company for more than three decades. He brings independent judgement on various matters and provides valuable guidance and inputs in all matters pertaining to the financial statements. Mr. Khanna is physically fit and has actively participated in the meetings of the Board of Directors and Committees thereof, held during the financial year 2018-2019.

Details of attendance of Mr. P. R. Khanna at the Board and Annual General Meetings held during last five financial years are given below:

Financial Year	Board Meeting	AGM
2018-2019	9 of 9	Present
2017-2018	3 of 4	Present
2016-2017	8 of 8	Present
2015-2016	5 of 5	Present
2014-2015	6 of 6	Present

Mr. P. R. Khanna also serves as Chairman of Nomination & Remuneration Committee and Member of Corporate Social Responsibility Committee and Audit Committee of your company.

(ii) Mr. R. Parameswar

Mr. R. Parameswar was born in Kerala on May 17, 1933. He holds a Masters' degree in History from the University of Madras and joined the Indian Accounts and Audit Service (IAAS).

Mr. Parameswar has served the Central Government as Joint Secretary to Cabinet and Additional Secretary in Ministry of Personnel. He retired as Deputy Comptroller & Auditor General of India (IAAS). He has also served as a Resource Person for the Securities and Exchange Board of India (SEBI) and functioned as a Director of the Delhi Stock Exchange. Mr. Parameswar has been on the Boards of various Companies as Director nominated by financial institutions and Board for Industrial and Financial Reconstruction (BIFR).

Mr. Parameswar joined the Board of Directors of the Company in the year 1993. The Company has immensely benefitted from his rich experience, knowledge, guidance and expertise especially in the field of accounts and audit. He has been providing valuable suggestions to the Company's management and expresses his views articulately. He is physically fit and has been actively participating in all the Board meetings of the company.

Details of attendance of Mr. Parameswar at the Board and General Meetings held during last five (5) financial years are given below:

Financial Year	Board Meeting	AGM
2018-2019	9 of 9	Present
2017-2018	4 of 4	Present
2016-2017	8 of 8	Present
2015-2016	5 of 5	Present
2014-2015	5 of 6	Present

Mr. Parameswar also serves as a Chairman of Audit Committee and Stakeholders' Relationship Committee and Member of Nomination & Remuneration Committee of your company.

(iii) Ms. Bindu Saxena

Ms. Bindu Saxena was born in Uttar Pradesh on May 20, 1958. She has Bachelors' degree in Commerce and Law from Lucknow University.

Ms. Saxena is a partner of Swarup & Company, Solicitors & Advocates for more than two (2) decades. She has spent over three (3) decades in law practice and has vast experience and expertise, inter-alia, in corporate laws & governance, mergers, acquisitions, takeovers, restructuring and corporate advisory. Ms. Saxena regularly appears in the Supreme Court and High Courts of India, besides handling arbitrations, mediations and international legal disputes. Ms. Saxena also holds directorships in various companies.

Ms. Saxena was appointed as an Independent Director for a term of five (5) years on October 08, 2014. Her vast experience, expertise and knowledge have benefitted the company. She contributes, advises and provides valuable suggestions on various items discussed in the meetings of the Board and Committee.

Details of attendance of Ms. Saxena at the Board and General Meetings held during last five (5) financial years are given below:

Financial Year	Board Meeting	AGM
2018-2019	5 of 9	Present
2017-2018	3 of 4	Absent
2016-2017	4 of 8	Absent
2015-2016	5 of 5	Present
2014-2015	3 of 3	Not Applicable

Ms. Saxena also serves as a Member of Nomination & Remuneration Committee of your company.

Apart from the above information, additional disclosures as required pursuant to Regulation 36 (3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards (SS-2) are stated in the table annexed hereto.

Based on the performance evaluation of each of the aforesaid Directors, the Board found that the Directors were well qualified and had individually and collectively functioned constructively in the best interests of the Company.

The Company has received declarations from the above said directors to the effect that they meet the criteria of independence as prescribed in Section 149(6) of the Act and Regulation 16(1) (b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. None of the above said directors are disqualified from being appointed as Directors in terms of Section 164 of the Act and have given their consent to act as Directors. Mr. P. R. Khanna, Mr. R. Parameswar and Ms. Bindu Saxena are not debarred from holding the office of Director pursuant to any SEBI order or any such authority.

Board recommends passing of the Special Resolutions as stated at Item no. 1 to 3 of the Notice for reappointment of the Independent Directors.

Except for the respective directors being interested in their own reappointments, none of the Directors and/or Key Managerial Personnel of the Company and their relatives is, in any way, concerned or interested, in the special resolution set out at item no. 1 to 3 of the Notice.

Annexure-A

Details of the Directors seeking re-appointment through Postal Ballot [Pursuant to Regulation 36 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015]

Name	Mr. P. R. Khanna	Mr. R .Parameswar	Ms. Bindu Saxena
DIN	00048800	01879913	00167802
Date of Birth/ Age	02.07.1933 (85 Years)	17.05.1933(85 Years)	20.05.1958 (60 Years)
Date of first appointment	08.09.1983	27.04.1993	08.10.2014
Date of appointment in present tenure	25.07.2014	25.07.2014	08.10.2014
Inter-se relationship between Directors and other Key Managerial Personnel	NIL	NIL	NIL
Qualification/ Expertise/ Experience	Member of the Institute of Chartered Accountants of India. Mr. P. R. Khanna has been actively involved in the profession since last 50 years. He has been on the Board of various organizations and National Banks.	Post Graduate (History). Indian Audit and Accounts Service. Mr. Parameswar retired as Deputy Comptroller and Auditor General of India. After retirement, Mr. Parameswar has been actively involved in various committees of the Central and State Governments and had undertaken consultancy assignments for Central Public Sector Undertakings.	Ms. Saxena is a senior lawyer and partner of M/s. Swarup & Co. She has a rich experience of more than 30 years in Merger and acquisition, Restructuring and Corporate Advisory.
Directorships held in other entities	<ul style="list-style-type: none"> - DCM Shriram Industries Ltd. (Listed) - Uniproducts India Limited (Unlisted) - C & S Electric Ltd. (Unlisted) - Select Infrastructure Pvt Ltd. SUN Renewables WH (P) Limited 	NIL	<ul style="list-style-type: none"> - Nectar Enterprises Pvt. Limited - VIS Legis Consult Private Limited - Dev Valley Devcon Private Limited - Inox Wind Limited (Listed)
Memberships/ Chairmanship in Committees of Companies (includes only Audit Committee and Stakeholder Relationship Committee)	<ul style="list-style-type: none"> - DCM Shriram Industries Ltd. (Member of Audit Committee and Stakeholders' Relationship Committee) - Uniproducts India Limited (Member of Audit Committee) - C & S Electric Ltd. (Member of Audit Committee) 	NIL	Inox Wind Limited (Member of Audit Committee)
Shareholding, if any, in the Company	NIL	NIL	NIL
Terms & Conditions of Appointment including remuneration	Mr. Khanna will be appointed for a second consecutive term of upto 5 years w.e.f April 01, 2019 as an Independent Director of the Company. The terms & conditions of his appointment including remuneration shall be governed by the Letter of appointment to be issued by the Company.	Mr. Parameswar will be appointed for a second consecutive term of upto 2 years w.e.f April 01, 2019 as an Independent Director of the Company. The terms & conditions of his appointment including remuneration shall be governed by the Letter of appointment to be issued by the Company.	Ms. Saxena will be appointed for a second consecutive term of upto 5 years w.e.f April 01, 2019 as an Independent Director of the Company. The terms & conditions of her appointment including remuneration shall be governed by the Letter of appointment to be issued by the Company.
No. of Meetings of the Board attended during year 2018-19	9 of 9	9 of 9	5 of 9
Details of remuneration last drawn (2017-18) (Sitting fee plus commission)	Sitting fee : Rs. 5.90 lacs Commission : Rs. 8.06 lacs Total : Rs.13.96 lacs	Sitting fee : Rs. 7.70 lacs Commission : Rs.8.06 lacs Total : Rs.15.76 lacs	Sitting fee : Rs. 3.90 lacs Commission : Rs. 4.50 lacs Total : Rs.8.40 lacs

**By order of the Board of Directors
For Indag Rubber Limited
Sd/-
Manali D. Bijlani
(Company Secretary)
FCS-4704**

**Date : March 25, 2019
Place : New Delhi**



INDAG RUBBER LIMITED

CIN : L74899DL1978PLC009038

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POSTAL BALLOT FORM

- | Sl. No. | Particulars | Details | Serial No |
|---------|---|---------|-----------|
| 1. | Name & Address of the Sole/ First named Member as registered with the Company | | |
| 2. | Name(s) of the joint Member(s), if any, registered with the Company | | |
| 3. | Registered Folio No./ DPID No.* & Client ID No.* :
(*Applicable to investors holding shares in dematerialized form) | | |
| 4. | Number of shares held | | |
| 5. | I/ We hereby exercise my/ our vote in respect of the Special Resolution(s) to be passed through Postal Ballot for the business stated in the Postal Ballot Notice of the Company dated Monday, March 25, 2019 by conveying my/ our assent or dissent to the said Resolution, by placing the tick (✓) mark at the appropriate box below: | | |

Item No.	Description of Special Resolutions	No. of Shares	I / We assent to the Resolution (For)	I / We dissent to the Resolution (Against)
1.	Reappointment of Mr.P.R.Khanna (DIN-00048800) as an Independent Director for a second consecutive term of 5 years.			
2.	Reappointment of Mr.R.Parameswar (DIN-01879913) as an Independent Director for a second consecutive term of 2 years.			
3.	Reappointment of Ms.BinduSaxena (DIN-00167802) as an Independent Director for a second consecutive term of 5 years.			

Place :

Date : _____ (Signature of the Member)

The Company is pleased to offer all its Members, e-voting facility as an alternative mode for casting their votes electronically, instead of sending the postal ballot forms to the Scrutinizer

ELECTRONIC VOTING PARTICULARS

EVEN (E Voting Event Number)	USER ID	PAN/PASSWORD

Note : Please read the instructions carefully.

INSTRUCTIONS FOR POSTAL BALLOT

- A Member desiring to exercise his vote by Postal Ballot may complete this postal ballot form (no other form or photocopy thereof is permitted to be used for the purpose) and send it to the Scrutinizer in the attached self-addressed envelope. Postage will be borne and paid by the Company. However, envelope containing Postal Ballot, if deposited in person or sent through courier/ post at the expense of the Member will also be accepted.
- This postal ballot form should be completed and signed by the shareholder. In case of joint shareholding, this form should be completed and signed by the first named shareholder and in his/her absence, by the next named shareholder. However, where the form is sent separately by the first named shareholder and joint holder(s) the vote of the first named shareholder will be valid. Unsigned postal ballot forms will be rejected. Members are requested to fill the Postal Ballot Form in indelible ink (avoid filling it by using pencil, etc.)
- In case of equity shares held by companies, trusts, societies etc., the duly completed postal ballot form should be accompanied by a certified true copy of the board resolution/authority.
- The votes shall be cast either in favour or against the Resolution(s) by putting the tick mark (✓) in the column provided for assent or dissent. Incomplete, unsigned, incorrectly filled or bearing more than one (✓) Postal Ballot forms will be subject to rejection by the Scrutinizer.
- Duly completed envelopes addressed to the scrutinizer should reach Indag Rubber Limited, 11, Community Centre, Saket, New Delhi-110017 on or before Friday, April 26, 2019. Postal Ballot form received after this date will be strictly treated as if the reply from the members from the members has not been received.
- The Scrutinizer's decision on the validity of the Postal Ballot Form shall be final.
- The vote of a Member will be considered invalid on any of the following grounds:
 - if the Member's signature does not tally, or if the Postal Ballot Form is not signed as per the process mentioned above.
 - if the ballot paper is received torn or defaced or mutilated to an extent that is difficult for the Scrutinizer to identify either the identity of the Members or the number of votes as to whether the votes are in favour or against or inability of the signature to be verified or on or more of the above grounds.
 - Members(s) shall opt for one mode of voting. If a member has opted for e-voting then he should not vote by physical ballot and vice-versa. However, if the Members cast their vote by physical ballot as well as through e-voting, then the voting through electronic mode shall prevail.

P.T.O.

INSTRUCTIONS FOR E-VOTING

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2 : Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL : <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is :
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company. For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***.

5. Your password details are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need enter the 'initial password' and the system will force you to change your password.
 - c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "Forgot User Details/Password?" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) "Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for Members

1. 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. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to scrutinizer@indagrubber.com with a copy marked to evoting@nsdl.co.in.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the 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 the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
3. 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 download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in.