

# Ballarpur Industries Limited

(CIN: L21010MH1945PLC010337)

Regd. Office: P.O. Ballarpur Paper Mills - 442 901, Distt. Chandrapur, Maharashtra

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Phone: +91 07172-240262/200, Fax: +91 07172-240548

15<sup>th</sup> November, 2014

Joint Holder(s):

Dear Member,

**Subject: Voting through electronic means.**

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, Ballarpur Industries Limited ("the Company") is offering e-voting facility to its members in respect of the businesses to be transacted at the 69<sup>th</sup> Annual General Meeting (AGM).

The Company has engaged the services of National Securities Depository Ltd ("NSDL") to provide 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:

Registered Folio No. / DPID/Client ID	Number of shares held	Date of 69 <sup>th</sup> AGM	EVEN (E-voting Event No.)
		Friday, 19th December, 2014 at 12:00 noon	
Commencement of e-voting	End of e-voting	User ID	Password/PIN
Saturday, 13th December, 2014 (9:00 a.m. IST)	Monday, 15th December, 2014 (6:00 p.m. IST)		

The cut-off date (i.e. the record date) for the purpose of e-voting is 14<sup>th</sup> November, 2014.

Please read the instructions printed overleaf before exercising your vote. This communication forms an integral part of the Notice dated 11<sup>th</sup> November, 2014 for 69<sup>th</sup> AGM.

The Notice of the 69<sup>th</sup> AGM and this communication are also available on the website of the Company at [www.bilt.com](http://www.bilt.com)

For Ballarpur Industries Limited

Sd/-  
**Akhil Mahajan**  
Chief General Manager & Company Secretary

**You are requested to follow the instructions below to cast your vote through e-voting:**

- i. EVEN (E-Voting Event Number), User ID, Password (Initial), Evoting Period/other details etc have been provided in the table overleaf. Please note that the Password is an Initial Password.
- ii. Launch internet browser by typing URL: <https://www.evoting.nsdl.com>
- iii. Click on "Shareholder-Login".
- iv. In case you are already registered with NSDL for e-voting then you can use your existing user ID and password else, put user ID and password as initial password/PIN noted in step (i) above. Click Login.
- v. Password change menu will appear. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note the new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- vi. Once the e-voting Home page opens, Click on "e-voting": Active Voting Cycles.
- vii. Select "EVEN (E-Voting Event No.)" of Ballarpur Industries Limited as mentioned overleaf.
- viii. Now you are ready for "e-voting" as "Cast Vote" page opens.
- ix. Cast your vote by selecting appropriate option and click "Submit" and also "Confirm" when prompted.
- x. Upon confirmation, the message "Vote cast Successfully" will be displayed.
- xi. Once you have voted for resolution, you will not be allowed to modify your vote.
- xii. 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 : [pbalodia@gmail.com](mailto:pbalodia@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). You can also forward the documents at the Company's email ID: [sectdiv@bilt.com](mailto:sectdiv@bilt.com).
- xiii. In case of any queries you may refer the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the "downloads" section of <https://www.evoting.nsdl.com> or contact NSDL by email at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

Share Transfer Agent: M/s. RCMC Share Registry Pvt. Ltd.  
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B-25/1, First Floor, OKHLA Industrial Area Phase – II,  
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