

# AMINES & PLASTICIZERS LIMITED

Regd. Office: Poal and Enclave, C/o. Pranati Builders Pvt. Ltd. Principal J.B. Road,  
Chenikuthi Guwahati, Assam - 781 003.

Corp. Office: 'D' Building, 6<sup>th</sup> Floor, Shivsagar Estate, Dr. Annie Besant Road,  
Worli, Mumbai - 400 018.

Tel No: 022 2493 5282/87 • Fax: 2493 8162,

CIN: L24229AS1973PLC001446 • Website: [www.amines.com](http://www.amines.com)



## NOTICE OF POSTAL BALLOT

(Pursuant to Section 110 of the Companies Act, 2013)

To,

The Members of Amines & Plasticizers Ltd.,

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) ("the Rules"), that the resolutions appended are proposed to be passed by way of E-voting/Postal Ballot. The Explanatory Statement pertaining to all the Resolutions setting out the material facts and the reasons thereof is annexed hereto along with the Postal Ballot Form. The Company has appointed Ms. Suman Makhija of M/s S.K. Makhija & Associates, Practising Company Secretary (CP No. 13322) as Scrutinizer for conducting the postal ballot process in a fair and transparent manner. In the event the draft resolutions as set out in the notice are assented to by the requisite majority by means of E-voting / Postal Ballot (whichever method the Shareholder opts for), they shall be deemed to have been passed as Special Business at an Extraordinary General Meeting.

You are requested to carefully read the instructions printed in the Postal Ballot Form and return the Form duly completed in the attached self addressed, postage prepaid envelope, so as to reach the Scrutinizer on or before the close of working hours on the **7<sup>th</sup> February, 2015**. The Ballot Form received after the said date will be treated as not to have been received. The Scrutinizer will submit her report to the Chairman after completion of the scrutiny and the result of the voting by postal ballot/Evoting will be declared on 12<sup>th</sup> February, 2015 at the Company's Corporate office at Mumbai. The date of announcement of the result of Postal Ballot shall be considered as the date of passing of the said resolutions. For detailed instruction on E-voting/Postal Ballot, please refer to the notes appended to this Notice and the Postal Ballot Form, respectively.

### SPECIAL BUSINESS:

1. **Sub-Division of Equity Shares from the Face Value of ₹ 10/- per share to ₹ 2/- per share:**

**To consider and if thought fit, to pass the following resolution as an Ordinary Resolution:**

**"RESOLVED THAT** pursuant to the provisions of Section 61 (1) (d) and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification(s) or re-enactment thereof, for the time being in force) and the provisions of the Memorandum and Articles of Association of the Company and subject to such approvals, consents, permissions and sanctions as may be necessary from the concerned authorities or bodies, 1,25,00,000 Equity Shares having a face value of ₹ 10/- each in the Authorized Share Capital of the Company be sub-divided into 6,25,00,000 Equity Shares having a face value of ₹ 2/- each."

**“RESOLVED FURTHER THAT** upon the sub-division of the Equity Shares as aforesaid, the existing Share Certificate(s) in relation to the existing Equity Shares of the face value of ₹ 10/- each held in physical form shall be deemed to have been automatically cancelled and be of no effect on and from the Record Date and the Company may without requiring the surrender of the existing Share Certificate(s) directly issue and despatch the new Share Certificate(s) of the Company, in lieu of such existing issued Share Certificate(s) and in the case of the Equity Shares held in the dematerialized form, the number of sub-divided Equity Shares be credited to the respective beneficiary accounts of the Shareholders with the Depository Participants, in lieu of the existing credits representing the Equity Shares of the Company before sub-division.”

**“RESOLVED FURTHER THAT** the Board of Directors of the Company (“the Board”), (which expression shall also include a Committee thereof) be and is hereby authorized to do all such acts, deeds, matters and steps as may be necessary for obtaining such approvals in relation to the above and to execute all such documents, instruments and writings as may be required in this connection and to delegate all or any of the powers herein vested in the Board to any Committee thereof or to the Chairman & Managing Director or to the Company Secretary to give effect to the aforesaid resolution.”

**2. Alteration of the Memorandum of Association of the Company:**

**To consider and if thought fit to pass the following resolution as a Special Resolution:**

**“RESOLVED THAT** pursuant to the provisions of Section 13 and all other applicable provisions, if any, of the Companies Act, 2013, (including any statutory modification(s) or re-enactment thereof, for the time being in force), Clause V of the Memorandum of Association of the Company be and is hereby altered by substituting the following:

“V. The Nominal Share Capital of the Company is ₹ 15,00,00,000/- (Rupees Fifteen Crores) divided into 6,25,00,000 (Six Crores Twenty Five Lakhs) Equity Shares of ₹ 2/- (Rupees Two) each and 2,50,000 (Two Lacs Fifty Thousand) Preference Shares of ₹ 100/- (Rupees One hundred) each with power to increase and reduce the capital of the Company and to divide the shares in the capital for the time being into several classes and to attach thereto respectively such preferential, qualified or special rights, privileges or conditions as may be determined by or in accordance with the Articles of the Company for the time being and to vary, modify or abrogate any such rights, privileges or conditions in such manner as may be permitted by the Act or provided by the Articles of the Company for the time being.”

**RESOLVED FURTHER THAT** the Board of Directors of the Company (“the Board”), (which expression shall also include a Committee thereof) be and is hereby authorized to do all such acts, deeds, matters and steps as may be necessary for obtaining such approvals in relation to the above and to execute all such documents, instruments and writings as may be required in this connection and to delegate all or any of the powers herein vested in the Board to any Committee thereof or to the Chairman & Managing Director or to the Company Secretary to give effect to the aforesaid resolution.”

Place : Mumbai  
Date : 29.12.2014

By the order of the Board  
For **Amines & Plasticizers Ltd**

**Ajay Puranik**  
*Sr. Vice President (Corp. Affairs) &  
Company Secretary*

## Notes:

1. Explanatory Statements pursuant to Section 102 of the Companies Act, 2013 in respect of all the businesses specified above is annexed.
2. In terms of Section 110 of the Companies Act, 2013 read with the Rule 22 of the Companies (Management and Administration) Rules, 2014, the items of business as set out in the Notice are sought to be passed by E- voting / Postal Ballot.
3. Ms. Suman K Makhija, of M/s SK Makhija & Associates, Practising Company Secretary has been appointed as Scrutinizer for conducting the E-voting/Postal Ballot in accordance with the law in a fair and transparent manner.
4. The Company is pleased to offer E-voting facility to all its members to enable them to cast their votes electronically. This notice is being sent to all the members, whose names appear in the Register of Members/ Records of Depositories as on the close of working hours on 31st December, 2014 i.e. "the cut-off date". Voting Rights shall be reckoned on the paid-up value of the shares registered in the name of the members as on the cut-off date. E-voting is optional for members. The Postal Ballot Notice is sent electronically to all the shareholders who have registered their email addresses with the Company / Depositories and to other shareholders by Speed Post/ Registered Post/ courier.
5. The Postal Ballot form together with the self-addressed business reply envelope is enclosed for the use of the members. Please read carefully the instructions printed on the enclosed Postal Ballot form before exercising your vote and return the same duly completed, signifying your assent/dissent, in the attached self-addressed prepaid envelope, so as to reach the Scrutinizer on or before the close of working hours on 7<sup>th</sup> February, 2015.
6. The shareholders are requested to exercise their voting rights by using the attached original Postal Ballot form only.
7. Member desiring to exercise his vote by using E-voting facility, should carefully follow the instructions for E-voting printed in this notice. A member can log in any number of times till he has voted on all the resolutions or till the end of the Voting Period. (i.e. 7<sup>th</sup> February, 2015); whichever is earlier.
8. Members have an option to request for physical copy of the Postal Ballot form from our Registrar and Transfer Agent- M/S Sharepro Services (I) Pvt Ltd. 13 AB Samhita Warehousing Complex, 2<sup>nd</sup> Floor, Near Sakinaka Telephone Exchange, Andheri-Kurla Road, Sakinaka, Andheri (E), Mumbai – 400 072. Request can be sent through an e-mail to [anil.s@shareproservices.com](mailto:anil.s@shareproservices.com) / [indira@shareproservices.com](mailto:indira@shareproservices.com) by mentioning their Folio No. / DP Id And Client Id No.  
**However the duly completed Ballot Forms should reach the scrutinizer not later than 6.00 pm, on the 7<sup>th</sup> February, 2015 ( 6.00 PM. IST). Postal Ballot forms received after this date will be strictly treated as if the reply from the members has not been received.**
9. The Scrutinizer will submit her Report of the votes polled through E-voting/ Postal Ballot, to the Chairman. The Chairman will, or in his absence, any other person so authorized by him will, announce the results of Voting by Postal Ballot on 12<sup>th</sup> February, 2015 and the resolutions will be taken as passed effectively on the date of announcement of the results by Chairman or such authorized person. The Scrutinizer's decision on the validity of the votes cast through E-voting/Postal Ballot shall be final.  
The Results of the E-voting/Postal Ballot along with the Scrutinizer's Report will be posted on the Website of the Company [www.amines.com](http://www.amines.com) besides being communicated to the Stock Exchanges on which the shares of the Company are listed.
10. A copy of the Memorandum and Articles of Association of the Company along with the proposed amendment shall be open for inspection at the Registered Office of the Company during normal business hours from 10 AM to 5 PM on all working days upto the date of the declaration of the results of the E-voting/Postal Ballot.

## **EXPLANATORY STATEMENT**

**(Pursuant to the Provisions of Section 102 of the Companies Act, 2013)**

### **Item No. 1**

#### **Sub-Division of Equity Shares from the Face Value of ₹ 10/- per share to ₹ 2/- per share.**

The present paid up capital of the Company comprises of 5502000 Equity Shares of ₹ 10/- each, out of which 73.16% of shares are held by the Promoters Group and approximately upto 13% of shares are held by one single group not belonging to the present promoters. The free float of shares in the market for other retail investors is therefore very limited. The availability of shares of the Company in the Stock Market is minimal which results in lower liquidity and tradability in the counter. Splitting the Face Value of Equity Shares from ₹ 10/- per share to ₹ 2/- per share will increase the number of shares available in the market and may result in increasing the liquidity and greater retail participation. Keeping this in mind the Board of Directors of the Company ('the Board') in their meeting held on 29th December, 2014, considered it desirable to recommend the sub-division of 1,25,00,000 Equity Shares of ₹ 10/- each in the Authorized Share Capital of the Company into 6,25,00,000 Equity Shares of ₹ 2/- each, subject to the approval of the shareholders and such other authorities as may be necessary.

The Board recommends the resolution as set out in Item. No 1 of the accompanying notice for the approval of the members of the Company as an Ordinary Resolution.

None of the Directors/ Key- Managerial Personnel of the Company or their relatives are concerned or interested in the resolution except to the extent of their shareholding in the Company, if any.

### **Item No. 2**

#### **Alteration in Memorandum of Association of the Company.**

The proposed sub-division of the Face Value of the Equity Shares of the Company of ₹ 10/- each into denomination of ₹ 2/- each requires amendment to the Clause V of the Memorandum of Association of the Company. Clause V of the Memorandum of Association is proposed to be amended as set out in Item No. 2 of the accompanying Notice for reflecting the corresponding changes in the Authorized Share Capital of the Company, consequent to the proposed sub-division of 1,25,00,000 Equity shares of ₹ 10/- each to 6,25,00,000 Equity Shares of ₹ 2/- (Rupees Two) each.

The Board recommends the resolutions as set out in Item No. 2 of the accompanying Notice for the approval of the members of the Company as Special Resolution.

None of the Directors/ Key- Managerial Personnel of the Company or their relatives are concerned or interested in the resolution except to the extent of their shareholding in the Company, if any.

A copy of the Memorandum and Articles of Association of the Company along with the proposed amendment shall be open for inspection at the Registered Office of the Company during normal business hours from 10 AM to 5 PM on all working days upto the date of declaration of the results of the E-voting/ Postal Ballot.

Place : Mumbai  
Date : 29.12.2014

By the order of the Board  
For **Amines & Plasticizers Ltd**

**Ajay Puranik**  
Sr. Vice President (Corp. Affairs) &  
Company Secretary



## Amines & Plasticizers Limited

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Tel No: 022 2493 5282/87, Fax: 2493 8162, CIN: L24229AS1973PLC001446, Website: www.amines.com

### POSTAL BALLOT FORM

SERIAL NO.

- Name(s) of Shareholder(s)  
(including Joint Holders, if any) :
- Registered address of the sole/  
First named Shareholder :
- Registered Folio No./  
DP ID No. and Client ID No.\*  
(\* in case of shares held in demat form) :
- Number of Shares held :
- I/We hereby exercise my/our vote in respect of Resolutions to be passed through postal ballot for the business stated in the Notice of the Company dated 29<sup>th</sup>December, 2014 by sending my/our assent or dissent to the said resolutions, by placing the tick (✓) mark in the appropriate box below :

Item No.	Brief particulars of the item	No. of Shares	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1.	Ordinary Resolution under section 61(1)(d) of the Companies Act, 2013 for sub division of Equity Shares from Rs. 10/- per share to Rs. 2/- per share..			
2.	Special Resolution under section 13 of the Companies Act, 2013 for Alteration in Clause V of the Memorandum of Association of the Company			

Place:

Date:

Signature of the Shareholder

#### ELECTORNIC VOTING PARTICULARS

EVSN	USER ID	# DEFAULT PAN

# Since, you have not registered / updated your PAN with the Company / Depository Participant, please use this number in the PAN field for e-Voting login.

Notes:

- Last date for receipt of Postal Ballot Form by Scrutinizer is 7<sup>th</sup> February, 2015
- Please read the instructions printed over leaf carefully before completing form.

#### INSTRUCTIONS

- The votes should be cast either in favour or against by putting (✓) mark in the column provided for assent (FOR) or dissent (AGAINST). Postal ballot form bearing (✓) in both the column will render it invalid.
- A member can opt for only one mode of voting through Postal Ballot Form or through e-voting. In case you are opting for voting by Postal Ballot then please do not cast your vote by e-voting and vice-versa. In case Members cast their votes both by Postal Ballot and e-voting, the votes cast through e-voting shall prevail and the votes cast through Postal Ballot Form shall be considered invalid
- A member desiring to vote by postal ballot may 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, envelopes containing Postal Ballots, if sent by courier at the expense of the Registered Shareholder will also be accepted.
- The self addressed envelope bears the address of the scrutinizer appointed by the Board of Directors of the Company.
- This Postal Ballot Form should be completed and signed by the Shareholder as per the specimen signature registered with the Company. In case of joint holding this form should be completed and signed (as per the specimen signature registered with the Company) by the first named Shareholder and in her/his absence, by the next named Shareholder.
- Incomplete/ Unsigned Postal Ballot forms will be rejected.
- Duly completed Postal Ballot Form should reach to the Scrutinizer not later than the close of working hours on **7<sup>th</sup> February, 2015**. All Postal Ballot Forms received after this date will be treated as if reply from the Shareholder(s) has not been received.
- In case of 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/ Authorization giving requisite Authority.
- Voting rights shall be reckoned on the paid up value of the shares registered in the name of the Shareholders on **31<sup>st</sup> December, 2014**. No other form or photograph of the Postal Ballot Form will be permitted.
- Members are requested not to send any other paper along with the postal ballot form in the enclosed self addressed postage prepaid envelope in as much as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.

P.T.O.



## Amines & Plasticizers Limited

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Corp. Office: 'D' Building, 6<sup>th</sup> Floor, Shivsagar Estate, Dr. Annie Besant Road, Worli, Mumbai – 400 018.  
Tel No: 022 2493 5282/87, Fax: 2493 8162, CIN: L24229AS1973PLC001446, Website: www.amines.com

### POSTAL BALLOT FORM

SERIAL NO.

- Name(s) of Shareholder(s)  
(including Joint Holders, if any) :
- Registered address of the sole/  
First named Shareholder :
- Registered Folio No./  
DP ID No. and Client ID No.\*  
(\* in case of shares held in demat form) :
- Number of Shares held :
- I/We hereby exercise my/our vote in respect of Resolutions to be passed through postal ballot for the business stated in the Notice of the Company dated 29<sup>th</sup>December, 2014 by sending my/our assent or dissent to the said resolutions, by placing the tick (✓) mark in the appropriate box below :

Item No.	Brief particulars of the item	No. of Shares	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1.	Ordinary Resolution under section 61(1)(d) of the Companies Act, 2013 for sub division of Equity Shares from Rs. 10/- per share to Rs. 2/- per share..			
2.	Special Resolution under section 13 of the Companies Act, 2013 for Alteration in Clause V of the Memorandum of Association of the Company			

Place:

Date:

Signature of the Shareholder

#### ELECTORNIC VOTING PARTICULARS

EVSN	USER ID	# DEFAULT PAN

# Since, you have not registered / updated your PAN with the Company / Depository Participant, please use this number in the PAN field for e-Voting login.

Notes:

- Last date for receipt of Postal Ballot Form by Scrutinizer is 7<sup>th</sup> February, 2015
- Please read the instructions printed over leaf carefully before completing form.

#### INSTRUCTIONS

- The votes should be cast either in favour or against by putting (✓) mark in the column provided for assent (FOR) or dissent (AGAINST). Postal ballot form bearing (✓) in both the column will render it invalid.
- A member can opt for only one mode of voting through Postal Ballot Form or through e-voting. In case you are opting for voting by Postal Ballot then please do not cast your vote by e-voting and vice-versa. In case Members cast their votes both by Postal Ballot and e-voting, the votes cast through e-voting shall prevail and the votes cast through Postal Ballot Form shall be considered invalid
- A member desiring to vote by postal ballot may 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, envelopes containing Postal Ballots, if sent by courier at the expense of the Registered Shareholder will also be accepted.
- The self addressed envelope bears the address of the scrutinizer appointed by the Board of Directors of the Company.
- This Postal Ballot Form should be completed and signed by the Shareholder as per the specimen signature registered with the Company. In case of joint holding this form should be completed and signed (as per the specimen signature registered with the Company) by the first named Shareholder and in her/his absence, by the next named Shareholder.
- Incomplete/ Unsigned Postal Ballot forms will be rejected.
- Duly completed Postal Ballot Form should reach to the Scrutinizer not later than the close of working hours on **7<sup>th</sup> February, 2015**. All Postal Ballot Forms received after this date will be treated as if reply from the Shareholder(s) has not been received.
- In case of 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/ Authorization giving requisite Authority.
- Voting rights shall be reckoned on the paid up value of the shares registered in the name of the Shareholders on **31<sup>st</sup> December, 2014**. No other form or photograph of the Postal Ballot Form will be permitted.
- Members are requested not to send any other paper along with the postal ballot form in the enclosed self addressed postage prepaid envelope in as much as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.

P.T.O.



11. A Shareholder may request for the duplicate Postal Ballot Form, if so required. However, the duly filled in duplicated form should reach Scrutinizer not later than the close of working hours on **7<sup>th</sup> February, 2015**.
12. The result of the Postal Ballot will be declared at the Corporate Office of the Company as specified in the Notice. The result will be thereafter published in Newspapers and communicated to the Stock Exchange for the information of the Members. The result of the Postal Ballot will also be posted on the website of the Company [www.amines.com](http://www.amines.com)
13. E-voting will commence on **Friday, January 9, 2015 from 10.00 am and will end on Saturday, February 7, 2015 at 6.00 pm**. The e-voting module will be disabled for voting thereafter by CDSL. The right of voting by Postal Ballot/e-voting shall not be exercised by a Proxy.
14. The Scrutinizer's decision on the validity of a postal ballot form shall be final.

**The instructions for members for voting electronically are as under:-**

15. **The Company is pleased to offer e-voting facility as an alternate for its members to enable them to cast their votes electronically instead of dispatching Postal Ballot Form by post. For exercising e-voting facility, the User ID and Initial Password are provided at the bottom of the Postal Ballot Form and detailed procedure is enumerated below:**

**In case of members receiving e-mail CDSL:**

- (i) Open e-mail and open PDF file with your Client ID or Folio No. as password for e-voting. Please note that the password is initial password.
- (ii) Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (iii) Click on "Shareholders" tab.
- (iv) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below:

For Members holding shares in Demat Form and Physical Form	
PAN*	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> <li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the last 8 digits of the demat account/folio number in the PAN field.</li> <li>• In case the folio number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with folio number 100 then enter RA00000100 in the PAN field.</li> </ul>
DOB	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. <ul style="list-style-type: none"> <li>• Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter <b>the number of shares held by you as on the cut-off date in the Dividend Bank details field.</b></li> </ul>

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then reach directly the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN "Amines & Plasticizers Limited".
- (xii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xvii) If Demat account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Note for Non – Individual Shareholders and Custodians
  - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
  - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same
- (xix) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)

**In case of members receiving the physical copy:**

- (A) Please follow all steps from sr. no. (ii) to sr. no. (xiv) above to cast vote.
- (B) The voting period begins on **9<sup>th</sup> January, 2015 (10.00 am) and ends on 7<sup>th</sup> February, 2015 (6.00pm)**. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date **31<sup>st</sup> December, 2014**, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (C) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.co.in](http://www.evotingindia.co.in) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)

11. A Shareholder may request for the duplicate Postal Ballot Form, if so required. However, the duly filled in duplicated form should reach Scrutinizer not later than the close of working hours on **7<sup>th</sup> February, 2015**.
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**In case of members receiving e-mail CDSL:**

- (i) Open e-mail and open PDF file with your Client ID or Folio No. as password for e-voting. Please note that the password is initial password.
- (ii) Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (iii) Click on "Shareholders" tab.
- (iv) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) If you are a first time user follow the steps given below:

For Members holding shares in Demat Form and Physical Form	
PAN*	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> <li>• Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the last 8 digits of the demat account/folio number in the PAN field.</li> <li>• In case the folio number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with folio number 100 then enter RA00000100 in the PAN field.</li> </ul>
DOB	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. <ul style="list-style-type: none"> <li>• Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter <b>the number of shares held by you as on the cut-off date in the Dividend Bank details field.</b></li> </ul>

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then reach directly the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN "Amines & Plasticizers Limited".
- (xii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xvii) If Demat account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Note for Non – Individual Shareholders and Custodians
  - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
  - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same
- (xix) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)

**In case of members receiving the physical copy:**

- (A) Please follow all steps from sr. no. (ii) to sr. no. (xiv) above to cast vote.
- (B) The voting period begins on **9<sup>th</sup> January, 2015 (10.00 am) and ends on 7<sup>th</sup> February, 2015 (6.00pm)**. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date **31<sup>st</sup> December, 2014**, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (C) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.co.in](http://www.evotingindia.co.in) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)