



**SHELTER INFRA PROJECTS LIMITED**

**Eternity Building**, DN-1, Salt Lake City, Sector-V Kolkata; West Bengal; Postal Code: 700091  
Tel: 23576255/ 23576256/ 23576257 Fax: 23576253 Email: info@ccapltd.in Website: http://www.ccapltd.in

**CIN : L45203WB1972PLC028349**

**POSTAL BALLOT FORM**

1. Name(s) of Shareholder(s) :  
(in block letters)  
(including joint holders, if any)
  2. Registered address of the Sole/First named Shareholder :
  3. (i) Registered Folio No. :  
(ii) DP ID NO. \* :  
(iii) Client ID No.\* :  
(\*applicable to investors holding shares in dematerialised form)
  4. Number of shares held :
- 5 I / We hereby exercise my/our vote in respect of the Special Resolution to be passed through Postal Ballot for the business stated in the Notice of the Company by sending my/our assent or dissent to the said Resolution by placing the tick (✓) mark in the appropriate box below :

*(Please put a tick mark ✓ in the appropriate box)*

Item No.	Description	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent the Resolution (AGAINST)
1.	Increase in borrowing limits to Rs 80 cr or the aggregate of the paid up capital and free reserves of the Company, whichever is higher.			
2.	Creation of Charges on the movable and immovable properties of the Company, both present and future, in respect of borrowings.			
3.	To make investments in Securities of other bodies corporate.			
4.	Remuneration to Mr. Dwija Das Chatterjee, whole time director in case of inadequate profits.			

Place : \_\_\_\_\_

Date : \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Shareholder)

**Particulars for E-voting**

E-voting Event Number (EVEN)	User ID	Password

**\* Please read the instructions carefully before exercising your vote.**

## **Instructions for Members opting to vote by using the Postal Ballot Form**

1. Please complete and sign the Postal Ballot Form (no other form or photo copy thereof is permitted) and send it so as to reach the Scrutinizer appointed by the Board of Directors of the Company, Mr. A. K. Labh, Practising Company Secretary (Membership No. FCS 4848), of M/s. A. K. Labh & Co. Company Secretaries, Kolkata at the Registered Office of the Company in the enclosed postage pre-paid self-addressed envelope not later than close of working hours on Wednesday, 29th July, 2015 failing which, it will be strictly treated as if no reply has been received from the member(s).
2. A shareholder desiring to exercise his vote by Postal Ballot may complete this postal ballot form and send it to the Scrutinizer in the attached pre-paid self-addressed envelope. However, envelopes containing postal ballots, if deposited in person or sent by courier at the expense of the shareholder will also be accepted.
3. The self-addressed envelope bears the address of the Scrutinizer appointed by the Board of Directors of the Company.
4. This postal ballot form should be filled up and signed by the shareholder. 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 his absence, by the next named shareholder.
5. Voting rights in the Postal Ballot / e-voting cannot be exercised by Proxy.
6. Unsigned postal ballot forms will be rejected.
7. Where the postal ballot form has been signed by an authorized representative of a body corporate, a certified copy of the relevant authorization to vote on the Postal Ballot should accompany the postal ballot form. In case the Form is signed for or on behalf of the Government, the nomination of the concerned government in favour of such signatory should be enclosed with the Form.. A Member may sign the form through an Attorney appointed specifically for this purpose, in which case an attested true copy of the Power of Attorney should be attached to the postal ballot form.
8. A shareholder need not use all his votes nor he needs to cast all his votes in the same way.
9. Votes should be cast in case of each resolution, either in favour or against by putting the tick (✓) mark in the column provided in the Ballot.
10. Duly completed postal ballot forms should reach the Scrutinizer not later than the close of working hours on Wednesday, 29th day of July 2015. Any postal ballot form received after this date will be treated as if the reply from the shareholder has not been received.
11. Unsigned, incomplete, improperly or incorrectly tick marked Ballot Forms will be rejected. A Form will also be rejected if it is received torn, defaced or mutilated to an extent which makes it difficult for the Scrutinizer to identify either the Member or as to whether the votes are in favour or against or if the signature cannot be verified.
12. A shareholder may request for a duplicate postal ballot form, if so required. However, the duly filled in duplicate postal ballot form should reach the Scrutinizer not later than the date specified at item 10 above.
13. Voting rights shall be reckoned on the paid up value of shares registered in the name of the shareholder on the cut-off date (12th June 2015).
14. Shareholders 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.
15. Pursuant to provisions of Section 110 of the Companies Act, 2013 read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing Agreement with Stock Exchanges, the Company is providing facility to members to exercise their right to vote for the resolutions proposed to be passed through postal ballot vide electronic means and the voting may be done through e-voting services provided by National Securities Depository Limited ("NSDL"). However, the e-voting is optional for the members.
16. The shareholders shall have one vote per equity share held by them as on the cut-off date (record date) of 12th June 2015. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders.
17. Shri Atul Kumar Labh, Practising Company Secretary (FCS - 4848 / CP - 3238) of M/s A. K. Labh & Co., Company Secretaries, Kolkata has been appointed as the Scrutinizer to conduct the entire postal ballot process in a fair and transparent manner.
18. Members are hereby informed that the votes cast electronically shall be treated as final, in case, votes are cast by any member through both the modes, i.e., electronically as well as by exercising the votes vide postal ballot forms.
19. The Scrutinizer's decision on the validity of the vote shall be final and binding.
20. Members may address any query to Eternity Building, DN-1, Salt Lake City, Sector-V Kolkata; West Bengal; Postal Code: 700091, at the Regd. Office of the Company or by e-mail to cs@ccapltd.in