



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

NOTICE OF POSTAL BALLOT **(Pursuant to Section 110 of the Companies Act, 2013)**

NOTICE is hereby given to the members of the Company pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013, (the "Act"), read together with the Companies (Management and Administration) Rules, 2014, including any statutory modification or re-enactment thereof for the time being in force that the resolutions appended below are proposed to be passed as Special Resolutions by way of Postal Ballot. An Explanatory Statement in terms of Section 102 of the Companies Act, 2013 pertaining to the said Resolution setting out material facts and the reasons thereof is annexed herewith.

Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014 provides that the consent of the Members for such resolution be obtained by means of Postal Ballot. Accordingly, the said draft of the Special Resolution and the Explanatory Statement pursuant to the provisions of Section 102 of the Act are being sent to you alongwith a Postal Ballot Form for your consideration. The Company has appointed Shri Arun Kumar Khandelia, Practicing Company Secretary (FCS-3829 / CP-2270) of M/s K Arun & Co. Company Secretaries, Kolkata as Scrutinizer for conducting the Postal Ballot process in a fair and transparent manner.

You are requested to carefully read the instructions printed on the postal ballot form and return the form duly completed, in all respects, in the enclosed self-addressed postage pre-paid envelope so as to reach the Scrutinizer on or before the close of working hours on Sunday 31st December 2017 at 5.00 P.M.

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. The shareholders shall have one vote per equity share held by them as on the cut-off date (record date) of 24th November 2017. The facility of e-voting would be provided once for every folio / client id, irrespective of the number of joint holders. 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. The Scrutinizer's decision on the validity of the vote shall be final and binding. The e-voting instructions are separately enclosed. Members are requested to read the instructions printed therein carefully to cast their votes through electronic mode.

The scrutinizer, after completion of the scrutiny, will submit his report to the Chairman and the results of the postal ballot will be declared at the Registered Office of the Company by Monday, 2nd January , 2017 at 5:00 P.M.

SPECIAL RESOLUTION :

- 1. For transaction with Akankha Nirman Private Limited (CIN- U26941WB1993PTC058838), being a related party for sale/disposal the property situated at CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106 under Section 188 of the Companies Act, 2013 and Rules thereunder and Regulation 23 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015: .**

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

"RESOLVED THAT pursuant to the provisions of Section 188 and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) (the "Act") read with the Rule 15 of the Companies (Meetings of Board and Its Powers) Rules, 2014 and Regulation 23 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, consent of the members be and is hereby accorded to the Board of Directors of the Company ("the Board" which expression shall also include any committee thereof) to enter into a **sale/disposal the property situated at CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106**, being a related party, with respect to the sale and transfer of the Company's Property consideration not exceeding Rs. 20 Crore."

"RESOLVED FURTHER THAT the Board be and is hereby authorized to do and perform or cause to be done or proposed all such acts, deeds, matters and things, as may be required or deemed necessary or incidental thereto and to settle and finalize all issues that may arise in this regard, without further referring to the Members of the Company, including without limitation, negotiating, finalizing and executing necessary agreements, memoranda, deeds of assignment/ novation/ conveyance and such other documents as may be deemed necessary or expedient in its own discretion and in the best interest of the Company."

“RESOLVED FURTHER THAT all actions taken by the Board in connection with any matter referred to or contemplated in any of the foregoing resolution are hereby approved, ratified and confirmed in all respect.”

2. Approval for sale/transfer of the undertaking of the Company pertaining exclusively to CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106

To consider and, if thought fit, to pass with or without modification, if any, the following resolution as a Special Resolution:

“**RESOLVED THAT** pursuant to the provisions of Sections 180(1)(a) and all other relevant provisions of the Companies Act, 2013 (“Act”), if any and the rules framed thereunder (including, any statutory modification(s) or amendment thereto or re-enactment thereof); the applicable law (including, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”)); the Memorandum and Articles of Association of the Company; and other applicable statutory provisions and regulations, if any, as amended from time to time and subject to such other necessary registrations, consents, permissions, approvals and sanctions required, if any, from any authorities under any laws or regulations or guidelines and subject to such terms and conditions as may be specified by any of them while granting any such approvals and which may be agreed to, in its sole discretion, by the Board of Directors of the Company (hereinafter referred to as the “Board”, which term shall include a duly constituted committee thereof and any person authorised by the Board in this behalf), the consent, authority and approval of the members of the Company, including confirmation of actions taken hitherto, be and is hereby accorded, to the Board to sell, transfer, dispose, assign or cause to be sold, assigned, transferred and delivered the undertaking of the Company pertaining exclusively to the property in Kolkata, namely “ CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106” by way of one or more transactions and to one or more persons, , at such price (payable/in cash), and at such time and in such manner ,with effect from such date and on such terms and conditions, and with such modifications as may be required, as the Board may deem fit and appropriate, without any further reference to or approval of the shareholders in this regard.

RESOLVED FURTHER THAT the Board be and is hereby authorised to do and perform or cause to be done all such acts, deeds, matters and things, including actions which may have been taken, as may be necessary, or deemed necessary or incidental thereto, to effect the sale and transfer of the undertaking of the Company in Kolkata; to undertake all actions and deeds as may be required in relation to the aforesaid sale/s, including determination of the purchaser/s, manner and mode of sale, consideration for sale, timing of sale, and related matters; finalizing, varying and settling the terms and conditions of the sale and transfer of the CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106; to settle and finalise all issues that may arise in this regard, without further referring to the members of the Company; to negotiate and finalize all relevant transaction documents (including providing such representations, warranties, indemnities and covenants, as may be required) and to execute, deliver and perform all such transaction documents, other contracts, deeds, undertakings and other documents and subsequent modifications thereto; to file applications and make representations in respect thereof and seek the requisite approvals from the relevant authorities and third parties, including governmental authorities and lenders; to suitably inform and apply to all the concerned authorities, including in respect of the requirements of the Central and/ or State Government(s) and/or local authorities; and to take all necessary steps in the matter as it may deem necessary, desirable or expedient, to give effect to the above resolution.

RESOLVED FURTHER THAT the Board be and is hereby authorised to delegate all or any of the powers or authorities herein conferred by this resolution, to any Director(s) or to any other official of the Company or to any Committee of Directors or any other Officer(s)/ Authorized Representative(s) of the Company or to engage any advisor, consultant, agent or intermediary, as may be deemed necessary to give effect to this resolution.”

Registered Office:

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CIN : L45203WB1972PLC028349

By Order of the Board,
For SHELTER INFRA PROJECTS LIMITED

RAHUL SRIVASTAVA
Company Secretary
Place : Kolkata

Dated : 14th November 2017

NOTES:

1. Statement setting out material facts pursuant to Section 102(1) of the Companies Act, 2013 and Rules made there under in respect of the business set out above is annexed hereto.
2. Notice along with Statement setting out material facts and the Postal Ballot Form is being sent to members:
 - a. whose names appear as Beneficial Owners as at the end of business hours on 24th November 2017 in the list of Beneficial Owners furnished by National Securities Depository Limited (“NSDL”) and Central Depository Services (India) Limited (“CDSL”)
 - b. whose names appear as Members in the Register of Members of the Company on 24th November 2017.
3. The voting rights of the Members shall be reckoned as on 24th November 2017 which is the cut-off date.
4. As per Section 110 of the Act, read with Rule 22 of the Companies (Management and Administration) Rules, 2014, Notice of Postal Ballot may be served on the Members, inter-alia, through electronic means. Members who have registered their e-mail IDs with depositories or with the Company, are being sent this Notice of Postal Ballot by e-mail and the members who have not registered their e-mail IDs will receive Notice of Postal Ballot alongwith Postal Ballot Form through post/courier. Members who have received Postal Ballot Notice by e-mail and who wish to vote through physical Form may download the Form attached in the email or from the ‘Investor Corner’ section on the Company’s website www.ccapltd.in and send the duly completed and signed Form to the Scrutinizer / Company.
5. Any query in relation to the resolutions proposed to be passed by Postal Ballot or any query pertains to e-voting may be addressed to the Eternity Building, DN-1, Salt Lake City, Sector-V Kolkata; West Bengal; Postal Code: 700091 at the Registered Office of the Company.



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ANNEXURE TO NOTICE

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

Explanatory Statement for Resolutions mentioned under Item Nos. 1 to 4 pursuant to Section 102 of the Companies Act, 2013 (hereinafter referred to as the “Act”)

Item No. 1:

Company has received One Time Settlement (OTS) proposal from State Bank of India on 20th September 2017 against the Credit Facilities availed by the Company Shelter infra Projects Limited. As per terms of OTS, the company have to pay aggregate amount of Rs.15,41,18,940.00 against the Ledger Outstanding Rs. 22,01,69,914.00(excluding accrued interest from the Date of NPA)as on 31.03.2017. Company have accepted OTS proposal and committed to act as per terms of Proposal. This OTS proposal will help companies complete pending work contracts and company will able to inter in new works contracts. Further Strategically this OTS proposal will support financial position of company.Board has approved Terms and Conditions mentioned in the One Time settlement proposal given by State Bank of India dated 06/10/2017.

Under the aforesaid circumstances, with an objective to improve the financial health and long term viability of the Company’s business by reduction of debt, pursuant to the recommendation of the audit committee, the board of directors at its meeting held on November 14, 2017 approved the sale and transfer of CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106 to a group company, as a going concern on slump sale basis for a lumpsum consideration of around Rs. 20 crore in cash, based on the competent valuation report as required by State Bank of India (the lead lending bank). The entire consideration will be utilised by company towards repayment of One time settlement offered by State Bank of India (the lead lending bank) subject to necessary approval as may be required in this regard.

Additional information required to be disclosed pursuant to Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014:-

- a) Name of the related party: AKANKHA NIRMAN PRIVATE LIMITED (CIN- U26941WB1993PTC058838).
- b) Name of the director or key managerial personnel who is related, if any: Mr. Anup Kumar Guin, And Supriyo Mukherjee.
- c) Nature of relationship: Akankha Nirman Private Limited is Sister Concern Company of Shelter Infra Projects Limited
- d) Nature, material terms, monetary value and particulars of the contract or arrangement: Sale and transfer of property situated at CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA to AKANKHA NIRMAN PRIVATE LIMITED, a group Company for a lumpsum consideration in cash of around Rs. 20 crore, as a going concern on slump sale basis.
- e) Any other information relevant or important for the members to take a decision on the proposed resolution: All important information forms part of the Statement setting out Material Facts pursuant to Section 102(1) of the Companies Act, 2013 which have been mentioned in the foregoing paragraphs.

Pursuant to Regulation 23 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, all entities falling under the definition “Related Party” shall abstain from voting in respect of the resolution proposed at item no. 2 of the notice, irrespective of whether the entity is a party to the particular transaction or not.

A copy of the Independent Valuation report for aforesaid Property , and draft of Sale Agreement are available for inspection by the Shareholders of the Company at the Registered Office during the office hours on any working day except Saturdays between 11.00 am and 1.00 pm.

None of the Directors/manager/key managerial personnel or any of the relatives of such, is/are interested or deemed to be interested or concerned financially or otherwise, in the above resolution.

Item No. 2:

As per Section 180(1)(a) of the Companies Act, 2013, the Board of Directors of the Company shall exercise the power to sell, lease or otherwise dispose of the whole or substantially whole of the undertaking of the Company, only with the consent of the Company by as Special Resolution. As per explanation to section 180(1)(a) of the Companies Act, 2013 (“Act”), since the value of aforesaid property exceeds twenty percent of the net worth of the Company during the previous financial year ended March 31, 2017, consent of the members would be required by way of a Special Resolution to sale and transfer the said property. Pursuant to provisions of Section 110 of the Act read with Companies (Management and Administration) Rules, 2014, the approval of the members has to be obtained, mandatorily through a Postal Ballot process.

Since the transaction of sale of aforesaid to related Party is outside the ordinary course of business, the approval of the members of the Company under section 188 of the Act is being sought by way of a Special Resolution as set out at item no. 1 for the Property Transfer transaction.

None of the Directors/manager/key managerial personnel or any of the relatives of such, is/are interested or deemed to be interested or concerned financially or otherwise, in the above resolution.

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CIN : **L45203WB1972PLC028349**

**By Order of the Board,
For SHELTER INFRA PROJECTS LIMITED**

**RAHUL SRIVASTAVA
Company Secretary**

Place : Kolkata

Dated : 14th November 2017



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E-Voting instructions for postal ballot

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 Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 with Stock Exchanges, the Company is providing facility to members to exercise their right to vote for the resolution 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. The shareholders of the Company, holding shares either in physical form or in dematerialized form, **as on the cut-off date (record date) of 24th November 2017**, may cast their vote electronically.

Voting through electronic means

The instructions for Shareholders for e-voting are as under:

(a) In case of Shareholders’ receiving e-mail from NSDL

- (i) **Open e-mail 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 for e-voting. Please note that the password is an initial password.**
NOTE: Shareholders already registered with NSDL for e-voting will not receive the PDF file “Remote e-voting.pdf”.
- (ii) **Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>**
- (iii) **Click on Shareholder - Login**
- (iv) **Put your user ID and password & Click - Login.**
- (v) **Password change menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof. Note 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) **Home page of e-Voting opens. Click on e-Voting: Active Voting Cycles.**
- (vii) **Select “EVEN” of Shelter Infra Projects Limited**
- (viii) **Now you are ready for e-Voting as Cast Vote page opens**
- (ix) **Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.**
- (x) **Upon confirmation, the message “Vote cast successfully” will be displayed**
- (xi) **Once you have voted on the resolution, you will not be allowed to modify your vote**
- (xii) **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. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail karun@cskarun.com with a copy marked to evoting@nsdl.co.in.**

(b) In case of Shareholders’ receiving Postal Ballot Form by Post:

- (i) **Initial password is provided as below/at the bottom of the Postal Ballot Form.**

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

- (ii) **Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.**
- (c) **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 www.evoting.nsdl.com.**
- (d) **If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.**
In case Shareholders are holding shares in demat mode, USER-ID is the combination of (DPID+ClientID).
In case Shareholders are holding shares in physical mode, USER-ID is the combination of (Even No+Folio No).
- (e) **Shareholders who forgot the User Details/Password can use “Forgot User Details/Password?” or “Physical User Reset Password?” option available on www.evoting.nsdl.com.**



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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.	For transaction with Akankha Nirman Private Limited (CIN- U26941WB1993PTC058838), being a related party for sale/disposal the property situated at CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106 under Section 188 of the Companies Act, 2013 and Rules thereunder and Regulation 23 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015:			
2.	Approval for sale/transfer of the undertaking of the Company pertaining exclusively to CCAPERS, IB-163, SALT LAKE, SECTOR III, KOLKATA 700106			

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, Arun Kumar Khandelia, Practicing Company Secretary (FCS-3829 / CP-2270) of M/s K Arun & 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 Sunday, 31st November, 2017 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 (24th November 2017).
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 Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 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 Arun Kumar Khandelia, Practicing Company Secretary (FCS-3829 / CP-2270) of M/s K Arun & 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