



THE SANDESH LIMITED

CIN: L22121GJ1943PLC000183

Registered Office: 'Sandesh Bhavan', Lad Society Road,
B/h. Vastrapur Gam, P.O. Bodakdev, Ahmedabad-380054 (Gujarat-India)

Telephone No. (079) 40004000, Fax No.: (079) 40004242

Email ID: investorsgrievance@sandesh.com, Website: www.sandesh.com

Name and Registered Address of Shareholder :
(in block letters)

Registered Folio no. / DP ID no. / Client ID no. :

No. of shares held :

Dear Member,

Subject : Process and manner for availing E-voting facility

Pursuant to provisions of section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 the Company is pleased to offer e-voting facility to the members to cast their votes electronically as an alternative to participation at the 71st Annual General Meeting to be held on Friday, September 26, 2014, at 10:00 a.m. The Company has engaged the services of National Securities Depository Limited ("NSDL") to provide e-voting facilities. The e-voting facility is available at the link <https://www.evoting.nsdl.com>

The electronic voting particulars are set out below:

EVEN (E-voting event number)	User ID	Password / PIN
100823		

The e-voting facility will be available during the following voting period:

Commencement of e-voting	End of e-voting
September 20, 2014 (9:30 a.m.)	September 22, 2014 (5:00 p.m.)

Please read the instructions printed overleaf before exercising the vote.

These details and instructions form integral part of the Notice for the 71st Annual General Meeting to be held on September 26, 2014.

INSTRUCTIONS FOR E-VOTING

Members are requested to follow the instructions below to cast their vote through e-voting:

- a. User ID and Password for e-voting is provided in the table given on the face of this annexure to AGM Notice. Please note that the Password is an Initial Password.
- b. Launch the internet browser by typing the following:
 - i. Click on “Shareholder-Login:
 - ii. Put user ID and Password noted in step (a) above as the initial password. Click login. If you are already registered with NSDL for e-voting then you can use your existing User ID and Password for Login.
 - iii. If you are logging in for the first time, Password Change Menu appears. Change the Password of your choice with minimum 8 digits / characters or a combination thereof. Please note the new Password for all the future e-voting cycles offered on NSDL e-voting Platform. It is strongly recommended not to share your Password with any other person and take utmost care to keep your Password confidential.
 - iv. Home page of “e-voting” opens. Click on “e-voting” : Active Voting Cycles.
 - v. Select “EVEN (E-Voting Event Number)” of THE SANDESH LIMITED. For an EVEN, you can login any number of times on e-voting platform of NSDL till you have voted on the resolution during the voting period.
 - vi. Now you are ready for “e-voting” as “Cast Vote” Page opens.
 - vii. Cast your vote by selecting appropriate option and click “Submit” and also “Confirm” when prompted. Kindly note that vote once cast cannot be modified.
- c. 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 jignesh@gujoil.com with a copy marked to evoting@nsdl.co.in.
- d. Once the vote on a resolution is cast by the shareholder he/she shall not be allowed to change it subsequently.
- e. 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

Registered Office of the Company:

THE SANDESH LIMITED

CIN: L22121GJ1943PLC000183

Registered Office: ‘Sandesh Bhavan’, Lad Society Road,

B/h. Vastrapur Gam, P.O. Bodakdev,

Ahmedabad-380054 (Gujarat-India)

Telephone No. (079) 40004000,

Fax No.: (079) 40004242

Email ID: investorsgrievance@sandesh.com,

Website: www.sandesh.com