



TATA METALIKS LIMITED

Regd. Office: Tata Centre, 10th Floor, 43, J.L. Nehru Road, Kolkata - 700 071
Tel: +91 33 66134200 Fax: +91 33 22884372 e-mail: investors@tatametaliks.co.in
website : www.tatametaliks.com, CIN : L27310WB1990PLC050000

ATTENDANCE SLIP

(To be presented at the entrance)

27th ANNUAL GENERAL MEETING on WEDNESDAY, 26 JULY, 2017 at 10.30 A.M.
at "Kala Mandir", 48, Shakespeare Sarani, Kolkata 700017.

FOLIO NO. / DP ID & CLIENT ID:

NO OF SHARE(S):

Name of the Member:

Name of the Proxy Holder:

Member's Signature

Proxy holder's Signature

1. Only Member/ Proxy holder can attend the Meeting.
2. Member/ Proxy holder should bring his/her copy of the Annual Report for reference at the Meeting.



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PROXY FORM

(Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management & Administration) Rules, 2014)

Name of the Member(s) :

Registered Address :

REGISTERED FOLIO NO /
DP ID NO & CLIENT ID NO:

EMAIL ID:

I/ We, being the Member of Tata Metaliks Limited holding,

Equity Shares, hereby appoint.

(1) Name: _____ Address: _____

E-mail ID: _____ Signature: _____, or failing him / her

(2) Name: _____ Address: _____

E-mail ID: _____ Signature: _____, or failing him / her

(3) Name: _____ Address: _____

E-mail ID: _____ Signature: _____

.as my/our proxy to attend and vote (on a poll) for me/us and on my / our behalf at the 27th Annual General Meeting of the Members of the Company to be held on Wednesday, 26 July, 2017 at 10.30 a.m. at Kala Mandir, 48, Shakespeare Sarani, Kolkata 700017 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution Number	Resolution	Optional (✓)	
		For	Against
Ordinary Business:			
1	Consider and adopt the Audited Financial Statements of the Company for the financial year ended 31 March, 2017 and the Reports of the Board of Directors and the Auditors thereon.		
2	Declare dividend of Rs. 2.50/- per Equity Share of Rs. 10/- each for financial year 2016-17.		
3	Appointment of Director.		
4	Appointment of Statutory Auditors.		
Special Business:			
5	Appointment of Mr. Amit Ghosh as an Independent Director of the Company.		
6	Appointment of Dr. Rupali Basu as an Independent Director of the Company.		
7	Appointment of Mr. Sandeep Kumar as a Director of the Company.		
8	Appointment of Mr. Sandeep Kumar as Executive Director / Managing Director of the Company.		
9	Approval for Related Party Transaction.		
10	Ratification of Cost Auditors' remuneration.		

Signed this day of 2017.

Signature of Shareholder(s) _____ Signature of Proxy holders(s) _____

Affix
Revenue
Stamp

- Notes: 1) This Form of Proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company at Tata Centre, 10th Floor, 43, J.L. Nehru Road, Kolkata – 700 071, not less than 48 hours before the commencement of the Meeting.
2) The Proxy need not be a Member of the Company
3) Please put a (✓) in the appropriate column against the resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all the resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.
4) Appointing proxy does not prevent a Member from attending in person if he / she so wishes.
5) In case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.



06/17



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BALLOT FORM

**27th ANNUAL GENERAL MEETING on WEDNESDAY, 26 JULY, 2017 at 10.30 A.M.
at Kala Mandir, 48, Shakespeare Sarani, Kolkata 700017.**

FOLIO NO./ DP ID & CLIENT ID* : <small>*(Applicable to investors holding Shares in dematerialized form)</small>	NUMBER OF SHARE(S) :

I/We hereby exercise my/our vote in respect of the following Resolutions to be passed through Ballot / e-voting, by conveying my /our assent or dissent to the said Resolutions by placing tick (✓) mark in the appropriate box below:

Resolution Number	Description of Resolution	No of Ordinary Shares for which Votes Cast	I/We assent to the resolutions (FOR)	I/We dissent to the resolutions (AGAINST)
Ordinary Business:				
1	Consider and adopt the Audited Financial Statements of the Company for the financial year ended 31 March, 2017 and the Reports of the Board of Directors and the Auditors thereon.			
2	Declare dividend of Rs. 2.50/- per Equity Share of Rs. 10/- each for financial year 2016-17.			
3	Appointment of Director.			
4	Appointment of Statutory Auditors.			
Special Business:				
5	Appointment of Mr. Amit Ghosh as an Independent Director of the Company			
6	Appointment of Dr. Rupali Basu as an Independent Director of the Company.			
7	Appointment of Mr. Sandeep Kumar as a Director of the Company.			
8	Appointment of Mr. Sandeep Kumar as Executive Director / Managing Director of the Company.			
9	Approval for Related Party Transaction.			
10	Ratification of Cost Auditors' remuneration.			

Place :

Date :

(Signature of the Member)

For details of Resolutions refer Notice dated 1 June, 2017 for Annual General Meeting to be held on 26 July 2017.

ELECTRONIC VOTING

Pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015, the Company is pleased to offer e-voting facility to the Members as an alternative to exercise their right to vote by electronic means for the items of businesses to be transacted at Annual General Meeting (AGM) to be held on WEDNESDAY, 26 JULY 2017 at 10.30 A.M, through the services of National Securities Depository Limited (NSDL) as the Authorised Agency to provide e-voting facilities. The e-voting facility is available at <https://www.evoting.nsdl.com>. The e-Voting Particulars are set out as below:

EVEN (E Voting Event Number)	User ID	Password
106228		

The e-voting period commences on Sunday, 23 July, 2017 (from 9:00 hours) and ends on Tuesday, 25 July, 2017 (up to 17:00 hours). During this period shareholders' of the Company, may cast their vote electronically. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the shareholder, he/she shall not be allowed to change it subsequently.

The facility for voting through e-voting/ballot paper shall be made available at the AGM and Members attending the meeting who have not cast their vote by remote e-voting or ballot shall be able to exercise their right at the meeting through e-voting /ballot paper.

Note: Please read the instructions printed overleaf carefully before exercising your vote.

INSTRUCTIONS

1. GENERAL INFORMATION

- a) There will be one Ballot Form / e-voting for every Folio No. / Client ID No., irrespective of the number of joint holders.
- b) Members can opt for only one mode of voting i.e. either by Ballot or through e-voting. In case you are opting for voting by Ballot, then please do not cast your vote by e-voting and vice versa. In case Members cast their votes both by Ballot and e-voting, the votes cast through e-voting shall prevail and the votes cast through ballot form shall be considered invalid.
- c) The facility of voting rights through poll paper shall be made available at the AGM and the Members attending the meeting who have not cast their vote by remote e-voting / Ballot shall be able to exercise their right at AGM through Ballot.
- d) Voting rights in the Ballot / e-voting / Poll cannot be exercised by a proxy.

2. PROCESS FOR MEMBERS OPTING FOR VOTING BY BALLOT

- a) Members desiring to cast their vote by Ballot should complete and sign this Ballot Form and send it to the **Scrutineer**, at TATA METALIKS LTD, TATA CENTRE, 10th Floor, 43, J. L. NEHRU ROAD, KOLKATA - 700071, in the enclosed postage prepaid self-addressed envelope. Ballot Forms deposited in person or sent by post or courier at the expense of the Member will also be accepted.
- b) In case of joint holding, this Ballot Form should be completed and signed by the first named Member and in his absence by the next named Member.
- c) In respect of shares held by corporate and institutional shareholders (companies, trusts, societies, etc.), the completed Ballot Form should be accompanied by a Certified Copy of the relevant Board Resolution / appropriate Authorization, with the specimen signature(s) of the Authorized Signatory (ies) duly attested.
- d) The signature of the Member on this Ballot Form should be as per the specimen signature furnished by National Securities Depository Limited (NSDL) / Central Depository Services (India) Limited (CDSL) or registered with the Company, in respect of shares held in dematerialised form or in physical form, respectively.
- e) Completed Ballot Forms should reach to the Scrutineer not later than the close of working hours i.e Tuesday, 25 July, 2017 (5.00 p.m. IST). Ballot Forms received after this date will be considered as invalid.
- f) Ballot Forms which are incomplete or unsigned or defective in any manner are liable to be rejected. The Scrutineer's decision in this regard shall be final and binding.
- g) A Member seeking duplicate Ballot Form or having any grievance pertaining to the Ballot process can write to the Company's Registrar - R&D Infotech Pvt. Ltd. 1st Floor, 7A, Beltala Road, Kolkata – 700 026 or to their e-mail ID tml@rdinfotech.in or tml@rdinfotech.net. Duly completed and signed duplicate Ballot Forms should, however, reach to the Scrutineer not later than the close of working hours on Tuesday, 25 July, 2017 (5.00 p.m. IST).
- h) Members are requested not to send any paper (other than the Resolution/Authority as mentioned under "Process for Members opting for voting by Ballot" point 2c above) along with the Ballot Form in the enclosed self-addressed postage prepaid envelope as all such envelopes will be sent to the Scrutineer and if any extraneous paper is found in such envelope the same would not be considered and would be destroyed by the Scrutineer.

3. PROCESS FOR MEMBERS OPTING FOR E-VOTING

- (A) In case of Members receiving the Ballot Form by E-mail:
- i. Open e-mail and open PDF file viz; "TML 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.
 - ii. Launch internet browser by typing the following URL: <https://www.evoting.nsd.com/>
 - iii. Click on "Shareholder – Login".
 - iv. Insert user ID and password as initial password noted in step 3 (A) (i) above. 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 E-voting Cycles".
 - vii. Select "EVEN" (Electronic Voting Event Number) of Tata Metaliks 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 click on "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. For the votes to be considered valid, the corporate and institutional shareholders (companies, trusts, societies, etc.) are required to send a scanned copy (PDF/JPG format) of the relevant Board Resolution/ Appropriate Authorization etc. together with attested specimen signature of the duly authorized signatory(ies), to the Scrutineer through e-mail at pvs17@rediffmail.com with a copy marked to evoting@nsdl.co.in.
- (B) In case of Members receiving Ballot Form by Post:
- (i) User ID and initial password is provided at the bottom of the Ballot Form.
 - (ii) Please follow all steps from Sr. No. 3A (ii) to (xii) above, to cast your vote.
- (C) If you are already registered with NSDL for e-voting then you can use your existing user ID and password for Login to cast your vote.
- (D) In case of any queries, you may refer to the 'Frequently Asked Questions' (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of NSDL's E-Voting website: www.evoting.nsd.com or contact NSDL Toll Free Number 1800 222 990 You can also send your queries/ grievances relating to e-voting to the e-mail ID : tml@rdinfotech.in or evoting@nsdl.co.in or tml@rdinfotech.net
- (E) The period for e-voting starts on Sunday, 23 July, 2017 and ends on Tuesday, 25 July, 2017. E-voting shall be disabled by NSDL at 17.00 hours on Tuesday, 25 July, 2017.
- (F) The voting rights of the Member shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date i.e. 19 July, 2017.
- (G) Any person who acquires shares of the Company and become the Member of the Company after dispatch of the Notice of AGM and holding shares as of cut-off date i.e. 19 July, 2017, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or tml@rdinfotech.in or tml@rdinfotech.net. However, if you already registered with NSDL for e-voting then you can use existing user ID and password for casting your vote.

