



## TATA METALIKS LIMITED

Regd. Office: Tata Centre, 10<sup>th</sup> 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

### POSTAL BALLOT FORM

(1) Name and registered address of the sole / first named Shareholder (IN BLOCK LETTERS) :

(2) Name(s) of the Joint Holder(s), if any (IN BLOCK LETTERS) :

(3) Folio No./ DP ID\* / Client ID\* :  
(\*applicable only to Shareholders holding equity shares in dematerialised form)

(4) Number of equity share(s) held :

I / we hereby exercise my / our vote(s) in respect of the following Ordinary Resolution to be passed by means of Postal Ballot for the business stated in the Postal Ballot Notice dated 27 October, 2017, issued by the Company, by conveying my / our assent (FOR) or dissent (AGAINST) to the said resolution by placing a tick mark (✓) in the appropriate box below:

Sr. No.	Description of Resolution	No. of Ordinary Shares for which Votes Cast	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
<b>Special Business</b>				
1	Approval for entering into Material Related Party Transaction(s) with Tata Steel Limited upto a maximum aggregate value of Rs. 300 crores during the financial year 2017-2018.			

Place :

Date :

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

### ELECTRONIC VOTING

The Company is pleased to offer e-voting facility to the shareholders as an alternative to exercise their right to vote by postal ballot 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 / PIN
107990		

The e-voting period commences on 16 November, 2017 (from 9:00 hours) and ends on 15 December, 2017 (up to 17:00 hours). During this period shareholders of the Company may cast their votes 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.

**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) Shareholders 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 Shareholders 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.

### 2. PROCESS FOR SHAREHOLDERS OPTING FOR VOTING BY BALLOT FORM

- a) Shareholders desiring to cast their vote by Ballot should complete and sign this Ballot Form and send it to the Scrutinizer in the enclosed prepaid self-addressed Business Reply Envelope. Ballot Forms deposited in person or sent by post or courier at the expense of the Shareholder will also be accepted.
- b) In case of joint holding, this Ballot Form should be completed and signed by the first named Shareholder and in his absence by the next named Shareholder.
- 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 Authorised Signatory (ies) duly attested.
- d) The signature of the Shareholder 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 the Scrutinizer not later than the close of working hours on Friday, 15 December, 2017 (i.e. 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 Scrutinizer's decision in this regard shall be final and binding.
- g) A Shareholder seeking duplicate Ballot Form or having any query 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.net](mailto:tml@rdinfotech.net). Duly completed and signed duplicate Ballot Forms should, however, reach the Scrutinizer not later than the close of working hours on Friday, 15 December, 2017 (5.00 p.m. IST).
- h) Shareholders are requested not to send any paper (other than the Resolution/Authority as mentioned under "Process for Shareholders opting for voting by Ballot Form" (point 2c above) along with the Ballot Form in the enclosed prepaid self-addressed Business Reply envelope as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope the same would not be considered and would be destroyed by the Scrutinizer.

### 3. PROCESS FOR SHAREHOLDERS OPTING FOR E-VOTING

#### (A) In case of Shareholders receiving the Ballot Form by E-mail:

- i. Open e-mail and open PDF file viz; "Tata Metaliks eVoting" 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.nsdl.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 Scrutinizer through e-mail at [pvsm17@rediffmail.com](mailto:pvsm17@rediffmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

#### (B) In case of Shareholders 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 Share holders available at the Downloads section of NSDL's E-Voting website: [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact NSDL Toll Free Number 1800 222 990. You can also send your queries relating to e-voting to :- [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or [tml@rdinfotech.net](mailto:tml@rdinfotech.net)

#### (E) The period for e-voting starts at 9.00 a.m. on Wednesday, 16 November, 2017 and ends at 5.00 p.m. on Friday, 15 December, 2017. E-voting shall be disabled by NSDL at 5.00 p.m. on Friday, 15 December, 2017.

#### (F) The voting rights of the Shareholder 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. 3 November, 2017.