

# The Naihati Jute Mills Company Limited

CIN : L17119WB1905PLC001612

Registered Office : 7, Hare Street, 4th Floor, Kolkata-700001

Phone : 91 33 4000 4570 Fax : 91 33 4000 4584 • Email : naihati@naihatijute.com Website : www.naihatijute.com

<b>Serial No.</b>	
<b>Name(s) of Shareholder(s)</b> (including joint-holders, if any) (in block letters)	
<b>Registered address of the Sole/ First named Shareholder</b>	
<b>Registered Folio Number/ DP ID – Client ID Number</b>	
<b>Number of share(s) held</b>	

Dear Member,

Sub : **Voting through electronic means**

Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Management and Administration) Rules, 2014, as amended, and Clause 35B of the Listing Agreement, The Naihati Jute Mills Company Limited (the Company) is pleased to provide to its members facility to exercise their right to vote on resolutions proposed to be passed in the 110th Annual General Meeting, scheduled to be held on Wednesday, 12th August, 2015 at 03.30 p.m. by electronic means (remote e-voting).

The Company has engaged the services of Central Depository Services (India) Ltd. (CDSL) as the Agency to provide e-voting facilities. The remote e-voting particulars are set out below:

<b>EVSN (E-voting Sequence Number)</b>	<i>PAN/Sequence Number (May use this number for PAN, who have not registered their PAN with the Company/ Depository participant [Refer item 1(v) of 'Instructions' below])</i>

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

Commencement of remote e-voting : From 10.00 a.m. (IST) on 8th August, 2015

End of remote e-voting : Up to 05.00 p.m. (IST) on 11th August, 2015

The remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled by CDSL upon expiry of aforesaid period.

**The cut-off date for the purpose of remote e-voting and voting at the Annual General Meeting is 5th August, 2015.**

This communication forms an integral part of the Notice dated 30th May, 2015 for the Annual General Meeting scheduled to be held on 12th August, 2015, which is being sent to you herewith alongwith the Annual Report for the financial year 2014-15 of the Company. **Please read the instructions printed below before exercising the vote.**

The Notice of the Annual General Meeting and this communication are also available on the website of the Company at [www.naihatijute.com](http://www.naihatijute.com)

Yours faithfully,  
The Naihati Jute Mills Company Limited  
CS GOPAL PRASAD CHOUDHARY  
Company Secretary

Kolkata  
10th July, 2015

## Instructions and other information relating to remote e-voting are as under;

I. The instructions for e-voting are as under:

- Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com) during the remote e-voting period.
- Click on "SHAREHOLDERS" tab to cast your votes.
- Now enter your User ID (for CDSL : 16 digits beneficiary ID, For NSDL : 8 Character DP ID followed by 8 Digits Client ID). Members holding shares in physical form should enter Folio Number registered with the Company and then enter the Captcha Code as displayed and click on Login.

please turn overleaf

- (iv) If you are holding shares in demat form and have already voted earlier on [www.evotingindia.com](http://www.evotingindia.com) for voting of any other company, then your existing login id and password are to be used. If you are first time user follow the steps given below :
- (v) If you are first time user follow the steps given below;

PAN*	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department
DOB#	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details#	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio.

\*Members who have not updated their PAN with the Company/Depository Participant are requested to enter in the PAN field the sequence number mentioned overleaf.

#Please enter any one of the details in order to login. In case both the details are not recorded with the depository or company please enter DP ID together with Client ID or folio number in the Dividend Bank details field.

- (vi) After entering these details appropriately, click on "SUBMIT" tab.
- (vii) Members holding shares in physical form will then reach directly the EVSN selection screen. However, members holding shares in demat form will now reach "PASSWORD CREATION" menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the dematholders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. If dematholder has forgotten the password then enter User ID and Captcha Code click on FORGOT PASSWORD and enter the details as prompted by the system.
- (viii) For Members holding shares in physical form, the details can be used only for remote e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN for the "THE NAIHATI JUTE MILLS COMPANY LIMITED" on which you choose to vote.
- (x) On the voting page, you will see "RESOLUTION DESCRIPTION" and the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xi) Members holding shares under multiple folios/demat accounts shall choose the voting process separately for each of the folios/demat accounts.
- (xii) Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item it will be treated as abstained.
- (xiii) Click on the "RESOLUTION FILE LINK" if you wish to view the entire Resolutions.
- (xiv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote. During the remote e-voting period, members can login any number of times till they have voted on the Resolution(s).
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on "CLICK HERE TO PRINT" option on the voting page.
- (xvii) Note for Institutional Shareholders
- Institutional Shareholders (i.e. other than Individuals, HUF, NRI etc.) are required to log on to <https://www.evotingindia.co.in> and register themselves as Corporates.
  - They should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity by an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)
  - After receiving the login details they have to create a compliance user using the admin login and password. The compliance user would be able to link the account(s) for which they wish to vote on.
  - The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - They should upload a scanned copy of the Board Resolution and Power of Attorney which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.
- (xviii) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQS") and e-voting manual available at [www.evotingindia.co.in](http://www.evotingindia.co.in) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- II. Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently or cast the vote again.
- III. The Voting rights of Shareholders shall be in proportion of their share of the paid-up Ordinary Share Capital of the Company.
- IV. The Board of Directors of the Company has appointed Shri S.M. Gupta of M/s S.M. Gupta & Co., Practising Company Secretaries of P-15, Bentic Street, Kolkata-700001 as Scrutinizer to scrutinize the remote e-voting process and ballot paper process at the venue of the meeting in a fair and transparent manner and he has communicated his willingness to be appointed and will be available for the said purpose.
- V. Subject to receipt of requisite number of votes, the Resolution shall be deemed to be passed on the date of the Meeting i.e. 12th August, 2015.
- VI. The Scrutinizer, after scrutinizing the votes cast at the Meeting (through ballot paper) and through remote e-voting, will, not later than three days of conclusion of the Meeting, make a consolidated scrutinizer's report and submit the same to the Chairman and Managing Director. The results declared alongwith the consolidated scrutinizer's report shall be placed on the website of the Company [www.naihatijute.com](http://www.naihatijute.com) and on the website of CDSL [www.evotingindia.com](http://www.evotingindia.com). The results shall simultaneously be communicated to The Calcutta Stock Exchange Limited where the shares of the Company are listed.