

**RIDDHI CORPORATE SERVICES LIMITED**

CIN: L74140GJ2010PLC062548



**Registered Office:** 10 Mill Officers Colony, Behind Old RBI, Ashram Road Ahmedabad - 380 009  
**Telephone:** +91 - 79 - 2658 0767; **Website:** www.riddhicorporate.co.in; **Email:** Investor@rcspl.net

**POSTAL BALLOT FORM****Last Date for Receipt of Postal Ballot Form****Serial No.:**

17.00 hours IST on Tuesday, June 4, 2019

1.	Name (s) of the member(s) (in block letters) (including joint holders, if any)	
2.	Registered Address of the Sole/First named member/beneficial owner	
3.	Registered Folio No/ DP ID*/ Client ID No.* (*Applicable to investors holding shares in demat form)	
4.	Number of Shares held as on Friday, April 26, 2019	

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 dated April 29, 2019 of the Company, by sending my/our Assent or Dissent to the said resolution by placing the tick (✓) mark at the appropriate box below;

Sr. No.	Description	No. of Share(s)	I/We assent to the Resolution (For)	I/We dissent to the Resolution (Against)
1.	Migration of Company's present listing from SME Platform of BSE Limited to the Main Board of BSE Limited - <b>Special Resolution</b>			

**Place:****Date:****Signature of Sole/ Joint Shareholder(s)**

**Note:** Please read the instructions printed on overleaf carefully before filling this Form and for remote e-voting, please refer to the instructions for voting through electronic means provided in the Postal Ballot Notice sent herewith.

**ELECTRONIC VOTING PARTICULARS**

The remote e-voting facility is available at the link <https://www.evotingindia.com>. The electronic voting particulars are set out as follows:

EVSN	USER ID	PASSWORD	NO. OF SHARES

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

Date and time of Commencement of Remote e-voting	Date and time of End of Remote e-voting
09.00 hours IST on Monday, May 06, 2019	17.00 hours IST on Tuesday, June 04, 2019

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## INSTRUCTIONS:

### A. General Instructions:

1. This Postal Ballot Form is provided for the benefit of members who do not have access to remote e-voting facility.
2. A Member can opt for one mode of voting i.e. either through remote e-voting or by Postal Ballot Form. If a Member cast votes by both modes, then voting done through remote e-voting shall prevail and Postal Ballot Form shall be treated as invalid.
3. For detailed instructions on remote e-voting, please refer to the instructions appended to the Notice of Postal Ballot which is being dispatched / e-mailed to the members whose names appear in the Register of Members as on Friday, April 26, 2019.
4. The Notice of Postal Ballot has also been placed on the Website of the Company viz. www.riddhicorporate.co.in.
5. The Scrutinizer will collate the votes downloaded from the remote e-voting system and votes received through Postal Ballot Form to declare the final result for each of the resolution forming part of the Notice of Postal Ballot.
6. Voting Rights in the Postal Ballot Form / e-voting cannot be exercised by proxy.

### B. Process and manner for members opting to vote by using Ballot Form:

7. A member desiring to exercise vote by Postal Ballot should complete and sign this Postal Ballot Form as per the Specimen Signature Registered with the Company and send it to the Scrutinizer in the attached postage self-addressed Business Reply envelope. Postage will be borne and paid by the Company. However, envelope containing Postal Ballot Forms, if sent by courier/deposited in person at the expenses of the registered member will also be accepted.
8. In case of Joint holding, the Form should be completed and signed by the first named shareholder and in his absence, by the next named shareholder.
9. The votes should be cast either in favor or against the resolution by putting the tick (/) mark in the column provided for assent or dissent. Postal Ballot Form bearing tick (/) in both the columns will render the form invalid.
10. The Voting Rights of members shall be in proportion of the share(s) held by them in the paid-up equity share capital of the Company as on Friday, April 26, 2019.
11. Duly completed Postal Ballot Form should reach the Scrutinizer not later than 17.00 hours IST on Tuesday, June 04, 2019. All Postal Ballot Forms received after the date will be strictly treated as if the reply from such shareholder has not been received.
12. In respect of shares held by corporate and institution shareholders (Companies, trusts, societies, etc.), the completed Postal 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.
13. Members are requested not to send any other matter/document along with the Postal Ballot Form in the enclosed self-addressed envelope. The scrutinizer would destroy any extraneous paper found in such envelope.
14. A shareholder may request for 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 and time specified in point 11 above.
15. Postal Ballot Forms with following deficiencies will be rejected.
  - a) A form other than one issued by the company has been used;
  - b) It has not been signed by or on behalf of the Member;
  - c) Signature on the postal ballot form doesn't match the specimen signatures with the Company;
  - d) It is not possible to determine without any doubt the assent or dissent of the Member;
  - e) Neither assent nor dissent is mentioned;
  - f) Any competent authority has given directions in writing to the company to freeze the Voting Rights of the Member;
  - g) The envelope containing the postal ballot form is received after the last date prescribed;
  - h) The postal ballot form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority;
  - i) It is defaced or mutilated in such a way that its identity as a genuine form cannot be established;
  - j) Member has made any amendment to the Resolution or imposed any condition while exercising his vote.