



MULTIBASE INDIA LIMITED

Registered Office: 74/5-6, Daman Industrial Estate, Kadaiya Village, Nani Daman – 396 210 (U.T.)

CIN: L01122DD1991PLC002959, **Tel.:** +91 260 6614400, **Fax:** +91 260 2221578

Email: compliance.officer@multibaseindia.com, **Website:** www.multibaseindia.com

Name of the sole / first named member :

Address of sole / first named member :

Registered folio no./
DP ID no. / Client ID no.* :

Number 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) Amendment Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide members facility to exercise their right to vote at 27th Annual General Meeting of the Company to be held on Thursday, September 6, 2018 at 11.00 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

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

Commencement of e-voting	End of e-voting
1 st September 2018 (9:00 a.m.)	5 th September 2018 (5:00 p.m.)

The instructions for e-voting are as under:

- (i) The Notice of the 27th AGM of the Company and manner of e-Voting process along with printed Attendance Slip and Proxy Form is being dispatched to all the Members.
- (ii) NSDL shall also be sending the User-ID and Password, to those members whose shareholding is in the dematerialized format and whose email addresses are registered with the Company/Depository Participants(s). For members who have not registered their email address, can use the details as provided above.
- (iii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
- (iv) Click on Shareholder – Login
- (v) Put user ID and password as initial password noted in step (i) above. Click Login.
- (vi) 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.
- (vii) Home page of e-Voting opens. Click on e-Voting: Active Voting Cycles.
- (viii) Select “EVEN” of Multibase India Limited.
- (ix) Now you are ready for e-Voting as Cast Vote page opens
- (x) Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.
- (xi) Upon confirmation, the message “Vote cast successfully” will be displayed
- (xii) Once you have voted on the resolution, you will not be allowed to modify your vote
- (xiii) Institutional shareholders (i.e., other than Individuals, HUF, NRI etc.) are also required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail dhrumil@dmsah.in in with a copy marked to evoting@nsdl.co.in.
 - I. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of www.evoting.nsdl.com.
 - II. If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.
 - III. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
 - IV. The e-voting period commences on Saturday, September 1, 2018 (9:00 am) and ends on Wednesday, September 5, 2018 (5:00 pm). During this period, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) on Thursday, 30th August, 2018 may cast their vote electronically. The e-voting module shall also be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
 - V. The voting rights of Shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on Thursday 30th August 2018.
 - VI. The details relating to Scrutinizer and declaration of E-Voting result is given under Note. XIV to XV to the Notice of 27th AGM dated 24th May 2018.

This communication forms an integral part of the Notice of 27th Annual General Meeting of the Company to be held on 6th September 2018.