



THE HI-TECH GEARS LIMITED

Registered Office: - A-589, Industrial Complex, Bhiwadi- 301019, District Alwar, Rajasthan
CIN- L29130RJ1986PLC004536 **website:** - www.thehitechgears.com
Tel.: +91(124)4715100 **Fax:** +91(124)2806085 **e-mail id:** secretarial@thehitechgears.com

POSTAL BALLOT NOTICE

[Pursuant to Section 110 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014]

Dear Member(s),

NOTICE is hereby given that pursuant to Section 110 of the Companies Act, 2013 ("**the Act**") read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) ("**the Rules**"), Regulation 44 of Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), Secretarial Standards-2 issued by the Institute of the Companies Secretaries of India and any other applicable Laws, Rules and Regulations, if any, to transact the following proposed special business by the members of The Hi-Tech Gears Limited ("the Company") by passing resolution through Postal Ballot/ electronic voting ("E-voting").

SPECIAL BUSINESS:

1. Shifting of Registered Office from the "State of Rajasthan" to the "State Of Haryana"

*To consider and, if thought fit, to pass the following resolution as a **Special Resolution**:*

"RESOLVED THAT pursuant to the provisions of Sections 13 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Incorporation) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and subject to the approval of Central Government (Powers delegated to Regional Director and/or any other authority(ies)), and such other approvals, permissions and sanctions as may be required under the provisions of the said Act or under any other law for the time being in force, consent of the members of the Company be and is hereby accorded for shifting the Registered Office of the Company from the "State of Rajasthan" to the "State of Haryana".

RESOLVED FURTHER THAT the Clause-II of Memorandum of Association of the Company be and is hereby substituted to the following:

II. The Registered Office of the Company will be situated in the State of Haryana.

RESOLVED FURTHER THAT upon the aforesaid resolution becoming effective, the Registered Office of the Company be shifted from the State of Rajasthan to such place in the State of Haryana as may be determined by the Board of Directors of the Company.

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors of the company (hereinafter called 'the Board', which term shall be deemed to include any person(s) authorized and/or Committee which the Board may have constituted or herein after constitute to exercise its power including the powers conferred by this Resolution) be and is hereby authorized to make the necessary application to the Central Government for the approval/sanction/permission of the aforesaid and to appear before the concerned Regional Director and/or any other authority(ies), to make any modifications, changes, variations, alterations or revisions stipulated by any authority, while according approval, consent as may be considered necessary and to appoint counsels/consultants/executives and advisors, file applications/petitions, issue notices, advertisements, obtain and register orders for shifting of Registered Office from the authorities concerned and to do all such acts, deeds, things and to sign all such documents and writings as may be necessary, expedient and incidental thereto to give effect to this resolution and for matter connected therewith or incidental thereto, including filing of necessary forms/documents.

Date : October 31, 2018

Place: New Delhi

By order of the Board of Directors

The Hi-Tech Gears Limited

Registered Office:

A-589, Industrial Complex,
Bhiwadi, Distt. Alwar
Rajasthan-301019

Sd/-
S.K. Khatri
Company Secretary
Membership No: F5459

Notes:

1. An Explanatory statement pursuant to Section 102 of the Companies Act, 2013, setting out all material facts is annexed herewith.
2. The Notice of Postal Ballot along with Postal Ballot Form is being sent to all the members, whose names appear in the Register of Members/List of Beneficial Owners as received from Registrar and Share Transfer Agent (RTA) as on Friday, December, 21, 2018 (cut-off date) and voting rights shall be reckoned on the paid up value of the shares registered in the name(s) of the members as on the cut-off date. Notice is being sent to members in electronic form to the email addresses registered with the

Company/Depositories/ Depository Participants. For members whose email IDs are not registered, physical copies of the notice including Postal Ballot Form are being sent by permitted mode along with a self-addressed Postage Pre-Paid Business Reply Envelope.

3. Members whose names appearing on the Register of Members/List of Beneficial Owners as on the cut-off date shall be eligible for voting (including e-voting/Postal Ballot). A person who is not Member on cut-off date should treat this notice for information purpose only.
4. In compliance with Sections 108 and 110 and other applicable provisions of the Act, read with the Companies (Management and Administration) Rules, 2014 and SEBI (LODR) Regulations 2015, the Company is pleased to provide remote e-voting facility to all its members, to enable them to cast their votes electronically instead of dispatching the Ballot Form by post. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide remote e-voting facility. Please note that the remote e-voting is an alternate mode to cast votes and is **optional**.
5. Resolution, if passed by the Members through Postal Ballot and Remote E-voting is deemed to have been duly passed at a General Meeting of the Members.
6. The Board of Directors have appointed Mrs. Akarshika Goel, (Membership No. 29525 & Certificate of Practice No. 12770) Practicing Company Secretary, Partner of M/s Grover Ahuja & Associates, New Delhi as Scrutinizer for conducting the Postal Ballot/ E-voting process in a fair and transparent manner.
7. Members desiring to exercise their vote by Postal Ballot are requested to carefully read the instructions provided in the Notice and return the same duly completed in the attached self-addressed Postage Pre-Paid Business Reply Envelope. Postage will be borne and paid by the Company. However, Postal Ballot(s), if sent by courier or by registered post at the expenses of the Members will also be accepted. The Postal Ballot(s) may also be deposited personally at the registered office or corporate office of the company. Members who have received the postal ballot notice by e-mail and who wish to vote through Postal Ballot Form, can download the Postal Ballot Form from the 'Investors' section on the Company's website (i.e. www.thehitechgears.com) or seek duplicate Postal Ballot Form from the Company, fill in the details and send the same to the Scrutinizer.
8. The period for voting through postal ballot and e-voting shall commence from Tuesday, January 01, 2019 at 09.00 A.M. and ends on Wednesday, January 30, 2019 at 05:00 P.M (Both days inclusive). The Postal Ballot Form should reach the Scrutinizer not later than the close of working hours i.e. 05.00 P.M. on January 30, 2019 to be eligible for being considered, failing which, it will be strictly treated as if no reply has been received from the Members and e-voting shall not be allowed beyond the said date and time (05.00 P.M. on January 30, 2019). Any physical Postal Ballot received thereafter shall not be considered and e-voting shall be disabled by NSDL thereafter.
9. Incomplete, unsigned, improperly or incorrectly tick marked postal ballot forms will be rejected. The scrutinizers decision on the validity of a physical Postal Ballot/E-voting will be final.
10. There will be only 1 (one) Postal Ballot Form for every registered Folio / Client ID irrespective of the number of joint members. In case, of joint holding, the Postal Ballot Form should be completed and signed (as per the specimen signature registered with the Company) by the first named Member and in his/her absence by the next named Member.
11. Voting right in the Postal Ballot/e-voting can not be exercise by a proxy. However, in case of shares held by corporate(s) and institution(s) etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of the Board Resolution/ Authority Letter together with attested specimen signature(s) of the duly authorized signatory/ies giving the requisite authority to the person voting on the Postal Ballot Form.
12. The Notice of Postal Ballot is placed on the website of the Company (i.e. www.thehitechgears.com) and is sent to the NSDL for publication on their website.
13. Members are requested to carefully read the instructions/Notes before exercising their vote.
14. The members can opt for only one mode of voting that is either through Postal Ballot Form or E-voting. In case members cast their vote through both the modes, voting done by electronic mode shall prevail and votes cast through physical Postal Ballot will be treated as invalid.
15. The Scrutinizer will submit his report to the Company after completion of the scrutiny of the Postal Ballot Forms including e-voting and the Results of the Postal Ballot and E-voting would be announced by the Chairman or in his absence, by any other Director or Company Secretary duly authorized in this behalf on Friday, February 01, 2019 on or before 05.00 P.M. at the Registered Office of the Company. The resolution, if approved by the requisite majority, shall be deemed to have been passed on Wednesday, January 30, 2019 being the last date specified for receipt of duly completed Postal Ballot Forms/ E-voting.
16. The material documents referred in the accompanying Explanatory Statement shall be open for inspection by the Shareholders at the Registered Office and Corporate Office of the Company on all working days except Saturdays, Sundays and Public Holidays (between 03.00 P.M. to 05.00 P.M.) up to the last date for receipt of the Postal Ballot Form i.e. Wednesday, January 30, 2019.
17. The results together with the Scrutinizer's Report will be posted on the Company's website viz. www.thehitechgears.com. The report will be sent to NSDL and Stock Exchanges where the Company's shares are listed for the publication on their respective websites.

18. The Procedure and instructions for e-voting are as under:

A. In case of Members receiving e-mail from NSDL/RTA/Company (For those members whose e-mail addresses are registered with Company/Depositories):

- i. Open the PDF file attached to the email, using your Client Id/ Folio No. as password. The PDF file contains your User Id and Password for remote e-voting. Please note that the password provided in PDF file is 'Initial Password'.
- ii. Launch internet browser and open <https://www.evoting.nsd.com/>
- iii. Click on Shareholder – Login, which is available under shareholders section.
- iv. If you are already registered with NSDL for remote e-voting then you can use your existing User Id and Password/PIN for casting your vote.
- v. If you are logging in for the first time, please enter the 'User Id' and 'Initial Password' as noted in step (i) above and click on 'Login'.
- vi. Password change menu will appear. Change the 'Initial Password' with a new Password of your choice with minimum 8 digits/characters or combination thereof. Note the 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. After entering your pass word, tick on agree to "terms and conditions" by selecting on the check box.
- viii. Now your will have to click on "Login button".
- ix. Home page of remote e-voting will open. Click on remote e-voting: Active Voting Cycles.
- x. Select 'EVEN' i.e.110320 of '**THE HI-TECH GEARS LIMITED**'.
- xi. Now you are ready for remote e-voting as 'Cast Vote' page opens.
- xii. Cast your vote by selecting appropriate option and click on 'Submit'. Click on 'Confirm' when prompted.
- xiii. Upon confirmation, the message 'Vote cast successfully' will be displayed.
- ixv. Once you have confirmed your vote on the resolution, you cannot modify your vote.
- xv. Institutional shareholders (i.e. other than individuals, HUF, NRI, etc.) are 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 to scrutinizer@thehitechgears.com with a copy marked to evoting@nsdl.co.in.

B. In case of members who receive the notice of Postal Ballot in physical form (for members whose email IDs are not registered with the Company/Depository Participant(s) or requesting physical copy)-

- i. Members holding shares either in demat or physical mode who are in receipt of Notice in physical form, may cast their votes. Please refer instructions below for more details.
- ii. Members may opt for e-voting, for which the initial password is provided in the enclosed Ballot Form along with EVEN (Electronic Voting Event Number), USER ID and PASSWORD/PIN. Please follow all steps from S. No. A (ii) To S. No. A (xv) above to cast vote.
- iii. In the event, a member casts his votes through both the processes i.e. e-voting and Ballot Form, the votes in the electronic system would be considered and the Ballot Form would be ignored.

C. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at downloads section of www.evoting.nsd.com or call on toll free no.: 1800-222-990.

19. Process for Members opting for Voting by Physical Ballot Paper

- i. Members are requested to carefully read the instructions before casting their vote and return the Postal Ballot Form, duly completed in all respect and signed, in the attached self-addressed postage prepaid Business Reply Envelope, so as to reach Mrs. Akarshika Goel, Scrutinizer of The Hi-Tech Gears Limited, 14th Floor, Tower-B, Unitech's Millenium Plaza, Sushant Lok-1, Sector-27, Gurgaon-122009 Haryana, India not later than close of working hours on Wednesday, January 30, 2019. However, envelopes containing Postal Ballot Form, if sent by courier or by registered post or by speed post at the expense of the registered member will also be accepted. The Postal Ballot Form(s) may also be deposited personally. The Postal Ballot Forms received after this date will be treated as if the reply from the member has not been received.
- ii. The votes should be cast either assent [FOR] or dissent [AGAINST] the resolution by putting the tick [√] mark in the column provided for assent or dissent. Postal Ballot Form bearing tick [√] mark in both the column will render the Form invalid.

- iii. Please convey your assent/ dissent in the Postal Ballot Form. The assent or dissent received in any other form shall not be considered valid.
- iv. In case of shares held by companies, trusts, societies etc., the duly completed Postal Ballot Form should be accompanied by a certified true copy of the board resolution/ authority letter, with signatures of authorized signatory(ies), duly attested.
- v. Members are requested to fill the Postal Ballot Form in indelible ink and not in any erasable writing mode.
- vi. Members are requested not to send any other document / papers along with the Postal Ballot Form in the enclosed postage pre-paid self-addressed business reply envelope. If any extraneous papers are found, the same will be destroyed by the Scrutinizer.
- vii. A member may request for a duplicate Postal Ballot Form, if so required. However, the duly completed duplicate Postal Ballot Form should reach the Scrutinizer not later than the date and time specified in Point No. 19(i) above.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

In terms of Section 102 of the Companies Act, 2013, the following Explanatory Statement sets out all the material facts relating to the Special Resolution is annexed hereto.

Item No. 1

Presently, Registered Office of the Company is situated in the State of Rajasthan and Corporate Office and an important manufacturing facility in Dist. Gurgaon, Haryana. Majority of the operations of the Company are carried out at corporate office only and this being at very distant place, there comes operational difficulties. The Board of Directors of the Company in its meeting held on October 31, 2018 has proposed to shift the Registered Office of the Company from the "State of Rajasthan" to the "State of Haryana" realizing the following reasons:

- a) To exercise the better administrative and economic control over the company
- b) The management sit at the corporate office, shifting will ease and increase operational & management efficiency. It will also integrate business functions; and rationalization of administrative expenses.

Shifting of Registered Office will not be prejudicial to the interest of any employees, shareholders, creditors or any other stakeholders.

In terms of Section 13, 110 and other applicable provisions of the Companies Act, 2013 read with Rules made thereunder, such shifting of Registered Office from one state to another and consequent alteration of the Memorandum of Association requires the approval of the members of the Company by way of Special Resolution and approval of the Central Government (power delegated to Regional Director)

Accordingly, approval of the members is sought through Postal Ballot/ E-voting for shifting of the Registered Office of the Company from the State of Rajasthan to the State of Haryana and consequently for altering Clause II of the Memorandum of Association of the Company to reflect that the registered office of the Company be situated in the State of Haryana. All material documents related to this item will be available for inspection at the registered office and corporate office of the Company (between 03.00 P.M. to 05.00 P.M.).

Your Directors recommend the resolution set forth in item no. 1 for approval of the Members as a Special Resolution

None of the Directors/Key Managerial Personnel of the Company/their relatives are in any way, concerned or interested, financially or otherwise in the Special Resolution set out except to the extent to their shareholding in the Company, if any.

Date : October 31, 2018
Place: New Delhi

By order of the Board of Directors
The Hi-Tech Gears Limited

Registered Office:
A-589, Industrial Complex,
Bhiwadi, Distt. Alwar
Rajasthan-301019

Sd/-
S.K. Khatri
Company Secretary
Membership No: F5459



THE HI-TECH GEARS LIMITED

Registered Office: - A-589, Industrial Complex, Bhiwadi- 301019, District Alwar, Rajasthan
CIN- L29130RJ1986PLC004536 **website:** - www.thehitechgears.com
Tel.: +91(124)4715100 **Fax:** +91(124)2806085 **e-mail id:** secretarial@thehitechgears.com

POSTAL BALLOT FORM

1. Name of the Member(s) (including Joint-holders, if any)[IN BLOCK LETTERS]
2. Registered Address of the Sole/ First Named Member
3. Registered Folio No./ *DP ID/ Client ID
4. Total number of shares held

***(Applicable to members holding shares in dematerialized form)**

I/We hereby exercise my/our vote in respect of the Special Resolution to be passed through Postal Ballot/Remote E-Voting for the Special Business stated in the Notice dated October 31, 2018 of The Hi-Tech Gears Limited by sending my/ our assent (FOR) or dissent (AGAINST) to the said resolution by placing the tick mark [✓] at the appropriate box below:

Item No.	Detail of Resolution	No. of Shares Held	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Special Resolution for Shifting of Registered Office of the Company from the State of Rajasthan to the State of Haryana			

Place:

Date:

Signature of Member

(Must be as per the specimen signature registered with the Company)

E Voting Facility is available at link <https://www.nsdl.evoting.com> and E-Voting details are as follows

EVEN No. (Electronic Voting Event Number)	USER ID	PASSWORD

Notes:Please read the instructions printed overleaf and in the notice of the postal ballot carefully before exercising your vote.

INSTRUCTIONS

1. The Notice of Postal Ballot along with Postal Ballot Form is being sent to all the members, whose names appear in the Register of Members/list of Beneficial Owners as received from Registrar and Share Transfer Agent (RTA) as on Friday, December, 21, 2018 (cut-off date) and voting rights shall be reckoned on the paid up value of the shares registered in the name(s) of the members as on the cut-off date. Notice is being sent to members in electronic form to the email addresses registered with the Company/Depositories/ Depository Participants. For members whose email IDs are not registered, physical copies of the notice including Postal Ballot Form are being sent by permitted mode along with a self-addressed Postage Pre-Paid Business Reply Envelope.
2. In compliance Sections 108 and 110 and other applicable provisions of the Act, read with the Companies (Management and Administration) Rules, 2014 alongwith SEBI (LODR) Regulations, 2015, the Company is pleased to provide remote e-voting facility to all its members, to enable them to cast their votes electronically instead of dispatching the Ballot Form by post. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide remote e-voting facility. Please note that the remote e-voting is an alternate mode to cast votes and **is optional**.
3. The Board of Directors have appointed Mrs. Akarshika Goel, (Membership No. 29525 & Certificate of Practice No. 12770) Practicing Company Secretary and Partner of M/s Grover Ahuja & Associates, New Delhi as Scrutinizer for conducting the Postal Ballot/ E-voting process in a fair and transparent manner.
4. Members desiring to exercise their vote by Postal Ballot are requested to carefully read the instructions printed in the Postal Ballot Notice and return the same duly completed in the attached self-addressed Postage Pre-Paid Business Reply Envelope. Postage will be borne and paid by the Company. However, Postal Ballot(s), if sent by courier or by registered post at the expenses of the Members will also be accepted. The Postal Ballot(s) may also be deposited personally at the registered office or corporate office of the company. Members who have received the postal ballot notice by e-mail and who wish to vote through Postal Ballot Form, can download the Postal Ballot Form from the 'Investors' section on the Company's website (i.e. www.thehitechgears.com) or seek duplicate Postal Ballot Form from the Company, fill in the details and send the same to the Scrutinizer.
5. The period for voting through physical postal ballot and e-voting commence from Tuesday, January 01, 2019 at 09.00 A.M. and ends on Wednesday, January 30, 2019 at 05:00 P.M. The Postal Ballot Form should reach the Scrutinizer not later than the close of working hours i.e. 05.00 P.M. on January 30, 2019 to be eligible for being considered, failing which, it will be strictly treated as if no reply has been received from the Members and e-voting shall not be allowed beyond the said date and time (05.00 P.M. on January 30, 2019). Any physical Postal Ballot received thereafter shall not be considered and e-voting shall be disabled by NSDL thereafter.
6. Incomplete, unsigned, improperly or incorrectly tick marked postal ballot forms will be rejected. The Scrutinizer's decision on the validity of a physical Postal Ballot/e-voting will be final. There will be only 1 (one) postal ballot form for every registered folio/ client ID irrespective of the number of joint members.
7. In case, of joint holding, the Postal Ballot Form should be completed and signed (as per the specimen signature registered with the Company) by the first named Member and in his/her absence by the next named Member.
8. Voting rights in the Postal Ballot/e-voting cannot be exercised by a proxy. However, in case of shares held by corporate(s) and institution(s) etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of the Board Resolution/ Authority Letter together with attested specimen signature(s) of the duly authorized signatory(ies) giving the requisite authority to the person voting on the Postal Ballot Form.
9. Members are requested to carefully read the instructions printed in the Postal Ballot Notice before exercising their vote.
10. The Scrutinizer will submit his report to the Company after completion of the scrutiny of the Postal Ballot Forms including e-voting and the Results of the Postal Ballot and E-voting would be announced by the Chairman or in his absence, by any other Director or Company Secretary duly authorized in this behalf on Friday, February 01, 2019 on or before 05.00 P.M. at the Registered Office of the Company. The resolution, if approved by the requisite majority, shall be deemed to have been passed on Wednesday, January 30, 2019 being the last date specified for receipt of duly completed Postal Ballot Forms/ E-voting.
11. The results together with the Scrutinizer's Report will be posted on the Company's website viz. www.thehitechgears.com. The report will be sent to NSDL and Stock Exchanges where the Company's shares are listed for the publication on their respective websites.
12. **The Procedure and instructions for remote e-voting are as under:**
 - A. In case of Members receiving e-mail from NSDL/RTA/Company (For those members whose e-mail addresses are registered with Company/Depositories)**
 - i. Open the PDF file attached to the email, using your Client Id/ Folio No. as password. The PDF file contains your User Id and Password for remote e-voting. Please note that the password provided in PDF file is 'Initial Password'.
 - ii. Launch internet browser and open <https://www.evoting.nsdl.com/>.
 - iii. Click on Shareholder – "Login" which is available under 'Shareholders' section.
 - iv. If you are already registered with NSDL for remote e-voting then you can use your existing User Id and Password/PIN for casting your vote.
 - v. If you are logging in for the first time, please enter the 'User Id' and 'Initial Password' as noted in step (i) above and click on 'Login'.
 - vi. Password change menu will appear. Change the 'Initial Password' with a new Password of your choice with minimum 8 digits/characters or combination thereof. Note the 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. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
 - viii. Now, you will have to click on "Login" button.
 - ix. Home page of remote e-voting will open. Click on remote e-voting: Active Voting Cycles.
 - x. Select 'EVEN' i.e. 110320 of **'THE HI-TECH GEARS LIMITED'**.
 - xi. Now you are ready for remote e-voting as 'Cast Vote' page opens.
 - xii. Cast your vote by selecting appropriate option and click on 'Submit'. Click on 'Confirm' when prompted.
 - xiii. Upon confirmation, the message 'Vote cast successfully' will be displayed.
 - xiv. Once you have confirmed your vote on the resolution, you cannot modify your vote.
 - xv. Institutional shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter, etc. together with attested specimen signatures of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to scrutinizer@thehitechgears.com with a copy marked to evoting@nsdl.co.in.
 - B. In case of members who receive the notice of Postal Ballot in physical form (for members whose email IDs are not registered with the Company/Depository Participant(s) or requesting physical copy)**
 - i. Members holding shares either in demat or physical mode who are in receipt of Notice in physical form, may cast their votes. Please refer instructions below for more details.
 - ii. Members may opt for e-voting, for which the initial password is provided in the enclosed Ballot Form along with EVEN (E-Voting Event Number), USER ID and PASSWORD/ PIN. Please follow all steps from S. No. A (ii) To S. No. A (xiii) above to cast vote.
 - iii. In the event, a member casts his votes through both the processes i.e. e-voting and Ballot Form, the votes in the electronic system would be considered and the Ballot Form would be ignored.
 - C. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at downloads section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990.**
13. **Process for Members opting for Voting by Physical Ballot Paper**
 - i. Members are requested to carefully read the instructions before casting their vote and return the Postal Ballot Form, duly completed in all respect and signed, in the attached self-addressed postage prepaid Business Reply Envelope, so as to reach Mrs. Akarshika Goel, Scrutinizer of The Hi-Tech Gears Limited, 14th Floor, Tower-B, Unitech's Millenium Plaza, Sushant Lok-1, Sector-27, Gurgaon-122009 Haryana, India not later than close of working hours on Wednesday, January 30, 2019. However, envelopes containing Postal Ballot Form, if sent by courier or by registered post or by speed post at the expense of the registered member will also be accepted. The Postal Ballot Form(s) may also be deposited personally. The Postal Ballot Forms received after this date will be treated as if the reply from the member has not been received.
 - ii. The votes should be casted either assent [FOR] or dissent [AGAINST] the resolution by putting the tick [✓] mark in the column provided for assent or dissent. Postal Ballot Form bearing tick [✓] mark in both the column will render the Form invalid.
 - iii. Please convey your assent/ dissent in the Postal Ballot Form. The assent or dissent received in any other form shall not be considered valid.
 - iv. In case of shares held by companies, trusts, societies etc., the duly completed Postal Ballot Form should be accompanied by a certified true copy of the board resolution/ authority letter, with signatures of authorized signatory(ies), duly attested.
 - v. Members are requested to fill the Postal Ballot Form in indelible ink and not in any erasable writing mode.
 - vi. Members are requested not to send any other document / papers along with the Postal Ballot Form in the enclosed postage pre-paid self-addressed business reply envelope. If any extraneous papers are found, the same will be destroyed by the Scrutinizer.
 - vii. A member may request for a duplicate Postal Ballot Form, if so required. However, the duly completed duplicate Postal Ballot Form should reach the Scrutinizer not later than the date and time specified in Point No. 13(i) above.