



GUJARAT GAS

GUJARAT GAS LIMITED

CIN: L40200GJ2012SGC069118

Registered Office: Gujarat Gas CNG Station, Sector 5/C, Gandhinagar – 382006, Gujarat.

Tel: +91-79-26462980 **Fax:** + 91-79-26466249,

website: www.gujaratgas.com, **E-mail Id:** rajeshwari.sharma@gujaratgas.com

POSTAL BALLOT FORM

(To be sent dully filled and signed to the scrutiniser appointed by the Company)
(Please read the "Instructions" printed overleaf carefully before completing this form)

Serial No.:

1. Name & registered address :
of the sole/ first named
Member

2. Name(s) of the joint holder(s) :
(if any)

3. Registered Folio Number/ :
DP ID No. and Client ID No.*
*(Applicable to Members holding
shares in dematerialized form)

4. Number of Equity Share(s) held :

I/We hereby exercise my/our vote(s) in respect of the following Resolution(s) to be passed through Postal Ballot for the business stated in the Postal Ballot Notice dated 3 November, 2018 of Gujarat Gas Limited ("the Company"), by conveying my/our assent or dissent to the said Resolution(s) by placing the tick (✓) mark at the appropriate box below:

Sr. No.	Details of Resolution	No. of Equity Share(s) held	I/We assent to the resolution (Vote in favour)	I/We dissent to the resolution (Vote against)
1.	Sub-division of Equity shares from the face value of Rs. 10/- per share to Rs. 2/- per share			
2.	Amendment of the authorised share capital clause V of the Memorandum of Association of the Company			
3.	Amendment of authorised share capital clause of article 4 of the Articles of Association of the Company			
4.	Enabling the sub division of shares by insertion of article 4A after article 4 in the Articles of Association of the Company			
5.	Approval for continuation of current term of Shri Jal Patel, Independent Director			
6.	Approval for continuation of current term of Shri K.D. Chatterjee, Independent Director			

Place:

Date:

Signature of the Member

E-mail address:

Tel. No.

To be provided by the Members holding Equity Shares in physical form.

Members holding shares in electronic form who have not registered their email ID with the depository participant (DP) may please update their email IDs/contact number with their DP.

ELECTRONIC VOTING PARTICULARS

The e-voting facility is available at the link <https://evoting.karvy.com>. The electronic voting particulars are set out below:

EVEN (E-voting Event Number)	User ID	Password

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

Commencement of e-voting	End of e-voting
Friday, 16 November 2018 (9:00 A.M. IST)	Saturday, 15 December 2018(5:00 P.M. IST)

Notes:

Please read instructions printed below carefully before filling this form and for e-voting, please refer to the instructions for voting through electronic means provided in the Postal Ballot Notice sent herewith.

The last date for the receipt of the Postal Ballot Forms by the Scrutinizer is Saturday, 15 December 2018 upto 5:00 P.M.(IST)

Please return your Postal Ballot Form in the Postage prepaid self-addressed Business Reply Envelope (BRE) enclosed herewith.

INSTRUCTIONS:

- Voting rights shall be reckoned on the paid-up value of equity shares registered in the names(s) of Member(s) on the cut-off date i.e. Friday, 9th November, 2018.
- A Member desirous of exercising vote by physical Postal Ballot Form should complete the Postal Ballot Form in all respects and send it after signature to The Scrutinizer at C/o Karvy Computershare Private Limited, Unit of Gujarat Gas Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District Nanakramguda, Hyderabad - 500 032, in the attached postage prepaid self-addressed Business Reply Envelope (BRE) which shall be properly sealed with adhesive or adhesive tape. Postage charges will be borne and paid by the Company. Postal Ballot Form(s), if deposited in person or sent by courier or registered/speed post at the expense of the Member will also be accepted.
- Alternatively, a Member may vote through electronic mode as per the instructions for e-voting provided in the Postal Ballot Notice sent herewith.
- The Members can opt for only one mode of voting, i.e., either by physical ballot form or e-voting. In case Members cast their votes through both the modes, voting done by e-voting shall prevail and votes cast through physical postal ballot form will be treated as invalid.
- This Form should be completed and signed by the Member (as per the specimen signature registered with the Company/Registrar and Transfer Agent (RTA)/Depository Participant). In case of joint-holding, this Form should be completed and signed by the first named Member and in his/her absence, by the next named Member.
- In case of Equity Shares held by companies, trusts, societies etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of the relevant board resolution/appropriate authorisation with the specimen signature(s) of the authorised signatory(ies) duly certified/attested.
- Consent must be accorded by placing a tick mark in the column, 'I/We assent to the Resolution', or dissent must be accorded by placing a tick mark in the column, 'I/We dissent to the Resolution'. Form bearing tick mark in both the columns will be treated as invalid. A Member need not use all his/her votes nor does he/she need to cast his/her votes in the same way.
- The votes of a Member will be considered invalid on any of the following grounds:
 - a) If a form other than the Postal Ballot form issued by the Company is used.
 - b) If the Postal Ballot Form has not been signed by the Member.
 - c) If the Member's signature does not tally with the specimen signature with the Company.
 - d) If the Member has marked his/her/its vote both for 'Assent' and also for 'Dissent' to the 'Resolution' in such manner that the aggregate Equity Shares voted for 'Assent' and 'Dissent' exceeded total number of Shares held.
 - e) If the Member has made any amendment to the Resolution or imposed any condition while exercising his vote.
 - f) If the Postal Ballot Form is incomplete and incorrectly filled.
 - g) If the Postal Ballot Form is received torn or defaced or mutilated or in a manner such that it is difficult for the Scrutinizer to identify either the Member or the number of votes, or whether the votes are for 'Assent' or 'Dissent', or neither assent or dissent is mentioned or if the signature could not be verified, or one or more of the above grounds.
 - h) The envelope containing the postal ballot form is received after the last date as specified above.
 - i) The Postal Ballot Form, signed in a representative capacity, is not accompanied by a certified copy of the relevant specific authority.
 - j) Any competent authority has given directions in writing to the Company to freeze the voting rights of the Member.
- Duly completed Postal Ballot Form should reach The Scrutinizer at C/o Karvy Computershare Private Limited, Unit of Gujarat Gas Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District Nanakramguda, Hyderabad - 500 032 not later than 5.00 P.M. (IST) on 15 December 2018. Postal Ballot Form received after that date will be strictly treated as if reply from such Member has not been received. The Members are requested to send the duly completed Postal Ballot Form well before the last date providing sufficient time for the postal transit.
- In case a Member is desirous of obtaining a duplicate copy of a Postal Ballot Form or desirous any guidance pertaining to Postal Ballot Forms can write to the Company's Registrar & Transfer Agent at Karvy Computershare Private Limited, Unit of Gujarat Gas Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District Nanakramguda, Hyderabad - 500 032 or may write to Karvy on the email id: raghu.veedha@karvy.com or he / she may send an e-mail to rajeshwari.sharma@gujaratgas.com. The RTA/Company shall forward the same along with postage pre-paid self-addressed BRE to the Member.
- Members are requested NOT to send any other paper along with the Postal Ballot Form in the enclosed postage prepaid self-addressed Business Reply Envelopes as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelopes would be destroyed by the Scrutinizer and the Company would not be able to act on the same.
- For every Folio No./DP ID/Client ID, there will be only one Postal Ballot Form/e-voting irrespective of the number of joint-holder(s). Voting rights in the Postal Ballot/e-voting cannot be exercised by a proxy.
- In case of non-receipt of the Postal Ballot Form or for any query relating there to, the Members may contact the Company's Registrar and Share Transfer Agent, Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad 500 032, UNIT: GUJARAT GAS LIMITED or send an e-mail at rajeshwari.sharma@gujaratgas.com
- The Scrutinizer will submit his report to the Chairman or to any authorised person of the Company after completion of the scrutiny and the results of the Postal Ballot will be announced on or before 17 December, 2018, at the Registered Office of the Company situated at Gujarat Gas CNG Station, Sector 5/C, Gandhinagar – 382 006 and the Corporate office at 2, Shanti Sadan Society, Near Parimal Garden, Ellisbridge, Ahmedabad – 380 006, Gujarat and will also be displayed on the website of the Company (www.gujaratgas.com) and on the website of Karvy Computershare Private Limited (<https://evoting.karvy.com>) besides being communicated to the Stock Exchanges.
- For detailed instruction on e-voting, please refer to the notes to the Postal Ballot Notice.