



HINDUSTAN ORGANIC CHEMICALS LTD.

(A Government of India Enterprises)

Regd. Office: 401,402,403, 4th Floor, V.Times Square, Sector-15, CBD, Belapur, PIN: 400614.

Website: www.hocindia.com; **CIN:** L99999MH1960GOI011895

POSTAL BALLOT FORM [Voting from 05-04-2019 to 04-05-2019]

Serial No. :

1. Name and address of the sole /first Named shareholder as registered with the Company.

2. Name(s) of the joint shareholder(s), if any, registered with the Company

3. Registered folio No./DP ID Client ID No. (*Applicable to shareholders holding shares in dematerialized form)

4. No. of equity shares held

I/We hereby exercise my/our vote in respect of Special resolution to be passed through postal ballot in connection with business stated in the postal ballot notice by recording my/our assent or dissent to the said resolutions by placing the (✓) in the appropriate box below:

Resolution No.	Description /Resolution /Proposal	No. of Shares	(FOR) I/We assent to the resolution	(AGAINST) I / We dissent to the resolution.
1.	To consider and to approve the proposed Sale of 66.13Acres of HFL land on 'as is where is basis' subject to Government approval.			

SIGNATURE OF MEMBER

Notes :

1. Last date for receipt of postal ballot form is 04-05-2019. (5:00 PM)

2. Please read the instruction printed overleaf carefully before exercising your vote.

INSTRUCTIONS – Reg.: Postal Ballot / E- Voting

1. GENERAL INFORMATION -
 - a) There will be one Post Ballot Form /e-voting for every Client ID No./Folio No., irrespective of the number of joint holders.
 - b) Members can opt for only one mode of voting i.e. either by Postal Ballot or thorough by e-voting in case you are opting for voting by Postal Ballot, then please do not cast your vote by e-voting and vice versa. In case Members cast their votes both by Postal Ballot and e-voting, the votes cast through e-voting shall prevail and the votes cast through postal ballot form shall be considered invalid.
 - c) Voting rights in the Postal Ballot / e-voting cannot be exercised by a Proxy.
2. PROCESS FOR MEMBERS OPTING FOR VOTING BY POSTAL BALLOT :

Members desiring to cast their vote by Postal Ballot should complete and sign this Postal Ballot and send it to : THE SCRUTINIZER, Bigshare Services Pvt. Ltd., **Unit : HINDUSTAN ORGANIC CHEMICALS LIMITED** , 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri (E) Mumbai – 400059, Maharashtra, India., in the enclosed postage prepaid self-addressed envelope.

 - a) In case of joint holding, this Postal Ballot Form should be completed and signed by the first Member and in his absence by the next named Member.
 - b) In respect of shares held by corporate and institutional shareholders (companies, trusts, societies etc.), the completed Postal Ballot should be accompanied by a certified copy of the relevant board resolution/appropriate authorization, with the specimen signatures(s) of the authorized signatory(ies) duly attested.
 - c) The signature of the Member on this Postal Ballot Form should be as per the specimen signature furnished by National Securities Depository Limited(NSDL) / Central Depository Services (India) Limited (CDSL) or as registered with the Company, in respect of shares held in dematerialized form or in physical form, respectively.
 - d) The consent must be accorded by recording the assent in the column 'FOR' or dissent in the column 'AGAINST' by placing a tick mark () in the appropriate column in the postal ballot form. The assent or dissent received in any other form shall not be considered valid.
 - e) Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours i.e. at 5.00 p.m. on 04-05-2019. Postal Ballot Forms received after this date will be consider invalid and as if the reply from such member has not been received.
 - f) Postal Ballot Form which is incomplete or unsigned or defective in any manner is liable to be rejected. The Scrutinizer's decision in this regard shall be final and binding.
 - g) Member(s) is / are requested not to send any other paper along with the Post Ballot Form. They are also requested not to write anything in the postal ballot form except giving their assent / dissent and putting signature. If any other paper is sent, the same will be destroyed by the Scrutinizer.

Reminder to the Shareholders for submitting the KYC/PAN-Bank Details to the RTAs- to: M/s. Bigshare Services Pvt. Ltd

Folio No. :

Dear Shareholder(s),

Unit :

Sub.: Mandatory update of PAN and Bank details

Pursuant to SEBI circular SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, shareholders holding shares in physical form whose folio do not have / have incomplete details with respect to PAN and bank particulars are mandatorily required to furnish the PAN and bank details to the Company / Registrar & Transfer Agent (RTA) for registration under their folio.

As per the records of the Company / RTA, your folio needs to be updated with the PAN and complete bank account details.

Hence you are requested to submit the following documents within 21 days of receipt of this communication:

- The form which has been provided overleaf of this letter, dully filled in and sign by all the shareholders
- Self-attested copy of PAN card of the shareholder (including joint holders)
- Original cancelled cheque leaf with the name of first /sole shareholder printed on it and in absence of personalized cheque copy of bank passbook showing name & account details of the account holder attested by bank
- Address proof (self-attested copy of Aadhar-card/voter id/electricity bill/telephone bill)

In case if you have any queries or need any assistance in this regard, please contact us at the following address: Bigshare Services Pvt. Ltd. ; 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri East, Mumbai – 400 059 Tel. No. 91 22 62638200, email : investor@bigshareonline.com;

On receipt of the above document we will update the same in the RTAs records

FORM FOR FURNISHING PAN AND BANK DETAILS

Bigshare Services Pvt. Ltd, 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri East, Mumbai – 400 059.

Dear Sir/Madam,

Unit:

I/we hereby furnish our PAN and bank mandate details for updating in your records. I/we am/are enclosing herewith:

- 1) Self-attested copy of PAN card of the shareholder (including joint holders)
 - 2) Original personalized cancelled cheque leaf / First page of bank pass book
- Address proof (self-attested copy of Aadhar-card/voter id/electricity bill/telephone

Folio No.

Mobile No.

E-mail id:

Bank Account Details : (for electronic credit of dividends)

Name of the Bank:

Name of the Branch:

Account Number (as appearing in cheque book):

Account Type (please tick as applicable)

Saving

Current

Cash Credit

9 Digit MICR Number (as appearing on the MICR

cheque issued by the bank) Please enclose a photocopy of a cheque for verification)

11 Digit IFSC Code:

Name PAN Signature (as per specimen Registered with the Company / RTA)

First Holder :

Joint Holder 1 :

Joint Holder 2 :

Date:

Place:

Note: The above details will not be updated if the supporting documents are not attached and or not duly signed by the shareholder (including joint holders).