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# Castrol India Limited



CIN : L23200MH1979PLC021359

Registered Office : Technopolis Knowledge Park, Mahakali Caves Road, Andheri (East), Mumbai-400 093.

Website: www.castrol.co.in Tel.: (022) 66984100 Fax: (022) 66984101

## POSTAL BALLOT FORM

(1) Name & Registered Address :  
of the sole/first named  
Member

(2) Name(s) of the :  
Joint-Holder(s)  
If any

(3) DPID, Client ID / :  
Folio Number

(4) Number of Shares :

(5) e-Voting Event Number :

(6) User ID :

(7) Password :

(8) I/We hereby exercise my/our vote in respect of the Ordinary and Special Resolutions to be passed through Postal Ballot for the business as set out in the Notice of Postal Ballot of the Company dated 27th January, 2015 by sending my/our assent or dissent to the said Resolutions by placing the tick mark (✓) at the appropriate column below (tick in both the boxes will render the ballot invalid):

Item No.	Description of Resolution	No. of Equity Shares for which votes cast	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Ordinary Resolution for appointment of Mr. S.M.Datta as an Independent Director of the Company for the period of five years with effect from 1st October, 2014			
2.	Ordinary Resolution for appointment of Mr. R. Gopalakrishnan as an Independent Director of the Company for the period of five years with effect from 1st October, 2014			
3.	Ordinary Resolution for appointment of Mr. Uday Khanna as an Independent Director of the Company for the period of five years with effect from 1st October, 2014			
4.	Ordinary Resolution for appointment of Mr. Jayanta Chatterjee as Director of the Company retiring by rotation			
5.	Special Resolution for appointment of Mr. Jayanta Chatterjee as Whole-time Director			

Place:

Dated:

\_\_\_\_\_  
Signature of the Member

**NOTE:** 1. Please read the instructions printed overleaf carefully before casting your vote.

## INSTRUCTIONS

### 1. GENERAL INFORMATION

- a) There will be one Ballot Form / e-voting for every Client ID / Folio Number, irrespective of the number of joint holders.
- b) Members can opt for only one mode of voting i.e. either by Ballot or through e-voting. In case you are opting for voting by Ballot, then please do not cast your vote by e-voting and vice versa. In case Members cast their votes both by Ballot and e-voting, the votes cast through Ballot shall prevail and the votes cast through e-voting shall be considered invalid.
- c) Voting rights in the Ballot / e-voting cannot be exercised by a proxy. However, corporate and institutional shareholders shall be entitled to vote through their authorised representatives with proof of their authorisation, as stated above.

### 2. PROCESS FOR MEMBERS OPTING FOR VOTING BY BALLOT

- a) Members desiring to cast their vote by Ballot should complete and sign this Ballot Form and send it to the Scrutinizer, Mr. B.V. Dholakia, Practicing Company Secretary at Castrol India Limited, Technopolis Knowledge Park, P.O.Box No. 19411, Mahakali Caves Road, Chakala, Andheri (E), Mumbai - 400093, in the enclosed postage prepaid self-addressed envelope. Ballot Forms deposited in person or sent by post or courier at the expense of the Member will also be accepted.
- b) In case of joint holding, this Ballot Form should be completed and signed by the first named Member and in his absence by the next named Member.
- c) In respect of shares held by corporate and institutional shareholders (companies, trusts, societies, etc.), the completed Ballot Form should be accompanied by a certified copy of the relevant board resolution / appropriate authorisation, with the specimen signature(s) of the authorized signatory(ies) duly attested.
- d) The signature of the Member on this Ballot Form should be as per the specimen signature furnished by National Securities Depository Limited (NSDL) / Central Depository Services (India) Limited (CDSL) or registered with the Company, in respect of shares held in dematerialised form or in physical form, respectively.
- e) Completed Ballot Forms should reach the Scrutinizer no later than the close of working hours i.e. at 5:00 p.m. on 12th March, 2015. Ballot Forms received after this date will be considered invalid.
- f) Ballot Forms which are incomplete or unsigned or defective in any manner are liable to be rejected. The Scrutinizer's decision in this regard shall be final and binding.
- g) A Member seeking duplicate Ballot Form or having any grievance pertaining to the Ballot process can write to the Company's Registrars- TSR Darashaw Limited, 6-10, Haji Moosa Patrawala Industrial Estate, 20, Dr E. Moses Road, Mahalaxmi, Mumbai 400 011 or to the e-mail ID [castrolpostalballot2015@tsrdarashaw.com](mailto:castrolpostalballot2015@tsrdarashaw.com). Duly completed and signed duplicate Ballot Forms should, however, reach the Scrutinizer no later than the close of working hours on i.e. at 5:00 p.m. on 12th March, 2015.
- h) Members are requested not to send any paper (other than the resolution/authority as mentioned under "Process for Members opting for voting by Ballot" point 2(c) above) along with the Ballot Form in the enclosed self-addressed postage pre-paid envelope as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope the same would not be considered and would be destroyed by the Scrutinizer.

### 3. PROCESS FOR MEMBERS OPTING FOR E-VOTING

- (A) In case of Members receiving the Ballot Form by e-mail:
  - i. Open e-mail and open PDF file viz; "CIL e-Voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password for e-voting. Please note that the password is an initial password.
  - ii. Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
  - iii. Click on "Shareholder -- Login".
  - iv. Insert user ID and password as initial password noted in step 3 (A) (i) above. Click "Login"
  - v. "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.
  - vi. Home page of "e-Voting" opens. Click on "e-Voting: Active E-voting Cycles".
  - vii. Select "EVEN" (Electronic Voting Event Number) of Castrol India Limited.
  - viii. Now you are ready for e-Voting as "Cast Vote" page opens.
  - ix. Cast your vote by selecting appropriate option and click on "Submit" and also click on "Confirm" when prompted.
  - x. Upon confirmation, the message "Vote cast successfully" will be displayed.
  - xi. Once you have voted on the resolution, you will not be allowed to modify your vote.
  - xii. For the votes to be considered valid, the corporate and institutional shareholders (companies, trusts, societies, etc.) are required to send a scanned copy (PDF/JPG format) of the relevant Board Resolution/Appropriate Authorization etc. together with attested specimen signature of the duly authorized signatory(ies), to the Scrutinizer through e-mail at [castrolpb2015@dholakia-associates.com](mailto:castrolpb2015@dholakia-associates.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
- (B) In case of Members receiving Ballot Form by Post:
  - (i) User ID and initial password is provided
  - (ii) Please follow all steps from Sr. No. 3A (ii) to 3A (xii) above, to cast your vote.
- (C) If you are already registered with NSDL for e-voting then you can use your existing user ID and password for Login to cast your vote.
- (D) In case of any queries, you may refer to the 'Frequently Asked Questions' (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of NSDL's E-Voting website: [www.evoting.nsdl.com](http://www.evoting.nsdl.com). You can also send your queries / grievances relating to e-voting to the e-mail ID :- [castrolpostalballot2015@tsrdarashaw.com](mailto:castrolpostalballot2015@tsrdarashaw.com) or at the address of TSR Darashaw mentioned above.
- (E) The period for e-voting starts on 11th February, 2015 and ends on 12th March, 2015. E-voting shall be disabled by NSDL at 5:00 p.m. on 12th March, 2015.

4. The results of the Postal Ballot would be declared at the Registered Office of the Company as specified in the Notice. The results will thereafter be published in newspaper(s) and communicated to the stock exchange/s, for the information of Members.
5. The date of passing of all the resolutions will be the date of declaration of results of the Postal Ballot.
6. The items of business covered by this Postal Ballot will not be transacted at any subsequent General Meeting even though members who have not exercised their franchise through Postal Ballot might be present in person or through proxy at the said meeting.
7. The scrutinizer, after completion of scrutiny, will submit his report to the Chairman of the Company. The results of the Postal Ballot will be declared by the Chairman or in his absence, by the Managing Director or Company Secretary of the Company on 17th March, 2015 at the registered office of the Company. The results of the Postal Ballot will also be published in the Newspaper (English and Vernacular) within 48 hours of the declaration of the results and will be placed at the website of the Company at <http://www.castrol.co.in> for information of Members besides being communicated to all the Stock Exchanges on which the shares of the Company are listed.

8. Voting rights shall be reckoned on the paid up value of the shares registered in the name of the Shareholders as on the date of 30th January 2015.