



Competent Automobiles Co. Limited

CIN: L34102DL1985PLC020668

Regd. Office: Competent House, F-14, Connaught Place, New Delhi - 110001

Phone: 011-45700000

E-mail: cs@competent-maruti.com; Website: www.competent-maruti.com

POSTAL BALLOT FORM

(Please read the instructions printed overleaf carefully before completing this form)

Sr. No.

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

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

3. Registered Folio Number/ DP ID No. / Client ID No.* :

*Applicable to Investor holding shares in dematerialized form

4. Number of Shares held :

I/we do hereby exercise and cast my/our vote(s) in respect of the resolutions to be passed through Postal Ballot for the business stated in the Notice for Postal Ballot dated 8th March, 2019 of the Company in the following manner by placing the (✓) mark at the appropriate box below (tick in both boxes will render the ballot invalid):

Resolution No.	Description	No. of Equity Share held	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Ordinary resolution u/s. 188 of the Companies Act, 2013 approving purchase of land and building bearing No. 25, Block -A at Industrial Colony known as Infociy, Sector -33 & 34 Gurugram, Haryana -122001.			

Place :

(Signature of the Shareholder)

Date :

ELECTRONIC VOTING PARTICULARS

For those who wish to vote through electronic means instead of the Postal Ballot From, the facility for voting through electronic means is available at the weblink www.evoting.nsdl.com. Particulars for electronic voting are as under:

EVEN (Electronic-Voting Event Number)	User ID	Password

Notes:

- Each equity shares carries one vote.
- If the voting rights are exercised through electronic means, there is no need to use this form.
- Facility for voting through postal ballot and electronic means will be available during the following period:
 - Commencement of voting: 9:00 a.m. (IST) on Monday, March 18, 2019
 - End of voting: 5:00 p.m. (IST) on Wednesday, April 17, 2019

GENERAL INSTRUCTIONS FOR VOTING BY PHYSICAL POSTAL BALLOT FORM

1. A member desirous to exercise vote by postal ballot may complete this Postal Ballot Form (no other form or photocopy thereof is permitted) in all respects and send it to the Scrutinizer, Mr. Pramod Prasad Agarwal, a Practicing Company Secretary, Proprietor, M/s. P. P. Agarwal & Co. (C.P. Number 10566), in the attached self-addressed business reply envelope, which shall be properly sealed. Postage will be borne and paid by the Company. However, an envelope containing the Postal Ballot Form deposited in person or sent by courier at the expense of the member will also be accepted.
2. A Member may request for a duplicate Postal Ballot Form from the Company, if so required. However, duly completed Postal Ballot Form should reach the Scrutinizer not later than the last date of receipt of Postal Ballot Form i.e. **upto Wednesday, April 17, 2019 at 5:00 p.m. (IST)**.
3. The Self-addressed business reply envelope bears the address where the Postal Ballot Forms are required to be sent.
4. This Postal Ballot Form should be completed and signed by the Member (as per the specimen signature registered with the Company/ Depository Participants). In case of joint holding, this form should be completed and signed by the first named Member and in his/ her/ its absence, by the next named Member.
5. The Company is also offering remote e-voting as an alternative for all Members to enable them to cast their vote electronically. The detailed procedure for e-voting is part of the Postal Ballot Notice.
6. A tick (✓) mark should be placed in the relevant box signifying assent/dissent for the resolution(s), as the case may be, before mailing the Postal Ballot Form. Incomplete, unsigned, improperly or incorrectly tick (✓) marked Postal Ballot Forms will be rejected. A Postal Ballot Form bearing tick marks in both the columns will also render such Postal Ballot Form invalid.
7. The completed Postal Ballot Form should reach the Scrutinizer not later than **Wednesday, April 17, 2019 at 5:00 p.m. (IST)**. A Postal Ballot Form received after the said date and time will be treated as if the reply from such Member has not been received and shall not be counted for the purposes of passing of resolution(s).
8. Members are entitled to cast their votes differently i.e. all the votes either in favour or against or partly in favour or partly in against.
9. In case of shares held by companies, trusts, societies, etc., the duly completed Postal Ballot Form should be accompanied by certified copy of the Board Resolution/ Authority letter/ Power of Attorney etc., along with attested specimen signature(s) of the duly authorized signatory(ies) who is authorised to vote, failing which the Postal Ballot Form will be treated as invalid.
10. Members are requested not to send any extraneous paper along with the Postal Ballot Form in the enclosed pre-paid envelope as the same would not be considered and would be destroyed by the Scrutinizer.
11. The exercise of vote under postal ballot process is not permitted through proxy.
12. There will be only one Postal Ballot Form for each folio/DP & Client ID irrespective of the number of joint Member(s).
13. Scrutinizer's decision on the validity of the Postal Ballot Form will be final.
14. The result of the postal ballot will be declared by the Chairman or any other person authorised by him **on or before 5:00 p.m. (IST) on Thursday, April 18, 2019** at the Registered Office of the Company. The result will be displayed at the Registered Office of the Company. The result shall be communicated to Stock Exchanges and the same along with Scrutinizer's Report will be displayed on the website of the Company www.competent-maruti.com as well as on the website of NSDL <https://www.evoting.nsdl.com>.
15. A Postal Ballot Form shall be considered invalid if:
 - (a) A form other than one issued by the Company has been used;
 - (b) It has not been signed by or on behalf of the member of the Company;
 - (c) Signature on the Postal Ballot Form does not match the specimen signatures of the member available with the Company;
 - (d) It is not possible to determine without any doubt the assent or dissent of the Member;
 - (e) Neither assent nor dissent is mentioned;
 - (f) Any competent authority has given directions in writing to the Company to freeze the voting rights of the Member;
 - (g) The envelope containing the Postal Ballot Form is received after the last date prescribed;
 - (h) The Postal Ballot Form, signed in representative capacity, is not accompanied by a certified true copy of the relevant specific authority;
 - (i) It is defaced or mutilated in such a way that its identity as a genuine form cannot be established;
 - (j) A Member has made any amendment to the resolution or imposed any condition while exercising his/her vote.

INSTRUCTIONS FOR REMOTE E-VOTING AS AN ALTERNATIVE TO VOTING THROUGH POSTAL BALLOT FORM

As an alternative to voting through Postal Ballot, the Company is pleased to offer e-Voting facility to all the Members of the Company to enable them to cast their votes electronically instead of dispatching Postal Ballot Form. The detailed procedure for remote e-Voting is explained in the Notes to the Notice of Postal Ballot.