



Registered folio no. / DP ID no. / Client ID no.

Number of shares held :

Dear Member,

**Subject: Instructions for e-voting**

Pursuant to provisions of section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, the Company is pleased to offer e-voting facility to the members to cast their votes electronically on all resolutions set forth in the Notice convening the 34<sup>th</sup> Annual General Meeting to be held on Thursday, July 17, 2014, at 3.00 P.M. IST. The Company has engaged the services of Central Depository Limited (CDSL) to provide the e-voting facility.

The e-voting facility is available at the link <https://www.evotingindia.com>

The electronic voting particulars are set out below:

| EVSN (Electronic Voting Sequence Number) | User ID | Password |
|--|---------|----------|
|--|---------|----------|

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

| Commencement of e-voting       | End of e-voting                |
|--------------------------------|--------------------------------|
| July 11, 2014 at 9.00 a.m. IST | July 13, 2014 at 6.00 p.m. IST |

Please read the instruction printed below before exercising your vote.

These details and instructions form an integral part of the Notice for the Annual General Meeting to be held on July 17, 2014.

**Step for e-voting**

1. Open the internet browser and type the following URL:

URL : <https://www.evotingindia.com>

2. Click on Shareholder-Login.

3. Once the e-voting home page opens, enter the EVSN of Banaras Beads Limited (the number is provided in this document) and thereafter you enter the number and click the submit button.

4. Then Investor login page will be open and enter the user ID, password and Pan number provided in this document and click the submit button.

5. Before voting process, the **Password Change Menu** will appear on your screen. Change to a new Password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of the two. Please take utmost care to keep your Password confidential.

6. The shareholder having shares in demat form can login to the e-voting system using their existing User ID and Password for Login provided by CDSL. Physical shareholders can login using their ID (folio number of the shares) PAN and password as provided by the CDSL.

7. If you are logging in for the first time, please enter the User ID and Password.

8. Cast your vote by selecting your favored option and click **Submit**. Also click **Confirm** when prompted. Please note that once your vote is cast on the selected resolution, it cannot be modified.

9. Institutional shareholders (i.e. members other than individuals, HUF, NRIs, ec.) are required to send a scanned copy (PDF/JPG format) of the relevant board resolution/authority letter, etc., together with the attested specimen signature(s) of the duly authorised signatory (ies) who are authorised to vote, to the Scrutinizer via email at : [rksing@banarasbead.com](mailto:rksing@banarasbead.com), with a copy marked evoting@cdslindia.com, anandt@cdslindia.com, ankitb@cdslindia.com

10. In case of any queries, please refer to the **Frequently Asked Questions (FAQs)** for members and the e-voting user manual for members available in the 'Downloads' section of <https://www.evotingindia.com> You can also CDSL via email at [evoting@cdslindia.com](mailto:evoting@cdslindia.com), [anandt@cdslindia.com](mailto:anandt@cdslindia.com), [ankitb@cdslindia.com](mailto:ankitb@cdslindia.com). OR Mr. Sarwan Mangla, Manager of M/s Mas Services Limited, New Delhi Ph:- 26387281/82/83 Fax:- 26387384, email:- [info@masserv.com](mailto:info@masserv.com)

**General instructions**

- The e-voting period commences on July 11, 2014 (9.00 a.m. IST) and ends on July 13, 2014 (6.00 p.m. IST). During this period, shareholders of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of July 1, 2014, may cast their vote electronically. The e-voting module shall also be disabled by CDSL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- Since the Company is required to provide members the facility to cast their vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cu-off date (record date) of July 1, 2014 and not casting their vote electronically, may only cast their vote at the Annual General Meeting.
- Ajay Jaiswal Practicing Company Secretary (Membership Number 5112), Varanasi .has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.



**BANARAS BEADS LIMITED**  
AN EXPORT HOUSE RECOGNISED BY GOVERNMENT OF INDIA

**34th**  
**ANNUAL REPORT**  
2013-14



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- d. The Scrutinizer shall, within a period of not exceeding three working days from the conclusion of the e-voting period, unlock the votes in the presence of at least two witnesses, not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favor of or against, if any, forthwith to the Chairman of the Company.
- e. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on July 1, 2014.
- f. The result declared alongwith the Scrutinizer's Report shall be placed on the Company's websites [www. banarasbead.com](http://www.banarasbead.com), [www.bblinvestor.com](http://www.bblinvestor.com) and on the website of CDSL within two days of the passing of the resolutions at the 34<sup>th</sup> Annual General Meeting of the company on July 17, 2014, and communicated to the BSE Ltd., National Stock Exchange of India Ltd., Mumbai.

All documents referred to in the accompanying Notice and the Statement pursuant to Section 102 (1) of the Companies Act, 2013, will be available for inspection at the Registered Office of the Company during business hours on all working days up to the date of declaration of the result of the 34<sup>th</sup> Annual General Meeting of the Company.

Registered Office.:  
A-1, Industrial Estate,  
Varanasi- 221106

Date 29.05.2014

By order of the Board of Directors  
for Banaras Beads Ltd.

Sd/-  
(R.K. Singh)  
Company Secretary/ compliance officer