



MULTIBASE INDIA LIMITED

Registered Office: 74/5-6, Daman Industrial Estate, Kadaiya Village, Nani Daman – 396 210 (U.T.)

CIN: L01122DD1991PLC002959, **Tel.:** +91 260 6614400, **Fax:** +91 260 2221578

Email: compliance.officer@multibaseindia.com, **Website:** www.multibaseindia.com

Name of the sole / first named member :

Address of sole / first named member :

Registered folio no. :

DP ID no. / Client ID no.

Number of shares held :

Dear Member,

Subject : Process and manner for availing E-voting facility

Pursuant to provisions of Section 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 and Clause 35B of the Listing Agreement, the Company is pleased to provide members facility to exercise their right to vote at 23rd Annual General Meeting of the Company to be held on Wednesday, September 24, 2014 at 12 Noon by electronic means. The Company has engaged the services of National Securities Depository Limited (“NSDL”) to provide e-voting facilities. The e-voting facility is available at the link <https://www.evoting.nsdl.com>

The electronic voting particulars are set out below:

EVEN (E-voting event number)	User ID	Password / PIN

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

Commencement of e-voting	End of e-voting
18 th September, 2014 (7:00 a.m.)	19 th September, 2014 (7:00 p.m.)

This communication forms an integral part of the Notice of 23rd Annual General Meeting of the Company to be held on 24th September, 2014.

Please refer notes for e-voting overleaf.

For and on Behalf of the Board

sd/-

(Ameesh Joshi)

Company Secretary

Date : 05.08.2014

Place: Mumbai

The instructions for e-voting are as under:

- (i) The Notice of the 23rd AGM of the Company and manner of e-Voting process along with printed Attendance Slip and Proxy Form is being dispatched to all the Members.
- (ii) NSDL shall also be sending the User-ID and Password, to those members whose shareholding is in the dematerialized format and whose email addresses are registered with the Company/Depository Participants(s). For members who have not registered their email address, can use the details as provided above.
- (iii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
- (iv) Click on Shareholder – Login
- (v) Put user ID and password as initial password mentioned in the letter. Click Login.
- (vi) 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.
- (vii) Home page of e-Voting opens. Click on e-Voting: Active Voting Cycles.
- (viii) Select “EVEN” of Multibase India Limited.
- (ix) Now you are ready for e-Voting as Cast Vote page opens.
- (x) Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.
- (xi) Upon confirmation, the message “Vote cast successfully” will be displayed.
- (xii) Once you have voted on the resolution, you will not be allowed to modify your vote.
- (xiii) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail nestle-scrutinizer@gmail.com or nestle-evoting@in.nestle.com with a copy marked to evoting@nsdl.co.in.
- (xiv) In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of www.evoting.nsdl.com.
- (xv) If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.
- (xvi) You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- (xvii) The e-voting period commences on September 18, 2014 (7:00 am) and ends on September 19, 2014 (7:00 pm). 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 August 8, 2014, may cast their vote electronically. The e-voting module shall also be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- (xviii) The voting rights of Shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on, Friday, August 8, 2014.
- (xix) The details relating to Scrutinizer and declaration of E-Voting result is given under Note. 17 to 20 to the Notice of 23rd AGM dated August 5, 2014.