

# SANATHNAGAR ENTERPRISES LIMITED

**Registered Office:** 412, Floor-4, 17G Vardhaman Chamber, Cawasji Patel Road, Horniman Circle, Fort, Mumbai 400001

**CIN:** L99999MH1947PLC252768

**Website:** www.sanathnagar.in • **E-mail:** investors.sel@lodhagroup.com • **Phone:** +9122-23024400 • **Fax:** +9122-23024550

Reference No.	
Name:	
Address:	
Folio No. / DP ID-Client ID:	
Joint-holders(s):	

Dear Member,

**Sub: Voting through electronic means on resolutions proposed to be passed at the 71<sup>st</sup> Annual General Meeting of the members of Sanathnagar Enterprises Limited**

Pursuant to provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, Sanathnagar Enterprises Limited ("**the Company**") is pleased to provide to its members facility to exercise their right to vote on resolutions proposed to be passed at its 71<sup>st</sup> Annual General Meeting of the members of the Company, scheduled to be held on Monday, September 24, 2018, at 12:00 noon (IST) at 8<sup>th</sup> Floor, Lodha Excelus, Apollo Mills Compound, N. M. Joshi Marg, Mahalaxmi, Mumbai 400011 ("**Meeting**"), by electronic means ("**e-voting**"). The members may cast their votes using an electronic voting system from a place other than the venue of the Meeting ("**remote e-voting**").

Further, the facility for voting through ballot form will also be made available at the Meeting ("**Ballot Form**") and members attending the Meeting who have not cast their vote(s) by remote e-voting will be able to vote at the Meeting through Ballot Form.

The Company has engaged the services of Central Depository Services Limited ("**CDSL**") as the Agency to provide e-voting facility. The remote e-voting particulars are set out below:

<b>EVSN (Electronic Voting Sequence Number)</b>	<b>User ID</b>	<b>Password</b>	<b>No. of shares held as on September 17, 2018</b>

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

Commencement of remote e-voting : **From 9:00 a.m. (IST) on Thursday, September 20, 2018**

End of remote e-voting : **To 5:00 p.m. (IST) on Sunday, September 23, 2018**

The remote e-voting will not be allowed beyond the aforesaid date and time and remote e-voting module shall be forthwith disabled by CDSL upon expiry of the aforesaid period.

**Voting rights shall be reckoned on the paid-up value of the shares registered in the name of the member / beneficial owner (in case of electronic shareholding) as on the cut-off date, i.e. Monday, September 17, 2018.**

The Board of Directors of the Company has appointed Mr. Sharatkumar Shetty, Practicing Company Secretary (PCS no. 18123) as scrutinizer (the "**Scrutinizer**") to scrutinize the remote e-voting and Ballot Form process in a fair and transparent manner and he has communicated his willingness to be available at the Annual General Meeting for the said purpose.

This communication forms an integral part of the Notice dated May 18, 2018 convening the Meeting. Integrated Annual Report 2017-18 of the Company *inter alia* comprising the said Notice and this communication are provided herewith and also made available on the website of the Company www.sanathnagar.in

**Please read the instructions and information relating to e-voting printed overleaf.**

Yours faithfully,  
For Sanathnagar Enterprises Limited

**Hitesh Marthak**  
Company Secretary and Compliance Officer

## INFORMATION AND INSTRUCTIONS RELATING TO E-VOTING:

- i. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide members a facility to exercise their right to vote on business proposed to be transacted at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by Central Depository Services (India) Limited (CDSL).
- ii. The facility for voting through ballot paper shall be made available at the AGM premises and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the AGM through ballot paper.
- iii. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
- iv. The remote e-voting period commences on Thursday, September 20, 2018 (9:00 am) and ends on Sunday, September 23, 2018 (5:00 pm). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. Monday, September 17, 2018, may cast their vote by remote e-voting. The remote e-voting module shall be forthwith blocked by CDSL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- v. 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).
- vi. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on the cut-off date i.e. Monday, September 17, 2018.
- vii. Any person, who acquires shares of the Company and becomes member of the Company after dispatch of the notice and holding shares as on the cut-off date i.e. Monday, September 17, 2018, may obtain the login ID and password by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com). However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote.
- viii. A member can opt for only one mode of voting i.e. either through remote e-voting or by ballot process to be done at the AGM. If a member casts vote by both modes, then voting done through remote e-voting shall prevail and the ballot form shall be treated as invalid.
- ix. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date i.e. Monday, September 17, 2018 only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper.
- x. The Company has appointed Mr. Sharatkumar Shetty, Practising Company Secretary, as scrutinizor (the 'Scrutinizer') for scrutinizing the remote e-voting process as well as voting at the AGM in a fair and transparent manner.
- xi. The Chairman shall, at the Annual General Meeting, at the end of discussion on the business matters on which voting is to be held, allow voting with the assistance of scrutinizor, by use of "Ballot Paper" for all those members who are present at the AGM but have not cast their votes by availing the remote e-voting facility.
- xii. The Scrutinizer shall after the conclusion of voting at the Annual General Meeting, will first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of atleast two witnesses not in the employment of the Company and shall make, not later than three days of the conclusion of the AGM, a consolidated scrutinizor's report on the total votes cast in favour or against, if any, to the Chairman/ Director or a person authorized by him in writing, who shall counter sign the same and declare the result of the voting forthwith.
- xiii. The results declared along with the report of the Scrutinizer shall be placed on the website of the Company [www.sanathnagar.in](http://www.sanathnagar.in) and on the website of the CDSL immediately after the declaration of result by the Chairman/ Director or a person authorized by him in writing. The results shall also be immediately forwarded to the stock exchange (BSE Limited).
- THE PROCESS AND MANNER FOR REMOTE E-VOTING ARE AS UNDER:**
- The voting period begins on Thursday, September 20, 2018 (9:00 am) and ends on Sunday, September 23, 2018 (5:00 pm). During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date, Monday, September 17, 2018 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- Shareholders who have already voted prior to the AGM date would not be entitled to vote at the meeting venue.
  - The shareholders should log on to the e-voting website, [www.evotingindia.com](http://www.evotingindia.com)
  - Click on "Shareholders" / "Members".
  - Now enter your User ID.
    - For CDSL: 16 digits beneficiary ID.
    - For NSDL: 8 Character DP ID followed by 8 Digits Client ID.
    - Members holding shares in Physical Form should enter Folio Number registered with the Company.
  - Next enter the Image Verification as displayed and Click on "Login".
- f. If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any Company, then your existing password is to be used.
- g. If you are a first time user follow the steps given below:
- |  | <b>For Members holding shares in Demat Form and Physical Form</b>   |
|--|---|
| PAN  | Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none"> <li>Members who have not updated their PAN with the Company/ Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li> <li>In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li> </ul> |
| Dividend Bank Details OR Date of Birth (DOB) | Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (d).</li> </ul>  |
- After entering these details appropriately, click on "SUBMIT" tab.
    - Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that the company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
    - For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
    - Click on the EVSN for the relevant <Company Name> on which you choose to vote.
      - On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
      - Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details. After selecting the resolution if you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
      - Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
      - You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
      - If a demat account holder has forgotten the login password then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
      - Shareholders can also cast their vote using CDSL's mobile app M-Voting available for android based mobiles. The M-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- NOTE FOR NON – INDIVIDUAL SHAREHOLDERS AND CUSTODIANS**
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizor to verify the same.
- In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).