



## SARDA ENERGY & MINERALS LIMITED

Regd. Off: 73-A, Central Avenue, Nagpur (M.H.) 440018

Ph: +91-712-2722407 Fax: +91-712-2722107 Email: cs@seml.co.in website: www.seml.co.in

CIN: L27100MH1973PLC016617

Name of Shareholder :	
Address :	
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 Section 108 of the Act read with the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide E-Voting facility as an alternate for Shareholders of the Company to enable them to cast their votes electronically on the resolutions mentioned in the Notice of the 41st Annual General Meeting of the Company to be held on Monday, September 29, 2014. For this purpose, necessary arrangements have been made with the National Securities Depository Limited ("NSDL") to facilitate e-voting. E-Voting is optional to shareholders. The Company has appointed Shri Satish Sharma, Practicing Company Secretary of M/s. S.G. Kankani & Co., as the Scrutiniser for conducting the e-voting process in a fair and transparent manner.

The electronic voting particulars are set out below :

**ELECTRONIC VOTING PARTICULARS**

EVEN (E Voting Event Number)	USER ID	PASSWORD

<b>Commencement of e-voting</b>	From 9.00 a.m. of September 23, 2014
<b>End of e-voting</b>	upto 5.00 p.m. of September 25, 2014

E-voting will not be allowed beyond 5.00 p.m. of September 25, 2014. During the e-voting period, Shareholders of the Company holding shares either in physical form or in dematerialised form, as on the Cut off date may cast their votes electronically. The Cut off date for the purpose of e-voting is August 22, 2014.

Please read the instructions printed overleaf before exercising the vote.

These details and instructions form an integral part of the Notice for the AGM to be held on Monday, September 29, 2014.

**Process and Manner for Shareholders opting for e-voting is as under:-**

- (A) In case of Shareholders receiving e-mail from NSDL:
- (i) Open e-mail and open PDF file viz. "Sarda Energy & Minerals Limited Company – e-Voting.pdf" with your Client ID or Folio No. as password containing 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) Put user ID and Password as initial password noted in step (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. 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 Voting Cycles.
  - (vii) Select EVEN of Sarda Energy & Minerals Ltd.
  - (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 "Confirm" when prompted.
  - (x) 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 authorised to vote, to the Scrutiniser through e-mail: [satish\\_sharma\\_cs@yahoo.com](mailto:satish_sharma_cs@yahoo.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
- (B) In case of Shareholders receiving by Post:
- (i) Initial password is provided along with E-voting instructions.
  - (ii) Please follow all steps from Sl. No. (ii) to Sl. No. (x) as mentioned in (A) above, to cast vote.
- (C) If you are already registered with NSDL for e-voting then you can use your existing User ID and Password for casting your vote.
- (D) 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](http://www.evoting.nsdl.com).
- (E) The voting rights shall be reckoned based upon paid up value of shares held by member(s) as on Friday, August 22, 2014 (cut of date).
- (F) The Companies (Management and Administration) Rules, 2014 provides that electronic voting period shall be completed three days prior to the date of Annual General Meeting. Accordingly, the voting period shall commence at 9.00 a.m on Tuesday, September 23, 2014 and will end at 5.00 p.m. on Thursday, September 25, 2014. The e-voting module shall be disabled by NSDL at 5.00 p.m. on the same day.
- (G) Once the vote on a resolution is cast by a Member, he shall not be allowed to change it subsequently. Further, the Members who have cast their vote electronically shall not be allowed to vote again at the meeting.
- (H) The result shall be declared at or after the 41st Annual General Meeting of the Company results along with the Scrutiniser's Report shall also be placed on the website of the Company i.e [www.seml.co.in](http://www.seml.co.in).
- (I) For any other queries relating to the shares of the Company, please contact the Registrar & Share transfer agent at the following address:

Sharepro Services (India) Pvt. Ltd.  
Unit: Sarda Energy & Minerals Ltd.  
Sam Hita Warehousing Complex  
Warehouse No. 52 & 53 Plot No 13AB  
2nd Floor, Sakinaka  
Mumbai - 400 072  
Phone: +91-22-67720400; Fax: +91-22-67720416  
Email: [sharepro@shareproservices.com](mailto:sharepro@shareproservices.com)