

MITCON CONSULTANCY & ENGINEERING SERVICES LIMITED

Registered Office : 1st Floor, Kubera Chambers, Shivajinagar, Pune - 411 005. Maharashtra (India)

Tel. : 91-020-2553 4322, 2553 3309. Fax : 91-020-2553 3206

E-mail : cs@mitconindia.com CIN : L74140PN1982PLC026933

Website : www.mitconindia.com

POSTAL BALLOT FORM

(Please read the instructions printed overleaf carefully before exercising your vote)

1. Name and Registered address of the sole/first named Shareholder: (In Block Letters)	
2. Name(s) of the Joint Holder(s), if any	
3. Registered Folio No./ Client ID No. *	
4. No. of Shares	

* Applicable to investors holding shares in dematerialised form

I/We hereby exercise my/our vote in respect of the Special Resolution enumerated below by recording, my/ our assent or dissent to the said Resolution by placing the (√) mark at the appropriate places in the box below:

Sr. No.	Particulars	Type of Resolution	No. of Shares held	FOR	AGAINST
				I/ We assent to the Resolution	I/ We dissent to the Resolution
1.	Approval for insertion of new clauses no. 11 and 12 to Clause (A) of part III of the Memorandum of Association	Special			

Place :

Date :

(Signature of the Shareholder)

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INSTRUCTIONS

1. This Ballot form is provided for the benefit of Members who do not have access to e-voting facility.
2. A Member can opt for only one mode of voting i.e. either through e-voting or by Ballot. If a Member casts vote by both modes, then voting done through e-voting shall prevail and Ballot shall be treated as invalid.
3. For detailed instructions on e-voting, please refer to the Instructions for e-voting furnished in the Postal Ballot Notice.
4. The Scrutinizer will collate the votes downloaded from the e-voting system and votes received through ballot to declare the final result for the Resolution forming part of the Postal Ballot Notice.

PROCESS AND MANNER FOR MEMBERS OPTING TO VOTE BY USING THE BALLOT FORM:

- a. Voting rights are reckoned on the basis of the shares registered in the names of the Members/ beneficial Owners as on 24th July, 2015.
- b. Please complete and sign the Ballot form and return the form in the self-addressed business reply envelope so as to reach the Scrutinizer appointed by the Board of Directors of the Company on or before 4th September, 2015 (5.00 p.m.) at the following address:
Mr. Sridhar Mudaliar
Scrutinizer
MITCON Consultancy & Engineering Services Limited
First Floor, Kubera Chambers, Shivajinagar, Pune-411005
- c. The form should be signed by the Member as per the specimen signature registered with the Company / Depositories. In case of Joint holding, the form should be completed and signed by the first named Member and in his/ her absence, by the next named joint holder. A Power of Attorney (POA) holder may vote on behalf of a Member, mentioning the registration number of the POA registered with the Company or enclosing an attested copy of the POA. Exercise of vote by Ballot is not permitted through proxy.
- d. In case the shares are held by companies, trusts, societies, etc., the duly completed Ballot form should be accompanied by a certified true copy of the relevant Board Resolution together with their specimen signatures authorizing their representative.
- e. A member may request for a duplicate Ballot Form, if so required. However, duly filled in and signed duplicate form should reach the scrutinizer not later than the date and time specified in serial no. (b) above.
- f. Unsigned, incomplete, improperly or incorrectly tick marked Ballot forms will be rejected. The form will be rejected, if it is received torn, defaced or mutilated to an extent which makes it difficult for the Scrutinizer to identify either the Member or as to whether the votes are in favour or against or if the signature cannot be verified.
- g. The decision of the Scrutinizer on the validity of the Ballot form and any other related matter shall be final.
- h. The results declared alongwith Scrutinizer's Report will be placed on the Company's website: www.mitconindia.com and on the website of NSDL: www.evoting.nsdl.com and communicated to National Stock Exchange of India Limited.