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May 28, 2019

**BSE Ltd.,**  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Fort, Mumbai 400 001.  
Scrip Code: 532504

**National Stock Exchange of India Ltd.,**  
Exchange Plaza, Bandra Kurla Complex,  
Bandra (E), Mumbai 400 051  
Scrip Code: NAVINFLUOR EQ

**Sub.: 21<sup>st</sup> Annual General Meeting - Instructions for E-Voting**

For the 21<sup>st</sup> Annual General Meeting of the Company to be held on June 21, 2019, please find enclosed the e-voting instructions for voting on the resolutions mentioned in the Notice of the Meeting.

Kindly take the above on record.

Thanking You,

Yours faithfully,

For **NAVIN FLUORINE INTERNATIONAL LIMITED**

**Niraj B. Mankad**  
**President (Legal) & Company Secretary**

Encl.: a/a

### Electronic Voting through remote mode:

The Companies Act, 2013 has prescribed the provisions of voting through electronic means. In compliance with provisions of Section 108 of the Companies Act, 2013 and rules thereof and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, the Company is pleased to provide Members, facility of electronic voting system to exercise their right to vote on business to be transacted at the 21<sup>st</sup> Annual General Meeting (AGM) of the Company by electronic means through Karvy Fintech Private Limited (Karvy).

The Members may cast their votes using an electronic voting system from a place other than the venue of the Meeting ('remote e-voting'). Members attending the meeting who have not already cast their vote by remote e-Voting shall be able to exercise their voting right at the meeting. Facility of voting through ballot shall also be made available at the meeting.

- i. The remote e-voting facility will be available during the following period:
  - a) Day, date and time of commencement of remote e-voting:  
**Day: Tuesday 18/06/2019 at 9.00 A.M.**
  - b) Day, date and time of end of remote e-voting beyond which remote e-voting will not be allowed:  
**Day : Thursday 20/06/2019, at 5.00 P.M.**
- ii. The voting rights of the Members holding shares in physical form or in dematerialized form, in respect of e-voting shall be reckoned in proportion to their share in the paid-up equity share capital as on the cut-off date being 14<sup>th</sup> June, 2019.
- iii. Any person who acquires Shares of the Company and becomes Member of the Company after the dispatch of the AGM Notice and holds shares as on the cut-off date i.e. 14<sup>th</sup> June, 2019, may obtain the User Id and password in the manner as mentioned below:
  - a) If the mobile number of the Member is registered against Folio No./ DPID Client ID, the Member may send SMS:  
MYEPWD<space> E-Voting Event Number +Folio number or DPID Client ID to +91-9212993399  
Example for NSDL:  
MYEPWD<SPACE>IN12345612345678  
Example for CDSL:  
MYEPWD<SPACE>1402345612345678  
Example for Physical:  
MYEPWD<SPACE> XXXX1234567890
  - b) if e-mail address or mobile number of the Member is registered against Folio No./ DPID Client ID, then on the home page of <https://evoting.karvy.com>, the Member may click "Forgot Password" and enter Folio No. or DPID Client ID and PAN to generate a password.
  - c) Member may call Karvy's Toll free number 1-800-3454-001.
  - d) Member may send an e-mail request to [evoting@karvy.com](mailto:evoting@karvy.com).
- iv. The remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled by Karvy upon expiry of aforesaid period.
- v. Details of Website: <https://evoting.karvy.com>
- vi. Details of persons to be contacted for issues relating to e-voting:  
**Mr. Ananda Moolya / Mrs. Krishna Priya Madulla**  
Karvy Fintech Private Limited  
Unit : Navin Fluorine International Limited  
Karvy Selenium Tower B, Plot 31-32,  
Gachibowli, Financial District, Nanakramguda,  
Hyderabad – 500 032.  
Tel. No.: +91 40 67162222 or 040- 67161627 / 67161633  
Toll Free No.: 18003454001  
Fax No.: +91 40 23001153;  
E-mail: [evoting@karvy.com](mailto:evoting@karvy.com).
- vii. Details of Scrutinizer: Mr. Dharmesh Zaveri, Practicing Company Secretary (Membership No. 5418) has been appointed as the Scrutinizer to scrutinize the e-voting and poll process in a fair and transparent manner.
- viii. The voting rights of members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date

i.e. 14<sup>th</sup> June, 2019. A person who is not a Member as on the cut-off date should treat Notice of this Meeting for information purposes only.

### ix. The procedure and instructions for remote E-Voting facility are as follows:

#### A. In case of shareholders receiving email from Karvy:

- i. Open your web browser during the voting period and navigate to '<https://evoting.karvy.com>'.
- ii. Enter the login credentials (i.e. User ID and password mentioned in the email). Your Folio No./DP ID – Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote
- iii. After entering these details appropriately, click on "LOGIN".  
You will now reach password change menu wherein they are required to mandatorily change your login password in the new password field. The new password has to be minimum eight characters consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (like \*, #, @, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID, etc., on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
- iv. You need to login again with the new credentials.
- v. On successful login, the system will prompt you to select the E-Voting Event Number for Navin Fluorine International Limited.
- vi. If you are holding shares in Demat form and had logged on to <https://evoting.karvy.com> and casted your vote earlier for any other Company, then your existing login id and password are to be used.
- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the cut-off date i.e. 14<sup>th</sup> June, 2019 under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total number in "FOR/AGAINST" taken together should not exceed your total shareholding as on the cut-off date.
- viii. You may also choose the option "ABSTAIN" and the shares held will not be counted under either head.
- ix. Members holding multiple folios/demat accounts shall choose the voting process separately for each of the folios/demat accounts.
- x. Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item it will be treated as abstained.
- xi. You may then cast your vote by selecting an appropriate option and click on "Submit". A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote.
- xii. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
- xiii. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRIs, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter, etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at e-mail ID: [dmz@dmzaveri.com](mailto:dmz@dmzaveri.com) with a copy to [evoting@karvy.com](mailto:evoting@karvy.com). They may also upload the same in the e-voting module in their login. The scanned image of the abovementioned documents should be in the naming format "Corporate Name\_EVENT NO."

#### B. In case of shareholders receiving Notice by post:

- i. Initial password is provided at the bottom of the Attendance Slip
- ii. Please follow all steps from Sl. No. (i) to Sl. No. (xiii) above, to cast vote.

- C. 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 download section of <https://evoting.karvy.com> or contact Mr. Ananda Moolya / Ms. Krishna Priya Maddula of Karvy Fintech Private Limited at 040 6716 1627 or at 1800-3454-001 (toll free).

**CERTIFIED TRUE COPY**  
For Navin Fluorine International Limited  
*Niraj Mankad*  
**Niraj Mankad**  
President (Legal) & Company Secretary

