



# ROSSELL INDIA LIMITED

CIN : L01132WB1994PLC063513

Regd. Office : Jindal Towers, Block 'B', 4<sup>th</sup> Floor, 21/1A/3, Darga Road, Kolkata – 700 017

Phone: +91-33-22874794, Fax: +91-33-22875269, E mail: [corporate@rosselltea.com](mailto:corporate@rosselltea.com)

Website: [www.rossellindia.com](http://www.rossellindia.com)

Folio No./ DP ID & Client ID :

Sl. No. :

Number of shares held :

Name & Address :

Dear member,

## Sub: **Voting through electronic means**

Pursuant to provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide members e-voting facility to cast their votes electronically in respect of the business to be transacted at the 20<sup>th</sup> Annual General Meeting scheduled to be held on 6<sup>th</sup> August, 2014 at 3.00 p.m. The Company has engaged the services of National Securities Depository Ltd (NSDL) for providing e-voting facilities. In this regard, your Demat Account / Folio Number has been enrolled by the Company for your participation in e-voting on resolutions placed by the Company on e-voting system. The e-Voting particulars are set out below:

EVEN (E-Voting Event Number)	User ID	Password

The e-voting facility is available during the following voting period:

Commencement of e-voting : From 1st August, 2014 at 9.00 a.m.

End of e-voting : Up to 2nd August, 2014 at 6.00 p.m.

The cut-off date (i.e. the record date) for the purpose of e-voting is 4th July, 2014

E-voting facility is available at the link – <https://www.evoting.nsdl.com>

Please refer the detail instructions printed overleaf for e-voting. This communication forms an integral part of the Notice dated 23<sup>rd</sup> June, 2014 for the 20<sup>th</sup> Annual General Meeting (AGM) to be held on 6<sup>th</sup> August, 2014. Attention is invited to Note 16 on the accompanying Notice that the business of the meeting may be transacted through e-voting and that the Company is providing facility for voting by electronic means.

The Notice of the Annual General Meeting of the Company can also be downloaded from the website of the company, [www.rossellindia.com](http://www.rossellindia.com) or from the link <https://www.evoting.nsdl.com>

Yours faithfully,  
For **Rossell India Limited**

**N. K. Khurana**  
Chief Financial Officer  
-cum-Company Secretary

Place : Kolkata  
Date : 23rd June, 2014

## **E-voting instructions are as hereunder :**

The procedure to login to e-Voting website is given below:

A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Depository Participants(s)]:

i) Open the attached PDF file “e-Voting.pdf” giving your Client ID (in case you are holding shares in demat mode) or Folio No. (in case you are holding shares in physical mode) as password, which contains your “User ID” and “Password for e-voting”. Please note that the password is an initial password.

ii) Launch internet browser by typing the 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 and Click Login.

v) Password Change Menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof.

vi) Home page of “e-Voting” opens. Click on e-Voting: Active Voting Cycles.

vii) Select “EVEN” of **ROSSELL INDIA LIMITED**. Members can cast their vote online from 1st August, 2014 (9:00 am) till 2nd August, 2014 (6:00 pm). Note: e-Voting shall not be allowed beyond said time.

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) Upon confirmation, the message “vote cast successfully” will be displayed.

xi) Institutional shareholders (i.e., other than Individuals, HUF, NRI etc.) are also required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorised signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail: [scrutinizeraklabh@gmail.com](mailto:scrutinizeraklabh@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

B. In case a member receives physical copy of the Notice of AGM [for members whose email IDs are not registered with the Depository Participants(s) or requesting physical copy]:

(i) User ID and initial password as provided in this letter attached.

(ii) Please follow all steps from Sl. No. (ii) to (xi) above, to cast vote.

### **Please note that :**

- The voting rights of the shareholders shall be in proportion to their share of the Paid up Equity Share Capital of the Company as on the cut-off date viz. 4th July, 2014.

- Login to e-voting website will be disabled upon five unsuccessful attempts to key-in the correct password. In such an event, you will need to go through ‘Forgot Password’ option available on the site to reset the same. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.

- Your login id and password can be used by you exclusively for e-voting on the resolutions placed by the Company.

- It is strongly recommended not to share your password with any other person and take utmost care to keep it confidential.

- Please note that if you have opened 3-in-1 account with ICICI Group i.e. bank account and demat account with ICICI Bank Limited and trading account with ICICI Securities Limited, you can access e-Voting website of NSDL through their website viz.; [www.icicidirect.com](http://www.icicidirect.com) for the purpose of casting your votes electronically by using your existing user ID and password used for accessing the website [www.icicidirect.com](http://www.icicidirect.com). Please note that in case you are not able to login through the ICICI direct website, you can also access the e-Voting system of NSDL by using your existing user ID and password for the evoting system of NSDL.

- In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://www.evoting.nsdl.com> or contact NSDL at the following Telephone No.: 022-2499 4600.

Shri A. K. Labh, Practising Company Secretary, (Membership No.F4848) has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of the e-voting period unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer’s Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.

The Results shall be declared on or after the AGM of the Company. The Results declared alongwith the Scrutinizer’s Report shall be placed on the Company’s website [www.rossellindia.com](http://www.rossellindia.com) and on the website of NSDL within two (2) days of passing of the resolutions at the AGM of the Company and communicated to the Stock exchanges.