

NATIONAL STANDARD (INDIA) LIMITED

Registered Office: 412, Floor-4, 17G Vardhaman Chamber, Cawasji Patel Road, Horniman Circle, Fort, Mumbai 400001
CIN: L27109MH1962PLC265959

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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 55th Annual General Meeting of the members of National Standard (India) 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 Obligation and Disclosure Requirements) Regulations, 2015, National Standard (India) 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 55th Annual General Meeting of the members of the Company, scheduled to be held on Monday, September 24th, 2018, at 3:00 p.m. (IST) at 8th 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:

EVSN (E-voting Sequence Number)	User ID	Password	No. of shares held as on 17th September, 2018

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. 17th September, 2018

The Board of Directors of the Company has appointed Mr. Sharat 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 22nd May, 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.nsil.net.in

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

Yours faithfully,
For National Standard (India) Limited

Varun Shah
Company Secretary and Compliance Officer

THE PROCESS AND MANNER FOR REMOTE E-VOTING IS AS UNDER:

- a. 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 Members' 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.
- b. Members who have already voted prior to the AGM date would not be entitled to vote at the meeting venue.
- c. The Members should log on to the e-voting website www.evotingindia.com
- d. Click on Shareholders
- e. Now Enter your User ID
 - i. For CDSL: 16 digits beneficiary ID,
 - ii. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
- f. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- g. Next enter the Image Verification as displayed and Click on Login.
- h. If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then your existing password is to be used.
- i. If you are a first time user follow the steps given below

For Members holding shares in Demat Form and Physical Form

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">● 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.● 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.
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">● 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 (e and f).

- j. After entering these details appropriately, click on "SUBMIT" tab.
- k. 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 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.
- l. For Members holding shares in physical form, the details can be used only for E-voting on the resolutions contained in this Notice.
- m. Click on the EVSN for the National Standard (India) Limited on which you choose to vote.
- n. 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.
- o. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details. After selecting the resolution 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.
- p. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- q. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- r. 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.
- s. 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 MEMBERS AND CUSTODIANS

- Non-Individual Members (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to 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.
- 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 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 scrutinizer 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, under help section or write an email to helpdesk.evoting@cdslindia.com.