

Business Standard

CHENNAI |

FRIDAY, 20 MAY 2016

Sundaram-Clayton Limited

Regd. Office: "Jayalakshmi Estates", No. 29, Haddows Road, Chennai - 600 006.

Website: www.sundaram-clayton.com; e-mail: corpsec@sccl.co.in

Tel: 044-2827 2233 Fax: 044 - 2825 7121 CIN: L35999TN1962PLC004792

NOTICE PURSUANT TO SECTION 110 OF THE COMPANIES ACT, 2013 AND THE COMPANIES (MANAGEMENT AND ADMINISTRATION) RULES, 2014

Dispatch Notice of Postal Ballot

Members are hereby informed that the Company has, on 19th May 2016, dispatched the Notice pursuant to Section 110 of the Companies Act, 2013 (the Act) along with Postal Ballot form and self-addressed pre-paid postage envelope in relation to resolutions as contained in the Notice to the members at their registered addresses. The said Notice of Postal Ballot has been sent in electronic mode to the members, whose e-mail IDs are registered with the Company or the Depository Participant(s) unless the members have registered their request for a hard copy of the same.

The Company has also offered e-voting facility for voting in accordance with the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The Company has engaged National Securities Depository Limited (NSDL) for this purpose. The Board of Directors of the Company has appointed Mrs B Chandra, Practicing Company Secretary, Chennai, as Scrutinizer for conducting the process of Postal Ballot / e-Voting in a fair and transparent manner.

Members are therefore requested to carefully read the instructions printed for voting through Postal Ballot and / or e-Voting on the Postal Ballot Form. Members are also requested to note the following:

1	Date of completion of dispatch of Notice.	19.05.2016
2	Cut-off date for determining the eligibility to vote through electronic means or through ballot paper	12.05.2016
3	Date of commencement of voting through Postal Ballot or by electronic mode	23.05.2016 (9 a.m.) (IST)
4	Date of end of voting through Postal Ballot or by electronic mode. Any Postal Ballot form received from members beyond the said date will not be valid and voting by post or by electronic means shall not be allowed beyond the said date	21.06.2016 (5 p.m.) (IST)
5	Date of declaration of results of the voting through Postal Ballot or by electronic mode by the Company	22.06.2016
6	Website details of the Company / Agency, where the Notice of Postal Ballot is displayed.	www.sundaram-clayton.com / www.evoting.nsdl.com
7	Contact details of the person responsible to address the grievances connected with Postal Ballot / e-Voting.	Postal Ballot : Mrs B Chandra, Scrutinizer Email ID: bchandrac@gmail.com . Telephone: 044-43587356 e-Voting : Mr Rajiv Ranjan, Asst. Manager, NSDL Email IDs : evoting@nsdl.co.in or rajivr@nsdl.co.in Telephone : 022-2499 4600/ 4738; Toll Free no: 1800-222-990

Members are also requested to note that if they have not received the Postal Ballot Forms, they may apply to the Company and obtain a duplicate thereof.

/By Order of the Board/
For Sundaram Clayton Limited

Chennai
19th May 2016

sd/-
R.Raja Prakash
Company Secretary

BS 20th May 2016