



SURYAAMBA SPINNING MILLS LIMITED

INSTRUCTIONS FOR REMOTE E-VOTING (8TH AGM -2015)

The remote e-voting period will commence on Tuesday, 22nd September 2015 09.00 a.m IST and end on Thursday, 24th September, 2015 at 5.00 p.m. IST. During this period, Members of the Company may cast their vote electronically. The remote e-voting module shall be disabled for voting thereafter.

The cut-off date for the purpose of remote e-voting and voting at the AGM is Thursday September 24, 2015.

1. Members are requested to follow the instructions below to cast their vote through remote e-voting.
 - I. Launch internet browser by typing the URL: <https://evoting.karvy.com>
Enter the login credentials (i.e. User ID and password mentioned overleaf). Your Folio No./DP ID- Client ID will be your User ID. However, if you are already registered with Karvy for remote e-voting, you can use your existing User ID and password for casting your vote.
 - II. After entering the details appropriately, click on “LOGIN”.
 - III. You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@,#,\$,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 Suryaamba Spinning Mills Limited.



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- VI. On the voting page enter the number of shares (which represents the number of votes) as on the cut-off date i.e., Thursday, September 24, 2015 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. You may also choose the option "ABSTAIN" and the shares held will not be counted under either head.
 - VII. Members holding multiple folios / demat accounts shall choose the voting process separately for each of the folios / demat accounts.
 - VIII. (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.
 - IX. You may then cast your vote by selecting an appropriate option and click on "Submit".
 - X. 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. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
 - XI. **Corporate / Institutional Members** (i.e. other than Individuals, HUF, NRI, 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 authorized representative(s), to the Scrutinizer at e-mail ID: with a copy marked to evoting@karvy.com . They may also upload the same in the remote e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "SSML 8thAGM_EVENT NO."
2. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently. Further, the Members who have cast their vote electronically shall not be allowed to vote again at the Meeting.
 3. In case of any query, you may refer the Frequently Asked Questions (FAQs) and e-voting User Manual available at the download section of



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<https://evoting.karvy.com> or contact Karvy on 040-6716 1500 and Toll Free No. 1800 4250 999.

4. The voting rights of the Members shall be in proportion to the paid-up value of their shares in the equity capital of the Company as on the cut-off date Thursday, August 20, 2015.
5. Mr. Ramakrishna Gupta, Partner, R&A. Associates, Practicing Company Secretaries, Hyderabad (Membership No. FCS 5523) has been appointed as the Scrutinizer to scrutinize the voting and remote e-voting process, who in the opinion of the Board can scrutinize the e-voting process in a fair and transparent manner.
6. The scrutinizer shall immediately after the conclusion of voting at the general meeting, first count the votes cast at the meeting, votes cast through Postal Ballot Form and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses who are not in the employment of the Company.
7. The Results shall be declared either by the Chairman or by an authorized person of the Chairman and the resolution will be deemed to have been passed on the AGM date subject to receipt of the requisite number of votes in favour of the Resolution(s).
8. Immediately after declaration of results, the same shall be placed along with the Scrutinizer's Report on the Company's website www.suryaamba.com and on the website of KARVY <https://evoting.karvy.com>, and communicated to BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed for placing the same in their website.