

# UNITED DRILLING TOOLS LTD.

CIN : L29199DL1985PLC015796

Regd. Office : 139A, First Floor, Antriksh Bhawan, 22 Kasturba Gandhi Marg, New Delhi-110001

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## POSTAL BALLOT NOTICE

(Please read the instructions printed overleaf carefully before completing this Postal Ballot Form)

- Name and Registered address of so le/first named shareholder
- Name or name(s) of the joint holders(s) if any
- Registered Folio No./DP ID No./ Client ID No.
- No. of shares held
- I/ We hereby exercise my/our votes in respect of the Special Resolutions to be passed through Postal Ballot/ voting for the business stated in the Notice of the Company by conveying my/our assent or dissent to said Resolutions by placing tick mark (✓) in the appropriate box below:

Item No.	Description of Resolution	Type of Resolution	No. of Equity shares for which votes cast	FOR	AGAINST
				I/We assent to the Resolution (For)	I/We dissent to the Resolution (Against)
1.	To consider and approve increase in the remuneration of Mr. Pramod Kumar Gupta (DIN : 00619482), Chairman and Managing Director of the Company	Special Resolution			
2.	To consider and approve the Grant of Loan	Special Resolution			

Place:

Date:

(Signature of Shareholder(s))

## E-VOTING AS AN ALTERNATE TO POSTAL BALLOT

The Company has arranged the services of Central Depository Services Ltd. Your e-Voting Particulars are set out below:

### ELECTRONIC VOTING PARTICULARS

EVSN (Electronic Voting Sequence Number)	USER ID	SEQUENCE NUMBER

Note: Please read the instructions carefully before exercising your vote

P.T.O.

## INSTRUCTIONS

- A Shareholder desirous of exercising vote by physical Postal Ballot should complete the Postal Ballot Form in all respects and send it after signature to the Scrutinizer in the attached self-addressed envelope on which postage will be paid by the Company which shall be properly sealed with adhesive or adhesive tape. However, envelopes containing Postal Ballot Form, if sent by courier, at the expense of the Member will also be accepted. Members are requested to convey their assent or dissent in this Postal Ballot Form only. The assent or dissent received in any other form or manner shall be considered as invalid.
- The self-addressed envelope bears the name of the Scrutinizer appointed by the Board of Directors of the Company and the address to which the same needs to be dispatched.
- The Postal Ballot Form should be signed by the Shareholder as per specimen signature registered with the Registrar / Depository. In case the Equity Shares are jointly held, this Form should be completed and signed (as per specimen signature registered with Registrar / Depository) by the first named Member and in his / her absence, by the next named Member. Holders of Power of Attorney (POA) on behalf of the Members may vote on the Postal Ballot mentioning the registration number of the POA or enclosing an attested copy of the POA. Unsigned Postal Ballot Forms will be rejected.
- Consent must be accorded by placing a tick mark (✓) in the column, 'I assent to the resolution', or dissent must be accorded by placing a tick mark (✓) in the column, 'I dissent to the resolution'
- The votes of the Member will be considered invalid on any of the following grounds
  - If the postal ballot form has not been signed by or on behalf of the member;
  - If the Members' signature does not tally
  - If the member has marked his/her/its vote both for 'Assent' and also for 'Dissent' to the Resolution in such a manner that the aggregate shares voted for 'Assent' and 'Dissent' exceeds total number of shares held
  - If the member has made any amendment to the Resolution or imposed any condition while exercising his vote.
  - If the postal ballot form is incomplete or incorrectly filled
  - If the postal ballot form is received torn or defaced or mutilated such that it is difficult for the scrutinizer to identify either the member or the number of votes, or whether the voter are for Assent' or 'Dissent', or if the signature could not be verified, or one or more of the above grounds
  - If the form other than one issued by the Special company is used
- Duly completed Postal Ballot Form should reach the Scrutinizer not later than 5:00p.m.on Wednesday 26th December, 2018. Postal Ballot Form received after that date will be strictly treated as if reply from such Member has not been received. The Members are requested to send the duly completed Postal Ballot Form well before the last date providing sufficient time for the postal transit.
- In case of Equity Shares held by companies, trusts, societies, etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of Board Resolution/authority and preferably with attested specimen signature(s) of the duly authorized signatories giving requisite authorities to the person voting on the Postal Ballot Form.
- Shareholders are requested not to send any paper (other than the Resolution /authority as mentioned under instruction above) along with the Postal Ballot Form in the enclosed self-addressed postage pre-paid envelope as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope, the same would not be considered and would be destroyed by the Scrutinizer.
- A Member may request for a duplicate Postal Ballot Form, if so required and the duly completed Postal Ballot Form should reach the Scrutinizer not later than the last date for voting mentioned above.
- A member need not use all his/her votes nor does he/she needs to cast his/her votes in the same way.
- Voting rights shall be reckoned on the paid up value of the shares registered in the name of the member on the relevant date i.e. 16th November, 2018.
- The Scrutinizer decision on the validity of the postal ballot shall be final.
- Only a member entitled to vote is entitled to fill in the postal ballot form and send it to the scrutinizer and any recipient of the notice who has no voting right should treat the notice as an intimation only.