



VAIBHAV GLOBAL LIMITED

Regd. Office : K-6B, Fateh Tiba, Adarsh Nagar, Jaipur - 302004
Email : investor_relations@vaibhavglobal.com ; Website : www.vaibhavglobal.com
CIN: L36911RJ1989PLC004945; Phone: 91-141-2601020; Fax : 91-141-2605077

Folio No./DP ID /Client ID :
Name :
Address :
Serial No. :
Joint Holder(s) :
Number of Shares held :

Dear Shareholder(s),

Please find enclosed the Annual Report for the financial year ended 31st March, 2016 containing Notice of 27th Annual General Meeting (AGM) of “**Vaibhav Global Limited**” to be held on Thursday, the 28th July, 2016 at 10.00 a.m. at E-69, EPIP, Sitapura, Jaipur – 302022. The Company is offering remote e-voting facility to its Members enabling them to cast their votes electronically.

The Company has appointed Karvy Computershare Private Limited (‘KCPL’ ‘Karvy’ or ‘Service Provider’) for facilitating remote e-voting to enable the Members to cast their votes electronically pursuant to Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and Regulation 44 of SEBI (LODR) Regulations, 2015.

In this regard, please find below USER ID and Password for remote e-voting:-

EVEN (E- Voting Event Number)	USER ID	PASSWORD

Please turn over for detailed process and manner for e-voting

The instructions and other information relating to remote e-voting are as under:

- I.A. In case a Member receives an email from Karvy [for members whose email IDs are registered with the Company/Depository Participant(s)]:
- i. Launch internet browser by typing the URL: <https://evoting.karvy.com>
 - ii. Enter the login credentials (i.e., **User ID** and **password** as mentioned in email). Your Folio No./ DP ID-Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote.
 - iii. After entering these details appropriately, Click on “**LOGIN**”.
 - iv. 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 value (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.
 - v. You need to login again with the new credentials.
 - vi. On successful login, the system will prompt you to select the “EVENT” i.e., **Vaibhav Global Limited-AGM**.
 - vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut Off Date 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 mentioned herein above. You may also choose the option ABSTAIN. If the shareholder does not indicate either “FOR” or “AGAINST” it will be treated as “ABSTAIN” and the shares held will not be counted under either head.
 - viii. Shareholders holding multiple folios/demat accounts shall choose the voting process separately for each folios/demat accounts.
 - ix. 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.
 - x. You may then cast your vote by selecting an appropriate option and click on “Submit”.
 - xi. A confirmation box will be displayed. Click “OK” to confirm else “CANCEL” to modify. Once you confirm, you will not be allowed to modify or change the votes cast. During the voting period, Members can login any number of times till they have voted on all the Resolution(s).
 - xii. 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 Email Id: bksharma162@gmail.com with a copy marked to evoting@karvy.com. The scanned image of the above mentioned documents should be in the naming format “**Vaibhav Global Limited, 27th Annual General Meeting**”. The documents should reach the scrutinizer and such other person on or before **Wednesday, 27th July, 2016 at 5.00 p.m.**
- B. In case of Members receiving physical copy of the AGM Notice by Courier [for Members whose email IDs are not registered with the Company/Depository Participant(s)]:
- i. **User ID** and **initial Password** as provided along with AGM Notice.
 - ii. Please follow all steps from Sr. No. (i) to (xii) as mentioned in (A) above, to cast your vote.
- C. In case a person has become the Member of the Company after the dispatch of AGM Notice but on or before the cut-off date i.e. Thursday, 21st July, 2016 may write to the Karvy on the email Id : varghese1@karvy.com or to **Mr. P. A. Varghese, Contact No. 040-33215424, at (Unit: Vaibhav Global Limited) Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial district, Nanakramguda, Hyderabad – 500 032** requesting for the User ID and Password. After receipt of the above credentials, please follow all the steps from Sr. No. (i) to (xii) as mentioned in (A) above, to cast the vote.
2. The remote e-voting period will commence on **Sunday, 24th July, 2016 at 10.00 a.m.** and end on **Wednesday, 27th July, 2016 at 5.00 p.m.** During this period, the Members of the Company holding shares in physical form or in dematerialized form, as on the cut-off date, being Thursday, 21st July, 2016, may cast their vote by remote e-voting in the manner and process set out hereinabove. The remote e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently. Further, the Member(s) who have cast their vote by remote e-voting may also attend the meeting but shall not be entitled to cast their vote at the AGM.
 3. In case of any query pertaining to remote e-voting, please visit Help & FAQ’s section of <https://evoting.karvy.com> (Karvy website) or contact **Mr. P. A. Varghese, contact No. 040-33215424, at [Unit: Vaibhav Global Limited] Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial district, Nanakramguda, Hyderabad – 500 032.**
 4. The voting rights of the Members shall be in proportion to their shares of the paid up equity share capital of the Company, subject to the provisions of Companies Act, 2013 as amended, as on cut-off date, being **Thursday, 21st July, 2016.**
 5. The Board of Directors has appointed **Mr. B. K. Sharma, Company Secretary in Practice, as a Scrutinizer** to scrutinize the remote evoting process in a fair and transparent manner.
 6. The Company shall provide facility for voting by means of Polling Paper at the meeting. The Members who are entitled to vote but have not exercised their right to vote through remote e-voting may vote at the AGM through Polling Paper for all businesses specified in the accompanying Notice.
 7. The Scrutinizer shall, immediately after the conclusion of voting at the AGM, first count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and will make, not later than 48 hours from the conclusion of the AGM, a consolidated scrutinizer’s report of the total votes cast in favour or against, if any, to the Chairperson or a person authorized by him in writing who shall countersign the same. The Chairperson or person authorized by him in writing will declare the result of voting forthwith.
 8. The Results shall be declared not later than 48 hours from the conclusion of the AGM of the Company and the resolutions will be deemed to be passed on the AGM date subject to receipt of the requisite number of votes in favour of the Resolutions.
 9. The Results declared along with Scrutinizer’s Report(s) will be available on the website of the Company (www.vaibhavglobal.com) and on Service Provider’s website (<https://evoting.karvy.com>) and communication of the same to BSE Limited (BSE) and National Stock Exchange of India Limited (NSE) within 48 hours from the conclusion of the AGM.