

GALAXY SURFACTANT LTD

CIN: - U39877MH1986PLC039877

Registered Office: C-49/2, TTC Industrial Area, Pawne, Navi Mumbai – 400703

Tel:- 91-2761 6666; Fax: - 91-6513444;

email:- galaxy@galaxysurfactants.com Website: www.galaxysurfactants.com

POSTAL BALLOT FORM

(Please read carefully the instructions printed overleaf before completing this form)

Sr. No:

1.	Name and Address of Sole / First Shareholder / Beneficial Owner	
2.	Joint Holder(s), If any (in block letters)	
3.	Registered Folio No. / DP ID No.* / Client ID No.* (*Applicable to Investors holding shares in dematerialized form)	
4.	Number of Shares held	

I/We hereby exercise my/our vote in respect of the Special Resolution to be passed through Postal Ballot for the business stated in the Notice of the Company, dated 1st August, 2015, by conveying my/our assent or dissent to the said Resolution by placing the tick (√) mark in the appropriate box below:

Item No.	Brief particulars of the resolution	No. of Equity Shares	I/We assent to the resolution (For)	I/We dissent to the resolution (Against)
1.	Special Resolution under Section 180(1)(a) of the Companies Act, 2013 authorizing the Board of Directors for creation of Charge / Hypothecation / Mortgage on the movable / immovable properties of the Company for securing the borrowings of the Company subject to maximum limit of Rs. 1500Crores.			

Place:

Date:

(Signature of the Shareholder)**ELECTRONIC VOTING PARTICULARS**

EVSN (E-Voting Sequence Number)	USER ID	*DEFAULT PAN
150814004		

*Only Members who have not updated their PAN with the Company / Depository Participant shall use default PAN in the PAN field.

Note : Please see the instructions overleaf carefully before exercising your vote.

INSTRUCTIONS

Voting through Postal Ballot form

1. A member desiring to exercise vote by postal ballot may complete this Postal Ballot Form and send it to the Company in the enclosed postage pre-paid self addressed envelope. Postage will be borne and paid by the Company. Envelopes containing postal ballots, if sent by courier at the expense of the registered member will also be accepted.
2. The pre-paid self-addressed envelope bears the address of the scrutinizer appointed by the Board of Directors of the Company.
3. This form should be completed and signed by the member, as per specimen signature registered with the Company or Depository Participants. In case of joint holding, this form should be completed and signed by the first named member and in his absence, by the next named member. There will be one Postal Ballot form for every folio/client ID irrespective of the number of joint holders.
4. In case of shares held by Companies, trust, societies etc., the duly completed Postal Ballot form should be accompanied by a certified true copy of Board Resolution / Authority.
5. Consent must be accorded by recording assent in the Column 'FOR' and dissent in the column 'AGAINST' by placing a tick mark (✓) in the appropriate column. The assent or dissent received in any other form shall not be considered as valid.
6. Incomplete, unsigned or incorrect Postal Ballot Forms will be rejected. The Scrutinizer's decisions on the validity of the Postal Ballot Form shall be final and binding.
7. Duly completed Postal Ballot Form should reach the Scrutinizer not later than 22nd September, 2015 before 5.00 p.m. Postal Ballot Forms received after this date and time will be treated as if reply from such member has not been received.
8. Members are requested to fill the Postal Ballot Form in indelible ink (and avoid filing it by using erasable writing medium(s) like pencil).
9. The Postal Ballot shall not be exercised by a Proxy.
10. A member may request for a duplicate Postal Ballot Form, if so required, and the same duly completed form should reach the Scrutinizer not later than the date specified under instruction 7 above.
11. Members are requested not to send any other matter along with the postal ballot form in the enclosed postage pre-paid self-addressed envelope.
12. Voting Rights shall be reckoned on the fully paid-up number of shares registered in the name of the members on the record i.e. 14th August, 2015.
13. A member need not use all his votes nor cast all his votes in the same way.
14. Unsigned, incomplete, improperly or incorrectly tick marked Ballot Forms will be rejected. A ballot Form will also be rejected if it is received in torn, defaced or mutilated to an extent which makes it difficult for the Scrutinizer to identify either the Member or as to whether the votes are in favour or against or if the signature cannot be verified
15. The decision of the Scrutinizer on the validity of the ballot will be final.

Voting through electronic means (e-Voting / remote voting) :

Pursuant to the provisions of section 108 of the Companies Act, 2013 and Rule 20, 22 (15) of the Companies (Management and Administration) Rules, 2014 as amended, and any other Provisions and Rules as may be applicable, the Company is pleased to provide its members, the facility to exercise their right to vote by electronic means ("Remote e-voting"). The business may be transacted through e-voting services provided by Central Depository Services (India) Limited (CDSL).

- a) The voting period begins on 22nd August, 2015 at 9.00 a.m. and ends on 22nd September, 2015 at 5.00 p.m. During this period, shareholders of the company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) i.e. 14th August, 2015, may opt for remote e-voting. Also, once the e-vote on a resolution is cast by the member, he/she/it shall not be allowed to change it subsequently or cast the vote again. The e-voting module shall be disabled by CDSL for voting thereafter. Also, a person who is not a member as on the cut-off date (record date) i.e. 14th August, 2015 should treat this notice for information purpose only.
- b) The results shall be declared on 28th September, 2015 at 3.45 p.m. The results along with the Scrutinizer's Report shall be placed on the Company's website www.galaxysurfactants.com and on the website of CDSL www.evotingindia.com.

The instructions for shareholders voting electronically are as under:

- (i) The voting period begins on 22nd August, 2015 at 9.00 a.m. and ends on 22nd September, 2015 at 5.00 p.m. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) i.e. 14th August, 2015, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter
- (ii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iii) Click on Shareholders.
- (iv) Now Enter your User ID
 - a) For CDSL: 16 digits beneficiary ID,
 - b) For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c) Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) 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.
- (vii) 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 sequence number which is printed on Postal Ballot / Attendance Slip indicated 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 (iv).

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) 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.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant Galaxy Surfactants Limited on which you choose to vote.
- (xii) 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.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) 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.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- (xvii) If 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.
- (xviii) Note for Non – Individual Shareholders and Custodians
 - Non-Individual shareholders (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.
- (xix) 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 or contact at CDSL helpline No. 1800 200 5533.

16. Pursuant to the provisions of section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014, the company shall transact the aforesaid business as set out in item no.10f of the accompanying Notice only by means of postal ballot instead of transacting such business at the General Meeting. Therefore, no voting facility in respect of the aforesaid business shall be made available at the Meeting.
17. The Scrutinizer shall, after the scrutiny of physical postal ballot forms and voting through electronic means, provide Scrutinizer's Report to the Chairman or to any Director or to any authorised person, not later than Seven days from the date of closure of Postal Ballot.