

RHFL/SE/15/2016-17

May 13, 2016

National Stock Exchange of India Limited,
Exchange Plaza,
Bandra Kurla Complex, Bandra (E)
Mumbai-400 051

BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai- 400001

Kind Attn: Listing Department

Sir,

Sub: Postal Ballot Notice

We hereby inform you that the Company is conducting postal ballot for obtaining approval of the members of the Company on the resolutions as set out in the Postal Ballot Notice. In this regard, pursuant to Regulation 30 read with Para A of Schedule III of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith a copy of the Postal Ballot Notice along with the Postal Ballot form. The notice is being dispatched to the members of the Company whose names appear in the register of members on May 06, 2016 (Cut-off date). The dispatch of notice will be completed by May 16, 2016.

The Postal Ballot notice is being sent through electronic mode to the Members whose email ids are registered with the Depository participants or the Registrar & Transfer Agent. For the remaining Members, the Postal Ballot notice is being sent by registered post. The Postal Ballot Notice is also available on the Company's website (www.repcohome.com).

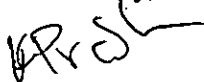
In compliance with the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide the members, with the facility to exercise their vote by electronic means provided by M/s. Karvy Computershare Private Limited ("Karvy"). The voting period will commence on May 18, 2016 at 9:00 Hours IST and ends on June 16, 2016 at 17:00 Hours IST.

The Company has appointed Mr. G.Ramachandran of M/s.G Ramachandran & Associates, Company Secretaries, as the Scrutinizer for conducting the postal ballot / e-voting process in a fair and transparent manner. The results of the Postal Ballot will be announced on June 17, 2016.

This is submitted for your information and records.

Thanking You,

Yours Faithfully,



Company Secretary

Corporate Office : 3rd Floor, Alexander Square, New No : 2 (Old No : 34 & 35) Sardar Patel Road, Guindy, Chennai - 600 032.
Phone : 044 - 42106650 Fax : 044 - 42106651 E-mail : co@repcohome.com, www.repcohome.com

Registered Office : 'REPCO TOWER', No : 33, North Usman Road, T.Nagar, Chennai - 600 017. Phone : 044-28340715 / 4037 / 2845

REPCO HOME FINANCE LIMITED

CIN- L65922TN2000PLC044655

Registered Office: Repco Tower, No. 33, North Usman Road, T. Nagar, Chennai 600 017

Corporate office: Third Floor, Alexander Square, Old No.34 & 35, New No.2,

Sardar Patel Road, Guindy, Chennai – 600032

Ph: (044) - 42106650 Fax: (044) – 42106651; E-mail: cs@repcohome.com

Website: www.repcohome.com



POSTAL BALLOT NOTICE

[Notice Pursuant to Section 110 of the Companies Act, 2013, read with Rule 22 of the Companies (Management and Administration) Rules, 2014]

Dear Member(s),

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) (“the Rules”), and other applicable laws and regulations that the resolutions appended are proposed to be passed by way of Postal Ballot/E-voting. The Explanatory Statement pertaining to the resolutions setting out the material facts and the reasons thereof is annexed hereto along with the Postal Ballot Form for your consideration.

The Company has appointed Mr. G.Ramachandran of M/s.G Ramachandran & Associates, Company Secretaries, as the Scrutinizer for conducting the postal ballot / e-voting process in a fair and transparent manner.

Members desiring to exercise their vote by postal ballot are requested to carefully read the instructions printed in the Postal Ballot Form and return the same duly completed. The duly completed Postal Ballot Form(s) should reach the Scrutinizer not later than 17:00 Hours IST on June 16, 2016 to be eligible for being considered, failing which it will be strictly considered that no reply has been received from the Member. Members desiring to opt for e-voting as per the facilities arranged by the Company are requested to read the instructions in the Notes under the section ‘Voting through electronic means’.

The Scrutinizer will submit his report to the Chairman of the Company on or before June 17, 2016. The result of postal ballot (including e-voting) shall be declared on June 17, 2016 and communicated to the Stock Exchanges (BSE Limited and the National Stock Exchange of India Limited) and it shall also be displayed on the Company's website www.repcohome.com.

SPECIAL BUSINESS

Item No.1. To re-appoint R.Varadarajan (DIN: 02020709) as a Managing Director for a period of Three (3) months from 1st October 2015 to 31st December 2015, to consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

RESOLVED THAT in accordance with the provisions of Sections 196, 197 and 203 read with Schedule V and all other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), approval of the Company be and is hereby accorded to the re-appointment of Shri.R.Varadarajan (DIN: 02020709) being the ratification to the Board resolution dated September 30, 2015 pursuant to the recommendation of the Nomination and Remuneration Committee as a Managing Director of the Company, for a period of 3 months i.e. with effect from 1st October, 2015 to 31st December, 2015 on the terms and conditions including remuneration as set out in the Statement annexed to the Notice, with liberty to the Board of Directors (hereinafter referred to as “the Board” which term shall be deemed to include the Nomination and Remuneration Committee of the Board) to alter and vary the terms and conditions of the said re-appointment and / or remuneration as it may deem fit and as may be acceptable to Shri R.Varadarajan;

RESOLVED FURTHER THAT the Board be and is hereby authorised to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

Item No.2. To re-appoint R.Varadarajan (DIN: 02020709) as a Managing Director for a period of Three (3) Years from 1st January, 2016 to 31st December, 2018, to consider and if thought fit, to pass the following resolution as an Ordinary Resolution:

RESOLVED THAT in accordance with the provisions of Sections 196, 197 and 203 read with Schedule V and all other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), approval of the Company be and is hereby accorded to the re-appointment of Shri.R.Varadarajan (DIN: 02020709) being the ratification to the Board resolution dated November 4, 2015 pursuant to the recommendation of the Nomination and Remuneration Committee extending the tenure as a Managing Director of the Company, for a period of 3 years i.e. with effect from January 1, 2016 to 31 December 2018 on the terms and conditions including remuneration as set out in the Statement annexed to the Notice, with liberty to the Board of Directors (hereinafter referred to as “the Board” which term shall be deemed to include the Nomination and Remuneration Committee of the Board) to alter and vary the terms and conditions of the said re-appointment and / or remuneration as it may deem fit and as may be acceptable to Shri R.Varadarajan;

RESOLVED FURTHER THAT the Board be and is hereby authorised to do all acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

By the order of the Board

Place: Chennai
Date: May 10, 2016

Sd/-
K.Prabhu
Company Secretary

Notes

1. The statement pursuant to Section 102 of the Act stating all material facts and the reasons for the proposal is annexed herewith.

2. The Postal Ballot Notice is being sent to the Members whose names appear on the Register of Members / List of Beneficial Owners as received from the National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited as on May 06, 2016. The Postal Ballot Notice is being sent to Members in electronic form to the email addresses registered with their Depository Participants (in case of electronic shareholding) / the Company's Registrar and Share Transfer Agents (in case of physical shareholding). For Members whose email IDs are not registered, physical copies of the Postal Ballot Notice are being sent.
3. Members whose names appear on the Register of Members / List of Beneficial Owners as on May 06, 2016 will be considered for the purpose of voting.
4. Resolutions passed by the Members through postal ballot are deemed to have been passed as if they have been passed at a General Meeting of the Members.
5. The Members can opt for only one mode of voting, i.e., either by physical ballot or e-voting. In case Members cast their votes through both the modes, voting done by e-voting shall prevail and votes cast through physical Postal Ballot Forms will be treated as invalid.
6. In case a Member is desirous of obtaining a printed Postal Ballot Form or a duplicate, he or she may send an e-mail to cs@repcohome.com.
7. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the Members as May 06, 2016. The e-voting period commences on May 18, 2016 (9.00 a.m. IST) and ends on June 16, 2016 (5.00 p.m. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on May 06, 2016, may cast their vote electronically.
8. In compliance with Sections 108 and 110 of the Companies Act, 2013 and the Rules made thereunder along with applicable provisions of SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015, the Company has provided the facility to the Members to exercise their votes electronically and vote on the resolution through the e-voting service facility arranged by KARVY. The instructions for electronic voting are annexed to this Notice.
9. A Member cannot exercise his vote by proxy on postal ballot.
10. Members desiring to exercise their vote by physical postal ballot are requested to carefully read the instructions printed in the Postal Ballot Form and return the Form duly completed in the Self stamped envelope to the Scrutinizer at the address mentioned below, so that it reaches the Scrutinizer not later than close of working hours (i.e. 17:00 Hours IST) on June 16, 2016.

The Scrutinizer

**Repc Home Finance Limited
Karvy Selenium Tower B, Plot 31-32,
Gachibowli, Financial District,
Nanakramguda, Hyderabad –500032**

If any postal ballot form is received after 17:00 Hours IST on June 16, 2016 it will be considered that no reply from the Member has been received.

11. The Scrutinizer will submit his report to the Chairman after the completion of scrutiny, and the result of the voting by postal ballot will be announced by the Chairman of the Company duly authorized, on June 17, 2016 and will also be displayed on the website of the Company (www.repcohome.com), besides being communicated to the Stock Exchanges on the said date.
12. The date of declaration of results of the postal ballot, i.e. June 17, 2016, shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority.
13. All the material documents referred to in the explanatory statement will be available for inspection at the registered office of the Company during office hours on all working days from the date of dispatch of the Notice till June 16, 2016.
14. Voting through electronic means (E-Voting)

In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide e-voting facility to all its Members, to enable them to cast their votes electronically instead of dispatching the physical Postal Ballot Form by post. The Company has engaged the services of Karvy Computershare Private Limited ("Karvy") for the purpose of providing e-voting facility to all its Members.

The instructions for e-voting are as follows:

- A. In case a Member receives an email from Karvy [for members whose email IDs are registered with the Company / Depository Participants (s)]:
 - i. Launch internet browser by typing the URL: <https://evoting.karvy.com>.
 - ii. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN number followed by folio number. In case of Demat account, User ID will be your DP ID and Client 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., Repco Home Finance Limited.
 - 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 “AGAINST” but the total number in “FOR / AGAINST” taken together not exceeding 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 folio / 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 have voted on the resolution, 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).
 - 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 authorised representative(s), to the Scrutinizer at email gr@gramscfirm.com with a copy marked to evoting@karvy.com.
- B. In case of Members receiving physical copy of Notice [for members whose email IDs are not registered with the Company / Depository Participants (s)]
- (i) E-Voting **Event Number** – (EVEN), User ID and Password is provided with the postal ballot notice.
 - (ii) Please follow all steps from Sl. No. (i) to (xii) above to cast your vote by electronic means.

EXPLANATORY STATEMENT FOR ITEM NO. 1 & 2, PURSUANT TO SECTIONS 102 AND 110 OF THE COMPANIES ACT, 2013

Shri.R.Varadarajan was appointed as the Managing Director to hold office for a period of Five (5) years from 1st October, 2010 to 30th September 2015.

Since it was felt that the company was growing fast, it was desired to have an exclusive Managing Director for the Company. Accordingly steps were initiated to have an exclusive Managing Director. During the selection process, the Hon’ble High Court of Madras stayed the selection process pursuant to a writ petition WP No 8523/2015 and accordingly the same was kept in abeyance. Subsequently the Hon’ble High Court of Madras dismissed the writ petition on 29 September 2015, a day prior to the expiry of the tenure of the Managing Director. The Board of Directors (“the Board”) at its meeting held on 30 September 2015 re-appointed Shri.R.Varadarajan as a Managing Director for a period of three months from 1st October, 2015 to 31st December, 2015, as an interim measure. The re appointment is subject to the approval of the shareholders at the General meeting.

The Company had initiated steps for the selection of an exclusive Managing Director for the Company and the selection process was completed on November 4, 2015. Since Shri.R.Varadarajan had emerged as the successful candidate in the selection process the Board passed a resolution extending his tenure for a period of three years from January 1, 2016 to December 31, 2018 on the terms and conditions including remuneration as recommended by the Nomination and Remuneration Committee of the Board and approved by the Board.

Shri.R.Varadarajan is currently holding exclusive charge as the dedicated Managing Director of the Company post his retirement from Repco Bank on 29 February 2016.

It is proposed to seek the members’ approval for the re-appointment of and remuneration payable to Shri.R.Varadarajan as a Managing Director of the Company, in terms of the applicable provisions of the Act for the periods October 01, 2015 to December 31, 2015 and also January 01, 2016 to December 31, 2018.

Broad particulars of the terms of re-appointment of and remuneration payable to R.Varadarajan are subject to a ceiling as given below:

A) Remuneration during October 1, 2015 to February 29, 2016

Shri.R.Varadarajan was drawing salary and allowances only from Repco Bank and the Company had reimbursed the additional pay to Repco Bank in respect of the additional post held. This amounts to Rs.1,50,075 for five months. No salary in the form of pay & allowances was paid by the Company to him.

He was entitled to performance incentive of Rs. 0.15 Crore per annum and had exercised 30,000 employee stock options on 25 October 2015.

B) Remuneration from March 1, 2016 to December 31, 2018

- Salary, in the form of Pay , Dearness Allowance etc. per annum: Rs.0.50 Crore
- Perquisites and Allowances per annum: Rs.0.20 Crore
- Performance Incentive (net of taxes) per annum: Rs.0.15 Crore

The perquisites and allowances, as aforesaid, shall include accommodation (furnished or otherwise) or house rent allowance in lieu thereof; house maintenance allowance together with reimbursement of expenses and / or allowances for utilisation of gas, electricity, water, furnishing and repairs and leave travel concession for self and family including dependents. The said perquisites and allowances shall be evaluated, wherever applicable, as per the provisions of Income Tax Act, 1961 or any rules thereunder or any statutory modification(s) or re-enactment(s) thereof; in the absence of any such rules, perquisites and allowances shall be evaluated at actual cost.

The Company's contribution to provident fund, superannuation or annuity fund, to the extent these singly or together are not taxable under the Income Tax law, gratuity payable and encashment of leave, as per the rules of the Company and to the extent not taxable under the Income Tax law, shall not be included for the purpose of computation of the overall ceiling of remuneration.

The overall remuneration payable every year to the Managing Director by way of salary, perquisites and allowances, incentive / bonus / performance linked incentive, remuneration based on net profits, etc. shall not exceed in the aggregate five percent of the net profits of the Company as computed in the manner laid down in Section 198 of the Act or any statutory modification(s) or re-enactment(s) thereof. In the event of loss or inadequacy of profits, the company shall pay the minimum remuneration as specified under Schedule V to the Companies Act, 2013.

Reimbursement of Expenses:

Expenses incurred for travelling, board and lodging including for Shri R.Varadarajan during business trips, any medical assistance provided for him and his family members and provision of cars for use on Company's business and telephone expenses at residence shall be reimbursed at actuals and not considered as perquisites. However use of office car for personal purpose shall be permitted for 1000kms per month, on recovery of the amount fixed for this purpose by the Company and shall be treated as a perquisite as per the Income Tax Act, 1961.

General:

- (i) The Managing Director will perform his duties as such with regard to all work of the Company and will manage and attend to such business and carry out the orders and directions given by the Board from time to time in all respects and conform to and comply with all such directions and regulations as may from time to time be given and made by the Board and the functions of the Managing Director will be under the overall authority of the Board.
- (ii) The Managing Director shall act in accordance with the Articles of Association of the Company and shall abide by the provisions contained in Section 166 of the Act with regard to duties of directors.
- (iii) The Managing Director shall adhere to the Company's Code of Conduct.
- (iv) The office of the Managing Director may be terminated by the Company or by him by giving the other 3 (three) months' prior notice in writing or in accordance with Section 169 of the Companies Act, 2013.

Shri.R.Varadarajan satisfies all the conditions set out in Part-I of Schedule V to the Act as also conditions set out under sub-section (3) of Section 196 of the Act for being eligible for his re-appointment. He is not disqualified from being appointed as Director in terms of Section 164 of the Act.

The above may be treated as a written memorandum setting out the terms of re-appointment of Shri.R.Varadarajan under Section 190 of the Act.

Brief resume of Shri R.Varadarajan, nature of his expertise in specific functional areas, names of companies in which he holds directorships and memberships / chairmanships of Board Committees and shareholding as stipulated under Clause 36 of SEBI (LODR) Regulations is given below.

Profile:

Shri.R.Varadarajan had served as the Managing Director of Repco Bank Limited for more than 5 years till his retirement on 29 February 2016 Simultaneously Shri. R. Varadarajan has been the Managing Director of REPCO Home Finance Limited since October 1, 2010 and serves as its Chief Executive Officer. He is responsible for the overall strategy and direction of the Company and plays a significant role in the systematic and planned growth in key areas such as risk management, expansion, credit quality, formulation of key systems and policies and overall guidance in operations. He has approximately 36 years of work experience in the banking industry.

He is a Post-Graduate in Agriculture with CAIIB and Diploma in Management. He holds a Master's degree in science from Tamil Nadu Agricultural University.

Nature of Expertise in specific functional Areas: Banking and Housing Finance

Disclosures of relationships between directors interse: NIL

Shareholding in the Company: 33,406 equity shares

Directorships:

Non Executive Director at Repco Foundation for Micro Credit and Repco Micro Finance Limited

Listed companies (Other than Repco Home Finance Limited) in which Shri.R.Varadarajan holds directorships and committee memberships: NIL

Directorships: NIL

Chairperson of the Board committees: NIL

Member of Board Committees: NIL

Your Directors recommend the passing of the resolutions proposed at Item No.1 and Item No.2 of the Notice.

Except Shri.R.Varadarajan, Managing Director, none of the Directors or any key managerial personnel or the relatives of the directors or key managerial personnel are in any way concerned or interested, financially or otherwise, in the said resolutions.

By the order of the Board

Place: Chennai
Date: May 10, 2016

Sd/-
K.Prabhu
Company Secretary

REPCO HOME FINANCE LIMITED

CIN- L65922TN2000PLC044655

Registered Office: Repco Tower, No. 33, North Usman Road, T. Nagar, Chennai 600 017

Corporate office: Third Floor, Alexander Square, Old No.34 & 35, New No.2,

Sardar Patel Road, Guindy, Chennai – 600032

Ph: (044) - 42106650 Fax: (044) – 42106651; E-mail: cs@repcohome.com Website: www.repcohome.com



POSTAL BALLOT FORM

Serial No. :

1. Name(s) & Registered Address of the :
sole / first named Member

2. Name(s) of the Joint-Holder(s), if any :

3. Registered Folio Number / DP ID No / :
Client ID No.* *
(Applicable to investors holding Shares
in dematerialized form)

4. Number of Share(s) held :

I / We hereby exercise my / our vote in respect of the Ordinary Resolution to be passed through postal ballot for the business stated in the Notice of the Company by conveying my / our assent or dissent to the said resolution by placing a tick (✓) mark in the appropriate box below:

SNo	Brief particulars of the item	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Ordinary Resolution - Re-appoint R.Varadarajan (DIN: 02020709) as a Managing Director for a period of Three (3) months from 1st October 2015 to 31st December 2015			
2.	Ordinary Resolution - Re-appoint R.Varadarajan (DIN: 02020709) as a Managing Director for a period of Three (3) Years from 1st January, 2016 to 31st December, 2018			

Place :

Date :

Signature of the Member

The e-voting facility is available at the link <https://evoting.karvy.com>. The electronic voting particulars are set out as follows:

ELECTRONIC VOTING PARTICULARS

EVEN (E-Voting Event Number)	USER ID	PASSWORD
The e-voting facility will be available during the following voting period:		
Commencement of e-voting	End of e-voting	
May18, 2016 at 9:00 Hours IST	June 16, 2016 at 17:00 Hours IST	

Note: Please read carefully the instructions printed overleaf before exercising the vote through this form and for e-voting, please refer the instructions for e-voting in the notice attached herewith.

INSTRUCTIONS

1. Members may fill up the Postal Ballot Form and return the Form duly completed to The Scrutinizer, Repco Home Finance Limited at Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad –500032, so as to reach by 5.00 pm on June 16, 2016. The Ballot Form received thereafter will strictly be treated as if not received.
2. The Company will not be responsible if the envelope containing the Postal Ballot Form is lost in transit.
3. Unsigned, incomplete or incorrectly ticked forms are liable to be rejected and the decision of the Scrutinizer on the validity of the forms will be final.
4. In the event member casts his votes through both the processes i.e. E-voting and Ballot Form, the votes in the electronic system would be considered and the Ballot Form would be ignored.
5. The right of voting by Ballot Form shall not be exercised by a proxy.
6. To avoid fraudulent transactions, the identity/signature of the members holding shares in electronic/demat form is verified with the specimen signatures furnished by NSDL/CDSL and that of members holding shares in physical form is verified as per the records of the share transfer agent of the Company (i.e. M/s Karvy Computershare Pvt. Ltd.). Members are requested to keep the same updated.
7. There will be only one Ballot Form for every Folio/DP ID/CLIENT ID irrespective of the number of joint members.
8. In case of joint holders, the Ballot Form should be signed by the first named shareholder and in his/her absence by the next named shareholders. Ballot Form signed by a joint holder shall be treated valid if signed as per records available with the Company and the Company shall not entertain any objection on such Ballot Form signed by other joint holders.
9. Where the Ballot Form has been signed by an authorized representative of the Body Corporate/Trust/Society, etc. a certified copy of the relevant authorization/Board resolution to vote should accompany the Ballot Form.
10. Instructions for e-voting procedure are available in the Postal Ballot Notice and are also placed on the website of the Company, www.repcohome.com and <https://evoting.karvy.com>. For further details members are requested to refer the same.
11. In case of any query, you may refer Help & FAQ section of <https://evoting.karvy.com> (Karvy Website) or call KCPL on 44655000 & Toll Free No.1800 3454 001.
12. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date May 06, 2016.
13. The e-voting period commences on May 18, 2016 (9.00 a.m. IST) and ends on June 16, 2016 (5.00 p.m. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on May 06, 2016, may cast their vote electronically.
14. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the Member, he / she / it shall not be allowed to change it subsequently.