



Punj Lloyd Limited

CIN : L74899DL1988PLC033314

Regd Off : Punj Lloyd House, 17 – 18, Nehru Place, New Delhi – 110019

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NOTICE OF THE 28TH ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE

Notice is hereby given that the 28th Annual General Meeting ('the AGM') of Punj Lloyd Limited ('the Company') is scheduled to be held on Wednesday, 10th August, 2016 at 10.30 A.M. at Air Force Auditorium, Subroto Park, New Delhi 110010 to transact the business set out in the Notice convening the AGM, which has already been dispatched to all the members of the Company either through email or by courier.

In accordance with Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and the applicable provisions of Section 108 of the Companies Act 2013 read with Rule 20 of the Companies (Management & Administration) Rules, 2014 as amended up to date, the details of the remote electronic voting (remote e-voting) are given hereunder:

- (a) The Business to be transacted at the AGM may be transacted by remote e-voting.
- (b) The Company has appointed M/s. Karvy Computershare Private Limited (Karvy) for providing e-voting services through their e-voting platform at their website <https://evoting.karvy.com>
- (c) The remote e-voting shall commence from 9.00 A.M. on August 7, 2016.
- (d) The remote e-voting shall end at 5.00 P.M. on August 9, 2016.
- (e) The Cut-off date is August 03, 2016. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM through ballot paper/polling paper.
- (f) Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. August 03, 2016, may obtain the User ID and Password for exercising their right to vote by electronic means as given below:
 - i. If the mobile number of the member is registered against Folio No. / DP ID Client ID, the member may send SMS : MYEPWD <space> Event number+Folio No. or DP ID Client ID to 9212993399
Example for NSDL : MYEPWD <SPACE> IN12345612345678
Example for CDSL : MYEPWD <SPACE> 1402345612345678
Example for Physical : MYEPWD <SPACE> P.JL1234567
 - ii. If e-mail or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of <https://evoting.karvy.com>, the member may click "forgot password" and enter Folio No. or DP ID Client ID and PAN to generate a password.
 - iii. Member may call Karvy's toll free number 1-800-3454-001
 - iv. Member may send an e-mail request to evoting@karvy.com
- (g) The remote e-voting shall not be allowed beyond 5.00 P.M. on August 9, 2016 and thereafter.
- (h) The facility for voting through ballot paper / polling paper shall be made available at the AGM and only such members as on the "cut off date" i.e. August 03, 2016, attending the meeting either in person or through Authorised Representative or through proxy, who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper / polling paper.
- (i) A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.
- (j) The Notice convening the AGM and Attendance Slip is displayed at the website of the Company viz. www.punjllloyd.com and also displayed at the website of Karvy viz. <https://evoting.karvy.com> and can be downloaded therefrom. The above documents may also be obtained from the Company by writing to the Company Secretary at the Corporate Office, Plot No. 78, Institutional Area, Sector 32, Gurgaon 122001 (Haryana) or by sending requests to the Company's investor email id: [investors@punjllloyd.com].
- (k) The detailed e-voting procedure and manner of voting at the AGM is given in Clause 14 and 15, respectively, of the Notes to the Notice convening the AGM.
- (l) In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://evoting.karvy.com> or contact Karvy at the following toll free no.: 1-800-3454-001. The shareholders/beneficial owners may contact email id evoting@karvy.com, 040-67161526 or 1-800-3454-001 or website <https://evoting.karvy.com> to address their grievances connected with the remote e-voting.

Shareholders/beneficial owners are requested to register/update their e-mail id with M/s. Karvy Computeshare Pvt. Ltd, the Registrar & Share Transfer Agent of the Company / Depository Participant(s) for receiving all communication including Annual Report, Notices, Circulars, etc. from the Company electronically.

Notice pursuant to Regulation 42 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and Section 91 of the Companies Act, 2013 read with Rule 10 of the Companies (Management & Administration) Rules, 2014, is also hereby given that the Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, August 03, 2016 to Wednesday, August 10, 2016 (both days inclusive) for the purpose of the 28th Annual General Meeting of the Company.

for Punj Lloyd Ltd

Sd/-

Dinesh Thairani

Group President - Legal & Company Secretary

Place: Gurgaon

Date : 18 July, 2016

