



# J. B. CHEMICALS & PHARMACEUTICALS LIMITED

Registered Office: "Neelam Centre", 'B' Wing, 4<sup>th</sup> Floor, Hind Cycle Road, Worli, Mumbai 400 030.  
Corporate Office: Energy IT Park, Unit A2, 3<sup>rd</sup> floor, Appa Saheb Marathe Marg, Prabhadevi, Mumbai 400 025.  
CIN:L24390MH1976PLC019380, Web: [www.jbcpl.com](http://www.jbcpl.com), Email: [secretarial@jbcpl.com](mailto:secretarial@jbcpl.com), Tel: (022) 2439 5500/ 5200

## INSTRUCTIONS TO FILL IN THE POSTAL BALLOT FORM ATTACHED PURSUANT TO POSTAL BALLOT NOTICE DATED JUNE 25, 2021

1. A member desirous of exercising vote by postal ballot need to complete and sign the attached postal ballot form and send it at his expense by post or courier to Mr. Ashish C. Bhatt, Scrutinizer, C/o J.B. Chemicals & Pharmaceuticals Limited, Neelam Centre, "B" Wing, 4<sup>th</sup> Floor, Hind Cycle Road, Worli, Mumbai 400 030. The postal ballot form deposited in person will also be accepted. Voting through any other form will not be considered valid.
2. In case of joint holding, the form should be completed and signed by the first named member and in his absence by the next named member. The signature of the member on the postal ballot form should be as per the specimen signature registered with the depository participant.
3. In respect of shares held by companies, trusts, societies etc., the completed postal ballot form should be accompanied by a certified copy of board resolution/ other appropriate authorization.
4. In case postal ballot form is signed by a member through an attorney, an attested copy of notarized power of attorney should be attached to this postal ballot form.
5. Voting rights shall be reckoned on the paid-up value of equity shares registered in the name of the members as on the cut-off date i.e. Friday, June 11, 2021.
6. A Member need not use all the votes or cast all the votes in the same manner.
7. Duly completed postal ballot forms should reach the Scrutinizer not later than Saturday, July 31, 2021. Postal ballot form received after this date will be strictly treated as if the reply from the member has not been received.
8. The Company is providing e-voting facility through NSDL e-voting system at <https://www.evoting.nsdl.com/> to enable the members to cast their votes electronically. In case you opt to cast your vote through remote e-voting, you have to use log-in credentials provided in the e-mail communication. The e-voting period shall commence on Friday, July 2, 2021 at 9.00 a.m. (IST) and end on Saturday, July 31, 2021 at 5.00 p.m. (IST). Members cannot vote both by post and e-voting and if you vote both by post and e-voting, your vote by post shall be treated as invalid. **You are requested to refer to detailed procedure for e-voting given in the Notes to the Postal Ballot Notice.**
9. Postal ballot forms which are incomplete, unsigned or defective in any manner are liable to be rejected. The Scrutinizer's decision on the validity of the postal ballot form shall be final and binding.
10. If Postal ballot form used in one not issued by the Company, if it is not signed by the member, if signature on the form does not match with specimen signature, if it is not possible to determine without doubt assent or dissent of the member, if the form is defaced or mutilated in a manner that its identity as genuine form cannot be established etc., then in such or similar cases the postal ballot form shall be treated as invalid.
11. Members are requested not to send any other paper along with this postal ballot form.