



Radico Khaitan Limited

Registered Office: Bareilly Road, Rampur – 244 901 (U.P.)
CIN No.L26941UP1983PLC027278

Email: info@radico.co.in Website: www.radicokhaitan.com Ph: 0595-2350601-2, Fax: 0595-2350009

Serial No. : SLNO

Name & Registered address of the sole / first
named member : HOLDER
HOLDER_ADD
HOLDER_AD1
HOLDER_AD2
HOLDER_AD3
PIN : HOLDER_PIN

Name(s) of the joint Member(s), if any : SECOND
THIRD

DP ID & Client ID No. / Registered Folio No. : DPID / HOLDER_FOL

No. of shares held : TOTAL_SHAR

Dear Member(s),

Sub: Voting through electronic means

Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, the Company is pleased to provide facility to its members to exercise their right to vote on resolutions proposed to be passed in the 34th Annual General Meeting of the Company scheduled to be held on Friday, 31st August 2018 at 1.00 p.m., by electronic means (remote e-voting).

The Company has engaged the services of **Karvy Computershare Private Limited** as the authorised agency to provide remote e-voting facilities. The remote e-voting particulars are as follows:

E-Voting Event Number (EVEN)	USER ID	PASSWORD/PIN
EVENT_NO	USER_ID	PWD

The e-voting facility will be available during the following voting period:

Commencement of e-voting	End of e-voting
From 09.00 am (IST) on 27th August 2018	Upto 05.00 pm (IST) on 30th August 2018

The cut-off date for the purpose of e-voting is 24th August 2018.

The remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled by Karvy upon expiry of aforesaid period.

This communication forms an integral part of the notice dated 3rd May 2018 for the 34th Annual General Meeting scheduled to be held on 31st August 2018. Please read the instructions printed overleaf before exercising the vote.

The notice of the AGM and this communication are also available on the website of the Company at www.radicokhaitan.com.

Thanking you,
For Radico Khaitan Limited

Place : New Delhi
Date : 03.05.2018

Amit Manchanda
Vice President – Legal & Company Secretary

Instructions and other information relating to e-voting are as under:

1. 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> in the address bar and click on "Enter". The Home screen will be displayed then click on shareholders icon in the homepage.
 - ii) Enter the login credentials (i.e. User ID and password mentioned over leaf). 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 mandatory change your password. The new password shall comprise minimum characters with at least one upper case (A-Z), one lower case (a-z), one numeric (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 password 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 E-Voting Event Number for Radico Khaitan Limited.
 - vii) On the voting page enter the number of shares (which represents the number of votes) as on the Cut-off Date under each of the heading of the resolution and cast your vote by choosing the "FOR/ AGAINST " option 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 overleaf. You may also choose the option "ABSTAIN" and the shares held will not be counted under either head. Option "FOR" implies assent to the resolution and "AGAINST" implies dissent to the resolution.
 - viii) Members holding multiple folios/demat accounts shall choose the voting process separately for each of the 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 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 authorized representative(s), to the Scrutinizer at e-mail ID:tanujvohra@yahoo.com or evoting@karvy.com. They may also upload the same in the E-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "Corporate Name_EVENT NO".
2. In case a Member receives physical copy of the Annual General Meeting Notice by post (for members whose email Ids are not registered with the Company/Depository Participant(s)).
 - i. User ID and initial password are provided overleaf.
 - ii. Please follow all steps from Sr.No.(i) to (xii) as mentioned in (A) above, to cast your vote.
3. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently, Further, the Members who have cast their vote electronically shall not be allowed to vote again at the Meeting.
4. In case of any query pertaining to E-voting, please visit Help & FAQ's section available at Karvy's website <https://evoting.karvy.com>.
5. The members who have cast their vote by remote E-voting may also attend AGM , but shall not be entitled to cast their vote again.
6. The voting rights of the Members shall be in proportion to the paid-up value of their shares in the equity capital of the Company as on the Cut-off date , being, 24th August 2018.
7. The Board of Directors has appointed M/s. TVA & CO.LLP, Company Secretary firm, to act as the Scrutinizer to scrutinize the E-voting process in a fair and transparent manner.
8. The facility for ballot / polling paper shall be made available at the Annual General Meeting (AGM) and the members attending AGM who have not cast their vote by remote e-voting shall be able to vote at the AGM through ballot / polling paper.
9. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories at the close of business hours on 24th August 2018 shall be entitled to avail the facility of remote E-voting.
10. Any person who becomes member of the Company after dispatch of the Notice of the meeting and holding shares as on the cut-off date i.e 24th August 2018 may obtain the User Id and password by in the manner as mentioned below :
 - a. If the mobile number of the member is registered against Folio No./ DPID Client ID, the member may send SMS:MYEPWD<space> E-Voting Event Number +Folio no. or DPID Client ID to +91-9212993399 Example for NSDL: MYEPWD<SPACE>IN12345612345678 Example for CDSL : MYEPWD<SPACE>1402345612345678 Example for Physical: MYEPWD<SPACE> XXXX1234567890
 - b. if e-mail address or mobile number of the member is registered against Folio No. / DPID Client ID, then on the home page of <https://evoting.karvy.com>, the member may click "Forgot Password" and enter Folio No. or DPID Client ID and PAN to generate a password.
 - c. Member may Call Karvy's Toll free number 1-800-3454-001
 - d. Member may send an e-mail request to evoting@karvy.com / suresh.d@karvy.com
11. However, if you are already registered with Karvy for E-voting, you can use your existing User ID and password for casting your vote.
12. The Scrutinizer shall after the conclusion of voting at the general meeting, will first count the votes cast at the meeting and 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 shall make, not later than three days of the conclusion of the Annual General meeting, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized in writing, who shall countersign the same and declare the result of the voting forthwith.
13. The Results on resolutions shall be declared at or after the Annual General Meeting of the Company and the resolutions will be deemed to be passed on the Annual General Meeting date subject to receipt of the requisite number of votes in favour of the Resolutions.
14. The Results declared along with the Scrutinizer's Report(s) will be available on website of the Company (www.radicokhaitan.com) and on Karvy's website (<https://evoting.karvy.com>). The results shall simultaneously be communicated to Bombay Stock Exchange Limited and National Stock Exchange of India Limited.