



ASSAM PETRO-CHEMICALS LIMITED

(A Government. of Assam undertaking)

Registered Office : 4th Floor, Orion Place, G.S. Road, Bhangagarh, Guwahati, Assam - 781 005

Telefax : 0361-2461470 / 2461471 ; 2461 594 | CIN-L24116AS1971SGC001339

E-mail : aplguw@bsnl.in, www.assampetrochemicals.co.in

POSTAL BALLOT FORM

- Serial No. :
1. Name and Registered address :
of sole/first named shareholder
2. Name(s) of the joint shareholder(s) :
(if any)
3. Registered Folio No :
4. No. of Share(s) held :
5. I/We hereby exercise my/our vote in respect of resolutions (item no. 1 is special resolution) to be passed through Postal Ballot for the business stated in the notice dated 26/02/2016 by sending my/our assent or dissent to the said resolutions by placing the tick (✓) mark at the appropriate box below :

| Item No. | Brief Particulars of the item | No. of votes exercised corresponding to the total number of voting rights | I/We assent to the resolution (FOR) | I/We dissent to the resolution (AGAINST) |
|----------|--|---|-------------------------------------|--|
| 1. | Creation of charges on the entire movable and immovable properties of the company, both present and future, in respect of borrowing. | | | |
| 2. | Appointment of Shri Digendra Nath Barua as Independent Director. | | | |
| 3. | Appointment of Shri Birinchi Kr. Sarma as Independent Director. | | | |

Place :

Date :

(Signature of Member)

ELECTRONIC VOTING PARTICULARS

| EVEN (E-Voting Event Number) | User ID | Your Password/PIN |
|---------------------------------|---------|-------------------|
| | | |

- Note :**
- Last date of receipt of postal ballot by the Scrutinizer is 07/04/2016 upto 5:00 PM.
 - Please read the instructions printed overleaf carefully before exercising your vote.

INSTRUCTIONS FOR VOTING IN PHYSICAL FORM

1. A shareholder desiring to exercise vote by Postal Ballot should complete this Postal Ballot Form and send it to the Scrutinizer in the attached self-addressed Business Reply envelope. Since postage is already paid by the Company, shareholders need **NOT AFFIX** the postage stamp. However, envelope containing Postal Ballot Form, if sent by courier or hand delivered at the expense of the shareholder, will also be accepted.
2. The self-addressed Business Reply Envelope bears the postal address of the Scrutinizer appointed by the Company.
3. The Postal Ballot Form should be completed and signed by the Shareholder (as per specimen signature registered with the Company/ R&TA). In case of joint holding, this form must be completed and signed by the first named shareholder and in his/her absence, by the next named shareholder;
4. Voting through Postal Ballot can't be exercised by proxies.
5. Incomplete or unsigned Postal Ballot Forms will be rejected.
6. There will be one Postal Ballot Form for every Folio irrespective of the number of joint holder(s).
7. The Scrutinizer's decision on the validity of the Postal Ballot will be final.
8. Duly completed Postal Ballot Form should reach the Scrutinizer not later than 5:00 PM on 07/04/2016. Postal Ballot Form received after this time will be treated as if not received and will not be considered for the purpose of Postal Ballot.
9. In case of shares held by Companies, Trusts, Societies, etc., the duly completed Postal Ballot Form should be accompanied by a certified true copy of Board resolution/authorization giving requisite authority to the person voting on the Postal Ballot Form, together with the duly attested specimen signature(s) of the authorized signatories;
10. Voting rights shall be reckoned on the paid up value of the shares registered in the name of the shareholder as on 4th March, 2016.
11. A shareholder need not use all his/her votes in the same manner.
12. Shareholders are requested not to send any other paper along with the Postal Ballot Form in as much as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
13. The Company is pleased to offer e-voting facility as an alternative, for all the shareholders of the Company to enable them to cast their votes electronically instead of dispatching Postal Ballot Form. E-voting is optional. The detailed procedure of e-voting is enumerated in the Notes to the Postal Ballot Notice.
14. The result of the Postal Ballot shall be announced on 11/04/2016 at 04.00 PM at the Registered Office of the Company at 4th Floor, Orion Place, G. S. Road, Bhangagarh, Guwahati, Assam - 781 005 and the same will also be posted on website of the Company.