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SHIPPING



MGMT. SYS.  
RvA C 071  
DUTCH ACCREDITATION  
COUNCIL RVA



MGMT. SYS.  
RvA C 375  
DUTCH ACCREDITATION  
COUNCIL RVA

**MROTEK**<sup>®</sup>

Integrating Next Generation Networks

MRO:FS:15-16:336  
17<sup>th</sup> February, 2016

The Manager  
Listing Department  
National Stock Exchange of India Limited  
Exchange Plaza, C-1, Block G,  
Bandra-Kurla Complex,  
Bandra (E),  
Mumbai – 400 051

Fax No.022-2659 8237/38

Kind Attn : Mr. Harsh Chotalia, Assistant Manager, Listing Compliance.

BSE Limited  
PJ Towers, Dalal Street, Fort,  
Mumbai – 400 001

Fax No.022-2272 3121

Kind Attn : Mr. Prasad Bhide, Associate Manager.

Dear Sirs,

Sub: Postal Ballot Notice – regarding.

Ref :- Our Letter Reference No. MRO:FS:15-16:235 dated 9<sup>th</sup> February, 2016 .

Further to our intimation letter dated 9<sup>th</sup> February 2016, we are hereby enclosing three copies of the Postal Ballot Notice dated 9<sup>th</sup> February, 2016 along with Explanatory Statement and Postal Ballot Form with instructions for your reference and record.

Kindly acknowledge and treat the same as Compliance under Regulation 30 of the Securities And Exchange Board Of India (Listing Obligations And Disclosure Requirements) Regulations, 2015

Yours faithfully,  
for MRO-TEK Limited

Srivatsa  
Compliance Officer.

CC :- 1. National Securities Depository Ltd  
2. Central Depository Services (India) Ltd

<b>Scrip Code:</b>	
<b>NSE</b>	<b>: MRO-TEK</b>
<b>BSE</b>	<b>: 532376</b>
<b>Demat ISIN</b>	<b>: INE398B01018</b>

**MRO-TEK LIMITED**

Registered & Corporate Office  
Bellary Road, Hebbal,  
Bangalore - 560 024. INDIA  
Ph : 91 80 23332951 Fax : 91 80 23333415  
Email : info@mro-tek.com

CIN No. L28112KA1984PLC005873  
Delhi Office :  
210, Cadore House, 51-52, Nehru Place.  
New Delhi – 110019  
Ph : 011 2642 4849, 2644 9164 / 65  
Fax : 011 46563910

Mumbai Office :  
Flat No.2313, Bldg. No.40,  
Gandhi Nagar, Bandra (East),  
Mumbai – 400051  
Ph : 022 26407311

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**MRO-TEK LIMITED**

**CIN: L28112KA1984PLC005873**

**Registered Office: Bellary Road, Hebbal, Bangalore – 560 024**

**Telephone: 080-23332951 Email: grd@mro-tek.com**

**Web: www.mro-tek.com**

**POSTAL BALLOT NOTICE**

**NOTICE PURSUANT TO SECTION 110 OF THE COMPANIES ACT, 2013**

To  
The Members  
MRO-TEK Limited

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013 (the "Act") read with Rule 22 of the Companies (Management and Administration) Rules, 2014 ("the Postal Ballot Rules") (including any statutory modification(s) and/or re-enactment thereof for the time being in force), to the Equity Shareholders ("the Shareholders") of MRO-TEK Limited ("the Company"), to consider and if thought fit, pass, the resolutions noted herein below by way of Postal Ballot.

The Resolutions along with the Explanatory Statement setting out the material facts are as follows:

**SPECIAL BUSINESS:**

**1. CHANGE IN THE NAME OF THE COMPANY:**

To consider and, if thought fit, to pass, the following resolution, as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Section 13(2) and other applicable provisions, if any, of the Companies Act, 2013 and applicable listing regulations of SEBI and subject to the approval of members and in terms of the approval received from the Registrar of Companies/ the Ministry of Corporate Affairs, name of the Company be changed from "MRO-TEK Limited" to "MRO-TEK Realty Limited."

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RESOLVED FURTHER THAT name of the Company in the Memorandum of Association be substituted with the following:

'1. The name of the Company is **MRO-TEK REALTY LIMITED.**'

2. ALTERATION OF THE MEMORANDUM OF ASSOCIATION OF THE COMPANY INCLUDING THE MAIN OBJECTS:

To consider and, if thought fit, to pass, the following resolution, as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Section 13 and other applicable provisions, if any, of Companies Act, 2013 read along with Rule 29 of the Companies (Incorporation) Rules, (including any statutory modifications or re-enactment thereof, for the time being in force) and subject to the requisite approval of the Registrar of Companies/Ministry of Corporate Affairs, consent of the Shareholders of the Company be and is hereby accorded to alter the Memorandum of Association of the Company inclusive of addition of new Main Objects.

RESOLVED FURTHER THAT pursuant to the provisions of Section 13 (1) of the Companies Act, 2013 read along with Rule 29 of the Companies (Incorporation) Rules, 2014 and other applicable provisions of the Companies Act, 2013, the Memorandum of Association of the Company be and is hereby altered in the following manner:

- a) By altering the existing numbering format of clause numbers I, II, III, IV and V and by inserting the new clause numbers as 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>.
- b) The name of the Company is "**MRO-TEK REALTY LIMITED.**"
- c) By adding following two new sub-clauses under Clause 3 (A):

2. To carry on the business of developing, maintaining and operating the construction and development of housing projects, road, highway project, bridge, express ways, fly-overs, bus and truck terminals, subways, port, inland waterways and inland ports, irrigation project, solid waste management system, and to develop, maintain, and operate Special Economic Zones (SEZ) or other Export Promotion Parks (EPP), Software Technology Parks (STP), Electronic Hardware Parks, Bio-Technology Parks and other industrial

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parks, rail system, mass rapid transit system, light rail transit system, either individually or as joint venture with any company/ firm/individual/consultant whether local or foreign and to do concept planning, detailed master planning, detailed design and engineering and all such activities that together provide the basis for the implementation of the project and any other public facility of similar nature.

3. To buy, purchase, lease, take on lease, exchange or otherwise, land, buildings and hereditaments of any tenure of any description situated at any place in India or elsewhere for residential or business or other purpose and any right over or connected with land so situated and to turn the same to account as may seem expedient and in particular in preparing buildings sites and by constructing, reconstructing, decorating, improving, altering, furnishing and maintaining offices, houses, resorts, residential schools, hospitals, cinema theatres, opera houses, auditorium, warehouses, shops, wharves, buildings, works and conveniences of all kinds and by consolidating or connecting or subdividing properties and by leasing and disposing of the same and to demolish old buildings and re-construction thereof.
- d) By re-numbering Objects Incidental or Ancillary to the attainment of the Main Objects from existing 2 to 47 to 1 to 46.
- e) By deleting the existing Clause III (C)-"The Other Objects are:"
- f) By deleting the existing Clause IV and by substituting the following new Clause 4<sup>th</sup> as hereunder:  
  
"4<sup>th</sup> The Liability of the member(s) is limited and this liability is limited to the amount unpaid, if any, on the shares held by them."

### 3. ALTERATION OF ARTICLES OF ASSOCIATION OF THE COMPANY:

To consider and, if thought fit, to pass, the following resolution, as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Section 14 and all other applicable provisions of the Companies Act, 2013 read with Companies (Incorporation) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), and as warranted by the aforesaid Act, Articles of Association of the Company be and are hereby altered by deleting the existing Articles and by adopting

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the Articles from Table F under the said Act, with such modifications as may be applicable and relevant to the Company and as may be suggested by the Stock Exchanges in terms of the Listing Agreements executed by the Company with them, and as per the draft Articles of Association available for inspection at the Registered Office of the Company and as may be uploaded on the website of the Company, be and are hereby approved and adopted in substitution, and to the entire exclusion, of the regulations contained in the existing Articles of Association of the Company.

RESOLVED FURTHER THAT the Board of Directors of the Company 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.

FURTHER RESOLVED THAT the new set of Articles of Association be and are hereby adopted by the Shareholders to incorporate the provisions relating to the Companies Act, 2013 as below:

**ARTICLES OF ASSOCIATION  
OF  
MRO-TEK REALTY LIMITED**

**(Company limited by shares)**

(Incorporated under the Companies Act, 1956 as amended under the Companies Act, 2013)

**PRELIMINARY**

In these Articles:

"The Act" and reference to any Section or provision thereof respectively means and includes the Companies Act, 2013 and any statutory modification or re-enactment thereof for the time being in force and reference to the Section or provisions of the Act or such statutory modification.

"Affiliate" in respect of any Company, means any legal entity which, controls or is controlled by that Company, or is controlled by the same individual or entity which controls that Company. For the purposes of this definition, any entity is controlled by another entity or individual where that entity or individual owns, directly or indirectly, more than fifty percent of the shares entitled to a vote at general meetings of shareholders or has the power to cause the election of a majority of the Board of Directors of the first entity.

"Article" or "these Articles" means the Articles set out herein.

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"Auditors" means and includes those persons appointed as such for the time being by the Company.

"Board" or "Board of Directors" means the Board of Directors and the Directors collectively or a meeting of the Directors duly called and constituted or, as the case may be, the Directors assembled at the Board or the Directors of the Company collectively.

"Capital" means the share capital for the time being raised or authorised to be raised for the purpose of the Company.

"Chairman" means the Chairman of the General Meetings and Board as referred to, in these Articles.

"the Company" or "the Corporation" means **MRO-TEK REALTY LIMITED.**

"Director" means a Director appointed to the Board of the Company.

"Managing Director" means the Managing Director or Managing Directors of the Company for the time being.

"Dividend" includes any interim dividend.

"General Meeting" means the Annual General Meeting and Extraordinary General Meeting of the Company, as the case may be, as defined by the relevant provisions of the Act.

"Member" means a duly registered holder of Shares from time to time and includes the subscribers to the memorandum of the Company and beneficial owners as defined in the Depositories Act, 1996.

"Ordinary Resolution" and "Special Resolution" shall have the meanings assigned thereto respectively under the Act.

"Month" means Calendar Month.

"Office" means the registered office for the time being of the Company.

"Paid up" includes credited as paid-up.

"Person" includes corporations as well as individuals.

"Proxy" includes Attorney duly constituted under a Power of Attorney.

"The Registrar" means the Registrar of Companies of the state in which the registered office of the Company is situated for the time being.

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The word "Debenture" includes Debenture-Stock.

"Seal" means the common seal for the time being of the Company.

"Shareholder" means any person(s) who is a holder of any class of Shares.

"Shares" and "Shares in the Company" mean all classes of shares in the Capital of the Company or any class thereof, as the case may be and includes any and all the rights conferred on a person by the ownership of such shares.

"Year" means the calendar year, and "Financial Year" shall have the meaning assigned thereto by Section 2(41) of the Act.

Words importing the masculine gender also include the feminine gender.

Words importing the singular number include, where the context admits or requires, the plural number and vice versa.

"In writing" and "written" include printing or lithography or any other modes of representing or reproducing words in visible form.

Unless the context otherwise requires, words or expressions contained in these Articles of Association shall bear the same meaning as in the Act, or any statutory modification thereof in force on the date on which these Articles become binding on the Company.

#### 1. APPLICATION OF TABLE 'F'

For the matters not provided herein, the provisions contained in Table 'F' shall apply to the Company.

#### 2. PUBLIC COMPANY

The Company is a Public Company within the meaning of Section 2(71) of the Companies Act, 2013, with a minimum Paid up Capital of Rupees Five lakhs or such higher paid up capital as may be prescribed and accordingly:

- (i) Does not restrict the right to transfer its shares;
- (ii) Does not limit the number of its members to be two hundred:

Provided further that—

(A) persons who are in the employment of the company; and

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- (ii) persons who, having been formerly in the employment of the company, were members of the company while in that employment and have continued to be members after the employment ceased, shall not be included in the number of members; and
- (iii) does not prohibit any invitation to the public to subscribe for any securities of the Company;

### 3. SHARE CAPITAL

- (1) The Authorised Share Capital of the Company shall be such amount as stated in the Company's Memorandum from time to time, with such rights, privileges and conditions attaching thereto as may be determined by the Company in General Meeting, and if no direction be given, as the Directors may determine.
- (2) The Shares of the Company shall be under the Control of the Board, subject to the provisions of the Act and Articles contained herein. The Board may issue, allot, or otherwise dispose off Shares in such manner as it may deem proper.

### 4. TRANSFER OF SHARES

- (1) The Company shall keep a Register of Transfers and shall have recorded therein fairly and distinctly particulars of every transfer or transmission of any share held in material form. Nothing contained in these Articles shall apply to transfer of securities held in Depository.

### 5. TRANSMISSION OF SHARES

- (1) On the death of sole member, his nominee(s), if any, shall be the only person(s) recognised by the Company as having any title to his interest in the shares to the exclusion of succession laws applicable to the deceased member.
- (2) Every member shall deliver to the Company a nomination in accordance with and subject to the Rules made by the Board.
- (3) In case, the nomination is not made as provided above, it shall be deemed that a nomination has been made by the deceased member himself, in the following order of precedence:
- a. a spouse, if any;
  - b. child or children, if any, jointly;



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**EXPLANATION:** This includes both unmarried and married children of both sexes.

## 6. NOMINATION

Equity holders of Shares/Debentures may nominate a person to whom its Shares in, or the debentures of the Company, shall vest, in accordance with the provisions contained in Companies Act, 2013.

## 7. SHARES IN ELECTRONIC FORM

### (A). Definition:

'Depository' shall mean a Depository as defined under clause (e) of sub section (1) of Section 2 of the Depositories Act, 1996.

'Beneficial Owner' shall mean the beneficial owner as defined in clause (a) of sub section (1) of Section 2 of the Depositories Act, 1996.

'Shareholder' or 'Member' means the duly registered holder of the shares from time to time and includes the subscribers to the Memorandum of Association of the Company and the beneficial owner(s) as defined in clause (a) of sub section (1) of section 2 of the Depositories Act, 1996.

'SEBI Board' means the Securities and Exchange Board of India;

'Bye-laws' means bye-laws made by a Depository under Section 26 of the Depositories Act, 1996:

'Depositories Act' means the Depositories Act, 1996 including any statutory modifications or re-enactment thereof for the time being in force:

'Record' includes the records maintained in the form of books or stored in a computer or in such other form as may be determined by the Regulations:

'Regulations' means the regulations made by the SEBI Board;

'Security' means shares, debentures and such other security as may be specified by the SEBI Board from time to time.

### (B). Dematerialisation of securities

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Notwithstanding anything contained in these articles, the Company shall be entitled to dematerialize its securities in a dematerialised form, pursuant to the Depositories Act and the rules framed there under.

5(e) 'The shares in the capital shall be numbered progressively according to their several denominations, provided however, that the provisions relating to progressive numbering shall not apply to the shares of the Company which are dematerialised in future or issued in future in dematerialised form'.

5(f) 'The Company shall be entitled to dematerialize its existing shares, rematerialise its shares held in the Depositories and/or to offer its fresh shares, debentures and other securities, in a in a dematerialised form pursuant to the Depositories Act, 1996 and the rules framed there under, if any.'

**(C). Option to receive security certificates or hold securities with Depository**

- (1) Every person subscribing to the securities offered by the Company shall have the option to receive the security certificates or hold securities with a depository.
- (2) Where a person opts to hold a security with a Depository, the company shall intimate such depository the details of allotment of the security, and on receipt of such information the Depository shall enter in its record the name of the allottee as the beneficial owner of the security.

**(D). Securities in depositories to be in fungible form**

- (1) All securities held by a Depository shall be dematerialised and shall be in fungible form.
- (2) Nothing contained in Section 89 of the Act shall apply to a Depository in respect of the securities held by it on behalf of the beneficial owners.
- (3) In case of transfer or transmission of shares or other marketable securities where the Company has not issued any certificates and where such shares or securities are being held in any electronic and fungible form, the provisions of the Depositories Act, 1996, shall apply".

**(E). Rights of Depositors and Beneficial Owners**

- (1) Notwithstanding anything to the contrary contained in the Articles or in any other law for the time being in force, a Depository shall be deemed to be registered owner for the purpose of effecting transfer of ownership of security on behalf of a beneficial owner.
- (2) Save as otherwise provided in clause (1) above, the Depository as a registered owner shall not have any voting rights or any other rights in respect of securities held by it.
- (3) Every person holding securities of the Company and whose name is entered as beneficial owner in the records of the Depository shall be deemed to be the member of the Company. The beneficial owner shall be entitled to all the rights and benefits and be subjected to all the liabilities in respect of his securities held by a Depository.
- (4) Nothing contained in the foregoing Article shall apply to transfer of security effected by the transferor and the transferee both of whom are entered as Beneficial Owners in the records of Depository.

**(F). Depository to furnish information**

Every Depository shall furnish to the Company information about the transfer of securities in the name of the beneficial owners at such intervals and in such manner as may be specified by the bye-laws and the Company in this behalf.

**(G). Option to opt out in respect of any such security**

- (1) If a beneficial owner seeks to opt out of a Depository in respect of any security, he shall inform the Depository accordingly.
- (2) The Depository shall on receipt of such information make appropriate entries in its records and shall inform the Company.



- (3) The Company shall, within (30) days of the receipt of intimation from a Depository and fulfilment of such conditions and on payment of such fees as may be specified by the Regulations, issue the certificate of securities to the beneficial owner or the transferee, as the case may be.

**(H). Section 56 of the Act not to apply**

Notwithstanding anything to the contrary contained in the Articles:

- (1) Nothing contained in Section 56 of the Act shall apply to a transferor and the transferee both of whom are entered as beneficial owners in the records of a Depository.

**(I). Registers and Index of beneficial owners**

- (1) The Register and index of beneficial owners maintained by a Depository under Section 11 of the Depositories Act shall be deemed to be the Register and index of members for the purposes of the Act and these Articles.
- (2) Except as ordered by a court of competent jurisdiction or by Law required, the Company shall be entitled to treat the person whose name appears on the Register of members as the holder of any share or whose name appears as the beneficial owner of shares in the records of the Depository, as the absolute owner thereof and accordingly shall not be bound to recognise any benami, trust, or equity and equitable contingent or other claim to or interest in such share on the part of any other person, whether or not it shall have express or implied notice thereof.
- (3) The Company shall keep a Register and index of Members in accordance with all applicable provisions of the Companies Act, 2013 and the Depositories Act, 1996 with details of shares held in material and dematerialised forms in any media as may be permitted by Law including in any form of electronic media. The Company shall be entitled to keep in any State or Country outside India, a branch Register of members resident in that State or Country.

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- (4) The Company shall keep a Register of Transfers and shall have recorded therein fairly and distinctly particulars of every transfer or transmission of any share held in material form. The transferor shall be deemed to remain the holder of the shares until the name of the transferee is entered on the Register of Members in respect thereof.

## 8. DIVIDEND

### DIVISION OF PROFITS

- 8.1. The profits of the Company, subject to any special rights relating thereto created or authorised to be created by these Articles shall be divisible among the members in proportion to the amount of capital paid-up or credited as paid-up on the shares held by them respectively.

### THE COMPANY IN GENERAL MEETING MAY DECLARE A DIVIDEND

- 8.2. The Company in General Meeting may declare dividends to be paid to members according to their respective rights, but no dividends shall exceed the amount recommended by the Board, but the Company in General Meeting may declare a smaller dividend.

### 8.3. DIVIDENDS TO BE PAID OUT OF PROFITS/ RESERVES

No dividend shall be declared or paid for the financial year except-

out of the profits of the company for that year arrived at after providing for depreciation or out of the profits of the company for any previous financial year or years arrived at after providing for depreciation in accordance with the provisions of Section 123 of the Companies Act, 2013 and remaining undistributed, or out of both.

- i) If the Company has not provided for depreciation for any previous financial year or years, it shall, before declaring or paying a dividend for any financial year, provide for such depreciation out of the profits of the financial year or out of the profits of any other previous financial year or years;
- ii) If the company has incurred any loss in any previous financial year or years, the amounts of the loss or an amount which is equal to the amount provided for depreciation for that year or those years whichever

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is less, shall be set off against the profits of the Company for the year for which the dividend is proposed to be declared or paid or against the profits of the Company for any previous financial year or years arrived at in both case after providing for depreciation in accordance with the provisions of Section 123 of the Act or against both.

- iii) In the event of adequacy or absence of profits in any year, the Company may declare dividend out of surplus subject to the fulfillment of the conditions as per the Rule 3 of the Companies (Declaration and Payment of Dividend) Rules 2014.

#### **INTERIM DIVIDEND**

- 8.4. The Board may subject to provisions of the Act, from time to time, pay to the members, such interim dividend as in its judgement the position of the Company justifies.

#### **CAPITAL PAID UP IN ADVANCE AT INTEREST NOT TO EARN DIVIDEND**

- 8.5. Where capital is paid in advance of call, such capital may carry interest but shall not in respect thereof confer a right to dividend or participate in profits or voting rights.

#### **DIVIDEND IN PROPORTION TO AMOUNT PAID-UP**

- 8.6. All dividends shall be apportioned and paid proportionately to the amounts paid or credited as paid on the shares during any portion or portions of the period in respect of which the dividend is paid; but if any share is issued on terms providing that it shall rank for dividend accordingly.

#### **RETENTION OF DIVIDENDS UNTIL COMPLETION OF TRANSFER**

- 8.7. The Board may retain the dividends payable upon shares in respect of which any person is entitled to transfer, until such person shall become a member, in respect of such shares or shall duly transfer the same.

#### **DIVIDEND ETC., TO JOINT HOLDERS**

- 8.8. Any one of several persons who are registered as the Joint-Holders of any share may give effectual receipts for all dividends or bonus or other moneys payable in respect of such shares.

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**NO MEMBER TO RECEIVE DIVIDEND WHILE INDEBTED TO THE COMPANY AND COMPANY'S RIGHT OF REIMBURSEMENT THEREOF**

- 8.9. No member shall be entitled to receive payment of any interest or dividend in respect of his share or shares, while any money may be due or owing from him to the Company in respect of such share or shares, or otherwise, however, either alone or jointly with any other person or persons and the Board may deduct from the interest or dividend payable to any member all sums of the money so due from him to the Company.

**TRANSFER OF SHARES MUST BE REGISTERED**

- 8.10. A transfer of shares shall not pass the right to any dividend declared thereon before the registration of the transfer.

**DIVIDEND HOW REMITTED**

- 8.11. Unless otherwise directed, any dividend may be paid by Cheque or warrant or by a pay slip or receipt having the force of a cheque or warrant sent through the post to the registered address of the member or person entitled or in case of joint holders to that one of them first named in Register in respect of the joint holders. Every such cheque or warrant shall be made payable to the order of the person to whom it is sent. The Company shall not be liable or responsible for any cheque or warrant or pay slip or receipt lost in transmission; or for any dividend lost to the member or person entitled thereto by the forged endorsement of any cheque or warrant or the forged signature of any pay slip or receipt or the fraudulent recovery of the dividend by any other means.

**UNCLAIMED DIVIDEND**

- 8.12. Any amount remains unpaid in the Dividend Account as mentioned in the Article '8.14 and 8.15' below, may be treated in the manner prescribed under the Act.

**NO INTEREST ON DIVIDENDS**

- 8.13. No unpaid dividend shall bear interest as against the Company.

**TRANSFER TO SPECIAL BANK ACCOUNT**

- 8.14. The Company after having declared the dividend must transfer the unpaid or unclaimed dividend, if any, to special account in a scheduled Bank to be named



to represent the "Unpaid Dividend Account of MRO-TEK REALTY LIMITED A/C" within 7 days after the expiry of 30 days commencing from the date of declaration of dividend.

#### TRANSFER TO GENERAL REVENUE ACCOUNT

- 8.15. If any dividend remains unpaid or unclaimed for a period of seven years after the amount is transferred to the special bank Account, the amount remaining in the special bank Account will have to be transferred to the General Revenue Account of the Central Government, containing the details of the share-holders who have not been paid the dividend and the amount of dividend unclaimed.

#### DIVIDEND AND CALL TOGETHER

- 8.16. Any General Meeting declaring a dividend may, on the recommendation of the Directors, make a call on the members of such amount as the meeting fixes, but so that call on each member shall not exceed the dividend payable to him and so that the call be made payable at the same time as the dividend; and the dividend may, if so arranged, between the company and the member, be set off against the calls.

#### 9. CAPITALIZATION OF RESERVE

- (1) The Company in General Meeting, may upon the recommendation of the Board, resolve:
- That it is desirable to capitalize any part of the amount for the time being standing to the credit of any of the company's reserve accounts, or to the credit of the profit and loss account, or otherwise available for distribution; and
  - That such sum be accordingly set free for the distribution in the manner specified in Section (2) amongst the members who have been entitled thereto, if distributed by way of dividend and in the same proportions.
- (2) The sum aforesaid shall not be paid in cash but shall be applied, subject to the provision contained in Section (3), either in or towards:
- Paying up any amounts for the time being unpaid on any shares held by such members respectively
  - Paying up in full, unissued shares of the company to be allotted and distributed, credited as fully paid up, to and amongst such members in the proportion aforesaid or





Partly in the way specified in sub Section (a) and partly in that specified in sub Section

- (3) A share premium account and a capital redemption reserve account may for the purpose of this regulation, only be applied in the paying up of unissued shares to be issued to members of the company as fully paid bonus shares.
- (4) The Board shall give effect to the resolution passed by the company in pursuance of this article.

#### 10. NUMBER OF DIRECTORS

There shall be a minimum of 3 and maximum of 15 Directors including all kinds of Directors but excluding nominee Directors of the financial institutions.

#### 11. APPOINTMENT AND TENURE OF DIRECTORS

- (1) The subscribers to the Memorandum and Articles of Association shall be the First Directors of the Company:
  1. Shri N. K. Rajashekhar
  2. Shri S. Narayanan
  3. Shri H. Nandi
  4. Shri Upal Kumar Nandi
- (2) The Directors shall cease to be Directors in case of death, resignation or removal as per the Act or disqualification or withdrawal of nomination by the nominating authority.
- (3) The Board may appoint additional Directors in accordance with the provisions of Section 161 (1) of the Companies Act, 2013 for the benefit of the Company in general, and in particular, when there is no quorum at the Board Meeting, and such meeting has to be conducted without adjournment.
- (4) The Board may appoint Alternate Directors as and when required subject to the provisions of Section 161 (2) of the Companies Act, 2013.
- (5) **Nominee Director**
  - (a) Notwithstanding anything contained in sub-article (1) and (2) hereof, financial institutions or banks who have granted long term loans to the Company may appoint Nominee Directors, during the period of their loans remaining unpaid, subject to the provisions of Section 25 of the Industrial Finance Corporation Act,

1948 and Section 27 of the Finance Corporation Act, 1951, as the case may be, or such agreement or arrangement, as has been mutually agreed upon.

(b) The Nominee Directors so appointed shall not retire by rotation.

(c) The Nominee Directors shall have the same rights and privileges in respect of voting rights at the Board Meetings, payment of sitting fee and reimbursement of travelling expenses in the same manner as admissible to other directors.

## **12. QUALIFICATION OF DIRECTORS**

No Director shall be required to hold qualification shares.

## **13. SITTING FEE & COMMISSION**

- (1) The Company may pay sitting fees to any Director for attending the Board, Committee or General Meetings of the Company as may be decided by the Board of Directors from time to time. Subject to the requisite approvals, the Directors may be paid commission on profits also.
- (1) The Directors may however be paid all travelling, hotel and other expenses properly incurred by them:
  - a. In attending and returning from meetings of the Board or any committee thereof or General Meeting of the Company; or
  - b. In connection with the activities of the Company.

## **14. APPOINTMENT OF MANAGING/WHOLE TIME DIRECTOR**

- (1) The Board may appoint one or more of its body to the office of the Managing Director or Whole Time Director by whatsoever designation on such terms and conditions, including remuneration and privileges, as may be thought proper.
- (2) The Board may vest in such appointee(s) such powers and discretion as may be deemed necessary and expedient.
- (3) Notwithstanding anything contained herein, the Board shall have power to revoke such appointments before expiry of their tenure in the best interest of the Company and such revocation shall not be deemed to be removal within the meaning of Section 169 of the Act.

## **15. POWERS OF THE BOARD**



Without prejudice to the general powers conferred on the Board by the Act and the Articles of Association of the Company, the Board shall have the following powers:

- (a) to borrow, with or without security, from any source, without any restrictions as to ceiling, however, subject to the provisions of the Act;
- (b) to make loans or lend money to anyone with security and interest as may be deemed appropriate to achieve the objectives of the Company;
- (c) to invest the funds of the Company in any manner as may be deemed appropriate to achieve the objectives of the Company;
- (d) to give guarantee or provide any security for any amount, with or without consideration;
- (e) to draw, make, accept, negotiate, endorse, discount, assign, execute, issue, buy or sell, promissory notes, bills of exchange, bills of lading and other negotiable instruments;
- (f) to make donations in any form, statutorily required or otherwise for the purpose of contribution to:
  - (1) financial health of the Company; or
  - (2) welfare of the members and the employees of the Company (and their families) present or past;
- (g) to remit or give time for the payment, any debt due by a Director, customer or buyer or an employee;
- (h) to write off any bad debts;
- (i) to pay preliminary expenses, including those of any Company promoted by the Company;
- (j) to adopt, execute any or all the pre-incorporation contracts;
- (k) to delegate any or all the powers contained herein to any functional Directors, with an authority for further sub-delegation;
- (l) to purchase any property movable or immovable in India,



appoint an attorney(ies) of the Company, with such powers, authorities and discretions(not exceeding those vested in or exercisable by the Board) as may be deemed proper and to revoke such appointments;

(n) to frame rules where required by the provisions of these Articles; and

(o) Generally to do all deeds and things as the expedience of the business warrants.

#### 16. POWERS OF THE CHAIRMAN

- (1) The Chairman shall preside over every Board Meeting and General Meeting.
- (2) In the event of equality of votes, the Chairman shall have a casting vote, in addition to his own vote as a Director or a member as the case may be.
- (3) The Chairman may adjourn Board Meeting or a General Meeting or a Meeting of any Committee, as he may deem proper, if and when;
  - (a) a quorum is not present within 15 minutes from the time appointed for holding the meeting;
  - (b) a poll is demanded;
  - (c) a member raises a point of order(strictly confined to incorrect procedure, irrelevancy and unparliamentarily language or transgressing the provisions of Articles of Association of the Company);
  - (d) the meeting is turned into a mock show.
- (4) The Chairman may at his discretion close a debate of motion by the member if he is satisfied that such debate serves no useful and constructive purpose.

#### 17. AUTHORITY TO CALL BOARD MEETINGS

- (1) The Board of Directors may meet for the conduct of business, adjourn and otherwise regulate its meetings, as it thinks fit.
- (2) A director may, and the manager or secretary on the requisition of a director shall, at any time, summon a meeting of the Board.

#### 18. MEETINGS

The Board and General Meetings of the Company can be convened through video conference as per the Act.



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#### 19. QUORUM

- (1) Five members present in person at the General Meeting shall be the quorum for such a meeting of the Company.
- (2) Two Directors or one third of the total number of Directors as on the date whichever is higher shall be the quorum for the meetings of the Board/Committee.
- (3) If at the adjourned General Meeting a quorum is not present within half-an-hour from the time appointed for holding the meeting, the members present shall be a quorum.

#### 20. PERIOD OF NOTICE FOR CALLING GENERAL MEETING

- (1) A written notice of not less than 21 (Twenty one) days shall, for every General Meeting, be given to the members to their addresses recorded in the Register of Members or through electronic mode. However the General Meeting may be convened by giving shorter notice with the consent of the Shareholders as per the provisions of the Act.
- (2) The period of notice, provided in the foregoing sub-article, shall include the day of posting and delivery of a notice and the day of holding the meeting, and the 48 hours time of postal transit.
- (3) A notice, in pursuance of sub-article (i) shall be required to be given for every adjourned meeting of the Company.

#### 21. CONTENTS OF NOTICE AND PERSONS TO WHOM IT IS TO BE SERVED

- (1) Every notice of a General Meeting shall specify the place, the day, and the time of the meeting and the agenda of business to be transacted thereat.
- (2) Notice of every General Meeting shall be served on the members of the Company, who are entitled to vote thereat, and the Auditors of the Company, in case of the Annual General Meeting.

#### 22. ACCOUNTS

- (1) The Board shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the account

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and books of the Company or any of them shall be open to the inspection of members (not being Directors).

- (2) No member (not being a Director) shall have any rights of inspection any accounts or books of accounts of the Company except as conferred by the law or authorised by the Board or by the Company in General Meeting.

### 23. BUY BACK OF SHARES

The Company may purchase its own securities in accordance with the provisions contained in Sections 68 to 70 of the Act and the rules made there under in pursuance of the guidelines issued by the Central Government.

### 24 ISSUE OF SWEAT EQUITY SHARES

The Company may authorize the Board of Directors by a Special Resolution to issue Sweat equity shares in accordance with the provisions contained in the Act.

### 25. AUDIT

The Auditors of the Company shall be appointed as per the Act.

### 26. WINDING UP

If the Company shall be wound up and the assets available for distribution among the members as such shall Distribution of assets be insufficient to repay whole of the paid-up capital, such assets shall be distributed so that as nearly as may be the losses shall be borne by the members in proportion to the capital paid-up or which ought to have been paid-up at the commencement of the winding-up on the shares held by them respectively, And if in a winding up the assets available for distribution among the members shall be more than sufficient to repay the whole of the capital paid-up at the commencement of the winding-up, the excess shall be distributed amongst the members in proportion to the capital at the commencement of the winding-up, paid-up or which ought to have been paid up on the shares held by them respectively. But this Article is to be without prejudice to the rights of members registered in respect of shares issued upon special terms and conditions.

### 27. INDEMNITY

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Every Officer, Manager, Director or Agent of the Company, be and is hereby indemnified out of the assets of the Company against any liability incurred by him in discharging his acts *bonafide*.

#### 28. COMMON SEAL

The Common Seal of the Company shall be affixed to any instrument (if such affixing has been authorised by a resolution of the Board or of a Committee of the Board) in the presence of one Director or the Company Secretary of the Company or such other person duly authorised by the Board, if any, and such Director or the Secretary or the said authorised person shall sign every instrument to which the Common Seal of the Company is so affixed in his presence."

By the order of the Board  
For MRO-TEK Limited

Date: 9<sup>th</sup> February, 2016  
Place: Bangalore

H. Nandi  
Managing Director  
DIN: 00038102

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1. A copy of this notice has been placed on the website of the Company and shall remain on the website until the last date for receipt of the postal ballots from the shareholders.
2. An explanatory statement pursuant to Section 102 of the Companies Act, 2013 and Rule 22 of the Companies (Management and Administration) Rules, 2014, ("Postal Ballot Rules"), setting out all material facts in respect of the business set in this notice and reasons thereto is annexed hereto as Annexure – A ("the Explanatory Statement").
3. The notice is being sent to all the members of the Company, whose names appear on the register of members/ record of depositories as on 12<sup>th</sup> February, 2016.
4. The Board of Directors of the Company ("the Board") at its meeting held on 14<sup>th</sup> January, 2016 appointed Mr. Vijayakrishna KT, Practising Company Secretary as the 'Scrutinizer' for conducting the Postal Ballot voting process in accordance with the law and in a fair and transparent manner ("the Scrutinizer"). The Scrutinizer's address is # 496/4, II Floor, 10<sup>th</sup> Cross, Near Bashyam Circle, Sadashivanagar, Bangalore 560 080.
5. The Shareholders are requested to carefully read the instructions printed at the end of the Notice and either: (a) return the form duly completed in the attached self-addressed pre-paid postage envelope ("the Envelope"); or (b) vote by electronic means in the manner set out herein, in each case, so as to ensure that votes reach the Scrutinizer on or before 18<sup>th</sup> March, 2016.
6. The date of dispatch of the Postal Ballot Notice and the Explanatory Statement shall be announced through advertisement in the following newspapers:
  - (i) at least one vernacular newspaper in the principal vernacular language of the district in which the registered office of the Company is situated, and having a wide circulation in that district, and
  - (ii) at least one English newspaper in English language having a wide circulation in that district.
7. The Shareholders are requested to exercise their voting rights by either using



- the attached Postal Ballot form (no other form or photocopy of the Postal Ballot form is permitted) or through e-voting.
8. Only a Shareholder who is entitled to vote is entitled to exercise his/ her vote through the Postal Ballot form or through e-voting. Voting rights of every Shareholder shall be reckoned on the paid-up value of Shares on the basis of names appearing in the 'Register of Members' or in the records of the depository, as applicable, as on 12<sup>th</sup> February, 2016 and any recipient of the Postal Ballot Notice whose name does not appear as a Shareholder in relation to the Shares as on the aforesaid date should treat the same as intimation only.
  9. The Scrutinizer will submit his report to Chairman and Managing Director of the Company or in his absence to any other designated Director or the Company Secretary after completion of scrutiny of Postal Ballot forms received but not later than seven days from the last date of receipt of all Postal Ballot forms.
  10. The results of voting by Postal Ballot will be announced at 4.00 p.m. IST on 19<sup>th</sup> of March 2016 at the registered office of the Company. Additionally, the result will be posted on Company's website: [www.mro-tek.com](http://www.mro-tek.com), and will be communicated to the BSE and the NSE. The date of declaration of the results of the Postal Ballot voting process will be taken to be the date of passing of the Special Resolution.
  11. Shareholders who wish to seek a duplicate ballot form may approach Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot No. 31 & 32, Financial District, Gachibowli, Hyderabad -50032, fill in the details or can send mail to [einward.ris@karvy.com](mailto:einward.ris@karvy.com) and send the same to the Scrutinizer.
  12. Please note that any postal ballot form(s) received after the last date (i.e 18<sup>th</sup> March 2016) will be treated as not having been received and after the last date, the portal where e-votes can be cast will be blocked.
  13. If you have any queries, please refer to Frequently Asked Questions (FAQs) for shareholders and e-voting user manual for shareholders available at the 'downloads' section of <https://evoting.karvy.com> .



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**ANNEXURE TO THE NOTICE**

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**EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013:**

**Item No. 1 and Item No. 2:**

As the Shareholders are aware, your Company has been incurring losses continuously. The Company has huge negative liquidity leading to non-profit business being carried on leading to tight cash deficit.

The Shareholders may kindly recall that approval was accorded through postal ballot Special Resolution dated 22<sup>nd</sup> December 2015 to enter into Joint Venture/Development. Accordingly, after careful consideration of multiple proposals, your Board had identified Messrs Umiya Builders and Developers as the Joint Development Partner and an Agreement has been signed subsequently.

Your approval has been sought to enable the carrying on of the new business activities, as required under the Companies Act, 2013, ('the Act'). It is proposed to alter the name of the Company to denote the new business activities also i.e. the Infra or Realty business and also to alter the Main Objects in the Memorandum of Association of the Company as exhibited in the said two Resolutions. The Board has proposed to alter the Name of the Company and has obtained necessary approval from the Registrar of the Companies on 22<sup>nd</sup> January 2016, Bangalore and the name MRO-TEK Realty Limited has been made available.

The Directors are of the strong belief that the above proposals are in the best interest of the Company and of the Shareholders.

The Board of Directors recommends the passing of the Special Resolutions contained in Item no. 1 and Item No.2 of the accompanying Notice.

None of the Directors, Key Managerial Personnel or their relatives, in any way, is concerned or interested in the above Resolution except for their respective shareholdings if any, in the Company.

This Explanatory Statement may also be regarded as a disclosure under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

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**Item No. 3:**

Amendments to Articles of Association of the Company:

In order to comply with the requirements of the Companies Act, 2013, it is proposed to adopt the new set of Articles of Association of the Company as per Table 'F' under the Companies Act, 2013.

The proposed new draft of Articles of Association is being uploaded on the Company's website for perusal by the shareholders.

Copy of the proposed new draft of Articles of Association is available for inspection by members at the registered office of the Company.

None of the Directors, Key Managerial Personnel or their relatives, in any way, is concerned or interested in the above Resolution except for their respective shareholdings if any, in the Company.

The Board of Directors recommends this Special Resolution for your approval.

This Explanatory Statement may also be regarded as a disclosure under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

By the order of the Board  
For MRO-Tek Limited

H. Nandi  
Managing Director  
DIN: 00038102

Date: 9<sup>th</sup> February, 2016  
Place: Bangalore

Enclosed:

1. Postal Ballot Form
  2. Self-addressed and prepaid postage envelope
- 26



Integrating Most Connected Networks

## MRO-TEK LIMITED

CIN: L28112KA1984PLC005873

Registered Office: Bellary Road, Hebbal, Bangalore – 560 024

Telephone: 080-23332951 Email: [prd@mro-tek.com](mailto:prd@mro-tek.com) Web: [www.mro-tek.com](http://www.mro-tek.com)

### POSTAL BALLOT FORM

Serial No. :

1. Name and Registered address of the Sole/First Joint Shareholder :

2. Name(s) of Joint holder(s), if any :

3. Registered Folio No. / DP ID No./ Client ID No.\* :  
(\*Applicable to investors holding shares in dematerialised form)

4. Number of Equity Shares held :

I/We hereby exercise my/our vote in respect of the Resolutions to be passed through Postal Ballot for Resolutions stated in the Postal Ballot Notice of the Company dated 9th February, 2016, by sending my/our Assent (For) or Dissent (Against) to the said Resolutions by placing the tick (✓) mark at the appropriate box below:

Resolution No.	Description	Nature of Resolution	No of shares held	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Change of Name from MRO-TEK Limited to MRO-TEK Realty Limited	Special			
2.	Amendments to Object Clause and Liability Clause in the Memorandum of Association	Special			
3.	Adoption of new set of Articles of Association	Special			

Place :

Date :

\_\_\_\_\_  
Signature of the Sole / First Joint Holder

-----X-----X-----X-----

### ELECTRONIC VOTING PARTICULARS

EVENT (E-Voting Event Number)	USER ID	PASSWORD/PIN

Note: Members are requested to read carefully the instructions printed overleaf before exercising the vote.

### **IMPORTANT INSTRUCTIONS**

1. The voting rights for the Equity Shares are one vote per Equity Share, registered in the name of the Shareholders/Beneficial Owners.
2. Voting by Postal Ballot, in the physical form or e-voting can be exercised only by the Shareholder or his/her duly constituted attorney or in case of Bodies Corporate the duly authorized person. Voting rights in a Postal Ballot cannot be exercised by a Proxy.
3. Voting period commences on Thursday 18th February, 2016 at 9.00 AM (start date) and ends on Friday 18th March, 2016 at 5:00 PM (end date).
4. The result of the voting on the Resolutions will be declared at the Registered Office of the Company at Hebbal, Bangalore – 560024, India, on 19th March, 2016 at 4 PM.
5. Kindly note that the Members can opt only one mode of voting, i.e., either by Physical Ballot or e-Voting. If you are opting for e-Voting, then do not vote by Physical Ballot also and vice versa. However, in case Members cast their vote by Physical Ballot and e-Voting, then voting done through e-voting shall prevail and voting done by Physical Ballot will be treated as invalid. The Scrutinizer's decision on the validity of the Postal Ballot shall be final.
6. Members who have registered their e-mail ids for receipt of documents in electronic mode under the Green Initiative of MCA have been sent Postal Ballot Notice by e-mail and who wish to vote through Ballot Form can obtain the Ballot Form from Registrar and Share Transfer Agent (R & T Agent), Karvy Computershare Pvt. Limited, Karvy Selenium Tower B, Plot number 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad-500032 or from the Company at its Registered Office and fill in the details and send the same to the Scrutinizer by Post at the address given at above.

Any query in relation to the Resolutions proposed to be passed by Postal Ballot may be sent to: Chief Financial Officer, - MRO-TEK LIMITED Bellary Road, Hebbal, Bangalore – 560 024. Phone: 080-23332951 email: [grd@mro-tek.com](mailto:grd@mro-tek.com)

### **INSTRUCTIONS FOR VOTING BY PHYSICAL POSTAL BALLOT FORM**

- a) A Shareholder desirous of exercising vote by Postal Ballot should complete the Postal Ballot Form in all respects and send it after signature to the Scrutinizer in the attached self-addressed postal pre-paid envelope which shall be properly sealed with adhesive or adhesive tape. However, envelopes containing Postal Ballot Form, if sent by courier, at the expense of the Member will also be accepted. Members are requested to convey their assent or dissent in this Postal Ballot Form only. The assent or dissent received in any other form or manner shall be considered as invalid.
- b) The Self-addressed envelope bears the name of the Scrutinizer appointed by the Board of Directors of the Company and the address to which the same needs to be dispatched.
- c) The Postal Ballot Form should be signed by the Shareholder as per specimen signature registered with the Registrar/ Depository. In case the Equity Shares are jointly held, this Form should be completed and signed (as per specimen signature registered with Registrar/Depository) by the first named Member and in his/her absence, by the next named Member. Holders of Power of Attorney (POA) on behalf of the Members may vote on the Postal Ballot mentioning the registration number of the POA and enclosing an attested copy of the POA. Unsigned Postal Ballot Forms will be rejected.
- d) Duly completed Postal Ballot Form should reach the Scrutinizer not later than 5.00 PM on 18th March, 2016. Postal Ballot Form received after that date will be strictly treated as if reply from such Member has not been received. The Members are requested to send the duly completed Postal Ballot Form well before the last date providing sufficient time for the postal transit.
- e) In case of Equity Shares held by companies, trusts, societies etc., the duly completed Postal Ballot Form should be accompanied by a certified copy of Board Resolution/authority and preferably with attested specimen signature(s) of the duly authorized signatories giving requisite authorities to the person voting on the Postal Ballot Form.
- f) Shareholders are requested not to send any paper (other than the resolution/ authority as mentioned under instruction above) along with the Postal Ballot Form in the enclosed self-addressed postage pre-paid envelope as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope, the same would not be considered and would be destroyed by the Scrutinizer.
- g) There will be only one Postal Ballot Form for every folio / client ID irrespective of the number of the joint Members. On receipt of the duplicate Postal Ballot Form, the original will be rejected.
- h) A Member may request for a duplicate Postal Ballot Form, if so required or can download the Postal Ballot Form from the Company's website ([www.mro-tek.com](http://www.mro-tek.com)) and the same duly completed should reach the Scrutinizer not later than the last date for voting mentioned above.
- i) The votes should be cast either in favour of or against by putting the tick (✓) mark in the column provided for assent or dissent. Postal Ballot Form bearing (P) in both the columns will render the Form invalid.
- j) Incomplete, unsigned or improperly or incorrectly filled Postal Ballot Form shall be rejected.

### **INSTRUCTIONS FOR VOTING THROUGH ELECTRONIC MODE**

The instructions for Members for e-voting are as under:

Open your web browser during the voting period and navigate to <https://evoting.karvy.com>.

- a. Enter the login credentials (i.e. user-id & password) mentioned on the Postal Ballot Form. Your folio/DP Client ID will be your User-ID.

User-ID	For members holding shares in Demat Form:- a) For NSDL:- 8 character DP ID followed by 8 digits Client ID b) For CDSL:- 16 digits beneficiary ID For members holding shares in Physical Form:- • Even followed by Folio Number registered with the Company
Password	Your Unique password is printed on the Postal Ballot form/ via email forwarded through the electronic notice.
Captcha	Enter the Verification code i.e. please enter the alphabets and the numbers in the exact way as they are displayed for security reasons.

- b. Please contact our toll free No. 1-800-34-54-001 for any further clarifications.
- c. Members can cast their vote online from 18th February 2016 @ 9.00 AM to 18th March 2016 @ 5.00 P.M.
- d. After entering these details appropriately, click on "LOGIN".
- e. Members holding shares in Demat/Physical form will now reach Password Change menu wherein they are required to mandatorily change their login password in the new password field. Change the password with new password of your choice with minimum 8 characters consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character. Kindly note that this password can be used by the Demat holders for voting for Resolution(s) of any other Company on which they are eligible to vote, provided that Company opts for e-voting through Karvy Computershare Private Limited e-voting platform. System will prompt you to change your password and update any contact details like mobile, email id etc. on 1st login. Note the new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
  - (i) You need to login again with the new credentials
  - (ii) Select "EVENT" i.e MRO-TEK Limited
  - (iii) Now you are ready for e-voting as Cast Vote page opens
  - (iv) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
  - (v) Upon confirmation, the message "Vote cast successfully" will be displayed
  - (vi) Once you have voted on the resolution, you will not be allowed to modify your vote.
- f) On the voting page, you will see Resolution/Description and against the same the option 'FOR/AGAINST/ABSTAIN' for voting. Enter the number of shares (which represents number of votes) under 'FOR/AGAINST/ABSTAIN'.
- g) Institutional members (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail [viavkt@vikt.in](mailto:viavkt@vikt.in) with a copy marked To [evoting@karvy.com](mailto:evoting@karvy.com). The file scanned image of the Board Resolution/Authority letter etc. should be in the naming format "Corporate Name - Event Number". 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 section of [www.evoting@karvy.com](http://www.evoting@karvy.com) or contact Karvy at the following Telephone No: 04067162222.
- h) If you are holding shares in Demat form and had logged on to "<https://evoting.karvy.com>" and casted your vote earlier for any Company, then your existing login id and password are to be used. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).