

General Instructions for shareholders:

- (i) The members holding shares as on Cut-off date i.e. 22nd September, 2018 shall only be eligible to vote on the resolutions mentioned in the notice of Annual General Meeting.
- (ii) The facility for voting through Ballot Paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- (iii) Members can opt for only one mode of voting i.e. either by remote e-voting or by physical ballot paper. However, if Members cast their vote through both mode of voting, then the voting through remote e-voting shall prevail.
- (iv) Members who have casted their vote by remote e-voting may also attend the AGM but shall not be entitled to cast their vote again.
- (v) 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. 22nd September, 2018 may obtain the login ID and password by sending a request at evoting@nsdl.co.in or skcdilip@gmail.com or compliance@mssl.co.in .
- (vi) The Board of Directors has appointed Ms. Manisha Singh, Practicing Company Secretary, as the Scrutinizer to scrutinize the remote e-voting and physical voting process at 26th AGM in a fair and transparent manner.
- (vii) The Scrutinizer shall submit a consolidated report of the total votes cast in favour of or against, if any, not later than two (2) days after the conclusion of the AGM to the Chairman of the Company. The Chairman, or any other person authorised by the Chairman, shall declare the result of the voting forthwith.
- (viii) The Results declared along with the Scrutinizer's Report will be available on the website of the Company at www.mssl.co.in.