



SUVEN LIFE SCIENCES LIMITED

CIN: L24110TG1989PLC009713

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Banjara Hills I Hyderabad - 500 034 I Telangana I India

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Serial No. :

Name and Registered Address of the Sole/First named Member :

Name(s) of the Joint Member(s), if any :

Folio No. / DP ID No./ Client ID No :

Number of Equity Shares held :

Subject: Process and manner for availing e-voting facility

The Company has engaged the services of M/s. Karvy Fintech Private Limited ("KFPL" or "Karvy") as the Agency to provide e-voting facilities. The remote e-voting particulars are set out below:

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

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

1. **A) In case a Member receives an e-mail from Karvy [for Members whose e-mail IDs are registered with the Company/ Depository Participant(s)]:**
 - i) Launch internet browser by typing the URL: <https://evoting.karvy.com/>
 - ii) Enter the login credentials (i.e. User ID and password mentioned above) 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 mandatorily change your password. **The new password shall comprise minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@,#,\$).** 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 your password in case you forget it. **It is strongly recommended that you do not share your password with any other person 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 Suven Life Sciences Limited.
 - vii) On the voting page enter the number of shares (which represents the number of votes) as on the cut-off date under "FOR/ AGAINST" 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.
 - 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". 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).
 - xi) 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/ Power of Attorney /Authority Letter, etc., together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at e-mail ID: prenukaacs@gmail.com with a copy marked to evoting@karvy.com and investorservices@suvan.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.
- B) In case a Member receives physical copy of the AGM Notice by Post [for Members whose e-mail IDs are not registered with the Company / Depository Participant(s)].**
 - i) User ID and initial password as provided above.
 - ii) Please follow all steps from Sr. No. (i) to (xi) as mentioned in (A) above, to cast your vote.
- C) Any person who acquires shares of the company and becomes a member of the company after the dispatch of the AGM Notice and holds shares as on the **cut-off date, i.e. 07th August, 2019**, may obtain the login Id and password by sending a request at evoting@karvy.com. However, if you are already registered with "Karvy" for remote e-voting then you can use your existing user ID and password for casting your vote.

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

Commencement of remote e-voting	End of remote e-voting
from (9 a.m. IST) on Saturday 10th August, 2019	up to (5 p.m. IST) on Tuesday 13th August, 2019

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 by remote e-voting may also attend the Meeting but shall not be allowed to vote again.**
4. 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 07th August, 2019.
5. **A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on cut-off date, i.e. 07th August, 2019 only shall be entitled to avail the facility of remote e-voting/ ballot paper.**
6. The facility for voting through Ballot paper shall also be made available at the AGM and the members attending the AGM, who have **not** already cast their vote by remote e-voting or through Ballot paper shall be able to exercise their right at the AGM.
7. The Board of Directors of the Company has appointed Smt. D Renuka, a Practicing Company Secretary, Hyderabad as Scrutinizer to scrutinize the ballot paper and remote e-voting process in a fair and transparent manner and she has communicated her willingness to be appointed and will be available for same purpose.
8. The Scrutinizer shall within a period not later than three days of the conclusion of the e-voting period unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and will make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Meeting. The results declared along with the consolidated scrutinizer's report shall be placed on the website of the Company www.suven.com and on Karvy's website <https://evoting.karvy.com> and the results shall simultaneously communicated to the Stock Exchanges where the Company is listed. viz. BSE Ltd. and National Stock Exchange of India Ltd.
9. Subject to receipt of requisite number of votes, the Resolutions shall be deemed to be passed on the date of meeting, i.e. August 14, 2019.
10. In case of any query pertaining to e-voting, please visit Help & FAQ's section available at Karvy's website <https://evoting.karvy.com> or contact Karvy on Toll Free No. 1-800-34-54-001 or to Mrs. C. Shobha Anand, Contact No. 040-67161505, at [Unit: Suven Life Sciences Limited] Karvy Fintech Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, for any further clarifications.s.

BALLOT FORM (In lieu of remote e-voting)

I/We hereby exercise my/our vote in respect of the Ordinary / Special Resolution(s) to be passed for the businesses stated in the Notice of Annual General Meeting of the Company to be held on 14th August, 2019 by conveying my/ our assent or dissent to the said Resolution(s) by placing the tick (✓) mark at the appropriate box below..

Sr. No.	Resolutions	No. of equity shares	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
ORDINARY BUSINESS				
1.	To Consider and adopt the audited standalone and consolidated Balance Sheet as at 31st March, 2019, Statement of Profit & Loss for the year ended 31st March, 2019, Statement of Cash Flows for the year ended 31st March, 2019 and together with the Reports of the Directors and the Auditor's Report thereon.			
2.	To confirm the Interim Dividend paid on equity shares for the year 2018-2019 as final dividend.			
3.	To appoint a director in place of Smt. Sudharani Jasti, (DIN: 00277998) who retires by rotation, and being eligible, offers herself for re-appointment..			
SPECIAL BUSINESS				
4.	Re-appointment of Shri. Venkateswarlu Jasti as Chief Executive Officer.			
5.	Re-appointment of Smt. Sudharani Jasti as Whole-time Director			
6.	Re-appointment of Ms. Kalyani Jasti as President (US Operations)			

Place :

Date :

Signature of the Shareholder

Please write your email ID here to serve you better _____

NOTE: Kindly read the instructions printed below before filling the form. Valid Ballot Forms received by the Scrutinizer by 5:00 p.m. on August 10, 2019 shall only be considered.

Instructions and other Information relating to Ballot Paper Voting

- i. **Those members who are unable to cast their vote through remote e-voting mechanism, may fill up the Ballot Form printed above and submit the same in a sealed envelope to The Scrutinizer, C/o. Karvy Fintech Pvt. Ltd., Unit: Suven Life Sciences Limited, Karvy Selenium, Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032, so as to reach latest by 5.00 p.m. on August 10, 2019. Ballot Form received thereafter will strictly be treated as if not received.**
- ii. The Company will not be responsible if the envelope containing the Ballot Form is lost in transit.
- iii. Unsigned, incomplete or incorrectly ticked forms are liable to be rejected and the decision of the Scrutinizer on the validity of the forms will be final.
- iv. In the event member casts his/her votes through both the processes i.e. e-voting and Ballot Form, the votes in the electronic system would be considered and the Ballot Form would be ignored.
- v. The right of voting by Ballot Form shall not be exercised by a proxy.
- vi. To avoid fraudulent transactions, the identity/signature of the members holding shares in electronic /demat form is verified with the specimen signatures furnished by NSDL/ CDSL and that of members holding shares in physical form is verified as per the records of the share transfer agent of the Company (i.e. Karvy Fintech Pvt. Ltd.). Members are requested to keep the same updated.
- vii. There will be only one Ballot Form for every Folio / DP ID Client ID irrespective of the number of joint members.
- viii. In case of joint holders, the Ballot Form should be signed by the first named shareholder and in his / her absence by the next named shareholders. Ballot form signed by a joint holder shall be treated valid if signed as per records available with the Company and the Company shall not entertain any objection on such Ballot Form signed by other joint holders.
- ix. Where the Ballot Form has been signed by an authorised representative of the body corporate / Trust / Society, etc. a certified copy of the relevant authorisation / Board resolution to vote should accompany the Ballot Form.