Sundram Fasteners Limited

CIN : L35999TN1962PLC004943
Registered Office : 98-A, VII Floor, Dr. Radhakrishnan Salai
Mylapore, Chennai - 600 004.
Telephone : 044-28478500 | Fax : 044-28478508 / 28478510
Email : investorshelpdesk@sfl.co.in | www.sundram.com

ATTENDANCE SLIP

Folio No. / Dp Id. & Client Id.	Sl.No.

PLEASE COMPLETE THIS ATTENDANCE SLIP AND HAND IT OVER AT THE ENTRANCE OF THE MEETING HALL

Name & Address of member	VENUE
	The Music Acadamy 168, T T K Road Royapettah Chennai - 600 014
	Day, Date & Time
	Friday, 21st August 2015 10.00 am

I certify that I am a member/proxy/authorised representative for the member of the company.
I hereby register my presence at the 52nd annual general meeting, of the company.

Name of attending Member/Proxy*/Authorised Representative	Signature of Member/Proxy*/Authorised Representative

* Strike out whichever is not applicable
Member/Proxy holders are requested to bring copies of annual report and the attendance slip to the Annual General Meeting. No Attendance slip will be issued at AGM venue.

REQUEST TO MEMBERS

1. Members and their proxies / bodies corporate should bring the attendance slip duly filled in for attending the meeting.
2. Members are requested to avoid being accompanied by non-members and / or children.
3. Members are requested to be in their seats at the meeting hall before the scheduled time for commencement of the annual general meeting to avoid interruptions in the proceedings.
4. Members intending to appoint proxies are requested to complete the proxy form sent herewith and deposit the same either at the Registered Office of the Company or with the Registrar and Transfer Agents at least 48 hours before the time fixed for holding the meeting.
5. If you and/or your family members are receiving more than one copy of the annual report and other communications and would like to avoid duplication, kindly advise to enable us to mail only one copy. This will help us to avoid wastage.
6. Members are advised to bring photo identity proof for easy identification.
7. ELECTRONIC Copy of the Annual Report for 2015 and Notice of the Annual General Meeting (AGM) along with Attendance Slip and Proxy Form are being sent to all the members whose email address is registered with the Company / Depository Participant unless any member has requested for a hard copy of the same. Members receiving electronic copy and attending the AGM can print copy of this Attendance Slip.
8. Physical copy of the Annual Report for 2015 and Notice of the AGM along with Attendance Slip and Proxy Form are sent in the permitted mode(s) to all members, whose email is not registered or who have requested for a hard copy of the same.
9. The Company is offering electronic voting facility to its members in respect of the ordinary / special business to be transacted at the ensuing AGM, pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules 2014.

   The Company has engaged the services of National Securities Depository Limited as the authorised agency to provide e-voting facilities. The e-voting particulars are set out below:

ELECTRONIC VOTING PARTICULARS

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

NOTE : Please read instructions given in the Notice convening the 52nd AGM carefully before voting electronically. Members who have cast their vote electronically shall not be allowed to vote again at the meeting.

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Form No. MGT-11
PROXY FORM

(Pursuant to Section 105(6) of the Companies Act 2013 and Rule 19(3) of the Companies (Management and Administration) Rules 2014)

Name of the member(s) :
Folio No. / Client Id. & Dp Id. :
Registered Address :

E-mail Id :

I/We being the member(s) holding .... shares of the above named Company hereby appoint :

(1) Name :
Address :
E-mail Id :
Signature : , or failing him/her

(2) Name :
Address :
E-mail Id :
Signature : , or failing him/her

(3) Name :
Address :
E-mail Id :
Signature :

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 52nd AGM of the Company, to be held on Friday, 21st August, 2015 at 10.00 a.m. at The Music Academy, New No.168 (Old No.306), T.T.K. Road, Royapettah, Chennai - 600 014 and at any adjournment thereof in respect of such resolutions, in the manner as indicated below:

Resolution No.	Description	Type of Resolution	Option	
			For	Against
Ordinary Business				
1.	Adoption of financial statements including the consolidated financial statements, Report of the Board of Directors and Auditors for the financial year ended 31st March, 2015.	Ordinary		
2.	Re-appointment of Sri Venu Srinivasan as a director, who retires by rotation	Ordinary		
3.	Ratification of appointment of M/s Sundaram & Srinivasan, Chartered Accountants, Chennai as Statutory Auditors and fixing their remuneration	Ordinary		
Special Business				
4.	Ratification of remuneration paid to cost auditors for the financial year ended 31st March 2015, and approval of remuneration payable to the Cost Auditors for the financial year ending 31st March, 2016.	Ordinary		

Signed this ....day of 2015

Signature of the shareholder : ....

Signature of the Proxy holder(s) : ....

Affix Revenue Stamp of not less than ₹ 1

*Please turnover overleaf for notes

Notes :

1. This form of proxy, in order to be effective, should be duly completed and deposited either at the Registered Office of the Company or with the Registrar and Transfer Agents at least 48 hours before the commencement of the meeting.
2. For the Resolutions, Statement under Section 102 and Notes, please refer to the Notice of the 52nd AGM.
3. It is optional to put a '✓' tick mark in the appropriate column against the Resolution indicated in the Box, if you leave the 'For' or 'Against' column blank against any or all Resolutions, your Proxy will be entitled to vote in the manner as he/she think appropriate;
4. Please complete all details including details of member(s) in above box before submission; and
5. Members may note that a person shall not act as a Proxy for more than 50 members and holding in aggregate not more than ten percent of the total voting share capital of the Company. However, a single person may act as a Proxy for a member holding more than ten percent of the total voting share capital of the Company provided that such person shall not act as a Proxy for any other person.