

ROSELABS FINANCE LIMITED

Registered Office: 401, Akshat Complex, Nr. Parshwa Complex, Bodakdev, Gandhi Nagar Sarkhej Highway, Ahmedabad – 380 015
CIN: L67120GJ1995PLC024070 **Website:** www.roselabsfinancelimited.in • **e-mail:** roselabsfinance@lodhagroup.com
• **Phone:** 91 22 23014400 • **Fax:** 91 22 23024550

Reference No.

Name:	
Address:	
Folio No. / DP ID-Client ID:	
Joint-holders(s):	

Dear Member,

Sub: Voting through electronic means on resolutions proposed to be passed at the 24th Annual General Meeting of the members of Roselabs Finance Limited

Pursuant to provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligation and Disclosure Requirements) Regulations, 2015, Roselabs Finance Limited (“**the Company**”) is pleased to provide to its members facility to exercise their right to vote on resolutions proposed to be passed at its Fifty-fifth Annual General Meeting of the members of the Company, scheduled to be held on Tuesday, September 25, 2018, at 2:30 p.m. (IST) at 401, Akshat Complex, Nr. Parshwa Complex, Bodakdev, Gandhi Nagar, Sarkhej Highway, Ahmedabad – 380 015 (“**Meeting**”), by electronic means (“**e-voting**”). The members may cast their votes using an electronic voting system from a place other than the venue of the Meeting (“**remote e-voting**”).

Further, the facility for voting through ballot form will also be made available at the Meeting (“**Ballot Form**”) and members attending the Meeting who have not cast their vote(s) by remove e-voting will be able to vote at the Meeting through Ballot Form.

The company has engaged the services of National Securities Depository Limited (“**NSDL**”) as the Agency to provide e-voting facility.

The remote e-voting particulars are set out below:

EVEN (E-voting Event Number)	User ID	Password	No. of shares held as on September 18, 2018

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

Commencement of remote e-voting : **From 9:00 a.m. (IST) on Thursday, September 20, 2018**

End of remote e-voting : **To 5:00 p.m. (IST) on Monday, September 24, 2018**

The remote e-voting will not be allowed beyond the aforesaid date and time and remote e-voting module shall be forthwith disabled by NSDL upon expiry of the aforesaid period.

Voting rights shall be reckoned on the paid-up value of the shares registered in the name of the member / beneficial owner (in case of electronic shareholding) as on the cut-off date, i.e. September 18, 2018

The Board of Directors of the Company has appointed Mr. Sharatkumar Shetty, Practicing Company Secretary (PCS no. 18123) as scrutinizer (the “**Scrutinizer**”) to scrutinize the remote e-voting and Ballot Form process in a fair and transparent manner and he has communicated his willingness to be available at the Annual General Meeting for the said purpose.

This communication forms an integral part of the Notice dated May 21, 2018 convening the Meeting. Integrated Annual Report 2017-18 of the Company *inter alia* comprising the said Notice and this communication are provided herewith and also made available on the website of the Company: www.roselabsfinancelimited.in

Please read the instructions and information relating to e-voting as printed overleaf.

Yours faithfully,
For Roselabs Finance Limited

Uma Hiremath
Company Secretary and Compliance Officer

Instruction for e-voting

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsd.com/>

Step 2 : Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsd.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsd.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
 - c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "**Forgot User Details/Password?**" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsd.com.
 - b) **Physical User Reset Password?** (If you are holding shares in physical mode) option available on www.evoting.nsd.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.