

**INSTRUCTION FOR E-VOTING**

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 substituted by Companies (Management and Administration) Amendment Rules, 2015 and Clause 35B of the Listing Agreement, the Company is pleased to provide remote e-voting facility to its members in respect of the business(es) to be transacted at the 8<sup>th</sup> Annual General Meeting of the Company scheduled to be held on **Thursday, 27<sup>th</sup> August, 2015 at 11 A.M.**

The Company has engaged Central Depository Services (India) Limited as the authorized agency to provide remote e-voting facility.

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

<b>Commencement of remote e-voting</b>	9.00 A.M. on Monday, 24 <sup>th</sup> August, 2015
<b>End of remote e-voting</b>	5.00 P.M. on Wednesday, 26 <sup>th</sup> August, 2015

The cut-off date/record date for the purpose of remote e-voting is Thursday, 20<sup>th</sup> August, 2015.

This communication is an integral part of Notice dated 28<sup>th</sup> May, 2015 for the Annual General Meeting scheduled to be held on Thursday, 27<sup>th</sup> August, 2015.

The Notice of the Annual General Meeting and this communication are also available on the website of the Company at [www.jaypeeinftratech.com](http://www.jaypeeinftratech.com).

**The instructions for members for voting electronically are as under:-**

**In case of members receiving e-mail:**

- i. Log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com)
- ii. Click on "shareholders" tab.
- iii. Now Enter your applicable User ID, as under:
  - a. For CDSL: 16 digits beneficiary ID
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio No. registered with the Company.
- iv. Next enter the Image Verification code as displayed and Click on Login.
- v. If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and cast your vote earlier for EVSN of any company, then your existing password is to be used.

- vi. If you are a first time user follow the steps given below:

Please fill up the following details in the appropriate boxes:

<b>PAN</b>	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <p>Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</p> <p>In case the number of shares as on cut-off date i.e. 20<sup>th</sup> August, 2015 are less than 8 digits enter the applicable number of 0's before the number and after the first two characters of the name in CAPITAL letters. e.g. if your name is Ramesh Kumar holding 45 shares as on cut-off date then enter RA00000045 in the PAN field.</p>
<b>DOB#</b>	<p>Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.</p>
<b>Dividend Bank Details#</b>	<p>Enter the Dividend Bank Details as recorded in your demat account or in the Company records for the said demat account or folio.</p> <p>#Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or Company please enter user id/ folio number in the Dividend Bank details field.</p>

- vii. After entering these details appropriately, click on "SUBMIT" tab.
- viii. Members holding shares in physical form will then reach directly the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for Resolutions of any other company on which they are eligible to vote, provided that company opts for remote e-voting through CDSL platform. It is strongly recommended that members should not share their password with any other person and take utmost care to keep their password confidential.
- ix. For Members holding shares in physical form, the details can be used only for remote e-voting on the Resolutions contained in this Notice.
- x. Click on the EVSN of "Jaypee Infratech Limited".
- xi. On the voting page, you will see "Resolution Description" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the respective Resolution and option NO implies that you dissent to the respective Resolution.

- xii. Click on the "Resolutions File Link" if you wish to view the entire Resolutions.
  - xiii. After selecting the Resolution if a member has decided to vote there on, click on "SUBMIT". A confirmation box will be displayed. If a member wishes to confirm his vote, click on "OK", else to change the vote, click on "CANCEL" and accordingly modify his vote.
  - xiv. Once a member "CONFIRM" his vote on the Resolution, he will not be allowed to change his vote.
  - xv. A member can also take out print of the voting done by him/her by clicking on "Click here to print" option on the Voting page.
  - xvi. If the demat account holder has forgotten the changed password then Enter the User ID and image verification code and click on Forgot Password & enter the details as prompted by the system.
  - xvii. For Non-Individual Members and Custodians:
    - a. Non-Individual members (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
    - b. They should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity to be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
    - c. After receiving the login details a compliance user should be created using the admin login and password. The compliance user would be able to link the account(s) for which they wish to vote on.
    - d. The list of accounts should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
    - e. A scanned copy of the Board Resolution and Power of Attorney (PoA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- vote electronically. The remote e-voting module shall be disabled by CDSL for voting thereafter. Once the vote on a Resolution is cast by the member, the member shall not be allowed to change it subsequently.
- i. Any person who acquires shares of the Company and become member of the Company after dispatch of the Notice and holding shares as on the cut-off date i.e. 20<sup>th</sup> August, 2015 may follow the same instructions as mentioned above for remote e-voting.
  - ii. In case you have any queries or issues regarding remote e-voting, you may refer the Frequently Asked Questions ("FAQs") and remote e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - iii. Ms. Sunita Mathur, Practicing Company Secretary and Ms. Anjali Yadav, Practicing Company Secretary have been appointed as the Scrutinizer and Alternate scrutinizer to scrutinize the remote e-voting process and voting through Ballot paper in the meeting, in a fair and transparent manner.
  - iv. The Scrutinizer, after scrutinising the votes cast at the meeting through ballot paper and through remote e-voting, will not later than three days of conclusion of the Meeting, make a consolidated scrutinizer's report and submit the same to the Chairman.
  - v. In the event of poll, please note that the members who have exercised their right to vote through electronic means as above shall not be eligible to vote by way of poll at the meeting. The poll process shall be conducted and report thereon shall be prepared in accordance with Section 109 of the Act read with relevant rules. In such an event, votes cast under Poll taken together with the votes cast through remote e-voting shall be counted for the purpose of passing of resolution(s). No voting by show of hands will be allowed at the Meeting.
  - vi. Subject to receipt of sufficient votes, the resolution(s) shall be deemed to be passed at the 8<sup>th</sup> Annual General Meeting of the Company scheduled to be held on Thursday, 27<sup>th</sup> August, 2015. The Results shall be declared within three days from the conclusion of the meeting. The Results declared alongwith the Scrutinizer's Report shall be placed on the Company's website, [www.jaypeeinftratech.com](http://www.jaypeeinftratech.com) and on CDSL's website, [www.cdslindia.com](http://www.cdslindia.com) within three days of passing of the Resolutions at the meeting and communicated to the Stock Exchanges.

The remote e-voting commences on Monday, 24<sup>th</sup> August, 2015 (IST 9.00 A.M.) and ends on Wednesday, 26<sup>th</sup> August, 2015 (IST 5.00 P.M.). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date/record date i.e. Thursday, 20<sup>th</sup> August, 2015 may cast their