



## India Tourism Development Corporation Limited

CIN L74899DL1965GOI004363  
Registered office: SCOPE Complex, Core-8, 6th Floor  
7, Lodhi Road, New Delhi – 110 003  
Telefax: 011-24360249 web: www.theashokgroup.com

### ATTENDANCE SLIP FOR SHAREHOLDER AND PROXY FORM

Serial No. :

Name & Registered address of the Sole / First  
named Member :

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

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

Number of Shares held :

I hereby record my presence at the 50th Annual General Meeting of the Company on Monday, the 28th September, 2015 at 16:00 hours in Ashok Hotel, Chankyapuri, New Delhi 110021.

Signature of First//Proxy/ Holder

Signature of Second //Proxy Holder

Signature of Third/Proxy Holder

#### FOR IMMEDIATE ATTENTION OF THE MEMBERS

Members may please note the user id/password etc., given below for the purpose of e-voting in terms of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014. Detailed instructions for e-voting are enclosed herewith.

#### Electronic Voting Particulars

EVEN (E- Voting Event Number)	USER ID	PASSWORD

#### Note:

- The attendance slip should be signed by the share holder as per the specimen signature registered with the Company / Karvy Computershare Private Limited, Registrar & Transfer Agent (RTA)/Depository Participant (DP).
- Shareholder/Proxy wishing to attend the Meeting must bring the Attendance Slip to the Meeting and hand over at the RTA Counter at the venue against which RTA will allow entry. Entry to the Meeting hall will be strictly on the basis of Entry Allowed by RTA.
- Member in person and Proxy holder, may please carry photo-ID card for identification/verification purpose.
- Shareholder present in person or through registered proxy shall only be allowed the attendance at the meeting hall.
- No gifts will be distributed at the Annual General Meeting.

## INSTRUCTIONS FOR E-VOTING

### **A. The instructions for e-Voting are as under**

- i. Launch internet browser by typing the following URL: <https://evoting.karvy.com>.
- ii. User ID and Password for e-voting is provided in the table given on the face of this document.
- iii. Click on Shareholder – Login.
- iv. Enter user ID and password as initial password /PIN. Click login.
- v. The Password Change Menu will appear on your screen. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- vi. Home page of e-voting opens. Click on e-Voting: Active Voting Cycles.
- vii. Select the “EVEN” (e-Voting Event Number) of India Tourism Development Corporation Limited.
- viii. Now you are ready for e-Voting as Cast Vote page opens.
- ix. Cast your vote by selecting an appropriate option and click on “Submit” and also “Confirm” when prompted.
- x. Upon confirmation, the message “Vote cast successfully” will be displayed.
- xi. Once you have voted on the resolution, you will not be allowed to modify your vote.
- xii. Corporate/ Institutional shareholders (i.e. other than individuals, HUFs, NRIs etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to [services.csjalaj@gmail.com](mailto:services.csjalaj@gmail.com), with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com).
- xiii. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of <https://evoting.karvy.com> alternatively you can also contact [evoting@karvy.com](mailto:evoting@karvy.com) for any queries or grievances connected with e-voting service.

### **B. Other Instructions:**

- i. If you are already registered with Company’s Registrar & Share Transfer Agents, Karvy Computershare Private Limited (Karvy) for e-Voting then you can use your existing user ID and password/PIN for casting your vote.
- ii. You can also update your mobile number and e-mail ID in the user profile details of the folio which may be used for sending future communication(s).
- iii. The E-voting shall commence on Thursday, 24th September, 2015 (9.00 a.m. IST) and ends on Sunday, 27th September, 2015 (5.00 p.m. IST). During this period, Members of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date Monday, 21<sup>st</sup> September, 2015, may cast their vote electronically. The e-voting module shall be disabled by Karvy Computershare private Limited for voting thereafter. Once the vote on a resolution is cast by the shareholder, he/she shall not be allowed to change it subsequently. Electronic voting shall not be beyond the said date and time.
- iv. The voting rights of the Members shall be in proportion to their shares of the paid up equity shares capital of the Company as on the cut-off date of Monday, 21<sup>st</sup> September, 2015 and as per the Register of Members of the Company.
- v. The scrutinizer shall, within a period not exceeding three (3) working days from 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 make a Scrutinizer’s Report of the votes cast in favour or against, if any, forthwith to the Chairperson of the Meeting.
- vi. The results declared along with the Scrutinizer’s Report shall be placed on the Company’s website [www.theashokgroup.com](http://www.theashokgroup.com) on the websites of Company’s Registrar & Share Transfer Agents, Karvy Computershare Private Limited (Karvy) <https://evoting.karvy.com> within two working days of passing of the resolutions at the 50th Annual General Meeting of the Company on Monday, 28<sup>th</sup> September, 2015 and communicated to BSE Limited and Delhi Stock Exchange Limited, where the shares of the Company are listed.
- vii. The resolution shall be deemed to be passed on the date of the AGM, subject to receipt of sufficient votes through a compilation of e-Voting results and voting held at AGM.