

The instructions and other information relating to e-voting are as under:

1. A. In case a Member receiving an email from Karvy [for Members whose email 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** as mentioned in email). 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 of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#,\$,etc.). 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 **“EVENT”** i.e., **Vaibhav Global 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 hereinabove. You may also choose the option **ABSTAIN**. If the shareholder does not indicate either **“FOR”** or **“AGAINST”** it will be treated as **“ABSTAIN”** and the shares held will not be counted under either head.
- viii) Shareholders holding multiple folios/demat accounts shall choose the voting process separately for each folios/demat accounts.
- x) 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”**.
- xi) A confirmation box will be displayed. Click **“OK”** to confirm else **“CANCEL”** to modify. Once you confirm, you will not be allowed to modify or change the votes cast. During the voting period, Members can login any number of times till they have voted on all the Resolution(s).
- xii) 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/Authority Letter, etc. together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at Email Id: bksharma162@gmail.com with a copy marked to evoting@karvy.com. The scanned image of the above mentioned documents should be in the naming format **“Vaibhav Global Limited – Postal Ballot**. The documents should reach the scrutinizer and such other person on or before **Saturday, 16th January, 2016 at 05.00 p.m.**

B. In case of Members receiving physical copy of Postal Ballot Notice through permitted mode [for Members whose email IDs are not registered with the Company/Depository Participant(s)]:

- i) **User ID and Initial password** as provided along with Postal Ballot Form.
- ii) Please follow all steps from Sr. No. (i) to (xii) as mentioned in (A) above, to cast your vote.

2. The e-voting period will commence on **Friday, 18 December, 2015 at 10.00 A.M.** and ends on **Saturday, 16 January, 2016 at 05.00 P.M.** During this period, the Members of the Company holding shares in physical form or in dematerialized form, as on the cut-off date, being Friday, 04th December, 2015, may cast their vote by electronic means in the manner and process set out hereinabove. The e-voting module shall be disabled for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently.
3. In case of any query pertaining to e-voting, please visit Help & FAQ's section of <https://evoting.karvy.com> (Karvy website) or contact **Mr. P.A. Varghese, contact No. 040-33215424, e-mail Id: evoting@karvy.com** at [Unit: **Vaibhav Global Limited**] **Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial district, Nanakramguda, Hyderabad – 500 032.**
4. The voting rights of the Members shall be in proportion to their shares of the paid up equity share capital of the Company, subject to the provisions of Companies Act, 2013 as amended, as on cut-off date, being **Friday, 04th December, 2015.**
5. The Board of Directors has appointed **Mr. B.K Sharma, Practising Company Secretary, as a Scrutinizer** to scrutinize the e-voting process in a fair and transparent manner.