



**JOLLY BOARD LIMITED**

**CIN:** U20200MH1956PLC009899

**Regd. Office:** 501, Rewa Chambers, 31, Sir V. Thackersey Marg, Mumbai - 400 020.

**Tel.:** 022-22078531-34; **Fax:** 91-22-22069533

**E-mail for investors:** investor@jollyboard.com; **Website:** www.jollyboard.com

## **POSTAL BALLOT NOTICE**

[Pursuant to Section 110 of the Companies Act, 2013 read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014]

Dear Member(s),

**NOTICE** is hereby given that pursuant to the provisions of Sections 108 and 110 of the Companies Act, 2013 (the **"Companies Act"**) read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 (the **"Company Rules"**), Secretarial Standard - 2 on General Meetings (the **"SS-2"**), read with General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, read with other relevant circulars including General Circular No. 20/2021 dated December 8, 2021, General Circular No.3/2022 dated May 5, 2022 and General Circular No.11/2022 dated December 28, 2022, issued by the Ministry of Corporate Affairs (**"MCA Circulars"**), and other applicable provisions, of the Companies Act, rules, regulations, circular and notification (including any statutory modification(s), clarification(s), substitution(s) or re-enactment(s) thereof for the time being in force), the resolution as set out hereunder is proposed for approval of the members of Jolly Board Limited (the **"Company"** or **"JBL"**) as Special Resolution, by way of Postal Ballot only through remote e-voting i.e. voting through electronic means (**"Remote e-Voting"**).

Pursuant to Section 102 and Section 110 and other applicable provisions of the Act, the statement pertaining to the said Resolution setting out the material facts and the reasons/rationale thereof is annexed to this Postal Ballot Notice for your consideration and forms part of this Postal Ballot Notice ('Notice').

In compliance with the requirements specified in the MCA Circulars, the Company is sending this Notice only in electronic form to those Members whose e-mail addresses are registered with the Company/Depositories. Accordingly, physical copy of the Notice along with Postal Ballot Form and prepaid business reply envelope is not being sent to the Members for this Postal Ballot. The communication of the assent or dissent of the Members would take place only through the remote e-voting system.

In compliance with the provisions of Section 108 and Section 110 of the Act read with the Rules, the MCA Circulars and SS-2, the Company is providing remote e-voting facility to its Members, to enable them to cast their votes electronically instead of submitting the Postal Ballot Form physically. The Company has engaged the services of Link Intime India Private Limited ('LI IPL') for the purpose of providing remote e-voting facility to its Members. The instructions for remote e-voting are appended to this Notice. The Notice is also available on the website of the Company [www.jollyboard.com](http://www.jollyboard.com).

The Company has made necessary arrangements with Registrar and Share Transfer Agent, Link Intime India Private Limited ("RTA") to enable the members to register their e-mail address. Those Members who have not yet registered their e-mail address are requested to register the same by following the procedure set out in this Postal Ballot Notice.

Members desiring to exercise their vote through the remote e-voting process are requested to carefully read the instructions indicated in this Notice and record their assent (FOR) or dissent (AGAINST) by following the procedure as stated in the Notes forming part of the Notice for casting of votes by **remote evoting starting at 9.00 a.m. (IST) on September, 15 2023 and not later than 5.00 p.m. (IST) on October 14, 2023**. The remote e-voting facility will be disabled by LI IPL immediately thereafter.

The last date of e-voting, i.e. **October 14, 2023**, shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority.

**1. APPROVAL FOR CHANGE IN TERMS OF REMUNERATION AND PROMOTION OF MRS. RASHMI JOLLY AS CHAIRPERSON. (DIN : 00183960):**

To consider and if though fit, to pass with or without modification(s) the following resolution as a **SPECIAL RESOLUTION**:

**“RESOLVED THAT Mrs. Rashmi Jolly (DIN: 00183960)** be and is hereby designated as **Chairperson and Executive Director** (Whole-time Director) with effect from 01.09.2023 in accordance with the provisions of Section 196,197 and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification or re-enactment thereof, for the time being in force) read with Schedule V of the Companies Act, 2013 and subject to such other approvals of the Central Government, if any and in terms of recommendation of the Nomination and Remuneration Committee, and Board of Directors at their meeting held on 01.09.2023 the approval of the Members be and is hereby accorded to Mrs. Rashmi Jolly as Whole Time Director designated as Chairperson and Executive Director for a period from 01.09.2023 to 30.06.2024 as per modified terms and conditions as set out in the modification of agreement dated 01.09.2023 modifying original agreement dated 24th May, 2021 submitted to the meeting duly signed by the Chairperson for the purpose of identification, with liberty to the Board to alter and vary the terms and conditions of the said agreements so as not to exceed the limits specified in the Schedule V of the Companies Act, 2013 or any amendments thereof, as may be agreed by and between the Board and Mrs. Rashmi Jolly.

**RESOLVED FURTHER THAT** in the event of any loss, absence or inadequacy of profits in any financial year, during the term of office of Mrs. Rashmi Jolly, the remuneration payable to her by way of salary, allowances, commission and perquisites shall not without the approval of the Central Government (if required) exceed the limits prescribed under Schedule V to the Companies Act, 2013 or any amendment, modification, variation or re-enactment thereof.

**RESOLVED FURTHER THAT** in the event of any statutory amendment or modification or relaxation by the Central Government to Schedule V to the Companies Act, 2013 the Board be and is hereby authorised to vary or increase the remuneration, including salary, commission, perquisites and other allowances within such prescribed limit or ceiling and the Agreement between the Company and Mrs. Rashmi Jolly, be suitably amended to give effect to such modification, relaxation or variation.

**RESOLVED FURTHER THAT** Whole-time Director when re-appointed as a Director on retirement by rotation, shall continue to hold her office of Whole-time Director and such reappointment as such Director shall not be deemed to constitute a break in her appointment as Whole-time Director designated as Chairperson and Executive Director".

**RESOLVED FURTHER THAT** approval be and is hereby accorded to Mrs. Rashmi Jolly to continue as Whole Time Director designated as Chairperson and Executive Director even she has exceeded the age of 70 years.

**"RESOLVED FURTHER THAT** the Board of Directors of the Company be and are hereby authorised to take such steps as may be necessary, proper or expedient to give effect to the resolution".

**2. PROMOTION OF MR. ARJUN JOLLY –AS MANAGING DIRECTOR (DIN : 00255469):**

To consider and if though fit, to pass with or without modification(s) the following resolution as a **SPECIAL RESOLUTION**:

**“RESOLVED THAT Mr. Arjun Jolly (DIN 00255469)** be and is hereby promoted as **Managing Director** with

effect from 01.09.2023 in accordance with the provisions of Section 196,197 and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification or re-enactment thereof, for the time being in force) read with Schedule V of the Companies Act, 2013 and subject to such other approvals of the Central Government, if any and in terms of recommendation of the Nomination and Remuneration Committee, and Board of Directors at their meeting held on 01.09.2023 the approval of the Members be and is hereby accorded to the promotion of Mr. Arjun Jolly as Whole Time Director designated as Managing Director for a period from 01.09.2023 to 31.05.2024 as per modified terms and conditions as set out in the modification of agreement dated 01.09.2023 modifying original agreement dated 24th May, 2021 submitted to the meeting duly signed by the Chairman for the purpose of identification, with liberty to the Chairperson to alter and vary the terms and conditions of the said agreements or any amendments thereof, as may be agreed by and between the Chairperson and Mr Arjun Jolly.

**RESOLVED FURTHER THAT** in the event of any loss, absence or inadequacy of profits in any financial year, during the term of office of Mr. Arjun Jolly, the remuneration payable to him by way of salary, allowances, commission and perquisites shall not without the approval of the Central Government (if required) exceed the limits prescribed under Schedule V to the Companies Act, 2013 or any amendment, modification, variation or re-enactment thereof.

**RESOLVED FURTHER THAT** in the event of any statutory amendment or modification or relaxation by the Central Government to Schedule V to the Companies Act, 2013 the Chairman be and is hereby authorised to vary or increase the remuneration, including salary, commission, perquisites and other allowances within such prescribed limit or ceiling and the Agreement between the Company and Mr. Arjun Jolly, be suitably amended to give effect to such modification, relaxation or variation.

**RESOLVED FURTHER THAT** Whole-time Director when re-appointed as a Director on retirement by rotation, shall continue to hold his office of Whole-time Director and such reappointment as such Director shall not be deemed to constitute a break in his appointment as Whole-time Director designated as Managing Director".

**"RESOLVED FURTHER THAT** the Board of Directors of the Company be and are hereby authorised to take such steps as may be necessary, proper or expedient to give effect to this resolution".

**By order of the Board of Directors  
For JOLLY BOARD LIMITED**

**ARJUN JOLLY  
MANAGING DIRECTOR**

Date : September 01, 2023  
Place: Mumbai

## ANNEXURE TO NOTICE

### EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

#### Item No. 1

#### **APPROVAL FOR CHANGE IN TERMS OF REMUNERATION AND PROMOTION OF MRS. RASHMI JOLLY AS CHAIRPERSON. (DIN : 00183960):**

Mr. Arvind Jolly, Chairman and Managing Director passed away on 5th August, 2023. Mrs. Rashmi Jolly is Vice-Chairperson and Executive Director.

Mrs. Rashmi Jolly, aged about 76 years, joined the Board of Directors during 1983. She was last appointed as Vice Chairperson and Executive Director for a period of 3 years from 01.07.2021 to 30.06.2024.

She is member of Finance Committee and CSR Committee of the Company and Director of Several Companies.

She has over 38 years of experience overseeing the public relations, liasoning with Government and Regulatory authorities and matters related to export activities of the Company.

She is B.A. English. Master Level (Post Graduate) Asian Arts Diploma-in History of Arts-British Museum, London. A short intensive Journalism Course New York- USA.

She is past president of the Ladies Wing of the Indian Merchants' Chamber 2001-02.

She is member of Willington Club and CCI Club- Mumbai.

She is Hon. Consul of the Czech Republic for Maharashtra & Goa.

She is Avid art collector and environmentalist.

#### **MODIFICATION AGREEMENT:**

The modification agreement dated 01.09.2023 modify the original agreement dated 24.05. 2021 to promote Mrs. Rashmi Jolly from the post of Vice Chairperson to the Chairperson and provide the Residential accommodation in place of House Rent allowance.

All other terms and conditions of the Original Agreement dated 24.05.2021 remains unaltered.

Mrs. Rashmi Jolly is not disqualified being appointed as Chairperson and Executive Director in terms of Section 164 of the Companies Act, 2013 and has given her consent to act as Chairperson and Executive Director.

Since Mr. Arvind Jolly Chairman passed away on 5th August, 2023 her promotion to Chairperson is recommended by the Nomination and Remuneration Committee and the Board.

Subject to the approval of the members in general meeting, the board of directors has approved the promotion of Mrs. Rashmi Jolly as Chairperson and Executive Director of the company for a period from 01.09.2023 to 30.06.2024.

1. In compliance with the provisions of Sections 196 and 197 of the Companies Act, 2013 the terms of remuneration as modified above are now being placed before the Shareholders for their approval.



2. The agreement entered into by the Company and Mrs. Rashmi Jolly is available for inspection to the members of the Company at the registered office of the Company between 11.00 a.m. and 1.00 p.m. on all working days except Saturday, Sunday and holiday.
3. This explanatory statement may also be read and treated as abstract of the agreement and disclosure in compliance with the requirements of Section 190 of the Companies Act, 2013.

None of the Directors, other than Mr. Arjun Jolly and Mrs. Rashmi Jolly herself may be deemed to be concerned or interested in this resolution being family members.

She is holding 39551 equity shares in the Company.

The Directors recommend this resolution for your approval.

#### **Item No. 2**

#### **PROMOTION OF MR. ARJUN JOLLY – AS MANAGING DIRECTOR (DIN : 00255469):**

Mr. Arvind Jolly, Chairman and Managing Director passed away on 5th August, 2023. Mr. Arjun Jolly being Joint Managing Director was handling day to day operations of the Company jointly with the Managing Director.

Mr. Arjun Jolly, aged 47 years joined the Company in September, 2000 as Chief Information Officer and was subsequently promoted as Chief Executive Officer.

Mr. Arjun Jolly looks after day to day operations of the factories at Aurangabad and Sangli and also handling finance and marketing. He is also handling realty division. He achieved 100% occupancy in leasing of the office premises.

Mr. Arjun Jolly has successfully completed Fiber Cement Board Project at Aurangabad. Company is now supplying Fiber Cement Board to the customers in Domestic and Export market.

Considering his contribution in exports, expansion and planning activities, he was appointed as Whole Time Director during 2010 and thereafter as Deputy Managing Director during 2015 and Joint Managing Director from 01.06.2021 to 31.05.2024. He is also Committee Member of Finance Committee of the Company and Director in several other Companies.

Mr. Arjun Jolly holds a Bachelors Degree in Electrical Engineering from Tufts University, Boston, USA and M.Sc. in Computer Systems from City University, London, U.K. He has working experience with Raft International, a British Software Company. He has also about 23 years of working experience with the Company.

#### **MODIFICATION AGREEMENT:**

The modification agreement dated 01.09.2023 modify the original agreement dated 24th May, 2021 to promote Mr. Arjun Jolly from the post of Joint Managing Director to Managing Director for a period from 01.09.2023 to 31.05.2024.

All other terms and conditions of the Original Agreement dated 24.05.2021 remains unaltered.

This may also be treated as an abstract of the contract pursuant to provision of Section 190 of the Companies Act, 2013.

Mr. Arjun Jolly is not disqualified being promoted as Managing Director in terms of Section 164 of the Companies

Act, 2013. His promotion as Managing Director is recommended by the Nomination and Remuneration Committee and the Board.

Subject to the approval of the members in general meeting, the board of directors has approved the promotion of Mr. Arjun Jolly as Whole Time Director designated as Managing Director of the company for a period from 01.09.2023 to 31.05.2024.

In compliance with the provisions of Sections 196, 197 and of the Companies Act, 2013, the promotion of Mr. Arjun Jolly as Managing Director is placed before the members for their approval.

The agreement entered into by the Company and Mr. Arjun Jolly is available for inspection to the members of the Company at the registered office of the Company between 11.00 a.m. and 1.00 p.m. on all working days except Saturday, Sunday and holiday.

None of the Directors, other than Mrs. Rashmi Jolly, Chairperson and Executive Director and Mr. Arjun Jolly himself may be deemed to be concerned or interested in this resolution being family members.

Mr. Arjun Jolly is holding 56707 Equity Shares in the Company.

The Directors recommend this resolution for your approval.

**By order of the Board of Directors  
For JOLLY BOARD LIMITED**

**ARJUN JOLLY  
MANAGING DIRECTOR**

Date : September 01, 2023  
Place : Mumbai

**NOTES:**

1. The Explanatory Statement pursuant to the provisions of Sections 102 and 110 of the Companies Act, 2013 ('the Act') read with the Companies (Management and Administration) Rules, 2014 setting out all the material facts and reasons in respect of the business set out at **Resolution No. 1 & 2** in the Postal Ballot Notice dated 1st September, 2023 is annexed hereto and forms part of Postal Ballot Notice.
2. In compliance with the provisions of Sections 102, 108 and 110 of the Act and Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 ('the Rules'), the Company is pleased to provide voting by electronic means ('remote e-voting') facility to the Members, to enable them to cast their votes electronically. The Company has appointed Link Intime Private Limited ('LIPL') for facilitating remote e-voting facility to its Members, as the authorized e-voting agency. As per Section 110 and other applicable provisions of the Act read with Rule 22 of the Companies (Management and Administration) Rules, 2014, as amended and guidelines prescribed by the Ministry of Corporate Affairs for holding general meetings/ conducting postal ballot process, this Notice is being sent only by email to all the members whose e-mail IDs are registered with the Company, Depositories, Depository Participants ('DP'), Registrar and Transfer Agent - Link Intime India Private Limited ('Link Intime') and whose name appear in the register of members/ list of beneficial owners as on close of the working hours on **Friday, September 08, 2023 ('Cut-off Date')**. The physical copy of the Postal Ballot Notice is not being sent to the Members for this Postal Ballot. It is however, clarified that all members of the Company as on the Cut-off Date (including those members who may not have received this Notice due to non-registration of their e-mail IDs with the Company or the Depository) shall be entitled to vote in relation to the resolution specified in this Notice in accordance with the process specified. Any person who is not a Member as on Cut-off date should treat the Postal Ballot Notice for information purpose only.
3. The Board of Directors of the Company has appointed S. P. Imartey (ICSI Membership No. FCS 5933) of M/s. S. P. Imartey & Associates., Practicing Company Secretaries, Mumbai as the Scrutinizer for conducting the Postal Ballot voting process through e-voting in a fair and transparent manner. The scrutinizer's decision on validity of the Postal Ballot shall be final. The Scrutinizer will submit the report to the Chairperson of the Company, or any person authorized by him upon completion of the scrutiny of the votes cast through remote e-voting by **October 14, 2023**. The results along with the Scrutinizer's Report will also be displayed on the Company's website, [www.jollyboard.com](http://www.jollyboard.com) as well as on the LIPL website [www.linkintime.co.in](http://www.linkintime.co.in).
4. Shareholders whose email IDs are not registered, are requested to avail the facility provided by Link Intime to register their email address along with mobile number and bank account details at the web portal [https://linkintime.co.in/emailreg/email\\_register.html](https://linkintime.co.in/emailreg/email_register.html) by following the instructions mentioned therein. Shareholders may note that this notice is also available on the Company's website at [www.jollyboard.com](http://www.jollyboard.com) as well as on LIPL website at [www.linkintime.co.in](http://www.linkintime.co.in)
5. Voting rights will be reckoned on the paid-up value of equity shares registered in the name of the Members **Friday, September 08, 2023 ('Cut-off Date')**. Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the Cut-off date will be entitled to cast their votes.
6. The e-voting period commences on **Friday, September 15, 2023, at 9:00 A.M. (IST) and ends on Saturday, October 14, 2023 at 5:00 P.M (IST)** and shall be kept open for 30 days continuously. During this period, Members of the Company, holding equity shares either in physical form or in dematerialized form, as on the Cut-Off date i.e. **Friday, September 08, 2023**, may cast their vote by e-voting. The e-voting module shall be disabled after the aforesaid date and time for voting. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently.
7. The Resolution, if passed by requisite majority, will be deemed to be passed on the last date specified for

remote e-voting i.e. **October 14, 2023**. Further, all the resolutions passed through this postal ballot shall be deemed to have been passed by the members at a General Meeting.

8. The documents referred to in Explanatory Statement will be available for inspection. Members seeking to inspect the same can send an email to [investor@jollyboard.com](mailto:investor@jollyboard.com)
9. **Instructions for Members for voting electronically are as under:**

## Remote e-Voting Instructions for shareholders:

Individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various ESP portals directly from their demat accounts.

**Login method for Individual shareholders holding securities in demat mode is given below:**

Type of shareholders	Login Method
<b>Individual Shareholders holding securities in demat mode with NSDL</b>	<ul style="list-style-type: none"> <li>Existing IDeAS user can visit the e-Services website of NSDL viz... <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a personal computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password.</li> <li>After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under eVoting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be re-directed to "InstaVote" website for casting your vote during the remote e-Voting period.</li> <li>If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> Select "Register Online for IDeAS Portal" or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a personal computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen-digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name i.e. LINKINTIME and you will be redirected to "InstaVote" website for casting your vote during the remote e-Voting period.</li> </ul>

<b>Individual Shareholders holding securities in demat mode with CDSL</b>	<ul style="list-style-type: none"> <li>Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. The option will be made available to reach e Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then use your existing my easi username &amp; password.</li> </ul> <p>(i) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by the company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider i.e. LINKINTIME for casting your vote during the remote eVoting period or joining virtual meeting &amp; voting during the meeting. Additionally, there are also links provided to access the system of all eVoting Service Providers, so that the user can visit the e-Voting service providers' website directly.</p> <ul style="list-style-type: none"> <li>If the user is not registered for Easi/Easiest, the option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</li> </ul> <p>(ii) Alternatively, the user can directly access the e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, the user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
<b>Individual Shareholders (holding securities in demat mode) login through their depository participants</b>	<ul style="list-style-type: none"> <li>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility.</li> <li>After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see eVoting feature. Click on the company name or e-Voting service provider name i.e. LinkIntime and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</li> </ul>
<b>Login method for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode is given below:</b>	<p>Individual Shareholders of the company, holding shares in physical form / Non-Individual Shareholders holding securities in demat mode as on the cutoff date for e-voting may register for e-Voting facility of Link Intime as under:</p> <p><b>1. Open the internet browser and launch the URL:</b>  <a href="https://instavote.linkintime.co.in">https://instavote.linkintime.co.in</a></p> <p>Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details :-</p>

	<p>A. <b>USER ID:</b> Enter your User ID details as given below:</p> <table border="1" data-bbox="371 232 1227 486"> <thead> <tr> <th>Manner of Holding Shares</th><th>User ID</th></tr> </thead> <tbody> <tr> <td>For members who hold shares in demat account with CDSL</td><td>16 digit Beneficiary ID</td></tr> <tr> <td>For members who hold shares in demat account with NSDL</td><td>8 Character DP ID followed by 8 Digit Client ID</td></tr> <tr> <td>For members who hold shares in physical form</td><td>Event No. + Folio number registered with the Company</td></tr> </tbody> </table> <p>B. <b>PAN:</b> Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable).</p> <p>C. <b>DOB/DOI:</b> Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)</p> <p>D. <b>Bank Account Number:</b> Enter your Bank Account Number (last four digits), as recorded with your DP/Company</p> <p>*Shareholders holding shares in <b>physical form</b> but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above *Shareholders holding shares in <b>NSDL form</b>, shall provide 'D' above Shareholders holding shares in CDSL form, shall provide 'C' or 'D', above.</p> <ul style="list-style-type: none"> <li>➤ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&amp;*), at least one numeral, at least one alphabet and at least one capital letter).</li> <li>➤ Click "confirm" (Your password is now generated).</li> </ul> <p>2. Click on 'Login' under '<b>SHARE HOLDER</b>' tab.</p> <p>3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on '<b>Submit</b>'</p>	Manner of Holding Shares	User ID	For members who hold shares in demat account with CDSL	16 digit Beneficiary ID	For members who hold shares in demat account with NSDL	8 Character DP ID followed by 8 Digit Client ID	For members who hold shares in physical form	Event No. + Folio number registered with the Company
Manner of Holding Shares	User ID								
For members who hold shares in demat account with CDSL	16 digit Beneficiary ID								
For members who hold shares in demat account with NSDL	8 Character DP ID followed by 8 Digit Client ID								
For members who hold shares in physical form	Event No. + Folio number registered with the Company								
<p><b>Cast your vote electronically</b></p>	<ol style="list-style-type: none"> <li>After successful login, you will be able to see the notification for e-voting. Select 'View' icon.</li> <li>E-voting page will appear.</li> <li>Refer the Resolution description and cast your vote by selecting your desired option '<b>Favour / Against</b>' (If you wish to view the entire Resolution details, click on the '<b>View Resolution</b>' file link).</li> <li>After selecting the desired option i.e. Favour / Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on '<b>Yes</b>', else to change your vote, click on 'No' and accordingly modify your vote.</li> </ol>								

## 9.1 Guidelines for Institutional shareholders:

Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <https://instavote.linkintime.co.in> and register themselves as '**Custodian / Mutual Fund / Corporate Body**'. They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly



authorised representative(s) in PDF format in the ‘**Custodian / Mutual Fund / Corporate Body**’ login for the Scrutinizer to verify the same.

## 9.2 Helpdesk for Individual Shareholders holding securities in physical mode/ Institutional shareholders:

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 – 4918 6000.

## 9.3 Helpdesk for Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
<b>Individual Shareholders holding securities in demat mode with NSDL</b>	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at : 022 - 4886 7000 and 022 - 2499 7000
<b>Individual Shareholders holding securities in demat mode with CDSL</b>	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

## 9.4 Individual Shareholders holding securities in Physical mode has forgotten the password:

If an Individual Shareholders holding securities in Physical mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on the eVoting website of Link Intime: <https://instavote.linkintime.co.in>

- Click on ‘Login’ under ‘SHARE HOLDER’ tab and further Click ‘forgot password?’
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on “SUBMIT”.

In case shareholder is having valid email address, Password will be sent to his / her registered e-mail address. Shareholder can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain minimum 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.

**User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate):** Your User ID is Event No + Folio Number registered with the Company.

## 9.5 Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Shareholders who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular “Event”.

**9.6 Process for those Members whose e-mail IDs are not registered with the Depositories /Company for procuring User ID and Password and registration of e-mail IDs for e-voting for the resolutions set out in this notice:**

- a) In case shares are held in physical mode please provide folio no., name of Member, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), Aadhar (self attested scanned copy of Aadhar card) by e-mail to [investor@jollyboard.com](mailto:investor@jollyboard.com) or [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)
- b) In case shares are held in demat mode, please provide DP ID & Client ID (16-digit DP ID & Client ID or 16-digit beneficiary ID), name, client master or copy of consolidated account statement, PAN (self-attested scanned copy of PAN card), Aadhar (self-attested scanned copy of Aadhar card) [investor@jollyboard.com](mailto:investor@jollyboard.com); If you are an individual member holding securities in demat mode, you are requested to refer to the login method explained above i.e., login method for e-voting for individual Member/shareholder holding securities in demat mode.
- c) Alternatively, members may send a request to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) for procuring User ID and Password for e-voting by providing above mentioned documents.
- d) Individual Members holding securities in demat mode are allowed to vote through their demat account maintained with depositories and depository participants. Members are required to update their mobile number and e-mail ID correctly in their demat account in order to access e-voting facility.