	ALAR HOSPITALS Registered Office: Fortis Hos	: L85110PB1989 pital, Sector 62, 72-5096001, Fax	PLC045948 Phase - VIII, Moha :: +91-172-509600	LS LIMITED FORTIS MAL LS LIMITED FORTIS MAL ali, Punjab - 160062 AL ali, Punjab - 60000 AL 20 LIMITED FORTIS MAL	
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INSTRUCTIONS

- 1. A Member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the enclosed Business reply self-addressed envelope. Postage will be borne and paid by the Company. Envelopes containing Postal Ballot form, if deposited in person or sent by courier or any other mode at the expense of the Member(s) will also be accepted.
- 2. Postal Ballot Form should be completed and signed by the Member as per the specimen signature registered with the Company/RTA or Depository Participants, in respect of shares held in physical form or dematerialized form respectively. In case of joint holding, this Form should be completed and signed by the first named Member and in his / her absence, by the next named Member.
- 3. In case of shares held by companies, trusts, societies, etc. the duly completed Postal Ballot Form should be accompanied by a certified true copy of Board Resolution/authorization giving requisite authority to the person voting on the Postal Ballot Form together with duly attested specimen signature(s) of the authorized signatories. Where the form has been signed by a representative of the President of India or of the Governor of a State, a certified copy of the nomination should accompany the Postal Ballot Form.
- 4. The consent must be accorded by recording the assent in the Column 'FOR' and dissent in the column 'AGAINST' by placing a tick mark ($\sqrt{1}$) in the appropriate column.
- 5. The self-addressed pre-paid envelope bears the name and postal address.
- 6. The Postal Ballot Form duly completed and signed should be forwarded to the Scrutinizer i.e. Mr. Ramit Rastogi, Company Secretary in Whole-time Practice (C.P. No. 18465), appointed by the Company so as to reach him not later than the **close of working hours (i.e. 1700 Hours IST)** on **Monday, February 10, 2020** at Tower A, 3rd Floor, Unitech Business Park, Block F, South City-1, Sector-41, Gurugram-122001. Postal Ballot Forms received after this date will be strictly treated as if the reply from such member(s) has not been received.
- 7. A Member can apply for duplicate Postal Ballot Form through an email to <u>einward.ris@karvy.com</u>, if so required. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than the close of **working hours (i.e. 1700 Hours IST)** on **Monday, February 10, 2020**. For any clarification(s), please contact M/s Kfin Technologies Private Limited on toll free number 1800 345 4001 or at +91 40 67162222.
- 8. The right of voting by Postal Ballot shall not be exercised by proxy.
- 9. Members are requested to fill the Postal Ballot Form in indelible ink (and avoid filling it by using erasable writing mediums like pencil).
- 10. Voting rights shall be reckoned on the paid-up value of the shares registered in the name(s) of the Member(s) on the cut-off date i.e. **Friday, January 3, 2020**.
- 11. Unsigned, incomplete or incorrectly ticked Postal Ballot Forms shall be rejected.
- 12. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed prepaid envelope. If any extraneous paper is found, the same will be destroyed by the Scrutinizer.
- 13. There will be one Postal Ballot Form for every Folio/Client ID, irrespective of the number of Joint holders.
- 14. The Scrutinizer's decision on the validity of Postal Ballot shall be final.
- 15. The Company is pleased to offer e-voting facility as an alternative, for all the Members of the Company to enable them to cast their votes electronically instead of dispatching Postal Ballot Form. E-voting is optional. The detailed procedure of e-voting is enumerated in the Notes to the Postal Ballot Notice. Kindly note that the Members can opt ONLY ONE MODE OF VOTING, i.e. either by Physical Ballot or E-voting. If you are opting for e-voting, then do not vote by Physical Ballot and vice versa. However, in case Members cast their vote by Physical Ballot and E-voting both, then vote cast through e-voting will be treated as valid.
- 16. The results of the Postal Ballot will be declared at the Corporate Office of the Company as specified in the Postal Ballot Notice. The same will be hosted on the Company's website at <u>www.fortishmalar.com</u> for information of the Members, besides being communicated to the Stock Exchanges on which the shares of the Company is listed.