<u>**INSTRUCTIONS**</u>

These details and instructions form an integral part of the Notice for the Annual General Meeting to be held on September 11, 2015.

**STEPS FOR E-VOTING:**

1. The voting period begins on September 7, 2015at 9:00 a.m and ends on September 10, 2015 at 5:00 p.m. During this period, Shareholders of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date i.e September 4, 2015, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
2. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
3. The shareholders should log on to e-voting website '**www.evotingindia.com**' during the voting period.
4. Click on "**Shareholders" tab**.
5. Now, enter User ID, captcha and password as per the instructions given below:

| **User-ID** | a) For NSDL:- 8 Characters DP ID Followed By 8 Digits Client ID | |
|---|---|---|
| | b) For CDSL:- 16 Digits Beneficiary ID | |
| | c) Members holding shares in Physical Form should enter Folio Number registered with the company | |
| **Captcha** | Next enter the Image Verification as displayed and Click on 'LOGIN' | |
| **Password** | (i) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used. | |
| | (ii) If you are a first time user follow the steps given below: **For Members holding shares in Demat Form and Physical Form** | |
| | PAN | • Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) |
| | | • 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. **The Sequence Number is printed on the Postal Ballot Paper**. |
| | | In case the sequence number is less than 8 digits, enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field. |
| | Date of Birth | Please enter the DOB (in dd/mm/yyyy format) or Dividend Bank Details as recorded in your demat account or in the |

| | (DOB) or Dividend Bank Details | Company records in order to login. If both the details are not recorded with the Depository or Company, please enter the member id / folio number in the Dividend Bank details field. |
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6. After entering these details appropriately, click on "**SUBMIT**" tab.
7. Members holding shares in physical form will then directly reach 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 e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Kindly ensure that you note down your password for future reference.
8. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
9. **Select the EVSN** of Punjab Chemicals and Crop Protection Limited (the number is provided in the Form).
10. 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 Resolution and option NO implies that you dissent to the Resolution.
11. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
12. After selecting the resolution you have decided to vote on, **click on "SUBMIT"**. A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
13. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
14. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
15. If a Demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system
16. Note for Institutional Shareholders:
    a. Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) are required to log on to www.evotingindia.com and register themselves as Corporates.
    b. A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to 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 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.

17. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and 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)