

# SUNDARAM FINANCE LIMITED

CIN: L65191TN1954PLC002429

Regd. Office: 21, Patullos Road, Chennai 600 002 Tel: 044 2852 1181, Fax: 044 2858 6641

Email: [investorservices@sundaramfinance.in](mailto:investorservices@sundaramfinance.in) Website: [www.sundaramfinance.in](http://www.sundaramfinance.in)

## POSTAL BALLOT NOTICE

(Pursuant to Section 110 of the Companies Act, 2013)

To,  
The Members,

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014, for obtaining the approval of the Members by way of Special Resolution through postal ballot for amending the Articles of Association as follows:

- (1) Substitution of Table 'A' in Schedule I to the Companies Act 1956 with Table 'F' in Schedule I to the Companies Act, 2013 in Article 1 and all other Articles where reference has been drawn to one or more Regulations contained in Table A;
- (2) Insertion of new Article 3-C – for including the following provision: Subject to the provisions of the Act and other regulatory provisions, the Company may, at any time, carry out consolidation and re-issuance of debt securities, in order to comply with the provisions of Regulation 20A.(a) of the SEBI (Issue and Listing of Debt Securities) Regulations, 2008 or such other provisions as may be prescribed by the Securities and Exchange Board of India from time to time; and
- (3) Substitution of Companies Act, 1956, wherever it appears in the Articles, with Companies Act, 2013.

The draft of Special Resolution together with the Explanatory Statement pursuant to Section 102 (1) of the Companies Act, 2013, setting out the material facts and reasons thereto is enclosed.

Chennai 600 002  
Date: 22.09.2017

By Order of the Board  
**P VISWANATHAN**  
Secretary & Compliance Officer

### Notes:

1. This Notice is being sent to all the shareholders whose names appear on the Register of Members/ list of Beneficial Owners, as received from National Securities Depository Limited (NSDL)/ Central Depository Services (India) Limited (CDSL) as at the close of business hours on Friday, the 22nd September 2017.
2. The postal ballot facility (including e-voting) is being provided to the members in accordance with the provisions of Sections 108 and 110 of the Companies Act, 2013 read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
3. The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide e-voting facilities, enabling the members to cast their vote electronically in a secure manner.
4. The e-voting is optional and will be available at the link [www.e-votingindia.com](http://www.e-votingindia.com). The detailed instructions on e-voting are enclosed. Grievances, if any, connected with e-voting may be addressed to Sri P. Viswanathan, Secretary & Compliance Officer at [investorservices@sundaramfinance.in](mailto:investorservices@sundaramfinance.in).
5. The voting (including e-voting) will commence on Sunday, 8th October 2017 (9.00 A.M.) and end on Monday, 6th November 2017 (5.00 P.M.).

SUNDARAM FINANCE LIMITED



A member desiring to exercise the vote by postal ballot is requested to read the instructions provided in the Postal Ballot Form carefully and return the Form duly completed, in the attached self-addressed postage pre-paid envelope so as to reach the Scrutinizer by 5:00 P.M., on Monday, the 6th November 2017.

Postal ballot forms received from members beyond the said date will not be valid and voting whether by post or electronic means shall not be allowed beyond the said date.

6. Members who have not received the postal ballot forms may write to the company or send a mail to [investorservices@sundaramfinance.in](mailto:investorservices@sundaramfinance.in) and obtain a duplicate thereof.
7. The Board of Directors has appointed Sri T K Bhaskar, Partner, HSB Partners, Advocates, Chennai, as the Scrutinizer, for conducting the postal ballot process in a fair and transparent manner.
8. The Scrutinizer will submit his report to the Chairman / Audit Committee Chairman / Managing Director of the Company after completion of the scrutiny and the results of the postal ballot will be announced by the Chairman / Audit Committee Chairman / Managing Director on Tuesday, the 7th November 2017 at 5.00 P.M, at the Registered Office of the Company at 21, Patullos Road, Chennai 600 002.
9. The date of declaration of the postal ballot result will be taken to be the date of passing the special resolution.
10. The results of the postal ballot will be posted on the Company's website – [www.sundaramfinance.in](http://www.sundaramfinance.in).

## DRAFT RESOLUTIONS

### SPECIAL BUSINESS

To consider and if thought fit, to pass with or without modifications, the following resolution as a Special Resolution:

"RESOLVED that pursuant to the provisions of Section 14 and other applicable provisions, if any, of the Companies Act, 2013, (including any statutory modifications or re-enactment thereof, for the time being in force), and the rules framed there under and subject to such other Regulations / Guidelines, approval of the Members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as "the Board" which term shall be deemed to include any Committee thereof which the Board may have constituted or hereinafter constitute to exercise its powers, including the powers conferred by this Resolution) for amending the Articles of Association as follows:

- (1) Substitution of Table 'A' in Schedule I to the Companies Act 1956 with Table 'F' in Schedule I to the Companies Act, 2013 in Article 1 and all other Articles where reference has been drawn to one or more Regulations contained in Table A;
- (2) Insertion of new Article 3-C – for including the following provision:

"Subject to the provisions of the Act and other regulatory provisions, the Company may, at any time, carry out consolidation and re-issuance of debt securities, in order to comply with the provisions of Regulation 20A.(a) of the SEBI (Issue and Listing of Debt Securities) Regulations, 2008 or such other provisions as may be prescribed by the Securities and Exchange Board of India from time to time." and

- (3) Substitution of Companies Act, 1956, wherever it appears in the Articles, with Companies Act, 2013.

FURTHER RESOLVED that the Board be and is hereby authorised and empowered to amend its Articles of Association, as it may deem expedient and to do all such acts, matters and things in connection therewith and incidental thereto and execute all documents or writings as may be necessary, proper or expedient for the purpose of giving effect to this Resolution and for matters connected therewith or incidental thereto including intimating the concerned authorities or other regulatory bodies and delegating all or any of the powers conferred herein to any Committee of Directors or Officers of the Company."

**SUNDARAM FINANCE LIMITED**



## EXPLANATORY STATEMENT UNDER SECTION 102 (1) OF THE COMPANIES ACT, 2013

### SPECIAL BUSINESS

- (i) Pursuant to the replacement of the Companies Act, 1956 with the Companies Act, 2013, the erstwhile Table 'A' has been replaced with Table 'F' in Schedule I to the New Act. Hence Article 1 of the Articles of Association is proposed to be amended by replacing Table 'A' in Schedule I to the Companies Act 1956 with Table 'F' in Schedule I to the Companies Act, 2013.
- (ii) Though the Articles of Association of the Company do not contain any provision which is contrary to the consolidation and re-issuance of debt securities, the Company proposes to insert Article 3-C after Article 3-B in its Articles of Association voluntarily by including the following, in line with the circular no. CIR/IMD/DF-1/67/2017 dated 30th June 2017 issued by Securities and Exchange Board of India:
- "Subject to the provisions of the Act and other regulatory provisions, the Company may, at any time, carry out consolidation and re-issuance of debt securities, in order to comply with the provisions of Regulation 20A.(a) of the SEBI (Issue and Listing of Debt Securities) Regulations, 2008 or such other provisions as may be prescribed by the Securities and Exchange Board of India from time to time"
- (iii) Substituting the Companies Act 2013, wherever reference is made to the Companies Act 1956 to align with the New Act.

As per Section 14 and other applicable provisions, if any, of the Companies Act, 2013, (including any statutory modifications or re-enactment thereof, for the time being in force), and the rules framed there under, a company is required to obtain the prior approval of the Members by way of a Special Resolution for amending the Articles of Association.

The Board recommends that the Special Resolution be passed.

Your approval is sought by voting through postal ballot or e-voting.

### INTEREST OF DIRECTORS AND KEY MANAGERIAL PERSONNEL

None of the Directors & Key Managerial Personnel of the Company and their relatives is interested in the resolution.

By Order of the Board

Chennai 600 002  
Date: 22.09.2017

**P VISWANATHAN**  
Secretary & Compliance Officer

### INSTRUCTIONS FOR E-VOTING

- (i) The voting period begins on 8th October 2017, 9.00 A.M. and ends on 6th November 2017, 5.00 P.M. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on 22nd September 2017 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- (iii) Click on Shareholders.
- (iv) Now Enter your User ID
- For CDSL: 16 digits beneficiary ID,
  - For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.



(vii) If you are a first time user follow the steps given below:

For Members holding shares in Demat Form and Physical Form

PAN	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"><li>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.</li><li>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.</li></ul>
Dividend Bank Details OR Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company's records in order to login.</p> <ul style="list-style-type: none"><li>both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (v).</li></ul>

(viii) After entering these details appropriately, click on "SUBMIT" tab.

(ix) 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.

(x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.

(xi) Click on the EVSN for the relevant <Company Name> on which you choose to vote.

(xii) 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.

(xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.

(xiv) 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.

(xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.

(xvi) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.

(xvii) 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.

(xviii) Note for Non – Individual Shareholders and Custodians

- Non-Individual shareholders (i.e. other than individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- 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.
- The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
- 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.

(xix) 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).

**SUNDARAM FINANCE LIMITED**



**SUNDARAM FINANCE**  
Enduring values. New age thinking.

**SUNDARAM FINANCE LIMITED**

CIN: L65191TN1954PLC002429

Regd. Office: 21, Patullos Road, Chennai 600 002. Tel: 044 2852 1181, Fax: 044 2858 6641  
Email: investorservices@sundaramfinance.in Website: www.sundaramfinance.in

**POSTAL BALLOT FORM**

Postal Ballot No :

1. Name(s) of member(s) :  
(including joint holders, if any) &
  
2. Registered address of the sole/first named member :
  
3. Registered Folio No. / DP ID No./Client ID No. :
4. Number of shares held as on 22.09.2017 :
5. I/We hereby exercise my/our vote in respect of the special resolution to be passed through postal ballot for the business stated in the notice of the company by sending my/our assent or dissent to the said resolutions by placing the (✓) mark at the appropriate box below:

Description	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
Special Resolution under Section 14 and other applicable provisions, if any, of the Companies Act, 2013, (including any statutory modifications or re-enactment thereof, for the time being in force), and the rules framed there under to amend the Articles of Association (Articles) as follows: (1) Substitution of Table 'A' in Schedule I to the Companies Act 1956 with Table 'F' in Schedule I to the Companies Act, 2013 in Article 1 and all other Articles where reference has been drawn to one or more Regulations contained in Table A; (2) Insertion of new Article 3-C – for including the following provision: "Subject to the provisions of the Act and other regulatory provisions, the Company may, at any time, carry out consolidation and re-issuance of debt securities, in order to comply with the provisions of Regulation 20A.(a) of the SEBI (Issue and Listing of Debt Securities) Regulations, 2008 or such other provisions as may be prescribed by the Securities and Exchange Board of India from time to time"; and (3) Substitution of Companies Act, 1956, wherever it appears in the Articles, with Companies Act, 2013.			

Place:

Date:

Signature of the Member

**ELECTRONIC VOTING PARTICULARS**

EVSN (E-voting Sequence Number)	User ID	Password / PIN
170926010		****

**Note: Please read the instructions printed overleaf carefully before exercising your vote.**

\*\*\*\* See pages 3 & 4 of Notice



## INSTRUCTIONS

1. A Member desiring to exercise vote by postal ballot may complete this Postal Ballot Form and send it to the company in the attached self-addressed envelope bearing the address of the Scrutinizer appointed by the Board of Directors of the Company. Postage will be borne and paid by the company. However, envelope containing postal ballot(s), if sent by courier at the expenses of the registered member will also be accepted.
2. This form should be completed and signed by the member. In the case of jointholding, this form should be completed and signed (as per the specimen signature registered with the company) by the first named member and in his / her absence, by the next named member.
3. Incomplete, incorrect or unsigned Postal Ballot Form will be rejected.
4. Duly completed Postal Ballot Form should reach the company by **5:00 P.M., on Monday, the 6th November 2017**. Postal Ballot Form received after this date will be strictly treated as if the reply from the member has not been received.
5. Voting rights shall be reckoned on the paid-up value of shares registered in the name(s) of the member(s) as on **22nd September 2017**.
6. A member need not use all his votes nor does he need to cast all his votes in the same way.
7. Where the Postal Ballot Form has been signed by an authorised representative of a body corporate, a certified copy of the relevant authorisation should accompany the Postal Ballot Form.
8. In case the Postal Ballot Form is signed by a Power of Attorney (POA) holder, POA registration number should be mentioned.
9. A member may request for a duplicate Postal Ballot Form, if required. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than the date specified at item 4 above.
10. Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed envelope.
11. **In compliance with Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Companies Act, 2013, the Company is providing e-voting facility to the shareholders to enable them to cast their votes electronically instead of despatching Postal Ballot Form. E-voting is optional. The e-voting procedure, as recommended by CDSL, the e-voting agency appointed by the Company, is stated in the Postal Ballot Notice.**