

Procter & Gamble Hygiene and Health Care Limited

(CIN: L24239MH1964PLC012971)

Registered Office: P&G Plaza, Cardinal Gracias Road,
Chakala, Andheri (E), Mumbai - 400 099

Website: in.pg.com; Email id: machado.f.1@pg.com

Tel: (+91-22) 2826 6000; Fax: (+91-22) 2826 7337

Dear Members,

Notice is hereby given to the Members of the Company pursuant to Section 110 of the Companies Act, 2013 ("Act") read with Rule 22 of the Companies (Management and Administration) Rules, 2014, Regulation 44 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the SEBI Listing Regulations"), including any statutory modification or re-enactment thereof for the time being in force, seeking approval of the Members for appointment of Mr. L. V. Vaidyanathan (DIN 0009632201) as a Director and Managing Director of the Company for a period of five years, proposed to be passed as an '**Ordinary Resolution**', by way of Postal ballot.

Members' consent is requested for the proposal contained in the resolution appended below. An explanatory statement pursuant to Section 102 of the Companies Act, 2013 setting out all material facts and reasons for the proposed resolution is annexed hereto for your consideration.

To consider and if thought fit, to pass the following resolution as an **ORDINARY RESOLUTION**:

"RESOLVED THAT Mr. L. V. Vaidyanathan (DIN 0009632201) who was appointed by the Board of Directors as an Additional Director of the Company with effect from July 1, 2022, pursuant to Section 161 of the Companies Act, 2013, as recommended by Nomination and Remuneration Committee of the Company, be and is hereby appointed as Director of the Company with effect from July 1, 2022.

RESOLVED FURTHER THAT pursuant to recommendation of the Nomination and Remuneration Committee and approval of the Board of Directors of the Company and pursuant to the provisions of Sections 196, 197, 198, 203 of the Companies Act, 2013 ("the Act") read with Schedule V to the Act and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and any other applicable provisions of the Act (including any statutory modification or re-enactment thereof) read with the applicable provisions of the Articles of Association of the Company, and if applicable, subject to the approval of the Central Government, approval of the Members of the Company be and is hereby accorded for the appointment of Mr. L. V. Vaidyanathan (DIN 0009632201) as Managing Director of the Company for a period of five years with effect from July 1, 2022, as per the terms and conditions detailed in the explanatory statement attached hereto.

RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to modify / revise the terms and conditions of the remuneration of Mr. L. V. Vaidyanathan provided, however, the terms of remuneration of Mr. L. V. Vaidyanathan shall not exceed the ceiling as set out in Section 197 of the Act read with Schedule V to the Act, as amended from time to time."

By Order of the Board of Directors
For Procter & Gamble Hygiene and Health Care Limited
Ghanashyam Hegde
Executive Director and Company Secretary

June 17, 2022
Mumbai

Notes:

- (1) Explanatory Statement for the proposed Ordinary Resolution pursuant to Section 102 of the Companies Act, 2013 setting out all material facts and reasons is appended to the Notice.
- (2) As required under Regulation 36 (3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Para 1.2.5 of SS-2, Secretarial Standard on General Meetings, the relevant details of Director seeking appointment are given in the annexure to this Postal Ballot Notice.
- (3) The Company has appointed Mr. Nrupang Bhumitra Dholakia, Practicing Company Secretary, Designated Partner of Dholakia & Associates LLP and in his absence Mr. Vishvesh G Bhagat, Practicing Company Secretary, Designated Partner of Dholakia & Associates LLP, to act as the scrutinizer, for conducting the postal ballot process, in a fair and transparent manner;
- (4) This Notice is being sent to all the Members, whose names appear in the Register of Members/List of Beneficial owners, received from the National Securities Depository Ltd (NSDL) / Central Depository Services (India) Ltd (CDSL) as on June 10, 2022;
- (5) Members who have registered their e-mail ids with depositories or with the Company are being sent Notice of Postal Ballot by e-mail and those who have not registered their e-mail ids will receive Notice of Postal Ballot along with Postal Ballot Form through post. Members who have received Postal Ballot Notice by e-mail and who wish to vote through physical Postal Ballot Form can download Postal Ballot Form from the link www.evoting.nsdl.com or from the website of the Company in.pg.com. The Shareholders can also seek duplicate Postal Ballot Form from the Company's Registrar and Share Transfer Agent (RTA), Link Intime India Private Limited, C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai - 400 083 or the Registered Office of the Company at P&G Plaza, Cardinal Gracias Road, Chakala, Andheri East, Mumbai - 400 099.
- (6) The Company is pleased to provide e-voting facility, to all the Members of the Company. For this purpose, the Company has entered into an agreement with NSDL for facilitating e-voting to enable the Members to cast their votes electronically.

The instructions for the shareholders for e-voting are as under:

The remote e-voting period begins on **Saturday, June 18, 2022 at 9:00 A.M. and ends on Sunday, July 17, 2022 at 5:00 P.M.** The remote e-voting module shall be disabled by NSDL for voting thereafter.

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

A. How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below.

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting for Individual shareholders holding securities in demat mode

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	1. Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com 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. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “**Access to e-Voting**” under e-Voting services and you will be able to see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

2. If you are not registered for IDeAS e-Services, option to register is available at <https://eservices.nsdl.com>. Select “**Register Online for IDeAS Portal**” or click at <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> 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 i.e. NSDL** and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.
4. Shareholders/Members can also download NSDL Mobile App “**NSDL Speede**” facility by scanning the QR code mentioned below for seamless voting experience.

NSDL Mobile App is available on



Individual Shareholders holding securities in demat mode with CDSL

1. Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <https://web.cdslindia.com/myeasi/home/login> or www.cdslindia.com and click on New System Myeasi.
2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of **e-Voting service provider i.e. NSDL**. Click on **NSDL** to cast your vote.
3. If the user is not registered for Easi/Easiest, option to register is available at <https://web.cdslindia.com/myeasi/Registration/EasiRegistration>
4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in www.cdslindia.com home page. The system will authenticate the

	user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. NSDL where the e-Voting is in progress.
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL:

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022-23058738 or 022-23058542-43

B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.

b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company. For example if folio number is 001*** and EVEN is 120097 then user ID is 120097001***

Password details for shareholders other than Individual shareholders are given below:

- a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.

How to retrieve your 'initial password'?

If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.

- c) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**
- d) If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - i. Click on "[Forgot User Details/Password?](#)" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - ii. [Physical User Reset Password?](#)" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - iii. If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - iv. Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
- e) After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- f) Now, you will have to click on "Login" button.
- g) After you click on the "Login" button, Home page of e-Voting will open.

Step 2 : How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.

5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of email ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, 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 email to investorpghh.im@pg.com
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master, copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to evoting@nsdl.co.in. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A) i.e. Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively, shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.

B. In case of Shareholders receiving Postal Ballot Form by post:

Shareholders are requested to carefully read the instructions printed in the Postal Ballot Form and return the Form duly completed and signed in the enclosed self-addressed business reply envelope to the Registrar & Transfer Agents (RTA), Link Intime India Private Limited, as to reach the RTA on or before July 17, 2022.

General Guidelines for shareholders

- (1) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. to the Scrutinizer by e-mail to scrutinizer@dholakia-associates.com with a copy marked to evoting@nsdl.co.in. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
- (2) In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request to designated email ID at evoting@nsdl.co.in or you may contact Company officials at +91-8657512368 or send email at investorpghh.im@pg.com
- (3) It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
- (4) Kindly note that the Shareholders can opt only one mode of voting, i.e., either by Physical Ballot or e-voting. If shareholders are opting for e-voting, then do not vote by Physical Ballot or vice-versa. However, in case Shareholders cast their vote by Physical Ballot and e-voting both, then voting done by e-voting shall prevail and voting done through Physical Ballot will be treated as invalid.

- (5) The voting period for e-voting module ends on Sunday, July 17, 2022. The e-voting module shall also be disabled by NSDL at 5.00 p.m. (IST) on the same day.
- (6) The last date for receipt of duly completed Postal Ballot Forms or e-voting i.e., on Sunday, July 17, 2022 shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority.
- (7) The voting rights of Shareholders shall be in proportion to their shares of the paid-up equity share capital of the Company as on June 10, 2022.
- (8) The Scrutinizer will submit his report after completion of the scrutiny and the result of the voting by Postal Ballot will be announced on or before Tuesday, July 19, 2022. The result of the postal ballot shall be intimated to the Stock Exchanges where the shares of the Company are listed, and displayed along with the Scrutinizer's report on the Company's website viz. in.pg.com.

**EXPLANATORY STATEMENT
PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013**

The Board, at its meeting held on April 19, 2022, upon the recommendation of the Nomination & Remuneration Committee, appointed Mr. L. V. Vaidyanathan (DIN 0009632201) as an Additional Director up to the ensuing Annual General Meeting and Managing Director of the Company for a period of 5 (five) years with effect from July 01, 2022, subject to the approval of the shareholders and of the Central Government.

Mr. L. V. Vaidyanathan has completed his Bachelor of Engineering (Mech.) from National Institute of Technology, Nagpur and has an MBA from IIM-Ahmedabad. Mr. L. V. Vaidyanathan started his career with P&G in India in 1996 in the Sales function and worked in various leadership roles. He has more than 26 years of experience across diverse geographies and cultures like India and ASEAN countries including Singapore, Philippines, Thailand and Vietnam. He is currently leading the P&G business in Indonesia as CEO (*upto June 30, 2022*) where he has been responsible for industry-leading growth and value creation.

Mr. Vaidyanathan has also been appointed as Managing Director of Gillette India Limited effective July 1, 2022, subject to requisite approvals. The Board of Directors have provided unanimous consent for his appointment as the Managing Director of Gillette India Limited, at a remuneration that shall be shared by the Companies in proportion of their Net Outside Sales (NOS).

The Company has received necessary consent and declarations that he is not disqualified from being appointed as Director in terms of Section 164 of the Companies Act, 2013 ("the Act") and that he has not been debarred from holding the office of Director by virtue of any order from the Securities and Exchange Board of India/ Ministry of Corporate Affairs or any other such authority.

Mr. Vaidyanathan is a Non-Resident Indian at the time of appointment, and hence the Company is in the process of making an application to the Central Government for its approval to his appointment as Managing Director as required under law.

The proposed terms and conditions of appointment of Mr. Vaidyanathan as a Managing Director are as given below:

1. Remuneration by way of salary upto Rs. 8.5 Crores from the Company.
2. Part of the above remuneration shall be charged to Gillette India Limited and Procter & Gamble Home Products Private Limited (P&G fellow subsidiaries) in proportion to their respective Net Outside Sales, in terms of a common service agreement.
3. In addition to the above, Mr. L. V. Vaidyanathan shall be entitled to incentives, perquisites and allowances, as per P&G group policies, including but not limited to global stock options etc.
4. Contribution from the Company, viz., Procter & Gamble Hygiene and Health Care Limited towards total compensation, shall not exceed Rs. 6 Crores per annum.
5. He will not be entitled to sitting fees for attending meetings of the Board or any Committees thereof.
6. He shall be liable to retire by rotation.
7. The terms of remuneration shall not exceed the ceiling as set out in Section 197 of the Act read with Schedule V to the Act, as amended from time to time.

None of the Directors, Key Managerial Personnel of the Company and their relatives, except Mr. Vaidyanathan to whom the resolution relates, is interested in or concerned with the resolution.

A written memorandum setting out terms of employment with Mr. Vaidyanathan is available at the registered office of the Company for inspection as provided under section 190 of the Companies Act, 2013.

The Board of Directors are of the opinion that Mr. Vaidyanathan's knowledge and varied experience in leadership roles in the FMCG business across multiple regions, will be of great value to the Company and hence recommends passing of the resolution as an Ordinary Resolution by of members of the Company exercising their vote through the Postal Ballot.

Details pursuant to Regulation 36 (3) of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Para 1.2.5 of SS-2, Secretarial Standard on General Meetings are as given below:

Name of the Director	Mr. L V Vaidyanathan
DIN	0009632201
Age	53 years
Date of appointment on the Board	July 1, 2022
Qualification	MBA, Indian Institute of Management, Ahmedabad; BE (Mech), National Institute of technology, Nagpur
Names of other Companies in which he holds Directorships	Gillette India Limited (effective July 1, 2022) Mr. Vaidyanathan was not a Director of any Company in India during past three Financial Years.
Companies in which he is a Managing Director, Chief Executive Officer, Whole time Director, Secretary, Chief Financial Officer, Manager	Gillette India Limited- Managing Director (effective July 1, 2022)
Chairman/Member of the Committee(s) of the Board of Directors of the Company	Member of (effective July 1, 2022): <ul style="list-style-type: none"> • Audit Committee • Corporate Social Responsibility Committee • Stakeholder Relationship Committee Chairman of (effective July 1, 2022): <ul style="list-style-type: none"> • Risk Management Committee
Chairman/Member of the Committee(s) of Board of Directors of other Companies in which he is a Director	Gillette India Limited- Member of (effective July 1, 2022): <ul style="list-style-type: none"> • Audit Committee • Corporate Social Responsibility Committee • Stakeholder Relationship Committee Chairman of (effective July 1, 2022): <ul style="list-style-type: none"> • Risk Management Committee
Relationship with other Directors/Manager/ Key Managerial Personnel	None
Shareholding in the Company	NIL
No. of Board Meetings attended during the year	Not applicable. Effective date of appointment is July 1, 2022.

By Order of the Board of Directors
For **Procter & Gamble Hygiene and Health Care Limited**
Ghanashyam Hegde
Executive Director and Company Secretary

June 17, 2022
Mumbai

Procter & Gamble Hygiene and Health Care Limited

(CIN: L24239MH1964PLC012971)

Registered Office: P&G Plaza, Cardinal Gracias Road, Chakala, Andheri (E), Mumbai - 400 099

Website: in.pg.com; email id: machado.f.1@pg.com

Tel: (91-22) 2826 6000; Fax: (91-22) 2826 7337

POSTAL BALLOT FORM

(To be returned to Registrar & Transfer Agents of the Company)

1.	Name(s) of Shareholder(s) (including joint-holders, if any)	:	
2.	Registered address of the sole/ first named Shareholder	:	
3.	Registered Folio No./ DP ID No. / Client ID No.	:	
4.	Number of share(s) held	:	

I/We hereby exercise my/our vote in respect of the Ordinary Resolution to be passed through postal ballot for the business stated in the Postal Ballot Notice of the Company dated June 17, 2022 by conveying my/our assent or dissent to the said resolution by placing the tick (✓) mark at the appropriate box below:

Item No.	Description	No. of Shares held by me	I/We assent to the resolution (For)	I/We dissent from the resolution (Against)
1	Approval for appointment of Mr. L. V. Vaidyanathan as Director and Managing Director of the Company for a period of five years effective July 1, 2022.			

Place :

Date :

Signature of Shareholder(s)

ELECTRONIC VOTING PARTICULARS

EVEN (E- Voting Event Number)	USER ID	PAN / SEQUENCE NO.
120097		

Notes:

1. Kindly read the instructions printed overleaf before filing the form
2. Last date for receipt of Postal Ballot Forms is Sunday, July 17, 2022

INSTRUCTIONS

1. A member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send it to the Registrar & Transfer Agents of the Company, Link Intime India Private Limited in the attached self-addressed business reply envelope.
2. This Form should be completed and signed by the Shareholder (as per the specimen signature registered with the Company/Depository Participants). In case of joint holding, this Form should be completed and signed by the first named Shareholder and in his absence, by the next named Shareholder.
3. Duly completed Postal Ballot Form should reach the Registrar & Transfer Agents of the Company on or before the close of working hours on **Sunday, July 17, 2022**. All Postal Ballot Forms received after this date will be strictly treated as if reply from such Shareholder(s) has not been received.
4. There will be only one Postal Ballot Form for every folio irrespective of the number of joint Shareholder(s).
5. In case of shares held by companies, trusts, societies etc. the duly completed Postal Ballot Form should be accompanied by a Board Resolution/Authority Letter.
6. Shareholders are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed business reply envelope, as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer and the Company would not be able to act on the same.
7. A Shareholder need not use all the votes or cast all the votes in the same way.
8. Incomplete, unsigned or incorrect Postal Ballot Forms will be rejected. The Scrutinizer's decision on the validity of a Postal Ballot will be final and binding.
9. The Company is pleased to offer e-voting facility as an alternate, to 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 instruction for the shareholders for e-voting are mentioned under point 6A of the postal ballot notice.

In case of Shareholders receiving Postal Ballot Form in Physical Form:

- (i) Initial password is provided at the bottom of the Postal Ballot Form.
 - (ii) Please follow other steps as provided in the postal ballot notice.
10. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of www.evoting.nsdl.com or write to us at investorpghh.im@pg.com.