Dear Shareholder,

Pursuant to Section 110 of the Companies Act, 2013 (“the Act”) read with Rule 22 of the Companies (Management and Administration) Rules, 2014 (“the Rules”), **"Ajooni Biotech Limited"** (“the Company”), of which you are a shareholder, is pleased to provide e-Voting facility to its Members through the e-Voting platform of NSDL. In this regard, your Demat Account/Folio Number has been enrolled by the Company for your participation in e-Voting on the Resolutions placed by the Company on the e-Voting system, in respect of the following businesses:

|  |  |
| --- | --- |
| S.No. | Description of Special Business: ( Special/ Ordinary) Resolutions |
| 1. | To increase the Authorized Share Capital of the Company and amend the Capital clause in the Memorandum of Association |
| 2. | To issue of Bonus Equity Shares by way of Capitalization of Reserves |
| 3. | To Migration of Listing / Trading of Equity Shares of the Company from NSE Emerge to Main Board of NSE (Capital segment). |

The Postal Ballot Notice along with the Explanatory Statement, is being sent in electronic form to the members who have registered their e-mail addresses with the Company / Registrars and Transfer Agents of the Company (in case of physical shareholding) / with their Depository Participants (in case of electronic shareholding) instructions and manner of e-Voting process can be downloaded from the link "<https://www.evoting.nsdl.com/>" or ([www.ajoonibiotech.com](http://www.ajoonibiotech.com)).

In compliance with Regulation 44 of the SEBI Listing Regulations and Sections 108 and 110 and other applicable provisions of the Companies Act and its Rules and MCA and SEBI Circulars, the Company is offering only E-voting facility to the shareholders, to enable them to cast their votes electronically.

**The e-voting period commences on Friday, January 29, 2021 at 09.00 a.m**. and ends on **Saturday, February 27, 2021 at 5.00 p.m**. During this period shareholders of the Company, may cast their vote electronically. The e-voting module shall also be disabled for voting after **Saturday, February 27, 2021 at 5.00 p.m**. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.

**The procedure to login to e-Voting website consists of two steps as detailed hereunder:**

**Step 1 : Log-in to NSDL e-Voting system**

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/>.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholders’ section.
3. A new screen will open. You will have to enter your User ID, your Password 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 will be as per details given below :
5. **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\*\*\*\*\*\*).
6. **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\*\*\*\*\*\*\*\*\*\*\*\*\*\*).
7. **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 101456 then user ID is 101456001\*\*\*).
8. Your password details are given below:
9. If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
10. 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 enter the ‘initial password’ and the system will force you to change your password.
11. How to retrieve your ‘initial password’?
12. 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’.
13. If your email ID is not registered, your ‘initial password’ is communicated to you on your postal address.
14. If you are unable to retrieve or have not received the “Initial password” or have forgotten your password:
15. Click on “[**Forgot User Details/Password**?](https://www.evoting.nsdl.com/eVotingWeb/commonhtmls/NewUser.jsp)”(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
16. “[**Physical User Reset Password**?](https://www.evoting.nsdl.com/eVotingWeb/commonhtmls/PhysicalUser.jsp)” (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
17. If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number,  your PAN, your name and your registered address.
18. Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
19. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
20. Now, you will have to click on “Login” button.
21. After you click on the “Login” button, Home page of e-Voting will open.

**Step 2 : Cast your vote electronically on NSDL e-Voting system.**

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on  e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle is in active status.
3. Select “EVEN” of the Company.
4. Now you are ready for e-Voting as the Voting page opens.
5. 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.
6. Upon confirmation, the message “Vote cast successfully” will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

**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. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail (csnitinchandigarh@gmail.com) to with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
2. 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?](https://www.evoting.nsdl.com/eVotingWeb/commonhtmls/NewUser.jsp)” or “[Physical User Reset Password?](https://www.evoting.nsdl.com/eVotingWeb/commonhtmls/PhysicalUser.jsp)” option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.

In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of [**https://www.evoting.nsdl.com**](https://www.evoting.nsdl.com/) or contact NSDL by email at [**evoting@nsdl.co.in**](mailto:evoting@nsdl.co.in)or call on.: 1800 222 990.

Assuring you of our best services,

Regards,

e-Voting support desk

National Securities Depository Limited ([**www.nsdl.co.in**](http://www.nsdl.co.in/))