



## CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

Registered Office: No. 14, Rajiv Gandhi Infotech Park, Hinjawadi Phase-III, MIDC-SEZ,  
 Village Man, TalukaMulshi, Pune-411 057 Maharashtra, India  
 CIN: U85110PN1993PLC145950; E-mail: cgcompanysecretary.in@capgemini.com  
 Website: <https://www.capgemini.com/in-en/what-we-do/group-overview/capgemini-technology-services-india-limited-formerly-known-as-igate-global-solutions-limited/>  
 Telephone: +91-20-66991000; Fax: +91-20-66995050

Serial No. :

### **POSTAL BALLOT FORM**

(Kindly refer to the Instructions before filling the form)

1. Name and registered address of the sole /first named :  
 shareholder/Depository Interest holder

2. Name(s) of joint shareholder(s)/Depository interest :  
 holder(s)

3. DP ID No./Client ID No./Registered Folio No\* :  
 (\*applicable to investors holding shares in physical form)

4. Number of Shares held :

I /we hereby exercise my /our vote in respect of the Ordinary/Special Resolutions to be passed through Postal Ballot for the business stated in the Notice of the Company by sending my /our Assent (For) or Dissent (Against) to the said Resolutions by placing tick (P) mark at the appropriate box below:

| SI No. | Resolution Summary  | No. of Shares | Assent | Dissent |
|--------|---|---------------|--------|---------|
| 1.     | SPECIAL RESOLUTION-APPOINTMENT OF MR. RAMASWAMY RAJARAMAN (DIN: 00038146) AS NON EXECUTIVE INDEPENDENT DIRECTOR |               |        |         |
| 2.     | SPECIAL RESOLUTION-APPOINTMENT OF MS. KALPANA RAO (DIN: 07093566) AS NON EXECUTIVE INDEPENDENT DIRECTOR         |               |        |         |
| 3.     | ORDINARY RESOLUTION-APPOINTMENT OF MR. SRINIVASA RAO KANDULA (DIN: 07412426) AS WHOLE TIME DIRECTOR             |               |        |         |
| 4.     | ORDINARY RESOLUTION-APPOINTMENT OF MR. ASHWIN ASHOK YARDI (DIN: 07799277) AS WHOLE TIME DIRECTOR                |               |        |         |
| 5.     | ORDINARY RESOLUTION-APPOINTMENT OF MS. ARUNA JAYANTHI (DIN: 00817860) AS WHOLE TIME DIRECTOR                    |               |        |         |

Place:

Date :

Signature of the Member

-----X-----X-----X-----

| ELECTRONIC VOTING PARTICULARS |         |                |
|-------------------------------|---------|----------------|
| EVENT (E-Voting Event Number) | USER ID | PASSWORD / PIN |
|                               |         |                |

**NOTE: PLEASE SEND THE DULY FILLED IN AND SIGNED POSTAL BALLOT FORM IN THE ENVELOPE ENCLOSED HERewith. THE LAST DATE OF RECEIPT OF POSTAL BALLOT FORM BY THE SCRUTINIZER IS 20.03.2020. PLEASE READ THE INSTRUCTIONS PRINTED BELOW BEFORE EXERCISING THE VOTE.**

## INSTRUCTIONS

1. Members desiring to exercise their vote by Postal Ballot are requested to carefully read the instructions mentioned herein and those mentioned in the Postal Ballot Form and return the same duly completed in the enclosed Self-addressed Postage Pre-paid Business Reply Envelope to the Scrutinizer. Postage on Self-addressed Pre-paid Business Reply Envelope will be borne 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 will also be accepted.
2. Please convey your assent / dissent in this Postal Ballot Form only. The assent or dissent received in any other form shall not be considered valid.
3. The self-addressed Business Reply Envelope bears the postal address of the Scrutinizer appointed by the Company.
4. The 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). Any unsigned Postal Ballot Form will be rejected.
5. In case of joint holding, the Postal Ballot Form should be completed and signed by the first named Member and in the absence of such Member, by the next named joint-holder.
6. In case of shares held by Companies, Trusts, Societies etc., a duly completed Postal Ballot Form should be signed by its authorized signatory. In such cases the Postal Ballot Form shall be accepted only if the same is accompanied by a Certified True Copy of the Board Resolution / Authority together with the specimen signature(s) of the duly Authorized Signatory (ies).
7. The envelopes containing the Postal Ballot Form duly completed and signed should be forwarded so as to reach the Scrutinizer not later than the close of working hours i.e., 5.00 PM on or before 20.02.2020 Postal Ballot Form(s) received after this date and time will be treated as if the reply from the Member has not been received.
8. A Member can apply for duplicate Postal Ballot Form through an email at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com), if so required. However, the duly filled in duplicate Postal Ballot Form should reach the Scrutinizer not later than the close of working hours on or before 20.03.2020 (i.e. 5:00 P.M.). For any clarification(s), please contact M/s. Kfin Technologies Private Limited on toll free number: 1800 3454001.
9. Any incomplete, unsigned, incorrectly completed, incorrectly ticked, defaced, torn, mutilated, over-written, wrongly signed Postal Ballot Form will be rejected. The Postal Ballot shall not be exercised by a Proxy.
10. Members are requested not to send any other paper(s) along with the Postal Ballot Form in the enclosed self-addressed postage prepaid envelope as all postal ballot(s) will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
11. There will be one Postal Ballot Form for every Folio/Client ID, irrespective of the number of Joint holders.
12. Assent or dissent to the proposed resolution may be recorded by placing a tick mark (v) in the appropriate column. Postal ballot form bearing tick mark (v) in both the column will render the form invalid.
13. The Scrutinizer's decision on the validity of Postal Ballot Form shall be final.
14. 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. The detailed procedure of e-voting is enumerated in the Notes to the Postal Ballot Notice.
15. The Resolution, if passed by requisite Majority, will be deemed to be passed on the last date specified for receipt of duly completed Postal Ballot Form or e-voting i.e. Friday, 20 March 2020

### NOTES/INSTRUCTIONS FOR VOTING THROUGH ELECTRONIC MEANS:

The instructions for e- voting are as follows:

- a. Log on to the e-voting: <http://evoting.karvy.com>.
- b. Enter the login credentials i.e., user id and password mentioned below this communication. Your Folio No / DP ID / Client ID will be your user ID.
- c. After entering the details appropriately, click on LOGIN.
- d. You will reach the password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character. The system will prompt you to change your password and update any contact details like mobile, e-mail etc. on first login. You may also enter the secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- e. You need to login again with the new credentials.
- f. On successful login, the system will prompt you to select the EVENT i.e., Capgemini Technology Services India Limited.
- g. On the voting page, enter the number of shares as on the cut-off date, 31 January 2020 under FOR / AGAINST, alternatively you may enter partially any number in FOR and partially in AGAINST but the total number in FOR /AGAINST taken together should not exceed the total shareholding.
- h. Shareholders holding multiple folios / Demat account shall choose the voting process separately for each folio / Demat account.
- i. Cast your vote by selecting an appropriate option and click on SUBMIT. A confirmation box will be displayed. Click OK to confirm else CANCEL to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, shareholders can login any number of times till they have voted on the resolution.
- j. Corporate/Institutional Shareholders (Corporate/FIs/FIIs/Trust/Mutual Funds/Banks etc.) are required to e-mail scan (PDF format) of the relevant Board Resolution to the Scrutinizer at [indapurkarcs@gmail.com](mailto:indapurkarcs@gmail.com).
- k. Once the vote on the resolution is cast by the shareholder, he shall not be allowed to change it subsequently.
- l. The Portal will be open for voting from 9 a.m. (IST) on Thursday, 20 February 2020 and ends on 5 p.m. (IST) on Friday, 20 March 2020.
- m. 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 <http://evoting.karvy.com> or contact Kfin Technologies Private Limited (formerly known as Karvy Fintech Private Limited ) at Tel No. 1800 345 4001 (toll free).
- n. The voting rights of the Members shall be in proportion to their share of the paid up equity share capital of the Company as on the Record Date i.e. 31 January 2020.
- o. It is strongly recommend not to share your password with any other person and take utmost care to keep it confidential.
- p. The results of e-voting will be placed on the website of the Company at <https://www.capgemini.com/in-en/what-we-do/group-overview/capgemini-technology-services-india-limited-formerly-known-as-igate-global-solutions-limited>.