



MSP STEEL & POWER LIMITED

CIN : L27109WB1968PLC027399

Registered Office : 1, Crooked Lane, Kolkata-700 069,

Corporate Office: 16/S, Block-A, New Alipore, Kolkata – 700 053

Phn. No.: 033-4005 7777, Fax : +91-33-2398 2239

E-mail id: contactus@mspsteel.com

Website : www.mspsteel.com

Serial No. :

1. Name and Registered Address :
of the sole / first named Member

2. Name(s) of the joint Member(s), if any :

3. Folio No./DP Id./ Client Id: :

4. Number of Shares held :

Dear Member,

Sub: Voting through electronic means

Pursuant to the provisions of Section 108 of the Companies Act 2013 read with Rule 20 of the Companies (Management and Administration) Rule, 2014 and amended Clause 35B of the Listing Agreement with the Stock Exchanges, MSP Steel & Power Limited is offering remote e-voting facility to its members to caste vote in respect of the businesses to be transacted at the 46th Annual General Meeting scheduled to be held on Monday, September 21, 2015 at 2:30 P.M.

The Company has engaged the services of Karvy Computershare Private Limited (“KCPL” or “Karvy”) as the Authorised Agency to provide e-voting facilities. The e-voting particulars are set out below:

EVEN (E-Voting Event Number)	User ID	Password / Pin
1904		

The remote e-voting facilities will be available during the following voting period:

Commencement of e-voting : From 9:00 A.M. (IST) on September 18, 2015
End of e-voting : Upto 5:00 P.M. (IST) on September 20, 2015

The cut -off date for the purpose of remote e-voting is September 14, 2015.

Please read the instructions printed overleaf before exercising the vote. This Communication forms an integral part of the Notice for the 46th Annual General Meeting scheduled to be held on September 21, 2015. Attention is invited to the statement on the accompanying Notice that the business of the meeting may be transacted through electronic voting system and that the Company is providing facility for voting by electronic means.

The Notice of the Annual General Meeting and this Communication are also available on the website of the Company at www.mspsteel.com.

Yours faithfully,
For MSP Steel & Power Limited

Place : Kolkata
Date: 14th August, 2015

Ruchi Garg
Company Secretary

Instruction and other information relating to e-voting are as under:

1. **A. In case a member receives an e-mail from Karvy** [for members whose email IDs are registered with the Company/Depository Participant(s)]:
 - i. Use the following URL for e-voting:
From Karvy website : <http://evoting.karvy.com>
 - ii. Enter the login credentials i.e., user id and password mentioned overleaf. Your Folio No/DP ID Client ID will be your user ID. However if you are already registered with the Karvy for e-voting, you can use your existing user ID and password for casting your vote.
 - iii. After entering the details appropriately, click on “LOGIN”.
 - iv. 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 (e-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, email, 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.**
 - v. You need to login again with the new credentials.
 - vi. On successful login, the system will prompt you to select the EVENT i.e., MSP Steel & Power Limited.
 - vii. On the voting page the number of shares (which represents the number of votes) held by the shareholder as on the cut-off date will appear. If you desire to cast all the votes assenting/dissenting to the Resolution then enter all shares and click “FOR” / “AGAINST” as the case may be. You may / may not cast all your votes in the same manner.
 - viii. Shareholders holding multiple folio/demat account shall choose the voting process separately for each folio / demat account.
 - ix. Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item will be treated as abstained.
 - x. 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.
 - xi. Corporates/Institutional shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature(s) of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail at ps@psassociates.in
- B. In case a member receives physical copy of the Annual General Meeting Notice by Post** [For members whose email IDs are not registered with the Company/Depository Participant(s)]:
 - i. User ID and initial password as provided overleaf.
 - ii. Please follow all steps from Sr. No. (i) to (xi) as mentioned in (A) above, to cast your vote.
2. Once the vote on the resolution is cast by the shareholder, he shall not be allowed to change it subsequently. Subsequently members who have caste their vote electronically shall not be allowed to vote again at the Meeting.
3. The facility to vote through Ballot/poll shall be made available at the Annual General Meeting and the members who have cast their vote by remote e-voting may also attend the meeting but shall not be entitled to cast their vote again at the meeting.
4. 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 Karvy Computershare Pvt Ltd at Tel No. 1800 345 4001 (toll free).
5. The voting rights of the members shall be proportion the paid-up value of the shares in the equity capital of the Company as on the cut-off date (i.e the record date), being Monday, September 14, 2015
6. Any person who becomes a member of the Company after dispatch of the Notice of the Meeting and holding shares as on the cut-off date i.e. September 14, 2015, may obtain the User ID and password in the manner as mentioned below:
 - a) If the mobile number of the member is registered against Folio No. / DP ID Client ID, the member may send SMS: MYEPWD <space> E-Voting Event Number+Folio No. or DP ID Client ID to 9212993399
Example for NSDL: MYEPWD <SPACE> IN12345612345678
Example for CDSL: MYEPWD <SPACE> 1402345612345678
Example for Physical: MYEPWD <SPACE> XXXX1234567890
 - b) If e-mail address or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of <https://evoting.karvy.com>, the member may click “Forgot Password” and enter Folio No. or DP ID Client ID and PAN to generate a password.
 - c) Member may call Karvy’s toll free number 1800-3454-001
 - d) Member may send an e-mail request to evoting@karvy.com.

If the member is already registered with Karvy e-voting platform then he can use his existing User ID and password for casting the vote through remote e-voting.
7. The Board has appointed Ms. Swati Bajaj, Partner, M/s. P.S. & Associates, Practicing Company Secretaries as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
8. The Scrutinizer shall immediately after the conclusion of voting at the general meeting, would count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the company and make, not later than three days of conclusion of the meeting, a consolidated scrutinizer’s report of the total votes cast in favour or against, if any and forward the said report to the Chairman of the Company.
9. The Results on resolutions shall be declared at or after the Annual General Meeting of the Company and the resolutions will be deemed to be passed on the Annual General Meeting date subject to receipt of the requisite number of votes in favour of Resolutions.
10. The results declared along with the Scrutinizer’s Report(s) will be available on the website of the Company (www.mspsteel.com) and on Karvy’s website (<http://evoting.karvy.com>) immediately after the result is declared and communicated to BSE Limited and National Stock Exchange of India Limited.