

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

1. Please take note of the below:

A. In case a Member receives an email from Karvy [for members whose email IDs are registered with the Company/Depository Participant(s)]:

- i. Launch internet browser by typing the URL: <https://evoting.karvy.com/>
- ii. Enter the login credentials (**i.e. User ID and Password mentioned in the Covering Letter**). Event No followed by Folio No. / DP ID-Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing user ID and password for casting your vote.
- iii. After entering these details appropriately, click on "LOGIN".
- iv. You will now reach 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 (@,#,\$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you 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., BS Limited.
- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut Off date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total numbers in "FOR/AGAINST" taken together should not exceed your total shareholding as mentioned in the Covering Letter. You may also choose the option ABSTAIN. If you do not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
- viii. Shareholders holding multiple folios/demat accounts shall choose the voting process separately for each folios/demat accounts.
- 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 it will be treated as abstained.
- x. You may then cast your vote by selecting an appropriate option and click on "Submit".
- xi. 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, Members can login any number of times till they have voted on all the Resolution(s).
- xii. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter, etc. together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer/ Company at e-mail ID: [kotes956@yahoo.co.in/](mailto:kotes956@yahoo.co.in) companysecretary@bsgroup.in with a copy marked to evoting@karvy.com. The scanned image of the above mentioned documents should be in the naming format "BS LIMITED, 14TH ANNUAL GENERAL MEETING." The documents should reach the Scrutinizer and such other person on or before Thursday, July 19, 2018, 05:00 pm (IST).

B. In case of Members receiving physical copy of the AGM Notice by Courier [for Members whose email IDs are not registered with the Company/Depository Participant(s)]:

- i. User ID and initial password as provided in the Covering Letter.
- ii. Please follow all steps from Sr. No. (i) to (xii) as mentioned in (A) above, to cast your vote.

C. In case a person has become the Member of the Company after the dispatch of AGM Notice but on or before the cut-off date i.e. July 12, 2018, may write to the Karvy on the email Id evoting@karvy.com (or) contact Mr. U S Singh on 040-67162222 at Karvy Computershare Private Limited, Unit – BS Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500 032, requesting for the User ID and Password. After receipt of the above credentials, please follow all the steps from Sr. No. (i) to (xii) as mentioned in (A) above, to cast the vote.

2. The e-voting period commences on Tuesday, July 17, 2018 (09:00 a.m. IST) and ends on Thursday, July 19, 2018 (5:00 p.m. IST). During this period, Members of the Company holding shares in physical form or in dematerialized form, as on the cut-off date of July 12, 2018, may cast their vote electronically in the manner and process set out hereinabove. The e-voting module shall be disabled by Karvy for voting thereafter. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently. Further, the Member(s) who have cast their vote by e-voting may also attend the meeting but shall not be entitled to cast their vote at the 14th Annual General Meeting.
3. The Company has engaged the services of Karvy Computershare Private Limited ("Karvy") as the agency to provide e-voting facility to the members of the Company. In case of any query pertaining to e-voting please visit Help & FAQ's section of <https://evoting.karvy.com> (Karvy website) or contact Mr. U S Singh on 040-67162222, at [Unit: BS Limited] Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial district, Nanakramguda, Hyderabad – 500 032.
4. The Board of Directors of the Company has appointed Mr. Y. Koteswara Rao, Practicing Company Secretary, as the Scrutinizer to scrutinize the remote e-voting and Instant Poll process in a fair and transparent manner and he has communicated his willingness to be appointed and will be available for the same purpose.
5. The Company shall provide facility for voting by means of Ballot Paper at the meeting. The Members who are entitled to vote but have not exercised their right to vote through e-voting may vote at the AGM through Ballot Paper for all business specified in the accompanying Notice.
6. The voting rights of the Members shall be in proportion to their shares of the paid up equity share capital of the Company, subject to the provision of Section 108 of the Companies Act, 2013 and Rules made there under, as amended, as on the cut-off date (record date), being Thursday, July 12, 2018.
7. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date, i.e. July 12, 2018, only shall be entitled to avail the facility of e-voting/voting at 14th Annual General Meeting.
8. The e-voting facility will be available during the following period: Commencement of e-voting: From 09:00 am (IST) on July 17, 2018. End of e-voting: upto 05:00 pm (IST) on July 19, 2018. The e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled by Karvy upon expiry of the aforesaid period.
9. The Scrutinizer shall, immediately after the conclusion of voting at the Annual General Meeting, will first count the votes cast at the meeting, thereafter unblock the votes cast through e-voting in the presence of at least two witnesses not in the employment of the Company and will make not later than 48 hours of the conclusion of the Annual General Meeting, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairperson or a person authorised by him in writing who shall countersign the same. The Chairperson or a person authorised by him in writing will declare the result of voting forthwith.
10. The Results on resolutions shall be declared not later than 48 hours from the conclusion of the Annual General Meeting of the Company and the resolutions will be deemed to be passed on the AGM date subject to receipt of the requisite number of votes in favour of the Resolutions.
11. The Results declared along with the Scrutinizer's Report(s) will be available on the website of the Company (www.bslimited.com) and on Service Provider's website (<https://evoting.karvy.com>) and will be communicated to the BSE Limited and the National Stock Exchange of India Limited within 48 hours from the conclusion of the Annual General Meeting.