



BHILAI ENGINEERING CORPORATION LIMITED

CIN: L29111CT1960PLC000913

Registered Office: Hathkhaj Village, Industrial Area, Dist. Bhilai, Durg, Chhattisgarh - 490001

Email: bec_bhilai@rediffmail.com Website: www.bec-group.com

Phone: 0788-4088100, 4088144

NOTICE OF POSTAL BALLOT

Pursuant to Section 110 of Companies Act, 2013 and
Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009

To,
The Members,
Bhilai Engineering Corporation Limited

Notice pursuant to Section 110 of Companies Act, 2013 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") read with Rule 22 of the Companies (Management and Administration) Rules, 2014 ("the Rules") (including any statutory modification or re-enactment thereof for the time being in force), and Regulation 8 read with Regulation 27 of the Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009 (the "SEBI Delisting Regulations") as amended from time to time, to the members of **Bhilai Engineering Corporation Limited** ("the Company") to consider and if thought fit, pass the resolution herein below as 'Special Resolution' by postal ballot.

This is to inform you that the Company has received Order from Securities and Exchange Board of India ("SEBI") vide its Order no. WTM/GM/CFD/30/2019-20 dated 19th August, 2019 for Delisting of Equity Shares of the Company. Further, pursuant to the said Order, the Company has received the requisition letter dated 28th August, 2019 from Mr. Veenu Jain, the Promoter ('the Acquirer') of the Company, stating his intention to seek voluntary delisting of the Equity Shares of the Company from BSE Limited ('BSE') and Calcutta Stock Exchange ("CSE") by offering to acquire the entire public shareholding i.e. 7,890 (0.17%) Equity Shares of the total Paid up Capital of the Company.

Pursuant to the Regulation 8(1)(b) of the SEBI Delisting Regulations, approval of public shareholders of the Company by Special Resolution passed through Postal Ballot is essential for a Company seeking to voluntarily delist its equity shares from the Stock Exchanges where the shares are listed.

The Resolution and Explanatory Statement containing all material facts are being sent herewith along with the postal ballot form (the "Form") and a self-addressed, postage pre-paid envelope, for your consideration and voting. Members are requested to read the instructions carefully before filling the Form and return the Form duly completed in the attached self-addressed, postage pre-paid envelope so as to reach the Scrutinizer by no later than the close of working hours at 5.00 p.m. on 24th October, 2019. Forms received after this date will be strictly treated as if the reply from the concerned member has not been received.

As per the provisions of the Companies (Management and Administration) Rules, 2014, the Board of Directors in their meeting held on 17th September, 2019 has appointed CS Shreyans Jain, Proprietor of Shreyans Jain & Co., Company Secretary, to act as a Scrutinizer for conducting the entire postal ballot and e-voting process in a fair and transparent manner.

Upon completion of the scrutiny of the Forms, the Scrutinizer will submit his report to the Chairman or in his absence to the designated Director(s) after completion of scrutiny of postal ballot forms received. The result of the Postal Ballot would be announced by the Chairman of the Company or in his absence to the designated Director(s) on Saturday, 26th October, 2019 at the Registered Office of the Company. The said result would be displayed at the Registered Office of the Company, would be intimated to BSE Limited and Calcutta Stock Exchange where the Company's shares were listed and presently suspended by the Stock Exchange. Additionally, the results alongwith the Scrutinizer's report will also be uploaded on the Company's website www.bec-group.com, on the website of Link Intime Private Limited (Link Intime) <https://instavote.linkintime.co.in> and published in the newspapers.

SPECIAL RESOLUTION REGARDING VOLUNTARY DELISTING OF EQUITY SHARES OF THE COMPANY FROM THE BSE LIMITED ('BSE') AND CALCUTTA STOCK EXCHANGE ('CSE') PURSUANT TO THE ORDER OF SECURITIES AND EXCHANGE BOARD OF INDIA

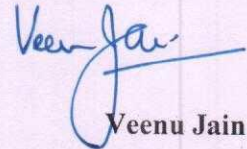
To consider, and if thought fit, to give assent/dissent to the following Special resolution:

"RESOLVED THAT pursuant to Order passed by Securities and Exchange Board of India ("SEBI") vide its Order no. WTM/GM/CFD/30/2019-20 dated 19th August, 2019; all the applicable provisions of the Companies Act, 2013, provisions of the Memorandum and Articles of Association of the Company, the Listing Agreement [now SEBI (LODR) Regulation, 2015] entered with the BSE Limited ("BSE") and Calcutta Stock Exchange ("CSE"), where the shares of the Company were listed and now suspended, the provisions of the Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009 as amended from time to time or re-enactment thereof for the time being in force and as may be enacted hereinafter (the "Delisting Regulations") and pursuant to the provisions of Regulation 8(1)(b) read with Regulation 27 of the Delisting Regulations and such other applicable laws, rules, regulations and guidelines and subject to such approvals, consents, permissions and sanctions, as may be necessary for the Company and the Acquirer and such other conditions and modifications as may be prescribed or imposed by any authority while granting such approvals, permissions or sanctions, which may be agreed to by the Board of Directors of the Company ("the Board") or any Committee/person(s) authorised by the Board, the consent of the members of the Company be and is hereby accorded to delist the Equity Shares of the Company from BSE and CSE where such securities were listed and presently suspended and to take all such actions and measures as may be necessary in connection with the delisting of Equity Shares, in terms of the Delisting Regulations and other applicable provisions of law and in accordance with the notice from the Promoter (Acquirer) and that the Company shall make necessary disclosures, take all necessary actions and make all necessary filings to facilitate such delisting.

RESOLVED FURTHER THAT the exit price offered by the Promoter (Acquirer) is Rs. 694.12 being determined in accordance with the Delisting Regulations and that the Board of Directors of the Company be and are hereby authorised to take all the requisite, incidental, consequential and necessary steps to implement the foregoing resolution.

RESOLVED FURTHER THAT the Board of Directors of the Company (which expression shall include any person or committee duly authorized by the Board of Directors in this behalf) be and is hereby authorized on behalf of the Company to do, either by themselves or through delegation to any person, as they may in their absolute discretion deem fit, all such acts, deeds, matters and things as they may at their discretion deem necessary or expedient for such purpose, and make all necessary filings to facilitate the Proposed Delisting in accordance with the conditions specified in the Delisting Regulations and the applicable provisions of the Companies Act, 2013, making applications to the BSE & CSE for seeking the in-principle and final approval for the Proposed Delisting, if required, and to execute all such deeds, documents or writings as are necessary or expedient, to settle any questions, difficulties or doubts that may arise in this behalf or delegate the aforesaid authority to any person, as they may in their absolute discretion deem fit."

**By Order of the Board of Directors
For Bhilai Engineering Enterprises Limited**


Veenu Jain

Managing Director

DIN: 00207165

Date: 17.09.2019

Place: Chhattisgarh

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013 FORMING PART OF THE NOTICE

Mr. Veenu Jain is a Promoter and part of Board of Directors of the Company [hereinafter referred to as "the Promoter/ Acquirer"], holding 9,614 Equity Shares of Rs.10/- each constituting 0.20% of the Equity Share Capital of the Company and the total Promoters and Promoter group hold 47,11,430 Equity Shares of Rs.10/- each constituting 99.83% of the Equity Share Capital of Company. The total public shareholding in the Company is 7,890 Equity Shares of Rs.10/- each which constitutes 0.17% of the total Equity Share Capital of the Company.

It is further informed that the Equity Shares of Company are listed on BSE Limited ("BSE") and Calcutta Stock Exchange ("CSE") but presently suspended from trading by the Stock Exchanges.

The Company has received Order from Securities and Exchange Board of India ("SEBI") vide its Order no. WTM/GM/CFD/30/2019-20 dated 19th August, 2019 for Delisting of Equity Shares of the Company. Further pursuant to the said Order, the Company had received a letter dated 28th August, 2019 from Mr. Veenu Jain, Promoter (Acquirer) proposing to acquire entire Public Shareholding of the Company i.e. 7,890 Equity Shares of Rs.10/- each of the Company which constitutes 0.17% of the total Equity Share Capital of the Company by providing Exit opportunity through Voluntary Delisting in accordance with the Securities and Exchange Board of India (Delisting of Equity Shares) Regulation, 2009 as amended upto date and to take all such actions and measures as may be necessary in connection with the delisting of Company's shares from the BSE and CSE. The Company has also received no objection from other promoters of the Company in respect to delisting of shares from BSE and CSE.

The objectives of the Promoter (Acquirer) in making delisting proposal are as under:-

1. The delisting offer, if successful would result in obtaining full ownership of the Company;
2. The delisting offer, if successful, would offer more flexibility and greater efficiency in the operations and management of the Company to support its future business plans;
3. A successful delisting offer will bring the Company outside the preview of conditions for continuous listing, including inter alia, the requirement to maintain a public shareholding of 25% pursuant to the Securities Contract (Regulation) Act, 1956 read with Securities Contract (Regulation) Rules, 1957, as amended from time to time;
4. The delisting offer will provide an exit opportunity for the public shareholders of the Company.

The price at which the Equity shares of the Company may be acquired in an offer to delist is determined in accordance with the Chapter VII (Special Provisions for Small Companies and Delisting by Operation of Law) of the SEBI Delisting Regulations, by obtaining their approval through Postal Ballot and providing them an exit opportunity at a price to be determined in consultation with a SEBI registered Merchant Banker, without following the rigorous, lengthy and complicated procedure of Reverse Book Building etc. Accordingly, the said delisting of shares shall be carried out as per the provisions of Chapter VII of SEBI Delisting Regulations.

The Promoter (Acquirer) in consultation with M/s. Mark Corporate Advisors Private Limited (appointed as Merchant Banker in the Board Meeting held on 10th September, 2019) has fixed Exit Price as Rs.694.12 per Equity Share.

The Promoter (Acquirer) is of the view that the proposal of delisting of equity shares of the Company from BSE and CSE, is in the best interest of public shareholders as it gives an opportunity to the public shareholders to exit at a fair price.

It is in the above circumstances that a prior approval of the members are sought for the aforesaid Special Resolution, after which the Promoter (Acquirer) may, at its discretion, make an offer to the Shareholders of the Company and purchase the shares at the exit price in accordance with the provisions of the Delisting Regulations. The Board, therefore, places the proposed resolution for your consideration and recommends that it be passed as a Special Resolution.

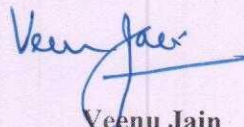
Your consent is sought by voting through Postal ballot in terms of the provisions of Section 110 of the Companies Act, 2013 read with the provisions of the Companies (passing of the resolution by postal ballot) Rules.

Mr. Veenu Jain, Mr. Ashish Jain, Mr. Arvind Kumar Jain, Mr. Surendra Kumar Jain, Ms. Geetika Jain and Mr. Krishna Jain, the Directors of the Company are concerned or interested in the said resolution.

**By Order of the Board of Directors
For Bhilai Engineering Corporation Limited**

Date: 17.09.2019

Place: Chhattisgarh


Veenu Jain
Managing Director
DIN: 00207165

Notes:

1. An explanatory statement as required under Section 102 of the Companies Act, 2013 in respect of the business specified above is annexed hereto.
2. In terms of Regulation 8(1)(b) read with Regulation 27 of Securities and Exchange Board of India (Delisting of Equity Shares) Regulations, 2009 read with Section 110 of Companies Act, 2013 and the Companies (Management and Administration) Rules, 2014, the item of business mentioned above is sought to be passed through postal ballot.
3. **THE SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM ARE REQUESTED TO GET THEIR SHARES DEMATERIALIZED BEFORE PARTICIPATING IN THIS EXIT OFFER. PLEASE NOTE THAT NO SHARES WILL BE ACCEPTED IN PHYSICAL MODE PURSUANT TO PR NO.: 51/2018 DATED DECEMBER 03, 2018 ISSUED BY SEBI WHEREIN REQUESTS FOR EFFECTING TRANSFER OF SECURITIES SHALL NOT BE PROCESSED AFTER MARCH 31, 2019 UNLESS THE SECURITIES ARE HELD IN DEMATERIALIZED FORM WITH A DEPOSITORY.**
4. The Postal Ballot Notice is being sent to all the Members, whose names appear in the Register of Members/ list of Beneficial Owners, received from National Securities Depository Limited (NSDL)/ Central Depository Services (India) Limited (CDSL) as on 17th September, 2019 (cut-off date).
4. Only a member who is entitled to vote is entitled to exercise his/her vote through postal ballot. Voting rights of every member shall be reckoned on the paid-up value of the equity shares whose names shall appear in Register of Members as on 17th September, 2019 (cut-off date), and any recipient of this notice who has no voting rights as on the aforesaid date should treat the same as intimation only.
5. The shareholders are requested to exercise their voting rights by using the attached Postal Ballot Form only. No other form or photocopy of the form is permitted. Shareholders who do not receive the Postal Ballot Form may apply to the Company and obtain a duplicate thereof. Facility of voting through electronic mode is being provided by the Company.
6. The Company has engaged Link Intime India Private Limited ("Link Intime") to provide e-voting facility to the shareholders of the Company as an alternate to dispatch the Postal Ballot Form. If a shareholder has voted through e-voting facility, he/she/it is not required to send the Postal Ballot Form.
7. E-voting: In compliance with the provisions of Sections 108, 110 and other applicable provisions of Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to offer e-voting facility to all its shareholders to enable them to cast their votes electronically. Please note that e-voting is entirely optional for the shareholder(s) and that the shareholder(s) can opt only for one mode of voting. If a shareholder has opted for e-voting, then he/she/it should not vote by postal ballot and vice-versa. However, in case shareholder(s) cast their vote both via physical ballot and e-voting, then voting through e-voting shall prevail, notwithstanding whichever option is exercised first.

8. Members can cast their vote online from 25th September, 2019 (9.00 a.m.) to 24th October, 2019 (5.00 p.m.) as the e-voting module shall be disabled for voting by Link Intime thereafter. During this period, shareholders' of the Company as on the cut-off date i.e., on 17th September, 2019 may cast their vote electronically. If you are voting through Postal Ballot Form (i.e. Physical Ballot), you are requested to carefully read the instructions printed on the Form enclosed herewith and return it, duly completed and signed along with your assent (FOR) or dissent (AGAINST) in the attached self-addressed postage pre-paid business reply envelope, so as to reach the Scrutinizer on or before the close of working hours i.e. by 5.00 p.m. on 24th October, 2019. Please note that any Postal Ballot Form(s) received after that date will be treated as not having been received.
9. Every member having a registered email address with the Company shall be provided with the Login ID/User ID and password details at the registered email address. In the absence of registered email address the same will be forwarded to the last known registered address of the member.
10. Once the vote on a resolution is casted by the member, he shall not be allowed to change or modify it subsequently;
11. Member can log in any number of times till he has voted on all the resolutions or till the end of the voting period (i.e. till the last date of receipt of Postal Ballots on 24th October, 2019), whichever is earlier.
11. Mr. Shreynas Jain, Proprietor of Shreyans Jain & Co. (FCS No.: 8519) has been appointed as the scrutinizer for Postal Ballot and electronic voting process who shall prepare and submit his report of the votes cast in favour or not in favour/ against, to the Chairman on 26th October, 2019.
12. The results declared along with the scrutinizer's report shall be placed on the website of the Company www.bec-group.com, on the website of Link Intime <https://instavote.linkintime.co.in> and shall also be communicated to BSE and CSE.
13. Members may contact Mr. Shreynas Jain, the Scrutinizer by an email at shreyanscs@gmail.com for any information or queries pertaining to electronic voting;
14. Notice of the meeting is also displayed at www.bec-group.com and <https://instavote.linkintime.co.in>
15. User Manual for electronic voting is available at <https://instavote.linkintime.co.in>

The instructions for members for voting electronically are as under:

The voting period begins on 25th September, 2019 at 9.00 a.m. and ends on 24th October, 2019 at 5.00 p.m. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 17th September, 2019, may cast their vote electronically. The e-voting module shall be disabled by Link Intime for voting thereafter.

❖ **Log-in to e-Voting website of Link Intime India Private Limited (LIPL)**

1. Visit the e-voting system of LIPL. Open web browser by typing the following URL:
<https://instavote.linkintime.co.in>.
2. Click on "Login" tab, available under 'Shareholders' section.
3. Enter your User ID, password and image verification code (CAPTCHA) as shown on the screen and click on "SUBMIT".
4. Your User ID details are given below:
 - a. **Shareholders holding shares in demat account with NSDL:** Your User ID is 8 Character DP ID followed by 8 Digit Client ID

- b. **Shareholders holding shares in demat account with CDSL:** Your User ID is 16 Digit Beneficiary ID
 - c. **Shareholders holding shares in Physical Form (i.e. Share Certificate):** Your User ID is Event No + Folio Number registered with the Company.
5. Your Password details are given below:

If you are using e-Voting system of LIPL: <https://instavote.linkintime.co.in> for the first time or if you are holding shares in physical form, you need to follow the steps given below:

Click on "Sign Up" tab available under 'Shareholders' section register your details and set the password of your choice and confirm (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter).

	For Shareholders holding shares in Demat Form or Physical Form
PAN	<p>Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (applicable for both demat shareholders as well as physical shareholders).</p> <ul style="list-style-type: none"> Members who have not updated their PAN with depository Participant or in the company record are requested to use the sequence number which is printed on Ballot Form / Attendance Slip indicated in the PAN Field.
DOB/ DOI	<p>Enter the DOB (Date of Birth)/ DOI as recorded with depository participant or in the company record for the said demat account or folio number in dd/mm/yyyy format.</p>
Bank Account Number	<p>Enter the Bank Account number (Last Four Digits) as recorded in your demat account or in the company records for the said demat account or folio number.</p> <ul style="list-style-type: none"> Please enter the DOB/ DOI or Bank Account number in order to register. If the above mentioned details are not recorded with the depository participants or company, please enter Folio number in the Bank Account number field as mentioned in instruction (iv-c).

If you are holding shares in demat form and had registered on to e-Voting system of LIPL: <https://instavote.linkintime.co.in>, and/or voted on an earlier voting of any company then you can use your existing password to login.

If Shareholders holding shares in Demat Form or Physical Form have forgotten password:

Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

Incase shareholder is having valid email address, Password will be sent to the shareholders registered e-mail address. Else, shareholder can set the password of his/her choice by providing the information about the particulars of the Security Question & Answer, PAN, DOB/ DOI, Dividend Bank Details etc. and confirm. (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter).

NOTE: The password is to be used by demat shareholders for voting on the resolutions placed by the company in which they are a shareholder and eligible to vote, provided that the company opts for e-voting platform of LIPL.

For shareholders holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.

It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

❖ **Cast your vote electronically**

6. After successful login, you will be able to see the notification for e-voting on the home page of INSTA Vote. Select/ View “Event No” of the company, you choose to vote.

7. On the voting page, you will see “Resolution Description” and against the same the option “Favour/ Against” for voting.

Cast your vote by selecting appropriate option i.e. Favour/Against as desired.

Enter the number of shares (which represents no. of votes) as on the cut-off date under ‘Favour/Against’. You may also choose the option ‘Abstain’ and the shares held will not be counted under ‘Favour/Against’.

8. If you wish to view the entire Resolution details, click on the ‘View Resolutions’ File Link.

9. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “YES”, else to change your vote, click on “NO” and accordingly modify your vote.

10. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

11. You can also take the printout of the votes cast by you by clicking on “Print” option on the Voting page.

❖ **General Guidelines for shareholders:**

- Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to e-Voting system of LIPL: <https://instavote.linkintime.co.in> and register themselves as ‘Custodian / Mutual Fund / Corporate Body’.
- They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the ‘Custodian / Mutual Fund / Corporate Body’ login for the Scrutinizer to verify the same.
- During the voting period, shareholders can login any number of time till they have voted on the resolution(s) for a particular “Event”.
- Shareholders holding multiple folios/demat account shall choose the voting process separately for each of the folios/demat account.
- In case the shareholders have any queries or issues regarding e-voting, please refer the Frequently Asked Questions (“FAQs”) and Instavote e-Voting manual available at <https://instavote.linkintime.co.in>, under Help section or write an email to enotices@linkintime.co.in or Call us :- Tel : 022 - 49186000.



BHILAI ENGINEERING CORPORATION LIMITED

CIN: L29111CT1960PLC000913

Registered Office: Hathkhaj Village, Industrial Area, Dist. Bhilai, Durg, Chhattisgarh - 490001

Email: bec_bhilai@rediffmail.com Website: www.bec-group.com

Phone: 0788-4088100, 4088144

POSTAL BALLOT FORM

NAME(S) OF SHAREHOLDER(S) (Including Joint Holders, if any)	
REGISTERED ADDRESS OF THE SOLE/ FIRST NAMED SHAREHOLDER	
FOLIO NO. / DPID – CLIEND ID	
NO. OF SHARES HELD	
CLASS OF SHARES	Equity Shares

I / We hereby exercise my / our vote in respect of the following Resolution to be passed through Postal Ballot for the business stated in the Notice of the Company by sending my / our assent or dissent to the said resolution by placing the tick (✓) mark at the appropriate boxes below.

Resolution No.	Description	Type of Resolution	No. of Shares held	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Voluntary delisting of the equity shares of the Company from BSE Limited ("BSE") and Calcutta Stock Exchange ("CSE") pursuant to order of Securities Exchange Board of India ("SEBI")	Special Resolution			

Place:

Date:

Signature of Member

(Refer Instruction No.3 given overleaf)

(* Applicable to Shareholders holding shares in dematerialized form)

Electronic Voting Particulars

Event No	User Id	Default PAN/ Sequence No

Notes:

1. If you opt to cast your vote by ("Electronic Voting") E-voting, there is no need to fill up and sign this form.
2. Last date of receipt of Postal Ballot Forms by the Scrutinizer is 24th October, 2019.

INSTRUCTIONS:

1. A member desiring to exercise vote by Postal Ballot Form shall send it to the Company in the attached self-addressed envelope. Postage will be borne and paid by the Company. However, envelope containing Postal Ballot, if sent by courier at the expense of the Registered Shareholder will also be accepted.
2. The self-addressed envelope bears the address of the Scrutinizer appointed by the Board of Directors of the Company.
3. This form should be completed and signed by the shareholder. In case of joint holding, this form should be completed and signed (as per the specimen signature registered with the company) by the first named shareholder and in his absence, by next named shareholder.
4. Incomplete, unsigned or incorrectly ticked Postal Ballot Form shall be rejected.
5. Duly completed Postal Ballot Form should reach the Scrutinizer not later than the close of working hours (5.00 p.m.) on 24th October, 2019. Postal Ballot Form received after this date will strictly treated as if the reply from the member has not been received. Results of the Postal Ballot will be declared by the Chairman on 26th October, 2019.
6. Voting rights shall be reckoned on the paid up value of shares registered in the name of shareholders on 17th September, 2019. (cut-off date).
7. The Postal Ballot shall not be exercised by a Proxy.
8. The Scrutinizers decision on the validity of the Postal Ballot shall be final.
9. In case of shares held by companies, trusts, societies etc. duly completed Postal Ballot should be accompanied by a certified true copy of Board resolution / Authority together with specimen signature(s) of the duly Authorized signatory/ies.
10. Members are requested not to send any other paper along with the postal ballot form in the enclosed self-addressed postage prepaid envelope in as much as all such envelope will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
11. A Member may request for a Duplicate Postal Ballot Form from the Company, if so required. However, the duly filled in Duplicate Postal Ballot Form should reach the Scrutinizer not later than the date specified in point no. 5.