

(ONLY FOR PAPER, PAPER BOARD AND PAPER PRODUCTS PANEL)

Dear Member,

Subject: Instruction for Election via e-voting in Paper, Paper Board and Paper Products Panel

Pursuant to the provision of section 108 of the Companies Act, 2013, read with the Companies (Management & Administration) Rule, 2014 and new amended Companies (Management & Administration) Amendment Rule, 2015 the company is pleased to offer e-voting facility to eligible members to cast their vote electronically on election of panel chairman set forth in the Notice convening the Extraordinary General Meeting to be held on Monday, March 28, 2016 at 12 noon. The Council has engaged the services of Central Depositories Services Limited (CDSL) to provide the e-voting facilities.

The e-voting facility is available at the link <https://www.evotingindia.com/>.

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

| Commencement of e-voting | Ending of e-voting     |
|--------------------------|------------------------|
| Monday, March 21, 2016   | Sunday, March 27, 2016 |

Steps for e-voting

- i. Every member eligible to vote will receive the USER ID and PASSWORD for the purpose of e-voting directly from "CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED" (CDSL) by email.
- ii. The Members should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- iii. Click on Shareholders/ Members.
- iv. Enter your User ID as CAPEXILS7668
- v. Next enter the Image Verification as displayed and Click on Login.
- vi. Enter your password CDSL123#
- vii. After entering these details appropriately, click on "SUBMIT" tab.
- viii. Select the EVSN of "CAPEXIL" on which you choose to vote.
- ix. On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- x. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- xi. After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- xii. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- xiii. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- xiv. In case you have any queries or issues regarding e-voting, write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact 18002005533 (toll free).
- xv. 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 link: <https://www.evotingindia.com/Help.jsp>

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|                       | By Order of the Committee of Administration |
| Place: Kolkata        | (Taposh Bhattacharyya)                      |
| Dated: March 18, 2016 | (Secretary)                                 |