

WILLIAMSON FINANCIAL SERVICES LIMITED LIMITED

Corporate Identity Number (CIN) : L67120AS1971PLC001358

Registered Office : 'Udayan', House No.147, 2nd Floor, Ganeshguri, R. G. Baruah Road, Guwahati - 781 005

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E-mail : administrator@mcleodrussel.com. Website : www.williamsonfinancial.in



Dear Member,

Sub: Voting through electronic means

Pursuant to the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Williamson Financial Services Limited ("WFSL" or "the Company") is offering e-voting facility to its Members in respect of the business to be transacted at the 44th Annual General Meeting scheduled to be held on Thursday, 21st September 2017 at 11:00 a.m. at Hotel 'D' Courtyard, R. G. Baruah Road, Opp. Nursery, Guwahati -781005.

The Company has engaged the services of National Securities Depository Limited ("NSDL") to provide e-voting facilities. The e-voting particulars are set out below:

ELECTRONIC VOTING PARTICULARS

EVEN (E-voting Event Number)	USER ID	PASSWORD

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

Commencement of e-voting : At 10:00 a.m. (IST) on 17th September 2017

End of e-voting : At 5:00 p.m. (IST) on 20th September 2017

Please read the instructions printed hereunder before exercising the vote. This communication forms an integral part of the Notice dated 14th August 2017 for the 44th Annual General Meeting scheduled to be held on Wednesday, 21st September 2017. A copy of the said Notice is sent herewith. Attention is invited to the statement on the accompanying Notice that the businesses 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.williamsonfinancial.in

By Order of the Board

WILLIAMSON FINANCIAL SERVICES LIMITED

P. BANDYOPADHYAY

COMPANY SECRETARY

Kolkata, 14th August 2017

Voting through electronic means :

- I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide Members facility to exercise their right to vote on Resolutions proposed to be considered at the 44th Annual General Meeting ('AGM') of the Company by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the Members using an electronic voting system from a place other than venue of the Meeting ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
- II. The facility for voting through ballot or polling paper shall be made available at the AGM and the Members attending the Meeting who have not already cast their vote by remote e-voting shall be able to exercise their right at the Meeting through Ballot Paper or Polling Paper.
- III. The Members who have cast their vote by remote e-voting prior to the Meeting may also attend the Meeting but shall not be entitled to cast their vote again.
- IV. The remote e-voting period commences from 17th September 2017 (10:00 a.m.) and ends on 20th September 2017 (5:00 p.m.).

P.T.O.

During this period Members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date, 14th September 2017, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a Resolution is cast by the Member, the Member shall not be allowed to change it subsequently.

- V. The process and manner for remote e-voting are as under:
- A. In case a Member receives an email from NSDL [for Members whose email IDs are registered with the Company/Depository Participants(s)]:
- a. Open email and open PDF file viz: "WFSL remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
 - b. Launch internet browser by typing the following URL: <https://www.evoting.nsd.com/>.
 - c. Click on "Shareholder-Login".
 - d. Put user ID and password as initial password/PIN noted in step (a) above. Click "Login".
 - e. Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - f. Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
 - g. Select 'EVEN' of "Williamson Financial Services Limited".
 - h. Now you are ready for remote e-voting as Cast Vote page opens.
 - i. Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
 - j. Upon confirmation, the message "Vote cast successfully" will be displayed.
 - k. Once you have voted on the Resolution, you will not be allowed to modify your vote.
 - l. Once you have voted on the Resolution, you will not be allowed to modify your vote.
 - m. Institutional Shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to scrutinizeraklabhcgmail.com with a copy marked to evoting@nsdl.co.in
- B. In case a Member receives physical copy of the Notice of ACM [for Members whose email IDs are not registered with the Company/Depository Participants(s) or requesting physical copy] :
- n. Initial password is provided as below
EVEN (Remote e-voting Event Number)/USER ID/PASSWORD/PIN
 - o. Please follow all steps from Sl. No. (a) to Sl. No. (m) above, to cast vote.
- VI. In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for Members and remote e-voting user manual for Members available at the downloads section of www.evotingnsdl.com or call on toll free no: 1800-222-990.
- VII. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
- VIII. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- IX. The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cutoff date i.e. 14th September 2017.
- X. Any person, who acquires shares of the Company and become Member of the Company after dispatch of the Notice and holding shares as on the cut-off date i.e. 14th September 2017, May obtain the login ID and password by sending a request at evoting@nsdl.co.in or mdpldc@yahoo.com.
However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on www.evoting.nsd.com or contact NSDL at the following toll free no: 1800-222-990.
- XI. A Member may participate in the AGM even after exercising his/her right to vote through remote e-voting but shall 'not be allowed to vote again at the AGM.
- XII. 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. 14th September 2017 only shall be entitled to avail of the facility of remote e-voting as well as voting at the AGM through Ballot Paper/Polling Paper.
- XIII. Mr. A. K. Labh, Practicing Company Secretary (Membership No. FCS 4848) has been appointed as the Scrutinizer for providing facility to the Members of the Company to scrutinize the voting and remote e-voting process in a fair and transparent manner.
- XIV. The Chairman shall, at the ACM, at the end of discussion on the Resolutions on which voting is to be held, allow voting with the assistance of the Scrutinizer/his representative, by use of Ballot Paper or Polling Paper for all those Members who are present at the Meeting but have not cast their votes by availing the remote e-voting facility.
- XV. The Scrutinizer/his representative shall after the conclusion of voting at the AGM, will first count the votes cast at the Meeting and 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 shall make, not later than three days of the conclusion of the ACM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the Results of the voting forthwith.
- XVI. The Results declared along with the Report of the Scrutinizer shall be placed on the website of the Company at www.williamsonfinancial.in and on the website of NSDL and immediately after the declaration of Results by the Chairman or a person authorized by him in writing. The Results shall also be immediately forwarded to the Stock Exchanges.

Kolkata, 14 August 2017

By Order of the Board
WILLIAMSON FINANCIAL SERVICES LIMITED
P. BANDYOPADHYAY
COMPANY SECRETARY