



TRIBHOVANDAS BHIMJI ZAVERI LIMITED

CIN: L27205MH2007PLC172598

Regd. Off.: 241/43, Zaveri Bazar, Mumbai - 400 002

Tel. No.: 22 3956 5001. Fax No. 22 3956 5056.

Corporate Off.: 1106 to 1121, 11th Floor, West Wing, Tulsiani Chambers, 212,

Backbay Reclamation, Free Press Journal Road, Nariman Point, Mumbai – 400 021.

Tel. No.: 22 3073 5000. Fax No.: 22 3073 5088.

Website: www.tbztheoriginal.com; Email: www.investors@tbzoriginal.com.

Serial No. :

Name & Registered address of the Sole / First
named Member :

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

Registered Folio No. / DP & Client ID No. :

Number of Shares held :

Dear Member(s),

Subject: Instructions for E-voting

Pursuant to Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014 members can exercise their right to vote at the 7th Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting facility made available by Company's Registrar & Share Transfer Agents, Karvy Computershare Private Limited ('KCPL' or 'Karvy'). The e-voting facility is available at the link <https://evoting.karvy.com>.

The Company has engaged services of Karvy Computershare Private Limited ('KCPL' or 'Karvy') as the Authorized Agency to provide e-voting facility. Your electronic voting (e-voting) particulars are set out overleaf.

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

Commencement of e-voting	End of e-voting
Tuesday, 16th September, 2014 (9:00 a.m. IST)	Thursday, 18th September, 2014 (6:00 p.m. IST)

The Cut-off date for the purpose of e-voting is Friday, 8th August, 2014.

Please read the instructions printed overleaf before exercising your vote.

These details and instructions form integral part of the Notice dated 4th August, 2014 for the 7th Annual General Meeting of the Company to be held on Wednesday, 24th September, 2014 at 3.30 p.m.

Yours faithfully,
For and on behalf of the Board of Directors

Sd/-
Niraj Oza
Company Secretary & Compliance Officer

Place : Mumbai
Date : 25th August, 2014

INSTRUCTIONS FOR E-VOTING

- a) The instructions for e-Voting are as under:
 - i) Launch internet browser by typing the following URL: <https://evoting.karvy.com>.
 - ii) User ID and Password for e-voting is provided in the table given at the bottom of this document.
 - iii) Click on Shareholder – Login.
 - iv) Enter user ID and password as initial password /PIN. Click login.
 - v) The Password Change Menu will appear on your screen. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - vi) Home page of e-voting opens. Click on e-Voting: Active Voting Cycles.
 - vii) Select the “EVEN” (e-Voting Event Number) of Tribhovandas Bhimji Zaveri Limited.
 - viii) Now you are ready for e-Voting as Cast Vote page opens.
 - ix) Cast your vote by selecting an appropriate option and click on “Submit” and also “Confirm” when prompted.
 - x) Upon confirmation, the message “Vote cast successfully” will be displayed.
 - xi) Once you have voted on the resolution, you will not be allowed to modify your vote.
 - xii) Corporate/ Institutional shareholders (i.e. other than individuals, HUFs, NRIs 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 pramodshah361@gmail.com, with a copy marked to evoting@karvy.com.
 - xiii) 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 Downloads section of <https://evoting.karvy.com> alternatively you can also contact evoting@karvy.com for any queries or grievances connected with e-voting service.

b) Other Instructions:

- i) If you are already registered with Company’s Registrar & Share Transfer Agents, Karvy Computershare Private Limited (Karvy) for e-Voting then you can use your existing user ID and password/PIN for casting your vote.

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).

The e-voting shall commence on Tuesday, 16th September, 2014 (9.00 a.m. IST) and ends on Thursday, 18th September, 2014 (6.00 p.m. IST). During this period, Members of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date of Friday, 8th August, 2014, may cast their vote electronically. The e-voting module shall be disabled by Karvy Computershare private Limited for voting thereafter. Once the vote on a resolution is cast by the shareholder, he/she shall not be allowed to change it subsequently. Electronic voting shall not be beyond the said date and time.

The voting rights of the Members shall be in proportion to their shares of the paid up equity shares capital of the Company as on the cut-off date of Friday, 8th August, 2014 and as per the Register of Members of the Company.

Mr. Pramod Shah, Proprietor of M/s. Pramod S. Shah & Associates, Practising Company Secretaries (Membership No. FCS 334) has been appointed as the Scrutinizer to scrutinize that the e-voting process is conducted in a fair and transparent manner.

The scrutinizer shall, within a period not exceeding three (3) working days from the conclusion of the e-voting period, unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer’s Report of the votes cast in favour or against, if any, forthwith to the Chairman & Managing Director of the Company.

The results declared alongwith the Scrutinizer’s Report shall be placed on the Company’s website www.tbztheoriginal.com and on the websites of Company’s Registrar & Share Transfer Agents, Karvy Computershare Private Limited (Karvy) <https://evoting.karvy.com> within two working days of passing of the resolutions at the 7th Annual General Meeting of the Company on Wednesday, 24th September, 2014 and communicated to BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed.

The resolution shall be deemed to be passed on the date of the AGM, subject to receipt of sufficient votes through a compilation of e-Voting results and voting held at AGM.

Your electronic voting (e-voting) particulars are set out below:

EVEN (E-voting Event Number)	USER ID	PASSWORD/PIN