

# KILBURN OFFICE AUTOMATION LIMITED

Regd. Office : Shantiniketan, 15th Floor, 8, Camac Street, Kolkata - 700 017

CIN: L27106WB1980PLC033140

Ph.: 033 - 2282- 8501 / 2282- 7722, Fax : 033 - 2282- 4627

E.mail : koalcorporate@kilburn.in ; Website : www.kilburn.in

## 35TH ANNUAL GENERAL MEETING

### DATE

MONDAY, 5TH SEPTEMBER, 2016

TIME : 11.00 A.M.

Name & Address of Member

### ATTENDANCE SLIP

### VENUE

BHARATIYA BHASHA PARISHAD

36A, SHAKESPEARE SARANI  
KOLKATA - 700 017

Serial No.

I certify that I am a Member / Proxy for the Member holding  
Please ✓ in the box

Member       Proxy

\_\_\_\_\_  
Name of the Proxy in Block Letters

\_\_\_\_\_  
Signature of Member / Proxy attending

**NOTES :** i) Member / Proxy attending the Annual General Meeting (AGM) must bring his / her Attendance Slip which should be signed and deposited before entry to the Main Auditorium.

ii) Duplicate Attendance Slip will not be issued at the venue.

✂-----✂

### ELECTRONIC VOTING

Electronic voting (e-voting) facility is being provided in respect of the Resolutions proposed at the 35th AGM, in accordance with Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014.

Your e-voting user ID and password are provided below:

Electronic Voting Event Number (EVEN)	User ID	Password
160714013		

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## 35TH ANNUAL GENERAL MEETING

[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014]

### PROXY FORM

I / We, being the Member(s) of \_\_\_\_\_ shares of Kilburn Office Automation Limited, hereby appoint

(1) Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail ID: \_\_\_\_\_ Signature: \_\_\_\_\_, or failing him

(2) Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail ID: \_\_\_\_\_ Signature: \_\_\_\_\_, or failing him

(3) Name: \_\_\_\_\_ Address: \_\_\_\_\_

E-mail ID: \_\_\_\_\_ Signature: \_\_\_\_\_

as my / our proxy to attend and vote (on a poll) for me / us and on my / our behalf at the Annual General Meeting (AGM) of the Company to be held on the Monday, 5th September, 2016 at 11.00 a.m. at Bharatiya Bhasha Parishad, 36A, Shakespeare Sarani, Kolkata - 700017 and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution Number	Description	Option (✓)	
		For	Against
<b>Ordinary Business - Ordinary Resolutions</b>			
1	ADOPTION OF AUDITED FINANCIAL STATEMENTS AND REPORTS OF BOARD OF DIRECTORS AND AUDITORS THEREON FOR THE FINANCIAL YEAR ENDED 31 <sup>ST</sup> MARCH, 2016.		
2	APPOINTMENT OF MR. SANDEEP KUMAR JALAN, DIRECTOR WHO RETIRES BY ROTATION AND BEING ELIGIBLE OFFERS HIMSELF FOR RE-APPOINTMENT.		
3	RE-APPOINTMENT OF M/S. RAKESH SETHIA & CO., CHARTERED ACCOUNTANTS, AS STATUTORY AUDITORS AND FIXING HIS REMUNERATION.		
<b>Special Business - Special Resolution</b>			
4	RE-APPOINTMENT OF MR. VARADARAJAN VANCHI AS THE MANAGING DIRECTOR OF THE COMPANY.		

Signed this ..... day of ..... 2016 Signature of Member: \_\_\_\_\_

Affix  
Revenue  
Stamp

Note: This form of proxy, in order to be effective, should be duly completed and deposited at the Registered Office of the Company at Shantiniketan, 15th Floor, 8, Camac Street, Kolkata - 700 017 not less than 48 hours before the commencement of the AGM on 5th September, 2016.