

24th ANNUAL REPORT

2013-2014



SUJANA METAL PRODUCTS LIMITED



SUJANA TMT®
SUJANA TMT 500
SUPER STRENGTH • SUPERIOR QUALITIES



**SUJANA
SMART
STEEL®**
Customized • Convenient • Cost-saving



**SUJANA®
PLUS
TMT REBAR**



**SUJANA®
CORROSION
RESISTANT
STEEL CRS**



**SUJANA
STRUCTURAL
STEEL**





CORPORATE INFORMATION

BOARD OF DIRECTORS

<i>Non-Executive Chairman</i>	:	Dr.V.Malakonda Reddy*
<i>Managing Director</i>	:	Shri R.K.Birla
<i>Directors</i>	:	Shri Y.S.Chowdary Shri G.Srinivasa Raju Shri S.Hanumantha Rao Shri J. Ramakrishnan* Dr. K.Srinivasa Rao* Shri Ch. Srinivasu, IDBI Nominee Shri Vimlesh Kumar, PNB Nominee * Independent & Non-Executive Directors

MANAGEMENT COMMITTEE	:	Shri G.Srinivasa Raju Shri R.K.Birla Shri S.Hanumantha Rao
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AUDIT COMMITTEE	:	Dr.K.Srinivasa Rao Shri S.Hanumantha Rao Dr.V.Malakonda Reddy
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SHARE TRANSFER COMMITTEE	:	Shri Y.S.Chowdary Shri G.Srinivasa Raju Shri R.K.Birla
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SHAREHOLDERS' GRIEVANCES COMMITTEE	:	Shri S.Hanumantha Rao Shri Y.S.Chowdary Shri G.Srinivasa Raju
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NOMINATION AND REMUNERATION COMMITTEE	:	Dr.K.Srinivasa Rao Shri J.Ramakrishnan Dr. V. Malakonda Reddy
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CORPORATE SOCIAL RESPONSIBILITY COMMITTEE	:	Shri G.Srinivasa Raju Shri S.Hanumantha Rao Dr.K.Srinivasa Rao
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RISK MANAGEMENT COMMITTEE	:	Shri.G.Srinivasa Raju Shri S.Hanumantha Rao Dr.K.Srinivasa Rao
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COMPANY SECRETARY	:	Shri Shaik Ibraheem
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VICE PRESIDENT (FINANCE & ACCOUNTS)	:	Shri Ch. Narayana Rao
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STATUTORY AUDITORS	:	M/s. CRK & Associates Chartered Accountants, Hyderabad
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INTERNAL AUDITORS	:	Shri M. Balarama Krishnaiah Chartered Accountant, Hyderabad
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COST AUDITORS	:	M/s. Nageswara Rao & Co., Cost Accountants, Secunderabad
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BANKERS	:	Andhra Bank Bank of Baroda Bank of India IDBI Bank Limited Indian Overseas Bank Indian Bank Karnataka Bank Limited
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SUJANA METAL PRODUCTS LIMITED

REGISTERED OFFICE & CORPORATE OFFICE

State Bank of Patiala
Punjab National Bank (PNB)
Lakshmi Vilas Bank
Oriental Bank of Commerce
:
Plot No.41, Nagarjuna Hills, Panjagutta
Hyderabad-500082, Telangana

WORKS

Hyderabad:

- (i) Survey No.296/7/9,
- (ii) Plot No. 4, Survey No.296/7/7, 8 & 11,
- (iii) Survey No. 296/7/7, 296/7/8, 296/7/11,
- (iv) Survey No. 296/7/7, 8 & 11
IDA Bollaram, Jinnaram Mandal,
Medak District - 502325, Telangana.
- (v) Survey No. 196 & 197, Parigi Road, Elikatta Village,
Shadnagar, Mahaboobnagar District, Telangana.
- (vi) Cut and Bend Division: Survey No. 204, 205 & 206
Elakatta Gram Panchayat, Farooq Nagar Mandal,
Mahaboob Nagar District-509216, Telangana.
- (vii) Plot No. 4, Survey No. 296/7/7A, IDA Bollaram,
Jinnaram Mandal, Medak District-502325, Telangana.
- (viii) Survey No. 473, 576 & 442, Kethepally Road,
Chikatigudem Village, Kethipally Mandal,
Nalgonda Dist, Telangana - 508 211.

Chennai:

- (i) Survey No. 204/8B, Manjankaranai Village,
Chennai, M.G.R. District - 620 502, Tamilnadu
- (ii) Plot No. B-20E, SIPCOT Industrial Complex,
Gummidi Pondi, Chennai, Tamilnadu.

Visakhapatnam:

Sanivada Village, Rajeevnagar, Visakhapatnam - 530046.

LISTING

: Equity

Bombay Stock Exchange Limited (BSE)
Phiroze Jeejeebhoy Towers, Dalal Street,
Mumbai - 400 001

National Stock Exchange of India Ltd (NSE)
Exchange Plaza, Bandra-Kurla Complex,
Bandra (E), Mumbai - 400 051.

The Madras Stock Exchange Limited (MSE)
Exchange Building, P.Box 183, 11, 2nd Line
Beach, Chennai – 600 001.

REGISTRAR & SHARE TRANSFER AGENTS

: M/s Bigshare Services Pvt. Ltd.
306, Right Wing, 3rd Floor, Amrutha Ville,
Opp: Yashoda Hospital, Raj Bhavan Road,
Somajiguda, Hyderabad - 500 082.
Phone No: 040 - 2337 4967.
Email: bsshyd@bigshareonline.com
Website: www.bigshareonline.com



NOTICE

NOTICE is hereby given that the Twenty Fourth (24th) Annual General Meeting of the members of the Company will be held on Tuesday, the 30th day of September, 2014 at "Kohinoor", Taj Deccan, Road No.1, Banjara Hills, Hyderabad-500034, Telangana at 11.00 A.M. to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited financial statements of the Company for the financial year ended 31st March, 2014, including the audited Balance Sheet as at 31st March, 2014, and the Statement of Profit and Loss for the financial year ended on that date and the reports of the Board of Directors and Auditors thereon.
2. To appoint a director in place of Shri Y.S.Chowdary (DIN: 00061477), who retires by rotation and being eligible, offers himself for re-appointment.
3. To appoint a director in place of Shri G.Srinivasa Raju (DIN: 00132249), who retires by rotation and being eligible, offers himself for re-appointment.
4. To appoint M/s. CRK & Associates (Registration No. 010004S), Chartered Accountants, Hyderabad as the Statutory Auditors of the Company, to hold office from the conclusion of this (24th) Annual General Meeting until the conclusion of next Annual General Meeting and to authorize the Board of Directors, to fix their remuneration.

SPECIAL BUSINESS

5. **To appoint Shri J. Ramakrishnan (DIN: 02153325) as an Independent Director and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 and all other applicable provisions of the Companies Act, 2013, and the Companies (Appointment and Qualification of Directors) Rules, 2014 (Including any statutory modification(s) or re-

enactment thereof for the time being in force) read with Schedule IV to the Companies Act, 2013, and Clause 49 of the Listing Agreement, Shri. J. Ramakrishnan (DIN: 02153325), who was appointed as Director liable to retire by rotation and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company to hold office for a term upto five consecutive years commencing from 30th September, 2014 to 29th September, 2019, whose period of office shall not be liable to retire by rotation."

6. **To appoint Dr K. Srinivasa Rao (DIN: 02257745) as an Independent Director and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 and all other applicable provisions of the Companies Act, 2013, and the Companies (Appointment and Qualification of Directors) Rules, 2014 (Including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Companies Act, 2013, and Clause 49 of the Listing Agreement, Dr. K. Srinivasa Rao (DIN: 02257745), who was appointed as Director liable to retire by rotation and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company to hold office for a term upto five consecutive years commencing from 30th September, 2014 to 29th September, 2019, whose period of office shall not be liable to retire by rotation."

7. **To appoint Dr. V.Malakonda Reddy (DIN: 00839850) as an Independent Director and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 and all other applicable provisions of the Companies Act, 2013, and the Companies (Appointment

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and Qualification of Directors) Rules, 2014 (Including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV to the Companies Act, 2013, and Clause 49 of the Listing Agreement, Dr. V.Malakonda Reddy (DIN: 00839850), who was appointed as Director liable to retire by rotation and in respect of whom the Company has received a notice in writing from a member proposing his candidature for the office of Director, be and is hereby appointed as an Independent Director of the Company to hold office for a term upto five consecutive years commencing from 30th September, 2014 to 29th September, 2019, whose period of office shall not be liable to retire by rotation."

8. **To approve and adopt the new set of Articles of the Company in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as a Special Resolution:**

"RESOLVED THAT pursuant to the provisions of section 14 and all other applicable provisions of the Companies Act, 2013 and the Rules made there under (including and statutory modifications(s) or re-enactment thereof, for the time being in force), the draft regulations contained in the Articles of Association submitted to this meeting, be and are hereby approved and adopted in substitution and to the entire exclusion of the regulations contained in the existing Articles of Association of the Company.

RESOLVED FURTHER THAT the Board be and is hereby authorized to do all such acts, deeds and things and to take all such steps as may be necessary for the purpose of giving effect to this resolution."

9. **To approve the variation in the terms of appointment of Shri S.Hanumantha Rao, Whole Time Director and in this regard to consider and, if thought fit, to pass with or without modification(s) the following resolution as an Ordinary Resolution:**

"RESOLVED THAT further to the resolution passed by the shareholders at the 21st Annual General Meeting held on September 24, 2011, approving the appointment of

Shri S.Hanumantha Rao (DIN: 00118801) as Whole-time Director designated as Director-Finance of the Company for a period of 5 years commencing from August 13, 2010, not liable to retire by rotation, and pursuant to the provisions of Section 152(6) and other applicable provisions, if any, of Companies Act, 2013, and the Rules prescribed thereunder, it is hereby approved that during the residual term of his office, Shri S.Hanumantha Rao shall be liable to retire by rotation."

10. **To approve the variation in the terms of appointment of Shri R.K.Birla, Managing Director and in this regard to consider and, if thought fit, to pass with or without modification(s) the following resolution as an Ordinary Resolution:**

"RESOLVED THAT further to the resolution passed by the shareholders at the 23rd Annual General Meeting held on September 30, 2013, approving the appointment of Shri R.K. Birla (DIN: 00118776) as Managing Director of the Company for a period of 5 years commencing from January 28, 2013, not liable to retire by rotation, and pursuant to the provisions of Section 152(6) and other applicable provisions, if any, of Companies Act, 2013, and the Rules prescribed thereunder, it is hereby approved that during the residual term of his office, Shri R.K.Birla shall be liable to retire by rotation."

11. **To approve the Borrowing Limits along with guarantee or counter-guarantee and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as a Special Resolution:**

"RESOLVED THAT in supersession of the Ordinary Resolution passed at the 21st Annual General Meeting of the Company held on 24.09.2011 under Section 293(1) (d) of the Companies Act, 1956 and in pursuant to the provisions of section 180(1) (c) and other applicable provisions of the Companies Act, 2013 (including and statutory modifications(s) or re-enactment thereof, for the time being in force) subject to such approvals, consents, sanctions and permissions, as may be necessary, and that

of the Articles of Association of the Company and all other provisions of applicable laws, consent of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as the "Board", which term shall include any Committee constituted by the Board or any person(s) authorized by the Board to exercise the powers conferred on the Board by this Resolution) for borrowing from time to time any sum or sums of money on such security and on such terms and conditions as the Board may deem fit, notwithstanding that the money to be borrowed together with the money already borrowed by the Company (apart from temporary loans obtained or to be obtained from the Company bankers in the ordinary course of business) including rupee equivalent foreign currency loans (such rupee equivalent being calculated at the exchange rate prevailing as on the date of relevant foreign currency agreement) may exceed, at any time, the aggregate of the paid-up capital of the Company and its free reserves, provided however the total amount so borrowed in excess of the aggregate of the paid-up capital of the Company and its free reserves shall not at any time exceed Rs. 2500 Crores (Rupees Two Thousand Five Hundred Crores).

RESOLVED FURTHER THAT the Board be and is hereby authorised to do and execute all such acts, deeds and things and to take all such steps as may be necessary for the purpose of giving effect to this resolution.

RESOLVED FURTHER THAT the Board be and is hereby authorized to delegate all or any of the powers herein conferred to any Committee of Directors or any one or more Directors of the Company."

12. To mortgage and/or charge any of its movable and / or immovable properties wherever situated both present and future and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as a Special Resolution:

"RESOLVED THAT in supersession of the Ordinary Resolution passed at the 23rd

Annual General Meeting of the Company held on 30th September, 2013 under Section 293(1)(a) of the Companies Act, 1956 and in pursuant to the provisions of section 180(1) (a) and other applicable provisions of the Companies Act, 2013 (including and statutory modification(s) or re-enactment thereof, for the time being in force), and that of the Articles of Association of the Company, consent of the Company be and is hereby accorded to the Board of Directors (hereinafter referred to as 'the Board', which term shall include its Committee(s) constituted for the purpose) to create mortgages/charges on all or any of the movable and/or immovable properties and assets, both present and future, or on the whole or substantially the whole of the undertaking or undertakings of the Company, exclusively or ranking pari-passu with or second or subservient or subordinate to the mortgages/charges, if any, already created or to be created in future by the Company, for securing any loans and/or advances and/or issue of debentures / bonds and/or guarantees and/or any financial assistance or obligations obtained/undertaken/made or that may be obtained/undertaken/made by the Company and/or any one or more of its subsidiary / group companies, both present and that which may be established or acquired by the Company in future, in India or abroad, with power to take over the management, business and undertaking of the Company in certain events of default, on such terms and conditions and at such times and in such form and manner as the Board may deem fit, so that the total outstanding amount at any time so secured shall not exceed the amounts consented by the Company by the Resolution passed at this meeting pursuant to Section 180(1)(c) of the Companies Act, 2013 or upto the higher amount/s as may be so consented by the Company from time to time in future, together with interest thereon, and further interest, costs, charges, expenses, remuneration and other monies payable in connection therewith AND THAT this consent shall also be the consent of the members under and as contemplated by Section 180(1) (a) and other applicable provisions, if any, of the Companies Act, 2013 (including any

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statutory modification(s) or re-enactment thereof for the time being in force) and the applicable rules made thereunder.

RESOLVED FURTHER THAT the Board be and is hereby authorised to do and execute all such acts, deeds and things and to take all such steps as may be necessary for the purpose of giving effect to this resolution.

RESOLVED FURTHER THAT the Board be and is hereby authorized to delegate all or any of the powers herein conferred to any Committee of Directors or any one or more Directors of the Company.”

13. To approve the remuneration of the Cost Auditors for the financial year ending March 31, 2015 and in this regard to consider and if thought fit, to pass, with or without modification(s), the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to the provisions of Section 148 and all other applicable provisions of the Companies Act, 2013 and Companies (Audit and Auditors) Rules, 2014 (including any statutory modifications(s) or re-enactment thereof, for the time being in force), the remuneration of Rs. 2,00,000/- (Rupees Two Lakh Only) plus reimbursement of actual expenses, to be paid to M/s. Nageswara Rao & Co, (Member Ship No: 000332) Cost Auditors of the Company, for the financial year 2014-2015, as approved by the Board of Directors of the Company, be and is hereby ratified.

BY ORDER OF THE BOARD

PLACE: Hyderabad

R.K.BIRLA

DATE: 28.08.2014

MANAGING DIRECTOR

NOTES:

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF AND SUCH PROXY NEED NOT BE A MEMBER. PROXIES IN ORDER TO BE EFFECTIVE MUST BE DULY STAMPED, SIGNED AND DEPOSITED AT THE COMPANY'S REGISTERED OFFICE NOT LESS THAN 48

HOURS BEFORE THE TIME FOR HOLDING THE MEETING. Proxies submitted on behalf of Limited Companies, Societies, Partnership Firms, etc. must be supported by appropriate resolution / authority, as applicable, issued by the member organization.

2. Members/Proxies are requested to bring along with them Annual Reports being sent to them.
3. An explanatory statement, pursuant to the provisions of Section 102(1) of the Companies Act, 2013 which sets out material facts and details relating to Special Business to be transacted at the meeting, is annexed hereto.
4. Copy of the draft appointment letters setting out the terms and conditions of appointment of Independent Directors shall be open for inspection at the registered office of the Company by any member, without any fee, during normal business hours on working days up to the date of the Annual General Meeting.
5. The details under Clause 49 of the Listing Agreement with the Stock Exchanges in respect of Director seeking appointment/re-appointment at the Annual General Meeting, is annexed hereto.
6. The Share Transfer Books and Register of Members of the Company will remain closed on Thursday 25th September, 2014 (One day only).
7. Shareholders desiring any information as regards the accounts are requested to write to the Company at an early date so as to enable the Management to keep the information ready at the meeting.
8. The registration of share transfers and other related correspondence will be dealt with by the Company at M/s. Bigshare Services Private Limited of Mumbai, having its branch office at 306, Right Wing, 3rd Floor, Amruta Ville, Opp: Yashoda Hospital, Raj Bhavan Road, Somajiguda, Hyderabad - 500 082.
9. The shareholders / members of the Company, who are having equity shares of the Company in physical form, are advised to get dematerialized of their respective



- equity shares by way of surrendering their physical share certificates to the Registrar and Share Transfer Agents (RTA) of the Company (i.e., M/s Bigshare Services Pvt. Ltd., Hyderabad) through their respective Depository Participants. The shareholders /members, who are not having demat accounts are requested to open the demat accounts and thereafter approach the RTA for dematerialization of their equity shares.
10. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit the PAN to their Depository Participants. Members holding shares in physical form can submit their PAN details to the Companies RTA.
 11. Electronic copy of the Annual Report for 2013-14 (including Notice of the 24th Annual General Meeting of the Company along with Attendance Slip and Proxy) is being sent to all the members whose email IDs are registered with the Company/Depository Participant(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Annual Report for 2013-14 is being sent in the permitted mode.
 12. Members holding shares in electronic form are requested to update the email id with their respective Depository Participants to receive all the communications in electronic mode.
 13. Members may also note that the Notice of the 24th Annual General Meeting and the Annual Report for the year 2013-14 will also be available on the Company's website www.sujana.com for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office in Hyderabad for inspection during normal business hours on working days.
 14. Members/Proxies are requested to kindly take note of the following:
 - a. Attendance slip, as sent herewith, is required to be brought at the venue duly filled in and signed, for attending the meeting.
- b. Folio No./DP & Client ID No. may please be quoted in all correspondence with the Company and or the RTA.
15. Board's report is prepared in accordance Ministry of Corporate Affairs vide its General Circular No.08/2014 dated; 04.04.2014 which stated that Board's report in respect of financial years that commenced earlier than 1st April, 2014 shall be governed by the relevant provisions/ Schedules/ rules of the Companies Act, 1956.
 16. Voting through electronic means.

Pursuant to provisions of the Section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, the Company is pleased to offer e-voting facility to cast their votes electronically on all resolutions set forth in the notice conveying the 24th Annual General Meeting. The business may be transacted through e-voting services provided by Central Depository Services (India) Limited (CDSL).

The e-voting facility is available at the link www.evotingindia.com.

The e-voting facility will be available on and from 22nd September, 2014 at 9.30 a.m. and ends on 24th September, 2014 at 6.00 p.m.

Shri Y. Ravi Prasada Reddy, Practising Company Secretary, Hyderabad, has been appointed as the scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

INSTRUCTIONS FOR ELECTRONIC VOTING (E-VOTING)

In case of members receiving e-mail :

- i. Log on to the e-voting website www.evotingindia.com
- ii. Click on "Shareholders" tab.
- iii. Now, select the "COMPANY NAME (i.e., Sujana Metal Products Limited)" from the drop down menu and click on "SUBMIT"
- iv. Now Enter your User ID
 - a. For CDSL Clients: 16 digits beneficiary ID,
 - b. For NSDL Clients: 8 Character DP ID followed by 8 Digits Client ID,

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- c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- v. Next enter the Image Verification as displayed and click on Login.
- vi. If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then your existing password is to be used.
- vii. If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and 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 the Company/Depository Participant are requested to use the first two letters of their name in CAPITAL letters, as recorded in the members register and followed by the number of shareholdings (not exceeding 8 digits) in the PAN field. In case the number of shares is less than 8 digits enter the applicable number of '0's before the number after the first two characters of the name in CAPITAL letters. Eg., if your name is Ramesh Kumar with number of shares is '1' then enter 'RA00000001' in the PAN field.
DOB	Enter the Date of Birth as recorded in your demat account or in the Company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	<p>Enter the Dividend Bank Details as recorded in your demat account or in the Company records for the said demat account or folio.</p> <ul style="list-style-type: none"> Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or Company, please enter the member id / folio number in the Dividend Bank details field.

- viii. After entering these details appropriately, click on "SUBMIT" tab.
- ix. Members holding shares in physical form will then reach directly the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other Company on which they are eligible to vote, provided that Company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- x. For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xi. Click on the EVSN (140905043) for the relevant <Company Name (Sujana Metal Products Limited)> on which you choose to vote.
- xii. 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.
- xiii. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- xiv. 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.
- xv. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.



- xvi. You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- xvii. If Demat account holder has forgotten the changed password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) are required to log on to <https://www.evotingindia.com> and register themselves as Corporates.
 - They should submit a scanned copy of the Registration Form bearing the stamp and sign of the entity to helpdesk. evoting@cdslindia.com.
 - After receiving the login details they have to create a user who would be able to link the account(s) which they wish to vote on.
 - The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - They should upload a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, in PDF format in the system for the scrutinizer to verify the same.
- iii. The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date.
- iv. The Results shall be declared on or after the AGM of the Company. The Results declared alongwith the Scrutinizer's Report shall be placed on the Company's website www.sujana.com within two(2) days of passing of the resolutions at the AGM of the Company and communicated to the Stock Exchanges.
- v. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@cdslindia.com.

In case of members receiving the physical copy

Please follow all steps from Sl.No. (i) to Sl.No. (xvii) above to cast vote.

Please note that:

- i. The voting period begins on 22nd September, 2014 at 09.30 a.m. and ends on 24th September, 2014 at 6.00 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 i.e., 12.09.2014 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- ii. The Scrutinizer shall within a period not exceeding three(3) working days from the conclusion of the e-voting period unblock