



## NEWGEN SOFTWARE TECHNOLOGIES LIMITED

CIN: L72200DL1992PLC049074

A-6, Satsang Vihar Marg, Qutab Institutional Area, New Delhi - 110 067, INDIA

Tel.: (+91)-11-40770100, 2696 3571, 2696 4733, Fax: (+91)-11-2685 6936

Email: investors@newgensoft.com URL: https://newgensoft.com

### POSTAL BALLOT FORM

		Serial No. : _____
1.	Name of the Sole/ First Named Member <b>(In block letters)</b>	
2.	Postal address	
3.	Name(s) of the Joint Holder(s), if any <b>(In block letters)</b>	
4.	Registered folio No. /*DP ID/ Client ID No (*Applicable to member holding shares in dematerialised form)	
5.	No. of Shares held	
6.	Class of Share	Equity

I/We hereby exercise my/our vote in respect of the Special Resolutions to be passed through Postal Ballot for the businesses stated in the Postal Ballot Notice of the Company dated 23<sup>rd</sup> November 2020 by sending my/our assent or dissent to the said resolutions by placing the tick (✓) mark at the appropriate box below:

S. NO.	Item No.	No. of Shares Held for which votes cast	I/We assent to the resolution (FOR)	I/We dissent to the resolution (AGAINST)
1.	<b>Item no. 1: (Special Resolution)</b> Approval of Newgen Software Technologies Restricted Stock Units Scheme – 2021.			
2.	<b>Item no. 2: (Special Resolution)</b> To approve extending the benefits to the employees of Subsidiary Company(ies) under Newgen Software Technologies Restricted Stock Units Scheme – 2021.			
3.	<b>Item no. 3: (Special Resolution)</b> To approve acquisition of Equity Shares by way of Secondary Acquisition Under Newgen Software Technologies Restricted Stock Units Scheme – 2021.			
4.	<b>Item no. 4: (Special Resolution)</b> Provision of money by the Company for purchase of Its own shares by the Trust / Trustees for the benefit of employees under Newgen Software Technologies Restricted Stock Units Scheme – 2021.			

Date:

(Signature of the Sole/First/Joint Member(s))

Place:

#### Electronic Voting Particulars

EVENT (e-voting event number)	USER ID	PASSWORD / PIN

#### NOTES:

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

Commencement of E-voting	End of E-voting
Friday, 27 <sup>th</sup> November 2020 [9:00 AM onwards (IST)]	Saturday, 26 <sup>th</sup> December 2020 [up to 5:00 PM (IST)]

II. For E-voting, please refer the instructions under “voting through electronic means / E-voting” in the Postal Ballot Notice attached herewith.

III. The last date for the receipt of scanned signed copy of Postal Ballot Forms by the Scrutinizer is Saturday, 26<sup>th</sup> December 2020 at 5:00 PM (IST).

**INSTRUCTIONS:**

- I. A member desiring to exercise vote by Postal Ballot may complete this Postal Ballot Form and send scanned signed copy marking to Scrutinizer at [cskundanagrawal@gmail.com](mailto:cskundanagrawal@gmail.com) and copy to [investors@newgensoft.com](mailto:investors@newgensoft.com) not later than 5:00 PM (IST) on Saturday, 26<sup>th</sup> December 2020. If any Postal Ballot Form is received after this time and date, it will be considered that no reply from such member has been received.
- II. The votes should be cast either in favour or against by putting the tick (✓) mark in the column provided for assent or dissent. Postal Ballot Form bearing (✓) in both the columns will render the form invalid. Once the vote on a resolution is cast by the member, he/she shall not be allowed to change it subsequently or cast the vote again.
- III. This Form should be completed and signed by the member (as per the specimen signature registered with the Company/ Depository Participants). In case of joint holding, this Form should be completed and signed by the first named member and in his/ her absence, by the next named member.
- IV. A member cannot exercise his/her vote by proxy on Postal Ballot. There will be only one Postal Ballot Form for every folio irrespective of the number of Joint Shareholder(s). In case of joint holding, the Postal Ballot Form should be completed and signed by the first named member or his/her duly authorized attorney registered with the Company and in his/her absence, by the next named member. In case of shares held by Companies, Trusts, Societies etc. the duly completed Postal Ballot Form should be accompanied by a certified true copy of the Board Resolution/Authority Letter.
- V. Incomplete, unsigned or incorrect Postal Ballot Form will be rejected. The Scrutinizer's decision on the validity of the Postal Ballot will be final and binding.
- VI. A member need not use all his/ her votes nor cast all the votes in the same way. The voting rights of the members shall be in proportion to their shares in the total paid-up equity share capital of the Company as on Friday, 20<sup>th</sup> November 2020 (cut-off date).
- VII. Member(s) are requested not to send any other paper along with the Postal Ballot Form, and any extraneous paper found would be destroyed by the Scrutinizer and the Company would not be able to act on the same.
- VIII. Kindly note that the members can opt for only one mode of voting, i.e., either by sending Postal Ballot Form or E-voting. In case members cast their votes through both the modes, voting done by E-voting shall prevail and votes cast through Postal Ballot Form will be treated as invalid.
- IX. The result of the Postal Ballot shall be declared on or before Monday, 28<sup>th</sup> December 2020. The resolutions, if passed by the requisite majority, shall be deemed to have been passed on Saturday, 26<sup>th</sup> December 2020 i.e. the last date specified for receipt of duly completed scanned signed copy of Postal Ballot Form or E-voting.

\*\*\*\*\*