



SHIV-VANI OIL & GAS EXPLORATION SERVICES LIMITED

Regd. off.: 5TH FLOOR, TOWER-1, NBCC PLAZA, SECTOR-5,
 PUSHP VIHAR, SAKET, NEW DELHI-1100017
 Phone No.(011) 29564592, Fax No.(011) 29565082.
 Web site:www.shiv-vani.com, Email ID: investors@shiv-vani.com
 CIN : L74899DL1989PLC038542

POSTAL BALLOT FORM

Sl. No.....

1. Name(s) & address of Sole/First Holder

2. Joint Holder(s) Name if any

3. Registered Folio Number/ DP ID no. and Client ID no.

4. Number of Shares Held

5. I/We hereby exercise my/our vote in respect of the following Special Resolutions to be passed through Postal Ballot for the business stated in the Notice of the Company by sending my/our "assent" or "dissent" to the said resolution by placing tick (✓) mark at the appropriate box below:

Item No.	Description	No. of Equity Shares	I/We Assent to the Resolution (YES)	I/We Dissent to the Resolution (NO)
1.	To Approve Borrowing Limits of the Company			
2.	Creation of Charge on assets of the Company			
3.	Increase In Authorized Share Capital			
4.	Alteration of Memorandum of Association			
5.	Alteration of Article of Association			
6.	To approve, ratify and confirm the Corporate Debt Restructuring Scheme in relation to the Company's Debt.			
7.	Issuance of Equity Shares on Preferential Basis to the Promoters			
8.	Conversion of Debt Into Equity			
9.	Issuance of Equity Shares on Preferential Basis To Lenders (ICICI BANK LTD.)			
10.	Creation of Charge for CDR			
11.	To adopt new Article of Association of the Company as per Companies Act, 2013.			

* In case of change of address, please specify complete address in capital letters to be incorporated.

Place:

Date:

(Signature of the shareholder)

ELECTRONIC VOTING PARTICULARS

EVEN	USER ID	PASSWORD/PIN

Note: Last date for receipt of Postal Ballot Form by the Scrutinizer – Thursday, 18th September, 2014.
 Please read carefully the instructions printed overleaf before exercising vote.

INSTRUCTIONS

The shareholder(s) can opt only one mode of voting, i.e. either by e-voting or physical mode. If you are opting for e-voting, then do not by physical postal ballot also and vice versa. However, in case shareholders cast their vote by physical ballot and e-voting then voting done through e-voting will prevail and voting done through physical ballot will be treated as invalid.

Voting in Physical form:

1. A member/ beneficial owner desiring to exercise vote by postal ballot may complete this Postal Ballot Form and send it to in the attached self-addressed business reply envelope. Postage will be borne and paid by the company. However, envelopes containing postal ballots, if sent by courier at the expenses of the registered member/ beneficial owner will also be accepted.
2. The self-addressed envelope bears the address of the scrutinizer appointed by the Board of Directors of the Company.
3. This form should be completed and signed by the member/ beneficial owner. In case of joint holding, this form should be completed and signed (as per the specimen signature registered with company) by the first named member/ beneficial owner and in his absence, by the next named member/ beneficial owner. There will be one Postal Ballot Form for every Folio/ Client ID irrespective of the number of joint holders.
4. Please note that Postal Ballot Form shall not be signed by the proxy.
5. Assent or dissent to the proposed resolution may be recorded by placing a tick mark (✓) in the appropriate column. The assent or dissent received in any other form shall not be considered valid.
6. The voting rights of Shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on 8th August, 2014.
7. Incomplete, Unsigned or incorrectly ticketed Postal Ballot Form will be rejected.
8. Duly completed Postal Ballot Form should reach the Company or the scrutinizer not later than the close of working hours on 18th September, 2014. All Postal Ballot Forms received after this date will be strictly treated as if the reply from the member/ beneficial owner has not been received.
9. 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 Board Resolution/Authority, authorizing the signatory to execute and sign the Postal Ballot Form Further, where the form has been signed by a representative of the President of the India or Governor of State, certified copy of the nomination should accompany the Postal Ballot Form.
10. Members/ beneficial owners are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed envelope as the envelope will be sent to the Scrutinizer and any extraneous paper found in the envelope would be destroyed by the Scrutinizer. Member / beneficial owners are also requested not to write anything on the Postal Ballot form except giving their assent or dissent and affixing their signatures.
11. A member may request for duplicate postal ballot form, if so required. However, the duly filled in and signed duplicate postal ballot form should reach the Scrutinizer not later than the date specified in point no. (8) above.
12. Postal Ballot form received by fax will be rejected as if reply from Shareholder has not been received unless the original postal ballot form is received within prescribed time period.
13. The Scrutinizer's decision on the validity of a Postal Ballot will be final.
14. There will be one Postal Ballot for every Folio/ Client ID.
15. Members are requested to fill in the postal ballot form in indelible ink and not in any erasable writing mode.

Electronic Voting

The Company also offered e-voting facility to its members enabling them to cast their vote electronically. The Company has signed an agreement with the National Securities Depository Limited (NSDL) for facilitating e-voting to enable the shareholder to cast their votes electronically pursuant to Clause 35B of the Listing Agreement.

1. **The instructions for shareholders for e-voting are as under:**
Process and Manner for members opting for e-voting is as under:-
(A) In case of Member receiving e-mail from NSDL:
 - (i) Open e-mail and open password protected PDF file viz. " e-voting@nsdl.co.in" with your Client ID or Folio No. as password to open PDF file which contain your user ID and Password for e-voting. Please note that the password is an initial password.
 - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
 - (iii) Click on Shareholder – Login.
 - (iv) Put user ID and Password as initial password noted in step (i) above. Click Login.
 - (v) Password change menu appears. Change the password 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 EVEN of SHIV-VANI OIL & GAS EXPLORATION SERVICES LIMITED.
 - (viii) Now you are ready for e-Voting as Cast Vote page opens.
 - (ix) Cast your vote by selecting 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) 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: scrutinizer.kapahiassociates@yahoo.com with a copy marked to evoting@nsdl.co.in.**(B) In case of Members receiving Postal Ballot Form by Post:**
 - (i) Initial password is provided at the bottom of the Postal Ballot Form.
 - (ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xii) as mentioned in (A) above, to cast vote.**(C)** If you are already registered with NSDL for e-voting then you can use your existing User ID and Password for casting your vote.
(D) 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 www.evoting.nsdl.com.
(E) Shareholders desiring to exercise vote by physical Postal Ballot are requested to carefully read the instructions printed in the Postal Ballot Form and return the Form duly completed and signed in the enclosed self addressed business reply envelope to the Scrutinizer so as to reach the Scrutinizer on or before the close of working hours on 18th September, 2014 postage cost will be borne by the Company. However, envelopes containing Postal Ballot Form(s), if deposited in person or sent by courier or registered/speed post at the expense of the Shareholder will also be accepted.
(F) The evoting Period shall commence on Thursday 21st August, 2014 at 10.00 a.m. and so on Friday, 19th Sept. 2014 till 6.00 p.m.