Form No. MGT- 12
Polling Paper

[Pursuant to Section 109(5) of the Companies Act, 2013 and Rule 21(1) (c) of the Companies (Management and Administration) Rules, 2014]

Name of the Company: SAPTAK CHEM AND BUSINESS LIMITED
Registered Office: 201 Chiranjiv Complex, Mahalaxmi Five Road, Paldi
Ahmadabad City, Gujarat, India, 380007
CIN: L24299GJ1980PLC101976

BALLOT PAPER

Sl. No	Particulars	Details
1.	Name of the first named Shareholder (In Block Letters)	
2.	Postal address	
3.	Registered Folio No (Physical Shares) / Client ID (dematerialized shares of Saptak Chem And Business Limited)	
4.	DP ID (Applicable only to Dematerialized Shareholders of Saptak Chem And Business Limited)	
6.	Class of Share	Equity Shares of Rs. 10/- each

I hereby exercise my vote at the 45th Annual General Meeting of the Company, to be held on Thursday, June 27, 2024 at 11:30 A.M. (IST) in respect of Ordinary/Special Resolutions enumerated below by recording my assent or dissent to the said resolutions in the following manner:

No.	Item No.	No. of Shares held by me	I assent to the resolution	I dissent from the resolution
1.	Consideration and Adoption of the Audited Financial Statements of the Company for the Financial Year ended March 31, 2024 and the Reports of the Board of Directors and Auditors thereon.			
2.	Re-appointment of Mr. Manthan Bhavsar (DIN: 05208214) as a Managing Director (Executive), who retires by rotation and being eligible, offers himself for re-appointment.			
3.	To appoint M/s. Meet Shah & Associates, Chartered Accountants, Ahmedabad as Statutory Auditors of the Company to hold office for a period of 3 (Three) consecutive financial years, from the conclusion of the 45th Annual General Meeting of the Company until the conclusion of the 48th Annual General Meeting of the Company and to authorise the Board of Directors of the Company to fix their remuneration.			
4.	To Consider and approve the Scheme of Capital Reduction of the Company.			

Place:
Date:

Signature of the Shareholder*

(*as per Company records)