



IRIS Business Services Limited

14th August, 2019

To,
BSE Limited
Corporate Relationship Department,
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai 400001

Scrip Code: 540735

Sub: Intimation of calendar of events for Postal Ballot process and publication of newspaper advertisement

Dear Sirs,

In continuation to our letters dated 27th July, 2019 and 14th August, 2019, please find attached the calendar of events for the Postal Ballot process, which is attached herewith as Annexure I.

The Notice of Postal Ballot has been published in Financial Express (English Edition) and Loksatta (Marathi Edition) newspapers on Wednesday, 14th August, 2019. A copy of the publication in newspapers is also attached herewith as Annexure II.

You are requested to take the above information on your records.

Thanking You,
Yours faithfully,
For **IRIS Business Services Limited**

JAY
MISTRY Digitally signed
by JAY MISTRY
Date: 2019.08.14
11:53:24 +05'30'

Jay Mistry
Company Secretary & Compliance Officer
Encl: As above

**Annexure - I****Calendar of events for Postal Ballot**

Sr. No.	Particulars of Event(s)	Day / Date / Time
1.	Date of obtaining consent of Scrutinizer for Postal Ballot process	Wednesday, 24 th July, 2019
2.	Date of Board meeting approving the Notice of Postal Ballot, appointing Scrutinizer and CDSL for e-voting facility	Saturday, 27 th July, 2019
3.	Date of Appointment of Scrutinizer for Postal Ballot	Saturday, 27 th July, 2019
4.	Date of intimation of outcome of board meeting to Stock Exchange approving Postal Ballot	Saturday, 27 th July, 2019
5.	Cut-off date for ascertaining the list of shareholders to whom the Notice of Postal was sent / dispatched and also for reckoning voting rights	Friday, 2 nd August, 2019
6.	Date of completion of dispatch of Notice of Postal Ballot along with Postal Ballot Form	Tuesday, 13 th August, 2019
7.	Date of publication of advertisement in newspaper about completion of dispatch of Notice of Postal Ballot	Wednesday, 14 th August 2019
8.	Intimation to Stock Exchange of Notice of Postal Ballot, completion of dispatch of Postal Ballot Notice, and Calendar of Events	Wednesday, 14 th August 2019
9.	Date of commencement of voting period for physical Postal Ballot form / electronic mode	Wednesday, 14 th August 2019 (9:00 am IST)
10.	Last date for receiving postal ballot forms by the Scrutinizer / Last date for e-voting	Friday, 13 th September, 2019 (5:00 pm IST)
11.	Date on which resolution will be deemed to be passed on approval by requisite majority	Friday, 13 th September, 2019 (5:00 pm IST)
12.	Submission of Scrutinizer's Report (on or before)	Sunday, 15 th September, 2019
13.	Date of declaration of result of voting and intimation of result to the Stock Exchange by Company (on or before)	Sunday, 15 th September, 2019

WEDNESDAY, AUGUST 14, 2019



IRIS Business Services Limited

Regd. Office: T-231, Tower 2, 3rd Floor, International Infotech Park, Vashi - 400 703, Maharashtra, India. Tel: +912267231000, Fax: +91 2227814434 Email: cs@irisindia.net
Website: www.irisbusiness.com CIN: L72900MH2000PLCJ28943

NOTICE OF POSTAL BALLOT

Members of IRIS Business Services Limited ("IRIS" or the "Company") are hereby informed that in compliance with the provisions of Section 110 of the Companies Act, 2013 read with the corresponding Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014, we are furnishing the following details:

- a) The business to be transacted by voting through Postal Ballot which includes voting by electronic means for seeking approval of the members for the following matter:

Item No.	Description of the Special Resolution
1.	Migration of equity shares of the Company from SME Platform of BSE Limited to the Main Board of BSE Limited

- b) The Company has on **Tuesday, August 13, 2019** completed the dispatch of the Postal Ballot Notice and explanatory statement along with the Postal Ballot Form(s) to all the members whose name(s) appeared on the Register of members /list of beneficial owners as on **Friday, August 2, 2019 (cut-off date)** by the prescribed mode. The Company has availed services of Central Depository Services (India) Limited ("CDSL") to provide e-voting facility.
- c) The date and time of commencement of voting through electronic means and Postal Ballot - **Wednesday, August 14, 2019 (9:00 am IST)**.
- d) The date and time of end of voting through electronics means and Postal Ballot - **Friday, September 13, 2019 (5:00 pm IST)**.
- e) Any Postal Ballot Form received from a member beyond **Friday, September 13, 2019 (5:00 pm IST)** shall not be allowed and will be strictly treated as if no reply from the member has been received. The e-voting platform will be disabled by CDSL thereafter.
- f) The members who have not received the Postal Ballot Forms may apply to the Company/Registrar i.e. Link Intime India Private Limited and obtain duplicate thereof.
- g) Website address where Postal Ballot Notice and Postal Ballot Form are displayed: Company - www.irisbusiness.com, CDSL - www.cdslindia.com.
- h) Contact details of the person responsible to address the grievances connected with the voting by Postal Ballot including voting by electronic means: Mr. Jay Mistry, Company Secretary, Registered Office - T-231, Tower 2, 3rd Floor, International Infotech Park, Vashi - 400 703, Maharashtra, India. Telephone Number: +912267231000, Email Id: cs@irisindia.net.
- i) The Company has appointed Ms. Priti Sheth of M/s. Priti J. Sheth & Associates, Company Secretaries, (Membership No. FCS 6833, C.P. No. 5518) and failing her Ms. Rachana Maru of M/s. Priti J. Sheth & Associates, (Membership No. ACS - 41825, C.P. No. 16210) as the Scrutinizer to conduct the Postal Ballot process in a fair and transparent manner.
- j) 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 Mr. Rakesh Dahvi, Manager, CDSL, at helpdesk.evoting@cdslindia.com or call on toll free no. 1800225533.
- k) The results of the voting by postal ballot will be declared by **Sunday, September 15, 2019** at the registered office of the Company. The results of the postal ballot along with the scrutinizer's report will be hosted on the Company's website www.irisbusiness.com and will be communicated to the BSE Limited, where the equity shares of the Company are listed.

By the Order of the Board of Directors
For IRIS Business Services Limited
Sd/-

Place: Mumbai
Date: August 13, 2019

Jay Mistry
Company Secretary & Compliance Officer

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मुंबई, बुधवार, १४ ऑगस्ट २०१९ ★



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By the Order of the Board of Directors
For IRIS Business Services Limited

Sd/-

Jay Mistry

Place: Mumbai

Date: August 13, 2019

Company Secretary & Compliance Officer