

Name and Registered Address of the Sole/First
named Member :

Name(s) of the joint Member(s), if any :

Registered Folio No. / DP & Client ID No. :
Number of Shares held :

Dear Member,

Sub.: Voting through electronic means

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended, International Paper APPM Limited ("IPAPPM" or "the Company") is offering e-voting facility to its members in respect of the business to be transacted at the 54th Annual General Meeting scheduled to be held on Thursday, August 2, 2018 at 12.30 P.M. at Cherukuri Veeraj Subbalakshmi Convention Centre, Jawaharlal Nehru Road, Rajahmundry – 533 103, East Godavari District, Andhra Pradesh, India.

The Company has engaged the services of Karvy Computershare Private Limited ("Karvy") as the Authorized Agency to provide e-voting facilities. The e-voting particulars are set out below:

EVEN (E-Voting Event Number)	USER ID	PASSWORD/PIN

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

Commencement of e-voting	End of e-voting
Monday, July 30, 2018 (9.00 a.m. IST)	Wednesday, August 1, 2018 (5.00 p.m. IST)

The cut-off date for the purpose of e-voting is July 26, 2018.

Please read the instructions printed overleaf before exercising the vote. This Communication forms an integral part of the Notice dated June 30, 2018 for the 54th Annual General Meeting scheduled to be held on August 2, 2018, a copy of which is attached. Annual Report of the Company for the financial year 2017-18 was dispatched to all the Members separately. Attention is invited to the statement on the accompanying Notice that the business of the Meeting may be transacted through electronic voting system and that the Company is providing facility for voting by electronic means.

The Notice of the 54th Annual General Meeting, Annual Report 2018 and this communication are also available on the website of the Company at www.ipappm.com.

All documents referred to in the accompanying Notice and the Statement pursuant to Section 102(1) of the Companies Act, 2013 will be available for inspection at the Registered Office of the Company from 9 a.m to 12 Noon on all working days till the date of 54th Annual General Meeting of the Company, i.e. August 2, 2018.

Yours faithfully,
For International Paper APPM Limited

Hyderabad
June 30, 2018

C. Prabhakar
Sr. Vice President (Corporate Affairs) & Company Secretary

INSTRUCTIONS FOR E-VOTING

1. Members are requested to follow the instructions below to cast their voting through remote e-voting:
 - I. Launch internet browser by typing the URL: <https://evoting.karvy.com>
 - II. Enter the login credentials (i.e. User ID and password mentioned overleaf). Your Folio No./DP ID- Client ID will be your User ID. However, if you are already registered with Karvy for remote e-voting, you can use your existing User ID and password for casting your vote.
 - III. After entering these details appropriately, click on “LOGIN”.
 - IV. You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@, #, \$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
 - V. You need to login again with the new credentials.
 - VI. On successful login, the system will prompt you to select the E-Voting Event Number for International Paper APPM Limited.
 - VII. On the voting page, enter the number of shares (which represents the number of votes) as on the cut-off date i.e., Thursday July 26, 2018 under “FOR/AGAINST” or alternatively, you may partially enter any number in “FOR” and partially in “AGAINST” but the total number in “FOR/AGAINST” taken together should not exceed your total shareholding as mentioned overleaf. You may also choose the option “ABSTAIN” and the shares held will not be counted under either head.
 - VIII. Members holding multiple folios / demat accounts shall choose the voting process separately for each of the folios / demat accounts.
 - IX. Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
 - X. You may then cast your vote by selecting an appropriate option and click on “Submit”.
 - XI. A confirmation box will be displayed. Click “OK” to confirm else “CANCEL” to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolutions.
 - XII. **Corporate / Institutional Members** (i.e. other than Individuals, HUF, NRI, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution / Authority Letter, etc., together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer at E-mail ID: dh300@gmail.com. They may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format “IPAPPM_EVEN NO.”
2. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently. Further, the Members who have cast their votes by remote e-voting may also attend the Annual General Meeting. However, those Members shall not be allowed to cast their vote again at the general meeting.
3. In case of any queries, you may refer Help & FAQ section of <https://evoting.karvy.com> (Karvy Website) or call Karvy on +91 40 6716 1770/6716 1606 and Toll Free No. 1800 4250 999.
4. The voting rights of the Members shall be reckoned on the paid up value of shares registered in the name of the Member/Beneficial Owner as on the cut-off date i.e., July 26, 2018.
5. The Board of Directors has appointed Mr. D. Hanumanta Raju (Membership No. FCS 4044 and PCS No. 1709), Partner, D. Hanumanta Raju & Co. Company Secretaries, B-13, F-1 & F-2, P.S. Nagar, Vijayanagar Colony, Hyderabad – 500 057 as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
6. The scrutinizer shall, immediately after the conclusion of voting at the general meeting, first count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses who are not in the employment of the Company and make a consolidated Scrutinizer’s Report of the total votes cast in favour or against, if any, to the Chairman or person authorized by the Chairman for counter signature.
7. The Results shall be declared either by the Chairman or by an authorized person of the Chairman and the Resolutions will be deemed to have been passed on the AGM date subject to receipt of the requisite number of votes in favour of the Resolutions.
8. Immediately after declaration of results, the same shall be placed along with the Scrutinizer’s Report on the Company’s website www.ipappm.com and on the website of Karvy <https://evoting.karvy.com>, and communicated to BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed for placing the same on their website.