

## e-Voting Procedure

The procedure and instructions for e-Voting are as follows:

- i. Open the web browser during the voting period and log on to the e-voting website **www.evotingindia.com**.
- ii. Click on “Shareholders” to cast your vote.
- iii. Select the EVSN along with COMPANY NAME from the drop down menu and click on “SUBMIT”
- iv. Enter the login details as given below:

User-ID	For Members holding shares in Demat Form:- a) For NSDL :- 8 Character DP ID followed by 8 Digits Client ID b) For CDSL :- 16 digits beneficiary ID  For Members holding shares in Physical Form:- Folio Number registered with the Company
Password	Your Unique password may be printed on the Postal Ballot Form or sent to you through email by the company or its Registrar and Transfer Agent (RTA)
PAN	Enter your 10 digit alpha-numeric PAN or the Default Number printed on the Postal Ballot Form or sent to you through email by the company or its Registrar and Transfer Agent (RTA)

v. After entering these login details appropriately, click on “SUBMIT” tab.

vi. Members holding shares in Demat form will have to mandatorily change their password in the Password Change menu and enter the new password in field provided. The new password has to be minimum eight characters consisting of atleast one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character. Kindly note that this is the same password which has to be used by the Demat holders for voting on resolutions of any other company in which they are eligible to vote, provided the Company opts for e-voting through CDSL’s platform. It is strongly recommended that you not share your password with any other person and take utmost care to keep it confidential.

vii. Members holding shares in Demat Form may update their mobile number and e-mail ID in the user profile details which will be used for sending the revised password incase the Member forgets the password and wants to reset it.

Members holding shares in Demat Form who have already voted on an earlier instance of e-Voting for any company on [www.evotingindia.com](http://www.evotingindia.com) would have to use their existing User ID, Password and PAN.

ix. Members holding shares in Physical Form, would have to use the User ID, Password and PAN to vote on resolutions for a particular EVSN only and would be taken directly to the voting screen.

- x. On the voting page, you will see Resolution Description with the options of 'YES/NO' for voting for each of the resolution. Enter the number of shares (which represents number of votes) under YES/NO. The total number of votes in YES and NO taken together should not exceed the total shareholding.
- xi. Click on the Resolution File Link to view the entire Postal Ballot Notice.
- xii. After voting on the desired resolution(s), click on SUBMIT. A confirmation box stating "If you wish to confirm your vote, click on OK, else to change your vote, click on CANCEL and accordingly modify your vote" would be displayed. Click OK or CANCEL as desired.
- xiii. Once you have voted on a resolution(s), you will not be allowed to modify your vote.
- xiv. Institutional members (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's e-mail mentioned in the Postal Ballot with a copy marked to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- xv. In case you have any queries or issues regarding e-Voting, please contact the Company or its Registrar and Transfer Agent (RTA) or send a mail to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

### **e-VOTING THROUGH CDSL 's MOBILE APP (m-Voting)**

CDSL is pleased to launch m-Voting, an e-Voting mobile App for shareholders to cast their vote at their convenience. m-Voting provides an anytime - anywhere access for shareholders for voting on Company resolutions. m-Voting app is available for android based mobiles on the Google Play Store. Windows and iOS versions will be available shortly. Shareholders may log-in to m-Voting using their e-Voting credentials to vote for resolutions in AGMs or Postal

#### **Ballot.**

CDSL's e-Voting System enables investors to cast their votes pertaining to company resolutions through the internet till the closure of an e-Voting event. Additionally, shareholders who have downloaded the application on their mobile can use the instrument to vote even at the venue during the Annual General Meetings (AGM), Extra- Ordinary General Meetings (EGM) or any other meeting, provided they have not voted for the same earlier and if the company concerned has opted to use the CDSL platform for getting the votes cast during the meeting.

Investors holding securities of the Companies mentioned above may use the m-Voting App to and follow the instructions mentioned in the notice of the Company to cast their vote during the specified period.

Queries regarding this communiqué may be addressed to:

CDSL e-Voting Services on [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).