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Joining Procedure

Signing up

1. The Company intending to avail e-voting, will sign a bi-partite or tri-partite agreement with its RTA and Central Depository Services (India) Ltd. (CDSL).
2. To execute the Agreement, kindly print the agreement on a Stamp Paper or franked value of Rs. 600/- and send the same along with 2 photo copies (with original signatures of the company and R&T agent) to CDSL.
3. The Company, Registrar and Transfer Agent (RTA) & Scrutinizer will have to register themselves on CDSL's e-Voting Website www.evotingindia.com website and submit a print of the application form duly signed and stamped for CDSL approval. Companies already registered with CDSL should select the Company name from the dropdown menu when registering.
4. Companies having an inhouse RTA should select, both, the Company and RTA options.
5. CDSL will generate admin ids for Companies, RTA and the Scrutinizer.

Companies/ RTAs are advised to note that once they are registered and the agreement has been executed, there is no need to re-register or execute a fresh agreement until there is a change in the RTA for any subsequent e-Voting instances.

e-Voting Process for companies:

- The Company and its (RTA) will setup the e-Voting schedule on www.evotingindia.com, upload the resolutions on which voting is required for the relevant Electronic Voting Sequence Number (EVSN). On successful generation of the EVSN an automated email will be sent to the email ids of the Company, RTA and its Scrutinizer.
- While creating an EVSN the RTA will have to upload the following:
 - The Register of Members
 - Resolution/s
 - Extract of Resolution/s
 - Corporate Logo (Optional)
- The RTA has the option to modify the EVSN details till the start time of the Voting.
- Once the EVSN is created and checked by the checker, the Company has to Activate the EVSN from in the system from their login. An email containing the details of the activation would be sent to the Company, RTA and Scrutinizer email ids.
- The company will then communicate the procedure for e-Voting, along with the notice of the resolution to all the security holders.

The e-Voting process to be followed by the shareholders to cast their votes:

- The security holders should log on to www.evotingindia.com during the duration of the voting period and cast their votes for the resolutions on the e-Voting System.
- Shareholders who have voted on an earlier instance of voting can login using their existing password.
- First time shareholders can login to the **e-Voting** system using their user-id (i.e. demat account number / folio number), PAN and Date of Birth (DOB) or Dividend Bank account number mentioned for the said demat account or folio. Physical shareholders will have to login with the Folio number, PAN and either DOB or Dividend Bank details for every voting.
- After logging in, demat security holders will have to mandatorily change their password. This password can be used by demat security holders for all future voting on resolutions of companies in which they are eligible to vote. Security holders have to then select the EVSN for which they desire to vote.
- Security holders can then cast their vote on the resolutions available for voting.
- Security holders can also view the resolution details on the **e-Voting** website.
- Once the security holder casts the vote, the system will not allow modification of the same.
- During the voting period, security holders can login any number of times till they have voted on all the resolutions. However, once the security holder has voted on a resolution he/she would not be able to vote for the same resolution again.

e-Voting for Scrutinizers:

At the end of the voting period, the scrutinizer can download the entire voting data using the Scrutinizer login.

e-Voting for Non-Individuals and Custodians:

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves as Corporate Shareholders and Custodians respectively.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
- After receiving the login details, a compliance user should be created who would be able to link the account(s) for which they wish to vote on.
- The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.

- A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

e-Voting benefits

To Companies

- E-Voting process is faster, transparent and cost efficient.
- Eliminates invalid votes.
- Administrative costs of postal voting will be reduced as there will be no need for verification of signatures and counting of ballot votes. Also, cost associated with storing of physical ballot papers will be saved.
- Counting of votes would be accurate.
- The voting results can be declared instantaneously.
- This will enable regulators to reduce the time provided for postal ballot.
- Results of the ballot are available online.

To Security holders

- Ability to take part in the decision making process of companies in the comfort of their homes or offices.
- Can vote easily on any number of resolutions of any number of companies in which they are eligible to vote.
- Ease of voting.
- No scope for invalid votes.
- Ample time to vote – Till the last day and last minute.

Contact:

For Further details, please contact Mr. Anand Tirodkar on Tel: 022-22728153 or Ankit Bandivadekar on Tel: 022-22728634.

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