CDSL/OPS/RTA/POLCY/2022/42 **February 25, 2022**

SEBI CIRCULAR FOR E-VOTING FACILITY PROVIDED BY LISTED ENTITIES

Issuers/RTAs are advised to refer to SEBI Circular no. **SEBI/HO/CFD/CMD/CIR/P/2020/242** dated December 09, 2020 [**refer Annexure-1**]. and CDSL circular no CDSL/OPS/RTA/POLCY/2021/65 dated June 02,2021 informing about the detailed system process and CDSL circular no CDSL/OPS/RTA/POLCY/2021/166 dated December 08,2021 informing about the applicable charges levied for the sending SMS alerts from January 10, 2022. [**refer Annexure-2**].

Issuers/RTAs are once again requested to note the detailed system process & details of applicable charges for e-voting alerts:

1) As per the aforesaid SEBI Circular, **the Companies shall provide the details of their all-upcoming events like AGM, EGM, Postal Ballot & any other events requiring electronic voting through the Depository. The depository shall send SMS/email alerts in this regard, to the CDSL Demat account holders as per the information provided by companies to depository & charges for sending alerts will be applicable. The said SEBI circular will be applicable to all events of all companies whose shareholders are holding stocks in Demat form.**

2) In order to facilitate companies to provide details of their all-upcoming events requiring voting through depository, CDSL has enhanced their issuer centre portal to include e-Voting features for companies to provide details of upcoming events requiring voting and enable depository to send SMS/email alerts in this regard. The said enhanced facility for issuer centre portal is already available in the CDSL Depository system.

3) Issuers can access the Issuer Centre Portal from Home page of CDSL website i.e. https://www.cdslindia.com from Issuer Centre Tab or click on link https://issuercentre.cdslindia.com/Home/Login to access issuer centre portal for providing the details of their all-upcoming events requiring voting through depository.

4) Issuers who are already registered with CDSL Issuer Centre Portal can use their existing login credentials to access the new e-Voting feature for providing details of all upcoming events requiring voting. The login credential has already been sent to all issuers on their registered email id with depository.

5) Those Issuers who have not yet received login credential of issuer centre portal, can send a request to helpdesk.evoting@cdslindia.com with the reference of said SEBI circular.

6) All registered issuers users must follow the below process for login on issuer centre portal.

- Visit CDSL website at https://www.cdslindia.com & click on Issuer Centre Tab or click on link https://issuercentre.cdslindia.com/Home/Login to access issuer centre portal
- The existing user can login directly using their existing user credential created by your admin to update evoting schedule.
- The new user can login with Admin user ID & password. The Admin user id will be **isuradmn_<isuerid>** for eg: issuer id is 1234 then userid- **isuradmn_1234.**
- The OTP will be confirmed by the Admin user, which is forwarded to Registered Email ID.
- Admin user needs to create the specific User login with their choice of unique user ID for updating the eVoting schedule by using the **User Management Tab.**
- The **Privileges** of E Voting Schedule must be given to the aforesaid specific user.
- The new user created by admin can now proceed with login from their user login credential for scheduling of the E Voting events.

7) After successful login by user, Process to setup/provide the details of the upcoming events requiring e-voting shall be as follows:

User to click on **eVoting tab**.

a) User to setup/ provide following mandatory information in system by clicking **Add new tab.**

- ISIN (To be selected from Dropdown given)
- ESP Name providing Evoting facility (CDSL, NSDL, KARVY, LINKINTIME)- (To be selected from dropdown given)
- Record Date
- Start Date and Start Time
- End Date and End Time
- Meeting Date and time (Optional for other than AGM/EGM events)
- Acceptance of Terms & charges.
- Confirmation message of updating schedule for sending email/SMS alerts & applicable charges.

b) The evoting schedule updated by user is considered as process completed & **there is no checker required in the system.**

c) An option to view or delete the details already provided in system is also available.

d) It is mandatory for Issuers to provide details on CDSL Issuer Centre Portal as per deadline to comply the SEBI circular.

e) It is recommended to setup/provide such details on system on or before record/cut off date enable system to provide evoting facility to their members through depository system.

f) It is recommended to setup/provide such details on system on or before record/cut off date to enable depository to send email/SMS alerts **at least 2 days prior** to commencement of voting.

g) The details of events not updated/provided to depository may not be considered for compliance of sending email/SMS alerts at least 2 days prior to commencement of voting.

8) Once Issuer user has updated the required evoting details on the system, the details will be considered as final for displaying evoting events to their shareholders and for sending email/SMS alerts to the demat account holders of CDSL. Hence kindly ensure to provide correct details so that correct information is communicated to shareholders.

9) In case users have forgotten their admin password, they can reset their password by clicking on the 'Forgot password' link on the login page of Issuer centre portal. The user will need to follow to below mentioned steps:

- Enter the admin User ID in the 'Username' field and click 'Forgot password' option. The user id will be **isuradmn_<isuerid>** for eg: issuer id is 1234 then userid is- **isuradmn_1234.**
- Enter your registered email ID.
- The password will be forwarded to the registered Email ID.
- Please check the password in spam/junk folder & also requested to whitelist the following email id to receive the mails from our end.
  easiadminpr@cdslindia.co.in
  easiissuerotp@cdslindia.co.in

10) The aforesaid facility is also provided to RTAs to setup/provide the details of upcoming events requiring voting on behalf of their respective companies.

11) If due to any reasons, Issuers/RTA's are unable to provide/update aforesaid details electronically to depository, they are advised to email **the duly stamped and signed Consent Letter** (**refer Annexure-3)** to **helpdesk.evoting@cdslindia.com** before the record date/cutt of

date to consider the same for sending SMS/email alerts. It is recommended that Issuers should provide details on CDSL Issuer Centre Portal Itself.

12) All Issuers/RTAs are advised to follow the above-mentioned procedure to adhere with the aforesaid SEBI circular. All RTAs are advised to inform their client companies suitably.

13**) Further Issuers/RTAs are advised to note that amendments have been affected in Chapter 6: COSTS, CHARGES AND DEPOSITS of CDSL's RTA Operating Instructions, whereby charges will be levied for sending SMSs to eligible shareholders. The aforesaid charges are applicable from January 10, 2022, as per the CDSL communique no CDSL/OPS/RTA/POLCY/2021/166 dated December 08, 2021. (Refer Annexure-2).**

Charges for e-Voting

1. Details of the charges levied for each evoting event.

Slab	**Paid up Capital**	**Setup Fees (Rs.)**
1	Up to Rs.5 Crore	Rs.1,000/-
2	Above Rs.5 crore to Rs.10 Crore	Rs.2,500/-
3	Above Rs.10 crores	Rs.5,000/-

2. Rs.0.45 (45 paise) for sending SMS to the shareholders holding shares as on the identified date.

Note:

a. No charges for sending of emails to all the eligible investors having email IDs registered in the depository system**.**

b. Charges are applicable for sending SMS to all the eligible shareholders having mobile numbers registered in the demat account.

c. In case of request from the Issuer / RTA to repeat SMS for the demat account holders holding securities, afore mentioned fees on SMS would be levied. However, the setup fees would not be levied for the said e-Voting instance.

For any assistance, please feel free to contact to your designated Relationship Manager or can contact respective nearest CDSL branch office to serve you better.

Queries regarding this communiqué may be addressed to **CDSL – Helpdesk:** on telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com.

sd/-

Nilesh Shah
Asst. Vice President – Operations.

भारतीय प्रतिभूति और विनिमय बोर्ड
Securities and Exchange Board of India

CIRCULAR

SEBI/HO/CFD/CMD/CIR/P/2020/242 **December 09, 2020**

To,

All Recognized Depositories
All Registered Depository Participants through Depositories
All Listed Companies through recognized Stock Exchanges
All E-voting Service Providers through listed companies.

Dear Sir/Madam,

Sub: e-Voting Facility Provided by Listed Entities

1. Under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

2. Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

3. In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process. The same shall be implemented in a phased manner as under:

Phase – 1

Following process for e-voting shall be implemented within 6 months of the date of the circular.

3.1. <u>Direct registration with Depositories</u> – Shareholders can register directly with the depository. Shareholders would be able to access the e-voting page of various ESPs through the websites of the Depositories without further authentication by ESPs for participating in the e-voting process.

OR

3.2. <u>Through Demat Accounts with Depository Participants</u> – Demat account holders will have the option of accessing various ESP portals directly from their demat accounts.

They would be routed to the webpage of the respective Depositories from their demat accounts, which in turn would enable access to the e-voting portals of various ESPs without further authentication by ESPs for participating in the e-voting process.

4. The authentication of shareholders would happen at the depository level and ESPs shall allow the demat account holders to cast their vote based on the validation carried out by the Depository.

5. Depository shall send a confirmatory SMS to the shareholders that the vote has been cast based on the confirmation received from the ESP.

6. The listed entity shall provide the details of the upcoming AGMs requiring voting to the Depository. The depository shall send SMS/email alerts in this regard, to the demat account holders, atleast 2 days prior to the date of the commencement of e-voting.

Phase – 2

7. In order to further enhance the convenience and security of the e-voting system, the depository shall validate the demat account holder through a One Time Password (OTP) verification process as under.

   6.1 Direct registration with Depositories – Depositories shall allow login through registered Mobile number / E-mail based OTP verification as an alternate to login through username and password.

   6.2 Through Demat Accounts with Depository Participants – A second factor authentication using Mobile / E-mail based OTP shall be introduced before the demat account holders can access the websites of the Depositories through their demat accounts.

   The above shall be implemented within 12 months from the completion of the process in phase 1.

7 Depository may advise the demat account holders to update their mobile number and email ID in order to access the e-voting facility.

8 Depositories shall establish a dedicated helpline to resolve technical difficulties faced by shareholders relating to the e-voting facility. Further, the listed company shall ensure that the ESPs engaged by them also provide a dedicated helpline in this regard.

9 In order to enable better deliberation and decision making by the shareholders while casting their votes, ESP Portals shall provide specific weblinks to the following:
   - disclosures by the company on the websites of the stock exchanges
   - report on the websites of the proxy advisors.

Applicability

10 The aforementioned facility shall be available to all individual shareholders holding the securities in demat mode.

11 ESPs may continue to provide the facility of e-voting as per the existing process to all physical shareholders and shareholders other than individuals viz. institutions/ corporate shareholders.

12 Depositories and Exchanges are advised to bring the circular to the notice of its Depository Participants and listed companies respectively.

13 All listed companies are advised to notify the above process available to demat account holders for e-voting in the notice sent to the shareholders.

14 This circular is being issued in exercise of powers conferred under Section 11 (1) of the Securities and Exchange Board of India Act, 1992 and shall be in addition to the provisions of the Companies Act, 2013.

Yours faithfully,

Surabhi Gupta
General Manager
Corporation Finance Department
Tel No. 022-26449315
Email id: surabhig@sebi.gov.in

Central Depository Services (India) Limited

Convenient ⌖ Dependable ⌖ Secure

COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2021/166 **December 08, 2021**

AMENDMENTS TO CDSL's DP OPERATING INSTRUCTIONS

Issuers/RTAs are advised to note that amendments have been affected in **Chapter 6: COSTS, CHARGES AND DEPOSITS** of CDSL's RTA Operating Instructions, whereby charges will be levied for sending SMSes to eligible shareholders before commencement of e-Voting.

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The amendments in track changes mode are attached herewith [**Refer Annexure –A**].

The aforesaid charges would be applicable from January 10, 2022.

Queries regarding this communiqué may be addressed to **CDSL – Helpdesk:** on telephone numbers (022) 2305-8624, 2305-8639, 2305-8642, 2305-8663, 2305-8640, 2300-2041 or 2300-2033. Emails may be sent to: helpdesk@cdslindia.com.

sd/-

Nilesh Shah
Asst. Vice President - Operations

6 COSTS, CHARGES AND DEPOSITS

6.1 The Issuer/RTA shall, pay to CDSL such costs, charges and deposits as are specified herein, along with taxes as applicable at the prevalent rate. The costs, charges and deposits shall be subject to change or revision from time to time by CDSL. In the event of the Issuer or RTA failing to make payment of the costs, charges or deposits, as the case may be, by the due date mentioned in the bill, in addition to any other rights or remedies that may be available to CDSL against the Issuer or RTA, CDSL may

i. Levy interest on such delayed payment or part thereof at the rate not exceeding 12% per annum.

ii. stop providing details of BOs (BenPos) pertaining to ISIN of such Issuers or in case of RTA stop providing Benpos pertaining to all ISINs of all Issuers connected to such RTA as mentioned in the Bye-Laws and the Operating Instructions, in case the Issuer/RTA continues to make default in payment of the costs, charges or deposits and interest levied there on.

iii. Not permit the issuer to use its infrastructure including for issue of further securities in electronic form.

6.2 Cost of Connectivity (Lease line) & Cancellation Charges:

A. Recurring Service provider charges for leased line of following types (Applicable for leased lines commissioned through CDSL)	
i) Annual rental of 2 Mbps MPLS leased line ii) Annual rental of 2 Mbps local leased line iii) Annual rental of 2 Mbps local leased line within 5 Km from BSE, Mumbai	i) 81,000/- p.a. plus One time installation cost of Rs. 10,000/- ii) 63,000/- p.a. plus One time installation cost of Rs. 10,000/- iii) 55,000/- p.a. plus One time installation cost of Rs. 10,000/-
iv) CDSL annual leased line maintenance charge	iv) 15,000/- p.a.
B. Leased line exit charges (Applicable for leased lines commissioned through CDSL)	
i) Local leased line exit charges	i) 5,000/-
ii) MPLS leased line exit charges	ii) 15,000/-

Note:

1. Charges will be pro-rated monthly from the month in which the RTA is admitted till the end of the financial year. For the subsequent financial year, the same is payable at the beginning of the financial year.
2. Connectivity charges payable to service provider / BSE Limited will be charged on actual basis.
3. Connectivity charges which are payable to the service provider / BSE Limited will be intimated by CDSL from time to time.

6.3 Annual charges to be paid by Listed Issuers to CDSL:

Reference SEBI Circular no. CIR/MRD/DP/18/2015 dated December 9, 2015, Issuers to pay @ Rs. **11.00** (*) per folio (ISIN position) to CDSL, subject to a minimum as mentioned below:

Nominal value of admitted securities (₹)	Annual Custodial Charges payable by an Issuer to CDSL (₹) (*)
Upto 5 crore	9,000
Above 5 crore and upto 10 crore	22,500
Above 10 crore and upto 20 crore	45,000
Above 20 crore	75,000

The Issuers would be required to pay custody charges to CDSL with whom Issuers have established connectivity based on the average number of folios (ISIN positions) during the previous financial year or the minimum amount, as the case may be. The average number of folios (ISIN positions) for an Issuer shall be arrived at by dividing the total number of folios for the entire financial year by the total number of working days in the said financial year. However, temporary ISIN shall not be considered for the purpose of computing the annual charges. The payment of annual custodial charges shall be made, by 30th April of each financial year or within 30 days from the date of the bill, failing which, CDSL will charge penal interest subject to a maximum of 12% p.a. If an Issuer requires a breakup of number of folios day-wise or the detailed working used to arrive at the average number of folios, the request shall be made by way of form [see Annexure - 6.1]. CDSL will provide the data on payment of ₹1,000/-
.

Annual charges to be paid by Unlisted companies:

Reference Ministry of Corporate Affairs (MCA) notification dated 10th September, 2018, Issuers to pay @ Rs. 11.00 (*) per folio (ISIN position) to CDSL, subject to a minimum as mentioned below:

Nominal value of admitted securities (₹)	Annual Custodial Charges payable by an Issuer to CDSL (₹) (*)
Upto 2.5 crore	5,000
Above 2.5 crore and upto 5 crore	9,000
Above 5 crore and upto 10 crore	22,500
Above 10 crore and upto 20 crore	45,000
Above 20 crore	75,000

Security Deposit:

The unlisted companies to maintain security deposit of not less than two years of annual charges.

6.4 Extinguishment of securities as a consequence of buy back

A flat charge of ₹1000/- shall be levied for each request of extinguishment of securities.

6.5 Admission of certificates of deposit (CDs), issued in electronic form

A charge of ₹1,000 shall be levied for each allotment. In the alternative, Issuers of CDs will have an option to pay a lumpsum charge of ₹25,000/- towards allotment of all such issues for the financial year (April – March).

6.6 Admission of Commercial Papers (CPs), issued in electronic form

An annual charge of ₹10,000/- shall be levied for allotment of CPs for the financial year (April – March).

6.7 PSU dis-investments and offers-for-sale transactions

A charge @ 0.01% subject to a minimum of ₹5/- and maximum of ₹12/- per debit transaction or ₹500/- whichever is higher.

6.8 Corporate Action

- A charge @ ₹10/- per credit and/or a charge of ₹10/- per debit to/from a BO account subject to a minimum of ₹1000/- per file. However, in case of split or consolidation or capital reduction only one side will be charged.
- Debits / Credits attempted to invalid BOIDs will attract charge.
- Additional fee up to ₹20,000/- will be levied for customized CA processing request.

6.9 IPO / FPO / NFO electronic transaction update

- A charge @ ₹10/- per credit to allotee BO account subject to a minimum of ₹1000/- per instance.
- Credits attempted to invalid BOIDs will attract charge
- Additional fee up to ₹20,000/- will be levied for customized IPO/NFO processing request.

6.10 Verification of BOIDs (CA / IPO / FPO / NFO)

- Re. 2/- per record, subject to a minimum charges per issue as mentioned below .

Sr. No.	Issue Size [In ₹]	Amount [₹]
1	Upto 10 crore	10,000/-
2	Above 10 crore and upto 100 crore	25,000/-
3	Above 100 crore and upto 1000 crore	50,000/-
4	Above 1000 crore	100,000/-

- Verification on invalid BOIDs will attract charge per issue.

6.11 Rectification of erroneous file(s) for processing of Corporate Action / IPO

A fee of ₹10/- per record, subject to a minimum of ₹1,000/- (per file).

6.12 Admission of Pass through certificates (PTCs)

A charge of ₹5,000/- shall be levied for processing all issues of PTCs under an ISIN.

6.13 Charges for reactivating of ISINs of securities of private limited and unlisted companies

A charge of 0.01% of the transaction value or face value or book value of the shares, whichever is higher, subject to a minimum of ₹10,000/- on private limited companies where the ISIN is frozen or unfrozen at CDSL, and on unlisted companies where such request is received from the company.

Transactions for this purpose would mean requests for transfer of shares and effecting debit / credit through a corporate action.

6.14 Charges for reprocessing the Application <u>(for Issuers)</u> :

For re-submission of returned applications, CDSL shall levy a re-processing charge of ₹1,000/-.

6.15 Charges for Change of RTA :

For effecting change of electronic RTA of any company, CDSL shall levy charges as follows:

Sr. No.	Issued Capital [*] [In ₹]	Amount [₹]
1	Upto 5 crore	10,000/-
2	Above 5 crore and upto 10 crore	15,000/-
3	Above 10 crore and upto 20 crore	20,000/-
4	Above 20 crore	25,000/-

* - The issued capital of fully paid up shares and partly paid up shares and/or capital of debt instruments of the Issuers serviced by the RTA

For re-submission of returned applications, CSDL shall levy a re-processing charge of ₹1,000/-.

6.16 Processing Fees for Issuers

A non-refundable processing fee of ₹20,000/- shall be payable by Issuers for admission of listed securities.

A non-refundable processing fee of Rs. 15,000 shall be payable by Issuer for admission of unlisted securities. A non-refundable processing fee of ₹15,000 shall be payable by Issuers for the removal of unlisted securities.

6.17 Admission of new Issuer/RTA (for RTA activity)

An intending Issuer / RTA shall be levied a one time interest free refundable deposit of ₹1,50,000/-.

6.18 Software Maintenance Charge

An Issuer / RTA shall be levied ₹50,000/- per annum as software maintenance charge. The fees would be pro-rated on a monthly basis for the first financial year.

6.19 Charges for retrieval of old data

For retrieval of past data / reports as per the user requirement, the Issuer/RTA will be charged ₹5,000/- per request. If the data is required in a particular format, the

Issuer/RTA will be charged ₹5,000/- plus cost incurred by CDSL for software development required for computation of such data.

6.20 Document Processing Fees for Admission of New Issuer/RTA (for RTA activity)

A one-time document processing fee of ₹20,000/- shall be levied.

6.21 Charges for re-processing the Application for New Issuer/RTA (for RTA activity):

For re-submission of returned applications, CDSL shall levy a re-processing fee of ₹20,000/- to RTAs.

6.22 Charges for BenPos generation

BenPos, in the normal course, is generated / distributed to all the Issuers/RTAs once a week (Friday) and as on end of the month or on set up, due to Corporate Action by company / statutory requirements. If BenPos is requested on any other date/day other than the dates when it is generated in the normal course, a fee of ₹7,500 per request per day up to 10,000 records and ₹15,000/- for records above 10,000 is levied on the Issuer/RTA.

6.23 Admission of additional equity shares of listed / proposed to be listed companies / units issued in NFO/Change in constitution of capital of the company including reduction of capital of the company, split, consolidation of shares etc.

- For processing documents submitted for admission of fresh capital/change in the constitution of the capital of the company including reduction of capital of the company, split, consolidation etc. for listed equity shares, CDSL shall levy a processing fee of ₹20,000/-
- The fee is payable only once for a ESOS / ESOP / ASOP / Call Payments Issue (tranche), buy-back of shares and conversion of FCCBs / GDRs / ADRs.

6.24 BO ID Verification charges for ASBA Banks, syndicate members, etc.

For verifying BO ID, a charge of Re.1/- per record shall be levied.

6.25 Non- Extinguishment of securities

- A non extinguishment fee of ₹ 100 per ISIN per day shall be charged to the Issuer in case the debt securities are not extinguished by the Issuer by the end of the month following the month in which the redemption was due unless the Issuer has decided to restructure or defer the redemption of securities and informed CDSL accordingly.

6.26 Annual Issuer Fees with respect to increase in capital during a financial year through Corporate Actions etc.

Annual Issuer Fees for the differential amount due to resultant increase in capital in a financial year as per the existing tariff structure approved by SEBI vide its Circular no. CIR/MRD/DP/18/2015 dated December 9, 2015

6.27 Charges for e-Voting - sending of emails and SMS

Reference SEBI Circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020, Issuers to pay email and sms charges as mentioned below:

1. Details of the charges levied for each eVoting event.

Slab	Paid up Capital	Setup Fees (Rs.)
1	Up to Rs.5 Crore	Rs.1,000/-
2	Above Rs.5 crore to Rs.10 Crore	Rs.2,500/-
3	Above Rs.10 crores	Rs.5,000/-

2. Rs.0.45 (45 paise) for sending one set of SMS to the shareholders holding shares as on the identified date.

Note

a. No charges for sending of emails to all the eligible investors having email IDs registered in the depository system.

b. Charges are only for sending of SMS to all the eligible investors having mobile numbers registered for SMS alerts in the demat account.

~~a.~~c. In case of request from the Issuer / RTA to repeat SMS for the demat account holders holding securities, aforementioned fees on SMS would be levied. However, the setup fees would not be levied for the said e-Voting instance.'

Consent Letter

(To be printed on Issuer's letterhead)

Date:

Central Depository Services (India) Limited
A Wing, 25th Floor, Marathon Futurex,
Mafatlal Mill Compounds,
N M Joshi Marg, Lower Parel (East),

Dear Sir,

We hereby provide event details for the purpose of providing e-Voting facility to the members/ shareholders of the company, for exercising their right to vote in respect of AGM/ EGM/Postal Ballot/any other events and in compliance with provisions of SEBI circular dated December 9, 2020. We ensure to provide such details to CDSL by accessing CDSL Issuer Portal from next event onwards and request CDSL to consider the below details for current e-voting event.

The Schedule of Events for e-voting is as follows: -

Issuer Name	
ISIN	
Type of e-voting event (AGM/EGM/Postal Ballot/Others)	
Evoting Service Provider (ESP) Name	
Record Date/ Cut Off Date	
Voting Start Date & Time	
Voting End Date & Time	
Meeting Date & Time (N/A for Postal Ballot)	
Confirmation to send SMS & Email alerts from Depository & Acceptance of Applicable Charges.	*Yes*

Contact Person of the company (Coordinating for e-voting)	
Designation	
Contact No.	
Email address	

Yours faithfully,

Signature of the Authorised signatory ____________________________

Name of the Authorised Signatory __________________________