



# Graphite India Limited

CIN: L10101WB1974PLC094602

Registered Office: 31 Chowringhee Road Kolkata – 700 016

Phone 91-33-40029600. Email – gilro@graphiteindia.com.

## POSTAL BALLOT NOTICE

*[Pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration), Rules, 2014]*

To  
The Members

**Notice** is hereby given pursuant to the provisions of Section 110 and other applicable provisions, if any, of the Companies Act, 2013 (the “**Act**”), read together with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (the “**Management Rules**”), (including any statutory modification or re-enactment thereof for the time being in force) and any other applicable provisions of the Act and the rules made thereunder, read with the General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, read with other relevant circulars, including General Circular No. 09/2023 dated September 25, 2023 issued by the Ministry of Corporate Affairs (collectively referred to as “**MCA Circulars**”) and Securities and Exchange Board of India (“**SEBI**”) Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 7, 2023 (“**SEBI Circular**”), and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (“**SEBI LODR**”) and other applicable provisions, if any, of the SEBI LODR, for the time being in force and as amended from time to time and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India (“**SS-2**”), that the Special Resolutions as set out in this Postal Ballot Notice (“**Notice**”) are proposed to be passed by way of Postal Ballot by voting through electronic means only (“**e-voting /remote e-voting**”) using the platform provided by Link Intime India Private Limited (“**LI IPL**”). According to MCA circular, this notice is being sent to members who have registered their e-mail addresses.

An Explanatory Statement pursuant to Sections 102, 110 and other applicable provisions, if any, of the Act, pertaining to the said resolutions setting out the material facts and the reasons thereof is annexed to the Notice, for your consideration.

**The e-voting period will be from 9:00 a.m. (IST) on 28<sup>th</sup> February, 2024 (Wednesday) to 5:00 p.m. (IST) on 28<sup>th</sup> March, 2024 (Thursday).**

By Order of the Board

**Date: 26<sup>th</sup> February 2024**  
**Place: Mumbai**

**B Shiva**  
Company Secretary

### Notes:

1. As per the provisions of Sections 108, 110 of the Act read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 and also in terms of Regulation 44 of the Listing Regulations, the Company is providing members a facility to exercise their right to vote on the postal ballot by electronic means through remote e-voting services provided by Link Intime India Private Limited (“**LI IPL**”).
2. The members are requested to register / update their email addresses, in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings with the Company’s Registrar and Share Transfer Agent Link Intime India Pvt Ltd at C 101, 247 Park C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai – 400083.
3. Those members who have already registered their email addresses are requested to keep their email addresses validated with their Depository Participants / the Company’s Registrar and Share Transfer Agent to enable dispatch of notices / Annual Reports / other intimations electronically to their email addresses.
4. The Notice and Statement of the material facts, as well as the requisite enclosures, have also been made available on the website of the Company **www.graphiteindia.com**. Relevant documents referred to in the notice, if any, will be available for inspection on the website of the Company **www.graphiteindia.com** and on the website of BSE Limited and National Stock Exchange of India Limited at **www.bseindia.com** and **www.nseindia.com** respectively, in the relevant sections.

5. Pursuant to the MCA Circulars, this notice is being sent electronically i.e. by email only to those Members who have registered their email addresses with the Company/Depository(s) and whose name appear in the Register of Members/ Record of Depositories as on **Friday, 23<sup>rd</sup> February, 2024 (the cut-off date)** and who shall be entitled to avail the facility of remote voting. The voting rights of the members shall be in proportion to the number of shares held by them in the paid-up equity share capital of the Company as on the cut-off date.
6. The Company has appointed Mrs. Swati Bajaj, Partner Bajaj Todi & Associates, Practising Company Secretaries, Kolkata (CP No.3502) as Scrutiniser to scrutinize the remote e-voting process in a fair and transparent manner. The Scrutiniser shall immediately after the conclusion of the e-voting period unblock the votes in the presence of at least two witnesses not in the employment of the Company and make a Scrutiniser's Report and submit forthwith to the Chairman / Executive Director / Company Secretary of the Company.
7. The special resolution to be considered as duly passed must receive not less than three fourth of the votes cast in favour of the resolution. The resolution, on receiving the requisite number of 'assent' votes, shall be deemed to have been passed on **28<sup>th</sup> March 2024**.
8. The results of the postal ballot will be announced within 2 working days of conclusion of postal ballot process at the Registered Office of the Company.
9. The result of the postal ballot will also be communicated to the stock exchanges where the Company's equity shares are listed, posted on the Company's website –www.graphiteindia.com and will also be displayed at its registered office and the website of Link Intime India Private Limited ("LIPL") within 2 working days (not exceeding 3 days) of conclusion of postal ballot process.
10. Members requiring any clarification may contact Mr. Vijay at the Company's share department at phone : 033-40029600 or E-mail: secretarial@graphiteindia.com or may contact Mr. Rajiv Ranjan, Assistant Vice President – E-voting Group of Link Intime on 022-49186175 or at enotices@linkintime.co.in or may call on Link Intime INSTAVOTE helpdesk on: 022 -49186000.
11. Members are also informed that pursuant to Circular No. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/131 dated July 31, 2023, read with a Corrigendum No. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/135 dated August 4, 2023, and further a master circular no. SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/145 dated August 11, 2023, SEBI has introduced a common Online Dispute Resolution ("ODR") mechanism to facilitate online resolution of all kinds of disputes arising in the Indian securities market. Members can access the SEBI Circulars on the website of SEBI at <https://www.sebi.gov.in/> and the same are also available on the website of the Company at [www.graphiteindia.com](http://www.graphiteindia.com).

## **SPECIAL BUSINESS**

### **1. Appointment of Mr. Harsh Pati Singhania (DIN: 00086742) as an Independent Director of the Company**

To consider and pass, the following resolution as a **Special Resolution**:

**RESOLVED THAT** Mr. Harsh Pati Singhania (DIN: 00086742) who was appointed as an Additional Director pursuant to the provisions of Section 161(1) of the Companies Act, 2013 ("the Act") and the Articles of Association of the Company with effect from 1<sup>st</sup> April 2024 and in the respect of whom the company has received a notice in writing under section 160 of the Act from a member proposing his candidature for the office of Director, be and is hereby appointed a Director of the Company.

**RESOLVED FURTHER THAT** pursuant to the provisions of Section 149 and 152 read with Schedule IV and all other applicable provisions of the Act and the Companies (Appointment and Qualification of Directors) Rules 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and Regulation 17 of SEBI (Listing Obligation & Disclosures Requirements) Regulations 2015, Mr. Harsh Pati Singhania (DIN: 00086742) who has submitted a declaration that he meets the criteria for independence as provided in Section 149 (6) of the Act and Regulation 16 (1)(b) (ii) to (viii) of SEBI (Listing Obligations & Disclosures Requirements) Regulations 2015, and who is eligible for appointment, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation to hold office for a term of 5 (five) consecutive years from 1<sup>st</sup> April 2024 upto 31<sup>st</sup> March 2029.

**2. Appointment of Mr. Rahul Kumar Narendrakumar Baldota (DIN: 00130764) as an Independent Director of the Company**

To consider and pass, the following resolution as a **Special Resolution**:

**RESOLVED THAT** Mr. Rahul Kumar Narendrakumar Baldota (DIN:00130764) who was appointed as an Additional Director pursuant to the provisions of Section 161(1) of the Companies Act,2013 ("the Act") and the Articles of Association of the Company with effect from 1<sup>st</sup> April 2024 and in the respect of whom the company has received a notice in writing under section 160 of the Act from a member proposing his candidature for the office of Director, be and is hereby appointed a Director of the Company.

**FURTHER RESOLVED THAT** pursuant to the provisions of Section 149 and 152 read with Schedule IV and all other applicable provisions of the Act and the Companies (Appointment and Qualification of Directors) Rules 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and Regulation 17 of SEBI (Listing Obligations & Disclosures Requirements) Regulations 2015, Mr. Rahul Kumar Narendrakumar Baldota (DIN: 00130764) who has submitted a declaration that he meets the criteria for independence as provided in Section 149 (6) of the Act and Regulation 16 (1)(b) (ii) to (viii) of SEBI (Listing Obligations & Disclosures Requirements) Regulations 2015, and who is eligible for appointment, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation to hold office for a term of 5 (five) consecutive years from 1st April 2024 upto 31st March 2029.

By Order of the Board

**B Shiva**  
**Company Secretary**

**Date: 26<sup>th</sup> February 2024**  
**Place: Mumbai**

**STATEMENT OF MATERIAL FACTS PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013**

**Item No. 1**

**Approval of the appointment of Mr. Harsh Pati Singhania as a Non-Executive Independent Director of the Company**

Pursuant to the recommendation by the Nomination and Remuneration Committee under Section 178(2) of the Companies Act, 2013 (The 'Act') read with Part D of Schedule II of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors in its meeting held on 14<sup>th</sup> February 2024, appointed, Mr. Harsh Pati Singhania (DIN: 00086742) as an Additional Director (Non-Executive Independent Director) of the Company pursuant to Sections 149, 161 read with Schedule IV and other applicable provisions of the Act with effect from 1st April 2024.

The proposed resolution seeks the approval of members for the appointment of Mr. Harsh Pati Singhania (DIN: 00086742) as a Non-Executive Independent Director for a term of 5 (five) consecutive years from 1<sup>st</sup> April 2024 upto 31<sup>st</sup> March 2029 not liable to retire by rotation.

The Company has received consent from Mr. Harsh Pati Singhania to act as a Director and declarations to the effect that he meets the criteria of independence as provided in sub-section (6) of Section 149 of the Act and under Section 164 of the Act that he is not disqualified to be a Director.

The Company has also received a notice in writing under the provisions of Section 160 of the Companies Act, 2013 from a member proposing the candidature of Mr. Harsh Pati Singhania for the office of Director (Independent) to be appointed under Section 149 of the Act.

In the opinion of the Board of Directors, Mr. Harsh Pati Singhania fulfils the conditions specified in the Act and the Rules made there under. He is a person of integrity, independent of the management and possesses appropriate skills, experience and knowledge. His appointment as an Independent Director would be beneficial to the company and will enable the Board to discharge its functions and duties effectively. He is not debarred from holding the office of Director by virtue of any Securities and Exchange Board of India order or any other such authority.

Mr. Harsh Pati Singhania would be entitled to sitting fees for attending meetings of the Board/ Committees and commission based on net profits, as approved by the Board of directors, subject to overall limits as approved by the members of the Company.

A copy of the letter of appointment of Mr. Harsh Pati Singhania as an Independent Director setting out the terms and conditions is available for inspection without any fee by the members at the Company's registered office during the normal business hours. The letter is also posted on the website of the company under 'Investor Relation' section.

The Board recommends the resolution set forth in the notice (Item No 1) for approval by the members.

Except Mr. Harsh Pati Singhania the appointee, none of the Directors / Key Managerial Personnel of the Company or their relatives are directly or indirectly concerned or interested in the resolution.

## **Item No. 2**

### **Approval of the appointment of Mr. Rahul Kumar Narendrakumar Baldota (DIN: 00130764) as a Non-Executive Independent Director of the Company**

Pursuant to the recommendation by the Nomination and Remuneration Committee under Section 178(2) of the Companies Act, 2013 (The 'Act') read with Part D of Schedule II of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors in its meeting held on 14<sup>th</sup> February 2024, appointed, Mr. Rahul Kumar Narendrakumar Baldota as an Additional Director (Non-Executive Independent Director) of the Company pursuant to Sections 149, 161 read with Schedule IV and other applicable provisions of the Act with effect from 1st April 2024.

The proposed resolution seeks the approval of members for the appointment of Mr. Rahul Kumar Narendrakumar Baldota as a Non-Executive Independent Director for a term of 5 (five) consecutive years from 1<sup>st</sup> April 2024 upto 31<sup>st</sup> March 2029 not liable to retire by rotation.

The Company has received consent from Mr. Rahul Kumar Narendrakumar Baldota to act as a Director and declarations to the effect that he meets the criteria of independence as provided in sub-section (6) of Section 149 of the Act and under Section 164 of the Act that he is not disqualified to be a Director.

The Company has also received a notice in writing under the provisions of Section 160 of the Companies Act, 2013 from a member proposing the candidature of Mr. Rahul Kumar Narendrakumar Baldota for the office of Director (Independent) to be appointed under Section 149 of the Act.

In the opinion of the Board of Directors, Mr. Rahul Kumar Narendrakumar Baldota fulfils the conditions specified in the Act and the Rules made there under. He is a person of integrity, independent of the management and possesses appropriate skills, experience and knowledge. His appointment as an Independent Director would be beneficial to the company and will enable the Board to discharge its functions and duties effectively. He is not debarred from holding the office of Director by virtue of any Securities and Exchange Board of India order or any other such authority.

Mr. Rahul Kumar Narendrakumar Baldota would be entitled to sitting fees for attending meetings of the Board/ Committees and commission based on net profits, as approved by the Board of Directors, subject to overall limits as approved by the members of the Company.

A copy of the letter of appointment of Mr. Rahul Kumar Narendrakumar Baldota as an Independent Director setting out the terms and conditions is available for inspection without any fee by the members at the Company's registered office during the normal business hours. The letter is also posted on the website of the company under 'Investor Relation' section.

The Board recommends the resolution set forth in the notice (Item No 2) for approval by the members.

Except Mr. Rahul Kumar Narendrakumar Baldota the appointee, none of the Directors / Key Managerial Personnel of the Company or their relatives are directly or indirectly concerned or interested in the resolution.

**ADDITIONAL INFORMATION ON DIRECTOR SEEKING APPOINTMENT**

**Details of Director seeking appointment pursuant to Regulation 36 of SEBI LODR and SS-2**

Name	Mr. Harsh Pati Singhania	Mr. Rahul Kumar Narendrakumar Baldota
Director Identification Number	00086742	00130764
Age	62 Yrs	55 Yrs.
Date of first appointment	1 <sup>st</sup> April,2024	1 <sup>st</sup> April,2024
Qualification	MBA from the University of Massachusetts, USA and an alumnus of the Harvard Business School, USA	MBA from the University of Illinois, Chicago, USA and holds a bachelor's degree in production engineering. He holds Bachelor's Degree in Production Engineering.
Brief resume including experience, Nature of expertise in specific functional areas	Mr. Harsh Pati Singhania has rich and wide experience over 35 years in managing the company affairs ranging from operations, strategy, governance, corporate affairs and business performance and he has been actively involved with various business restructuring activities. He is presently Vice Chairman and Managing Director of JK Papers Ltd.	Mr. Rahul Kumar Narendrakumar Baldota has over 30 year's experience in managing company affairs and business and presently is the Joint Managing Director of MSPL Limited one of India's leading mining organization and the flagship company of the Baldota Group.
Terms and conditions of appointment	It is proposed to appoint Mr. Harsh Pati Singhania as a Non-Executive Independent Director for a term of 5 (five) consecutive years from 1st April 2024 upto 31st March 2029.	It is proposed to appoint Mr. Rahul Kumar Narendrakumar Baldota as a Non-Executive Independent Director for a term of 5 (five) consecutive years from 1st April 2024 upto 31st March 2029.
Remuneration last drawn	NIL	NIL
Remuneration proposed to be given	As an Independent Director Mr. Harsh Pati Singhania is entitled to sitting fee for each meeting of the Board and Committee attended by him. He is entitled for profit related commission as may be decided by the Board.	As an Independent Director Mr. Rahul Kumar Narendrakumar Baldota is entitled to sitting fee for each meeting of the Board and Committee attended by him. He is entitled for profit related commission as may be decided by the Board.
Number of Board meetings of the Company attended during the year	Not Applicable	Not Applicable

Directorship in other Companies	1. JK Papers Ltd (Listed) 2. J.K. Fenner (India) Ltd. 3. Bhopal Udyog Ltd. 4. Anant Design Pvt. Ltd. 5. Rockwood Properties Pvt. Ltd 6. Oakwood Properties & Farms Pvt. Ltd 7. Horizon Packs Private Limited 8. Securipax Packaging Private Limited	1. MSPL Limited 2. Ramgad Minerals And Mining Limited 3. Vijayanagar Industrial Credits Limited. 4. Aaress Iron And Steel Limited 5. MSPL Gases Limited 6. Good Earth Chemicals Private Limited 7. Baldota Sustainable Solutions Limited 8. Baldota Envirocare Private Limited 9. Baldota Steel And Power Limited
Membership/ Chairmanship of Committees in other Companies	JK Paper Limited( listed) Corporate Social Responsibility Committee- Chairman	NIL
Name of listed entities from which the person has resigned in past three years	None	None
Shareholding in the Company	NIL	NIL
Relationship with other Directors, Manager and KMP	None.	None

#### **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 from time to time and Regulation 44 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (as amended), and the Circulars issued by MCA and SEBI, the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted through Postal Ballot. The facility of casting votes by a member using remote e-voting system will be provided by Link Intime India Private Limited (“LIPL”).

#### **Remote e-Voting Instructions for shareholders:**

As per the SEBI circular dated December 9, 2020, individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various ESP portals directly from their demat accounts.

#### **Login method for Individual shareholders holding securities in demat mode is given below:**

##### **Individual Shareholders holding securities in demat mode with NSDL:**

##### **METHOD 1 - If registered with NSDL IDeAS facility**

##### **Users who have registered for NSDL IDeAS facility:**

- a) Visit URL: <https://eservices.nsdl.com> and click on “Beneficial Owner” icon under “Login”.
- b) Enter user id and password. Post successful authentication, click on “Access to e-voting”.
- c) Click on “LINKINTIME” or “evoting link displayed alongside Company’s Name” and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**OR**

**User who have not registered for NSDL IDeAS facility:**

- a) To register, visit URL: <https://eservices.nsd.com> and select "Register Online for IDeAS Portal" or click on <https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp> "
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided with Login ID and password.
- d) After successful login, click on "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**METHOD 2 - By directly visiting the e-voting website of NSDL:**

- a) Visit URL: <https://www.evoting.nsd.com/>
- b) Click on the "Login" tab available under 'Shareholder/Member' section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you can see "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**Individual Shareholders holding securities in demat mode with CDSL:**

**METHOD 1 – If registered with CDSL Easi/Easiest facility**

**Users who have registered for CDSL Easi/Easiest facility.**

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/home/login> or [www.cdslindia.com](http://www.cdslindia.com).
- b) Click on New System Myeasi
- c) Login with user id and password
- d) After successful login, user will be able to see e-voting menu. The menu will have links of e-voting service providers i.e., LINKINTIME, for voting during the remote e-voting period.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**OR**

**Users who have not registered for CDSL Easi/Easiest facility.**

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided Login ID and password.
- d) After successful login, user able to see e-voting menu.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**METHOD 2 - By directly visiting the e-voting website of CDSL.**

- a) Visit URL: <https://www.cdslindia.com/>
- b) Go to e-voting tab.
- c) Enter Demat Account Number (BO ID) and PAN No. and click on "Submit".
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) After successful authentication, click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **Individual Shareholders holding securities in demat mode with Depository Participant:**

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL/CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, members shall navigate through “e-voting” tab under Stocks option.
- c) Click on e-voting option, members will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-voting menu.
- d) After successful authentication, click on “LINKINTIME” or “evoting link displayed alongside Company’s Name” and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **Login method for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode is given below:**

Individual Shareholders of the company, holding shares in physical form / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for e-Voting facility of Link Intime as under:

1. Visit URL: <https://instavote.linkintime.co.in>
2. Click on “**Sign Up**” under ‘**SHARE HOLDER**’ tab and register with your following details: -

#### **A. User ID:**

Shareholders holding shares in physical form shall provide Event No + Folio Number registered with the Company. Shareholders holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Shareholders holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.

**B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

**C. DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

**D. Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

*\*Shareholders holding shares in **physical form** but have not recorded ‘C’ and ‘D’, shall provide their Folio number in ‘D’ above*

*\*Shareholders holding shares in **NSDL form**, shall provide ‘D’ above*

- ▶ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter).
- ▶ Click “confirm” (Your password is now generated).

3. Click on ‘Login’ under ‘**SHARE HOLDER**’ tab.
4. Enter your User ID, Password, and Image Verification (CAPTCHA) Code and click on ‘**Submit**’.

### **Cast your vote electronically:**

1. After successful login, you will be able to see the notification for e-voting. Select ‘**View**’ icon.
2. E-voting page will appear.
3. Refer the Resolution description and cast your vote by selecting your desired option ‘**Favour / Against**’ (If you wish to view the entire Resolution details, click on the ‘**View Resolution**’ file link).
4. After selecting the desired option i.e. Favour / Against, click on ‘**Submit**’. A confirmation box will be displayed. If you wish to confirm your vote, click on ‘**Yes**’, else to change your vote, click on ‘No’ and accordingly modify your vote.



## Guidelines for Institutional shareholders (“Corporate Body/ Custodian/Mutual Fund”):

### STEP 1 – Registration

- a) Visit URL: <https://instavote.linkintime.co.in>
- b) Click on Sign up under “Corporate Body/ Custodian/Mutual Fund”
- c) Fill up your entity details and submit the form.
- d) A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up at Sr.No. 2 above). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to [insta.vote@linkintime.co.in](mailto:insta.vote@linkintime.co.in).
- e) Thereafter, Login credentials (User ID; Organisation ID; Password) will be sent to Primary contact person’s email ID.
- f) While first login, entity will be directed to change the password and login process is completed.

### STEP 2 –Investor Mapping

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on “Investor Mapping” tab under the Menu Section
- c) Map the Investor with the following details:
  - a. ‘Investor ID’ -
    - i. *Members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678*
    - ii. *Members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.*
  - b. ‘Investor’s Name’ - Enter full name of the entity.
  - c. ‘Investor PAN’ - Enter your 10-digit PAN issued by Income Tax Department.
  - d. ‘Power of Attorney’ - Attach Board resolution or Power of Attorney. File Name for the Board resolution/Power of Attorney shall be – DP ID and Client ID. Further, Custodians and Mutual Funds shall also upload specimen signature card.
- d) Click on Submit button and investor will be mapped now.
- e) The same can be viewed under the “Report Section”.

### STEP 3 – Voting through remote e-voting.

The corporate shareholder can vote by two methods, once remote e-voting is activated:

#### METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on ‘Votes Entry’ tab under the Menu section.
- c) Enter Event No. for which you want to cast vote. Event No. will be available on the home page of Instavote before the start of remote evoting.
- d) Enter ‘16-digit Demat Account No.’ for which you want to cast vote.
- e) Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the '**View Resolution**' file link).
- f) After selecting the desired option i.e., Favour / Against, click on 'Submit'.
- g) A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote. (Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

OR

#### VOTES UPLOAD:

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) You will be able to see the notification for e-voting in inbox.
- c) Select '**View**' icon for '**Company’s Name / Event number**'. E-voting page will appear.
- d) Download sample vote file from 'Download Sample Vote File' option.
- e) Cast your vote by selecting your desired option 'Favour / Against' in excel and upload the same under 'Upload Vote File' option.
- f) Click on 'Submit'. 'Data uploaded successfully' message will be displayed. (Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

## Helpdesk:

### Helpdesk for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode:

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 – 4918 6000.

### Helpdesk for Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at : 022 - 4886 7000 and 022 - 2499 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

## Forgot Password:

### Individual shareholders holding securities in physical form has forgotten the password:

If an Individual shareholder holding securities in physical form has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <https://instavote.linkintime.co.in>

- o Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'
- o Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

*In case shareholders is having valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain a minimum of 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.*

User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate): Your User ID is Event No + Folio Number registered with the Company

User ID for Shareholders holding shares in NSDL demat account is 8 Character DP ID followed by 8 Digit Client ID

User ID for Shareholders holding shares in CDSL demat account is 16 Digit Beneficiary ID.

### Institutional shareholders ("Corporate Body/ Custodian/Mutual Fund") has forgotten the password:

If a Non-Individual Shareholders holding securities in demat mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <https://instavote.linkintime.co.in>

- o Click on 'Login' under 'Corporate Body/ Custodian/Mutual Fund' tab and further Click 'forgot password?'
- o Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

*In case shareholders is having valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain a minimum of 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.*

**Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:**

Shareholders who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Even