

INSTRUCTIONS FOR MEMBERS FOR E-VOTING

B. Instructions for Members for remote e-voting through InstaVote:

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.

I. Log-in Method:

Type of shareholders	Log-in Method
Individual Shareholders holding securities in Demat mode with the NSDL	<ol style="list-style-type: none"> 1. Existing IDeAS users can visit the e-Services website of NSDL viz. https://eservices.nsd.com either on a personal computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under the "IDeAS" section. this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-voting services under Value-added services. Click on "Access to e-Voting" under e-voting services and you will be able to see the e-voting page. Click on the company name or e-voting service provider name i.e. LINKINTIME and you will be redirected to the "InstaVote" website for casting your vote during the remote e-voting period. 2. If you are not registered for IDeAS e-Services, the option to register is available at https://eservices.nsd.com. Select "Register Online for IDeAS Portal" or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp 3. Visit the e-voting website of NSDL. Open the web browser by typing the following URL: https://www.evoting.nsd.com/ either on a personal computer or on a mobile. Once the home page of the e-voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your 16-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to the NSDL Depository site wherein you can see the e-voting page. Click on the company name or e-voting service provider name i.e. LINKINTIME and you will be redirected to the "InstaVote" website for casting your vote during the remote e-Voting period.
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> 1. Users who have opted for the CDSL Easi/Easiest facility, can log in through their existing user id and password. The option will be made available to reach the e-voting page without any further authentication. The users to to log in to Easi/Easiest are requested to visit the CDSL website URL: https://web.cdslindia.com/myeasitoken/home/login and click on the login icon & New System Myeasi Tab and then use your existing my easi username & password. 2. After successful login, the Easi/Easiest user will be able to see the e-voting option for eligible companies where the e-voting is in progress as per the information provided by the Company. On clicking the e-voting option, users will be able to see the e-voting page of the e-voting service provider i.e. LINKINTIME for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there are also links provided to access the system of all e-voting Service Providers, so that the user can visit the e-voting service providers' website directly. 3. If the user is not registered for Easi/Easiest, the option to register is available at the CDSL website https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration and click on the login & New System Myeasi Tab and then click on the registration option. 4. Alternatively, the user can directly access the e-voting page by providing a Demat Account Number and PAN number from an e-voting link available on www.cdslindia.com home page. The system will authenticate the user by sending an OTP on the registered Mobile & Email as recorded in the Demat Account. After successful authentication, the user will be able to see the e-voting option where the e-voting is in progress and also able to directly access the system of all e-voting Service Providers.

Type of shareholders	Log-in Method
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also log in using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for the e-voting facility. After successful login, you will be able to see the e-voting option. Once you click on the e-voting option, you will be redirected to the NSDL/CDSL Depository site after successful authentication, wherein you can see the e-voting feature. Click on the Company name or the e-voting service provider name i.e. LINKINTIME and you will be redirected to the e-voting service provider website for casting your vote during the remote the e-voting period.
Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in Demat mode	<ol style="list-style-type: none"> 1. Open the internet browser and launch the URL: https://instavote.linkintime.co.in 2. Click on “Sign Up” under the ‘SHARE HOLDER’ tab and register with the following details: - <ol style="list-style-type: none"> a. User ID: Shareholders holding shares in physical form shall provide Event Number (i.e. 240310) + Folio Number registered with the Company. Shareholders holding shares in the NSDL Demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Shareholders holding shares in the CDSL Demat account shall provide 16 Digit Beneficiary ID. b. PAN: Enter your 10-digit PAN (Shareholders who have not updated their PAN with the Depository Participant (DP)/Company shall use the sequence number provided to them, 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. <p>*Shareholders holding shares in physical form but have not recorded ‘c.’ and ‘d.’, shall provide their Folio number in ‘d.’ above</p> <p>*Shareholders holding shares in NSDL form, shall provide ‘d.’ above</p> <ul style="list-style-type: none"> • Set the password of your choice (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). • Click “confirm” (Your password is now generated). 3. Click on ‘Login’ under the ‘SHARE HOLDER’ tab. 4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on ‘Submit’. 5. After successful login, you will be able to see the notification for e-voting. Select the ‘View’ icon. 6. The e-voting page will appear. 7. Refer to 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). 8. 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.

Type of shareholders	Log-in Method
Institutional shareholders	<p>STEP 1 – Registration</p> <ol style="list-style-type: none"> 1. Visit URL: https://instavote.linkintime.co.in 2. Click on Sign up under “Corporate Body/Custodian/Mutual Fund” 3. Fill up your entity details and submit the form. 4. A declaration form and organisation ID is generated and sent to the Primary contact person's email ID (which is filled in 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. 5. Thereafter, Login credentials (User ID; Organisation ID; Password) will be sent to the Primary contact person's email ID. 6. While first login, the entity will be directed to change the password and the login process is completed. <p>STEP 2 –Investor Mapping</p> <ol style="list-style-type: none"> 1. Visit the URL: https://instavote.linkintime.co.in and log in with the credentials as received in Step 1 above. 2. Click on the “Investor Mapping” tab under the Menu Section 3. Map the Investor with the following details: <ol style="list-style-type: none"> a. ‘Investor ID’ - <ol style="list-style-type: none"> i. Members holding shares in the NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678 ii. Members holding shares in the CDSL demat account shall provide 16-Digit Beneficiary ID. b. ‘Investor’s Name - Enter the full name of the entity. c. ‘Investor PAN’ - Enter your 10-digit PAN issued by the 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 cards. 4. Click on the Submit button and the investor will be mapped now. 5. The same can be viewed under the “Report Section”. <p>STEP 3 – Voting through remote e-voting.</p> <p>The corporate shareholder can vote by two methods, once remote e-voting is activated:</p> <p>METHOD 1 - VOTES ENTRY</p> <ol style="list-style-type: none"> a. Visit the URL: https://instavote.linkintime.co.in and log in with the credentials as received in Step 1 above. b. Click on the ‘Votes Entry’ tab under the Menu section. c. Enter the Event No. for which you want to cast a vote. The Event No. will be available on the home page of Instavote before the start of remote e-voting. d. Enter the ‘16-digit Demat Account No.’ for which you want to cast a vote. e. Refer to 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’.

Type of shareholders	Log-in Method
	<p>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).</p> <p>OR</p> <p>VOTES UPLOAD:</p> <p>a. Visit the URL: https://instavote.linkintime.co.in and log in with the credentials as received in Step 1 above.</p> <p>b. You will be able to see the notification for e-voting in your inbox.</p> <p>c. Select the 'View' icon for 'Company's Name/Event number '. An E-voting page will appear.</p> <p>d. Download sample vote file from the 'Download Sample Vote File' option.</p> <p>e. Cast your vote by selecting your desired option 'Favour/Against' in Excel and upload the same under the 'Upload Vote File' option.</p> <p>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).</p>

II. Helpdesk for Individual Shareholders holding securities in physical mode/Institutional shareholders:
 Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at enotices@linkintime.co.in or contact on: - Tel: 022 - 4918 6000.

III. 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 the 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 the NSDL helpdesk by sending a request at evoting@nsdl.co.in 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 the CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll-free no. 1800 22 55 33

IV. Individual Shareholders holding securities in Physical mode have 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>

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

In case a shareholder is having a valid e-mail address, a 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: Your User ID is Event No. (i.e. 240310) + Folio Number registered with the Company

V. In case Individual Shareholders holding securities in Demat mode with NSDL/CDSL have forgotten their password:
Shareholders who are unable to retrieve the User ID/Password are advised to use the 'Forget User ID' and 'Forget Password' options available at the above-mentioned 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 log in any number of times till they have voted on the resolution(s) for a particular "Event".

VI. Institutional shareholders ("Corporate Body/Custodian/Mutual Fund") have forgotten the password:

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

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

In case shareholders is have a valid email address, a Password will be sent to his/her registered e-mail address. Shareholders can set the password of their 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.

C. Instructions for Members to cast vote during the AGM through InstaMeet:

Members are requested to note that once the e-voting is activated by the scrutiniser/moderator during the AGM, Members who have not exercised their vote through the remote e-voting can cast the vote as under:

- i. On the Shareholders VC page, click on the link for e-voting "Cast your vote"
- ii. Enter your 16-digit Demat Account No./Folio No. and OTP (received on the registered mobile number/registered e-mail ID) received during registration for InstaMeet and click on 'Submit'.
- iii. After successful login, you will see "Resolution Description" and against the same the option "Favour/Against" for voting.
- iv. Cast your vote by selecting the appropriate option i.e. "Favour/Against" as desired. Enter the number of shares (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
- v. After selecting the appropriate option i.e. Favour/Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.
- vi. Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

Note: Shareholders/Members, who will be present in the General Meeting through InstaMeet facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through the e-voting facility during the meeting. Shareholders/Members who have voted through Remote e-voting prior to the General Meeting will be eligible to attend/participate in the General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.