



WEST COAST PAPER MILLS LTD.,

Registered & Works Office : Post Box No. 5, Bangur Nagar, Dandell-581 325
Dist Uttar Kannada (Karnataka) - India

CORPORATE IDENTITY NO : L02101KA1955PLC001936 website : www.westcoastpaper.com
Ph : (08284) 231391 - 395 (5 lines) Fax : 08284-231225 (Admn. Office) 230443 (Works Office)

GSTIN:28AAACT4178H1Z0



ZZR:PBN:554:SHARE:07
December 09, 2024

To:

BSE Limited
Corporate Services
Floor 25, P.J.Towers,
Dalal Street
MUMBAI – 400 001

To:

National Stock Exchange of India Ltd.
Listing Department
Exchange Plaza
Bandra-Kurla Complex,
Bandra [East]
MUMBAI-400 051

Dear Sirs,

SCRIPT CODE : BSE- 500444 / NSE - WSTCSTPAPR

Sub: Notice of Postal Ballot.

In continuation with our letter No. ZZR:PB:538:SHARE:07, dated November 16, 2024 regarding intimation of Cut-off date, we enclose herewith Notice of Postal Ballot dated 14.11.2024 for seeking shareholders approval through Postal Ballot by means of remote e-Voting for Special Resolution i.e., 1) Re-appointment of Shri Ashok Kumar Garg (DIN:07633091), as Independent Director of the Company, details mentioned in the enclosed notice.

Notice is being sent to the shareholders through email and also will be published on the website of the Company i.e., www.westcoastpaper.com.

The voting through remote e-Voting shall commence on Friday, December 13, 2024 (9.00 A.M.) and ends on Saturday, the January 11, 2025 (5.00 P.M.).

Please take the above on record.

Thanking you,

Yours faithfully,

For WEST COAST PAPER MILLS LTD.

Brajmohan Prasad
Company Secretary
M. No : F7492

Encl:a.a.



Corporate Office : 31, Chowringhee Road, Kolkata - 700 016
Phone : (033) 2265 6271-78 (8 lines), Fax : (033) 2226 5242, Email : wcpm.sale@westcoastpaper.com



WEST COAST PAPER MILLS LIMITED

Regd. Office: P B No 5, Bangur Nagar, Dandeli - 581 325, Uttara Kannada, Karnataka

CIN: L02101KA1955PLC001936, **GST No.** 29AAACT4179N1ZO,

Phone: (08284) 231391-395 (5 Lines), **Fax :** (08284) 231225,

E-mail: co.sec@westcoastpaper.com, **Website:** www.westcoastpaper.com

NOTICE OF POSTAL BALLOT AND E-VOTING

(Notice pursuant to Section 108 and 110 of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014)

e-Voting commence on	From 9.00 A.M. on Friday, 13th December 2024
e-Voting ends on	Till 5.00 P.M. on Saturday, 11th January 2025

Notice is hereby given that, pursuant to Section 108 and 110 of the Companies Act, 2013 (“**Companies Act**”), read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (“**Companies Management Rules**”), Regulation 44 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”), Secretarial Standards on General Meeting (“**SS-2**”) issued by the Institute of Company Secretaries of India, including any statutory modifications, amendments, or re-enactments thereof for the time being in force and other applicable, act, rules, laws and regulations, it is proposed to transact the appended special business and seek approval by the members of West Coast Paper Mills Limited as Special Resolution through Postal Ballot, only by means of remote e-voting (“**Postal Ballot**”). Explanatory Statement pursuant to the provisions of Section 102(1) of the Companies Act setting out the material facts and reason/ rationale relating to the resolution mentioned in this Notice, is attached herewith as **Annexure-I**, for your information.

The Board of Directors at its meeting held on 14th November, 2024, had appointed Shri Naman G Joshi (Membership No. F8389), Practicing Company Secretary, N.G.Joshi & Co., as the **Scrutinizer** for conducting the postal ballot process in a fair and transparent manner.

The Members may note that the Ministry of Corporate Affairs (“**MCA**”) vide its General Circular nos. 14/2020 dated 8 April 2020, 17/2020 dated 13 April 2020, 22/2020 dated 15 June 2020, 33/2020 dated 28 September 2020, 39/2020 dated 31 December 2020, 10/2021 dated 23 June 2021, 20/2021 dated 8 December 2021, 03/2022 dated 5 May 2022, 11/2022 dated 28 December 2022,

09/2023 dated 25 May 2023 and 09/2024 dated 19 September 2024 (“**MCA Circulars**”), in relation to the extension of framework provided in the MCA Circulars up to 30 September 2025 and has allowed the companies to take all decisions requiring members approval, other than the items of ordinary business or business where any person has a right to be heard, through the mechanism of Postal Ballot/e-Voting in accordance with the provisions of the Companies Act and the Rules made thereunder.

SEBI vide its circular no. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 3rd October, 2024 on compliance with the provisions of the SEBI LODR Regulations, inter-alia has relaxed the applicability of Regulation 44(4) of the SEBI LODR Regulations for general meetings (in electronic mode) till 30th September, 2025.

In accordance with the MCA Circulars and applicable provisions of SEBI LODR Regulations, this Postal Ballot Notice is being sent only through electronic mode i.e. e-mail to members who have registered e-mail ID with the Company / Depositories. The Members who have not registered their e-mail IDs with the Company/ Depositories, can access Postal Ballot Notice on the website of the Company www.westcoastpaper.com. Members who would like to obtain pdf copy on their e-mail IDs, may write an e-mail to co.sec@westcoastpaper.com. Pursuant to the MCA Circulars, the Company has not printed the Postal Ballot Notice and hence no hard copies of the Postal Ballot Notice will be sent. Voting through physical ballot papers will not be allowed. The communication of assent / dissent of the members will only take place through the remote e-Voting facility, being offered by the Company instead of physical ballot forms.

The Company has entered into an agreement with Link Intime India Pvt. Limited (“**LI IPL**”) for availing electronic voting facility in compliance with the provisions of Section 108 of the Companies Act read with Rule 20 of the Companies Management Rules.

In compliance with the provisions of Sections 108 and 110 of the Companies Act read with Rule 20 and 22 of the Companies Management Rules as amended from time to time and Regulation 44 of the SEBI LODR Regulations read with SS-2, the Company is providing remote e-Voting facility to all Members to enable them to cast their votes electronically. Members are requested to follow the procedure as stated in the notes and instructions for casting votes by e-Voting. The e-Voting period shall **commence from 9.00 A.M. onwards on Friday, 13th December 2024, till 5.00 P.M. on Saturday, 11th January 2025**. The e-Voting module will be disabled / blocked after the business hours i.e. 5.00 P.M. on Saturday, 11th January 2025 for voting by the Members.

The voting rights of Shareholders shall be in proportion to their shares of the paid-up equity share capital of the Company as **on Wednesday 27th November, 2024 i.e., “Cut Off date”**, only those members of the Company, holding shares either in physical form or in dematerialized form, as on the Cut-Off date, will be entitled to cast their votes by e-Voting.

The Scrutinizer will submit his report to the Chairman and in his absence, to any one of the Directors of the Company, after completion of scrutiny of Postal Ballot (e-Voting) in a fair and transparent manner. The results of the Postal Ballot (e-Voting) along with the Scrutinizer’s Report will be **announced within 2 (two) working days** from the closure of e-Voting and will be displayed at the registered office of the Company as well as at the Notice Board of Corporate Office of the Company and communicated to BSE Limited and National Stock Exchange of India Limited, where the equity shares of the Company are listed. The result of the Postal Ballot will also be displayed on the Company’s website i.e. www.westcoastpaper.com and on the website of LIPL i.e. www.linkintime.co.in.

SPECIAL BUSINESS:

1. **Re-appointment of Shri Ashok Kumar Garg (DIN:07633091), as an Independent Director of the Company.**

To consider and, if thought fit, to pass, with or without modifications, the following resolutions as **Special Resolution:**

“**RESOLVED THAT** pursuant to the provisions of Sections 149, 150, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 (**the “Act”**) and the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 25 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**“SEBI LODR Regulations”**) (including any statutory modification(s) or re-enactment thereof for the time being in force), the provisions of Articles of Association of the Company and based on, the recommendations of the Nomination and Remuneration Committee and the Board of Directors of the Company, approval of the members be and is hereby accorded for the re-appointment of **Shri Ashok Kumar Garg (DIN:07633091)** as an Independent Director, who has submitted a declaration that he meets the criteria for independence as provided under Section 149 (6) of the Act along with the Rules framed there under and Regulation 16 (1) (b) of the SEBI

LODR Regulations and is eligible for re-appointment under the provisions of the Act, the Rules made thereunder and the SEBI LODR Regulations and in respect of whom the Company has received a notice in writing under Section 160 (1) of the Act proposing his candidature for the office of a Director for re-appointment as an Independent Director of the Company, not liable to retire by rotation, for second term of 3 (three) consecutive years, commencing from 10th February, 2025 to 9th February 2028.”

“RESOLVED FURTHER THAT the Board of Directors and/or the Company Secretary, be and are hereby severally authorized to settle any question, difficulty or doubt, that may arise in giving effect to this resolution and to do all such acts, deeds and things as may be necessary, expedient and desirable for the purpose of giving effect to this resolution.”

By Order of the Board
For **West Coast Paper Mills Limited**
Brajmohan Prasad
Company Secretary
M.No.F7492

Place : Dandeli
Date : 14th November, 2024

Notes :

1. An Explanatory Statement pursuant to Section 102 and 110 of the Companies Act, 2013 (the **“Act”**) read with the Companies (Management and Administration) Rules, 2014 (**“Companies Management Rules”**), setting out the material facts and reasons for the resolution in respect of the business set out above is annexed hereto.
2. In compliance with provisions of Section 108 and Section 110 and other applicable provisions of the Act read with the Companies Management Rules and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**“SEBI LODR Regulations”**), the Company is pleased to offer e-Voting facility to all the Members of the Company. For this purpose, the Company has entered into an agreement with LIPL for facilitating e-Voting to enable the Members to cast their votes electronically.
3. The resolution, if passed by the requisite majority, shall be deemed to have been passed on the last date specified by the Company for e-Voting i.e. 11th January, 2025. Further, resolution passed by the Members through e-Voting are deemed to have been passed effectively at a general meeting.

4. As required by Rule 20 and 22 of the Companies Management Rules read with the MCA Circulars and the SEBI LODR Regulations, the details pertaining to this Postal Ballot will be published in one English national daily newspaper circulating throughout India (in the English language) and one Kannada daily newspaper circulating in Uttara Kannada District, Karnataka (in vernacular language, i.e. Kannada).
5. All documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company during office hours on all working days, except Saturdays and holidays, between 10:00 Hrs. and 12:00 Hrs. up to the date of the declaration of result of the Postal Ballot.
6. Members may note that SEBI, vide Circular Nos. SEBI/HO/ MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 dated November 03, 2021 & SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/ 687 dated December 14, 2021, has prescribed the common and simplified norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination. SEBI vide Circular No. SEBI/ HO/MIRSD/MIRSD-PoD-1/P/ CIR/2023/37 dated March 16, 2023 has mandated all holders of physical securities in listed companies to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio number(s). The Company has already sent letters to members who hold shares in physical form to furnish the above-mentioned details which are not registered in their respective folio number(s).
7. In terms of SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/ 2020/242 dated 9th December, 2020 in respect of e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account(s) maintained with Depositories and Depository Participants. Shareholders are advised to update the details of their mobile number and email Id in their demat accounts in order to access e-Voting facility.
8. Instructions for shareholders to vote electronically is attached as **Annexure-II**.

Annexure-I

ANNEXURE TO THE NOTICE

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

Item No.1

It is required under Section 149(4) read with Schedule IV of the Companies Act, 2013 (“**Act**”) to appoint Independent Directors and maximum tenure as per Section 149(10) of the Act is up to 5 (five) consecutive years, but shall be eligible for re-appointment on passing of a special resolution by the Company for another term up to 5 consecutive years.

Shri Ashok Kumar Garg (DIN:07633091) was appointed as an Independent Director of the Company not liable to retire by rotation to hold office for the period of 3(three) consecutive years by the Board of Directors in the meeting dated 10th February 2022 and approval of shareholders through Postal Ballot on 12th April 2022, w.e.f. 10th February 2022 for first term. His existing term/tenure will expire on 09th February 2025.

The Board of Directors in their meeting held on 14th November 2024, on the basis of report of performance evaluation and recommendation of the Nomination and Remuneration Committee, have re-appointed **Shri Ashok Kumar Garg (DIN:07633091)**, as an Independent Director of the Company not liable to retire by rotation and to continue to hold office for further period of 3 (three) consecutive years w.e.f., 10th February, 2025 to 9th February 2028 subject to approval of members of the Company through Postal Ballot.

The Company has also received from **Shri Ashok Kumar Garg (DIN: 07633091)**, (i) consent to act as Director, if appointed, in writing Form DIR 2 pursuant to the Rule 8 of the Companies (Appointment and Qualification of Directors) Rules, 2014, (ii) disclosure in Form DIR 8 pursuant to Rule 14 (1) of the Companies (Appointment and Qualification of Director) Rules, 2014 to the effect that he is not disqualified under sub-Section (2) of Section 164 of the Companies Act, (iii) declaration to the effect that he meets the criteria of independence as prescribed under Section 149 of the Act read with Rules made thereunder and the SEBI LODR Regulations, (iv) Certificate of Indian Institute of Corporate Affairs, as required under the Companies(Appointment and Qualification of Directors) Rules, 2014.

The Board of Directors recommend the re-appointment of **Shri Ashok Kumar Garg (DIN:07633091)** for further period of 3 (three) consecutive years w.e.f., 10th February, 2025 to 9th February 2028, in

view of his skill, vast experience and knowledge, which would be of immense benefit to the Company and it is desirable to avail his services as an Independent Director.

In the opinion of the Board, **Shri Ashok Kumar Garg (DIN:07633091)** fulfills the conditions specified in the Act and Rules made thereunder and the proposed director is Independent of the Management.

The brief profile of **Shri Ashok Kumar Garg (DIN:07633091)** as required under Regulation 36(3) of SEBI LODR Regulations, is provided as '**Exhibit A**' to this Notice.

Shri Ashok Kumar Garg (DIN:07633091) is interested in the resolution set out at Item No.1 of the Notice with regard to his re-appointment and relatives of the said Director may be deemed to be interested in the said resolution to the extent of their shareholdings, if any, in the Company.

Save and except the above, none of the other Directors or Key Managerial Personnel of the Company or Relatives of Director and Key Managerial Personnel are in any way concerned or interested in the said resolution.

Letter of appointment of **Shri Ashok Kumar Garg (DIN:07633091)** setting out the terms and conditions is available for inspection by the members at the Registered Office of the Company.

Pursuant to Regulation 25 of SEBI LODR Regulations, the appointment of **Shri Ashok Kumar Garg** is subject to the approval of the members by way of special resolution and thus the Board of Directors has only recommended the resolution as set out at Item No.1 of this Notice for your approval.

“Exhibit A”

Details of Director seeking appointment/ re-appointment

Pursuant to the requirements of Regulation 36 (3) of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meeting (SS-2) issued by the Institute of Company Secretaries of India

1.	Name	Shri Ashok Kumar Garg
2.	DIN	07633091
3.	Age	66 years
4.	Nationality	Indian
5.	Category	Non-Executive, Independent Director
6.	Date of first appointment on the Board	10 th February, 2022
7.	Remuneration last drawn, (including sitting fees, if any) / Remuneration proposed to be paid	Rs.3.50 Lakh sitting fees during 2023-24 for attending Board and Committee Meetings of the Company / He will be paid sitting fees for attending Board and its Committees Meetings.
8.	Experience/ Expertise in specific functional areas	He is associated with the Company since 2022 and has more than 40 (forty) years of experience in Global Markets, Treasury, Credit and Wealth Management etc.
9.	Qualifications	M.Com, LL.B, Certified Associate of Indian Institute of Banking & Finance
10.	Terms and Conditions of appointment / re-appointment	As per Item No.1 of the Explanatory Statement

11.	Relationships between Directors, Manager and Key Managerial Personnel of the Company	There is no relationship with other Directors, Manager and Key Managerial Personnel's
12.	Directorship in other Listed entities	Tourism Finance Corporation of India Limited
13.	Chairmanship / Membership of Committee of the Board in other Listed entities	Tourism Finance Corporation of India Limited 1. Audit Committee - Member 2. Executive Committee - Member 3. IT Committee-Chairman
14.	No. of shares held in the Company	NIL
15.	Listed entities in which the director has resigned in the past three years	NIL
16.	Number of meetings of the Board attended during the Financial Year 2023-24	4 (Four)
17.	Brief resume/skills and capabilities	He has expertise in Finance and vast experience of management, administration
18.	<p>Brief profile: Shri Ashok Kumar Garg, is an Independent Director of the West Coast Paper Mills Ltd. He is a Compliance focused and results driven career banker with more than four decades of cross functional banking experience in Retail, SME, Wholesale segment (including Global Markets & Treasury) across four jurisdictions; India, New York, Uganda and London.</p> <p>He was a whole-time director of Bank of Baroda and served as Chief Executive of US Operations of the bank at New York, Managing Director, Bank of Baroda (Uganda) Ltd at Kampala and Financial Controller of the Bank's UK operations at London. He also served as Director of Bank of Baroda (Guyana) Ltd, Bank of Baroda (Trinidad & Tobago) Ltd, Bank of Baroda (Kenya) Ltd. In addition, he held directorship positions at BOB Financial Solutions Ltd, India First Life Insurance Company Ltd, Uganda Securities Exchange Ltd, Uganda Institute of Banking and Finance Ltd and Neighborhood Housing Services Ltd, USA.</p> <p>He transformed business in 'Bank of Baroda' by leveraging new age technology, introduction of innovative products to enhance customer experience, cost</p>	

<p>optimization, adherence to robust Risk Management & Governance framework with added focus on culture of Compliance.</p> <p>He liaised with global financial regulators, government authorities and peers in industry to formulate and implement best practices. He represented the bank in various strategic committee meetings organized by GOI, MOF, IBA to formulate new digital initiatives pertaining to SME lending, Payments & Recovery of impaired assets.</p> <p>After his superannuation, he has served / is serving as Independent Director and Member Advisory Board of NBFCs, trustee company and Corporates. He was conferred with various coveted awards and accolades during his career span; notably Best Bank award for Home Loans segment in all Bank category for the FY 2017-18 and Pearl of Africa Lifetime Achievement Award 2013 by the Prime Minister of Uganda.</p> <p>He is an alumnus of Shri Ram College of Commerce (SRCC) and holds a Master's Degree in Commerce & a Bachelor's Degree in Law from Delhi University.</p>

By Order of the Board
For **West Coast Paper Mills Limited**
Brajmohan Prasad
Company Secretary
M.No.F7492

Place : Dandeli
Date : 14th November, 2024

Annexure-II

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 not registered for IDeAS facility:

- a) To register, visit URL: <https://eservices.nSDL.com> and select “Register Online for IDeAS Portal” or click on <https://eservices.nSDL.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.nSDL.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 – From Easi/Easiest

Users who have registered/ opted for Easi/Easiest

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or 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 not registered for Easi/Easiest

- a) To register, visit URL:
<https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration>
<https://web.cdslindia.com/myeasitoken/Registration/EasiestRegistration>
- 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). The said form is to be signed by the Authorized Signatory, Director, Company Secretary of the entity & stamped and sent to insta.vote@linkintime.co.in.
- e) Thereafter, Login credentials (User ID; Organization 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 and send the same in pdf format to the scrutinizer at email ID: csnaman@ngjoshiandco.com. 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 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 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 CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com 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 “Event”.

**InstaVote Support Desk
Link Intime India Private Limited**