



GRAPHITE INDIA LIMITED

REGD. & H.O. : 31, CHOWRINGHEE ROAD, KOLKATA - 700 016, W.B., INDIA
PHONE : 91 33 4002 9600, 2226 5755/ 4942 / 4943 / 5547 / 2334, 2217 1145 / 1146
FAX : 91 33 2249 6420, E-mail : gilro@graphiteindia.com
WEBSITE : www.graphiteindia.com, CIN : L10101WB1974PLC094602

GIL: SEC/SM/24-25/69

February 20, 2025

Bombay Stock Exchange Limited
The Corporate
Relationship Department
1st Floor, New Trading Ring,
Rotunda Bldg., P.J.Towers,
Dalal Street,
Mumbai 400 001.
Scrip Code – 509488

The Manager
Listing Department
National Stock Exchange
Exchange Plaza, 5th Floor,
Plot No-C/1, G Block,
Bandra-Kurla Complex,
Bandra (E)
Mumbai 400 051
Symbol – GRAPHITE

Dear Sir/Madam,

Sub: Postal Ballot Notice

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith the copy of Postal Ballot Notice dated February 19, 2025.

The aforesaid Notice is being sent to the members today whose names appear in the Register of Members/List of Beneficial Owners as on the Cut-off date being Friday, February 14, 2025, on their registered email address.

The e-voting period will commence on Sunday, February 23, 2025 at 9.00 A.M. (IST) and end on Monday, March 24, 2025 at 5.00 P.M. (IST).

The said Postal Ballot Notice will also be made available on the website of the Company www.graphiteindia.com

Kindly take the same on record.

Thanking you,

For Graphite India Limited

S. Marda
Company Secretary

Encl: As above.



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, 09/2023 dated September 25, 2023 read with other relevant circulars, **including General Circular No. 09/2024 dated September 19, 2024** 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/2024/133 dated October 3, 2024 (“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 Ordinary Resolution 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 MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”). 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 23rd February, 2025 (Sunday) to 5:00 p.m. (IST) on 24th March, 2025 (Monday).

By Order of the Board

Date: 19th February 2025

Place: Kolkata

S Marda

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 **MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”)**.
2. The Postal Ballot Notice, have also been made available 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 and also on the website of MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”) at <https://instavote.linkintime.co.in/>
3. Relevant documents referred to in the accompanying Postal Ballot Notice and the Statement pursuant to Section 102 of the Act, shall be available for inspection electronically from the date of circulation of this Postal Ballot Notice until the last date of e-voting. Members seeking to inspect such documents can send an email to investorgrivance@graphiteindia.com mentioning his / her / its folio number / DP ID and Client ID.

4. 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, 14th February, 2025 (the cut-off date)** and who shall be entitled to avail the facility of remote e-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.
5. 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.
6. 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 **MUFG Intime India Private Limited ("Formerly Link Intime India Private Limited")** within 2 working days (not exceeding 3 days) of conclusion of postal ballot process.
7. The resolution, if approved, shall be deemed to have been passed the last date of evoting i.e. **24th March 2025**.
8. Members requiring any clarification may contact Mr. Vijay at the Company's share department at phone : 033-40029600 or E-mail: investorgrivance@graphieindia.com or may contact Mr. Rajiv Ranjan, Assistant Vice President –E-voting Group of Link Intime on 022-49186175 or at enotices@in.mpms.mufg.com or may call on MUFG Intime INSTAVOTE helpdesk on: 022 - 49186000.
9. Members who have not registered their email addresses so far are requested to register their email addresses for receiving all communication including Notices / Annual Reports / other intimations electronically at their email addresses.
10. 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 by submitting Form ISR1 duly filled and signed with the Company's Registrar and Share Transfer Agent viz. MUFG Intime India Private Limited("Formerly Link Intime India Private Limited"). at C 101, 247 Park C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai – 400083.

SPECIAL BUSINESS

1. Re-appointment of Mr. Ashutosh Dixit (DIN: 06678944) as a Whole-time Director of the Company

To consider and pass, the following resolution as a Ordinary Resolution

RESOLVED THAT pursuant to the decision of the Board of Directors ("Board") of the Company upon recommendation of the Nomination & Remuneration Committee and pursuant to the provisions of Sections 196, 197, 203 and any other applicable provisions, if any, read with Section 198 of the Companies Act, 2013 and the rules made thereunder, including the Companies (Appointment and Remuneration of Managerial Personnel) Rules 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), read with Schedule V of the Companies Act, 2013 and Regulation 17 and other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Listing Regulations") (and consent of the Company, be and is hereby accorded to the re-appointment of Mr. Ashutosh Dixit (DIN: 06678944) as a Whole-time Director of the Company designated as "Executive Director" for a period of three years effective from 1st April, 2025, on terms and conditions of re-appointment and remuneration as contained in the Letter of Appointment dated 14th February, 2025 details of which are provided in the explanatory statement annexed to the notice convening the annual general meeting.

RESOLVED FURTHER THAT the Nomination and Remuneration Committee / Board of Directors be and are hereby authorised to alter and vary such terms of re-appointment and remuneration so as to not exceed the limits specified in Schedule V to the Companies Act, 2013, as may be agreed to by the Nomination and Remuneration Committee / Board of Directors and Mr. Ashutosh Dixit.

RESOLVED FURTHER THAT in the event of absence or inadequacy of net profits in any financial year, the remuneration payable to the Whole-Time Director designated as "Executive Director" shall be governed by Section II of Part II of Schedule V to the Companies Act, 2013 or any statutory modification thereof and the same shall be treated as the minimum remuneration payable to him.

By Order of the Board

S Marda
Company Secretary

Date: 19th February 2025
Place: Kolkata

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

Item No. 1

In the 45th Annual General Meeting of the Company held on 28th July, 2020 members of the Company had approved the appointment of Mr. Ashutosh Dixit as a Whole-time Director of the Company for a period of 5 years with effect from 1st April, 2020, not liable to retire by rotation. The current term of Mr. Ashutosh Dixit as a Whole-time Director of the Company will expire on 31st March, 2025.

The Board of Directors of the Company ('Board') on 12th February 2025, upon the recommendation of the Nomination and Remuneration Committee, re-appointed Mr. Ashutosh Dixit as the Whole-time Director of the Company designated as "Executive Director" for a period of 3 (three) years with effect from 1st April 2025 at the remuneration and on the terms and conditions as contained in the Letter of Appointment dated 14th February, 2025 which is subject to approval of the Members by means of a Postal Ballot through electronic voting under the provisions of Section 110 of the Companies Act, 2013 within a period of 3 (three) months from the date of appointment pursuant to Regulation 17(1C) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Listing Regulations").

Mr. Ashutosh Dixit has confirmed that he is not debarred from holding the office of director by virtue of any SEBI order or any other such authority and meets the criteria of appointment as a Whole-time Director as specified under Section 196 of the Act read with Schedule V. He is not disqualified from being appointed as a Director in terms of Section 164 of the Act.

The Company has received requisite consent/declarations for re-appointment of Mr. Ashutosh Dixit as Whole-time Director of the Company, as required under the Act and Rules made thereunder.

The approval of the members is accordingly being sought for re-appointment and payment of remuneration to Mr. Ashutosh Dixit as the Whole-time Director as per the resolution set out in Item No 1 of the Notice. Copy of the Letter of Appointment is open for inspection through electronic mode. The ordinary resolution is accordingly recommended for approval of the members.

Mr. Ashutosh Dixit is 54 years old. His qualifications are B Tech (Mechanical Engineering) from Harcourt Butler Technical Institute, Kanpur; MBA(General Management) from Universitas 21 Global, Singapore and PG certificate (Metallurgy) from Indian Institute of Technology, BHU. He has around 33 years experience in senior management positions in a couple of reputed companies in India. He was the 'President' of the Company since November 2017, prior to his elevation as Executive Director on April 1, 2020.

The abstract of the terms and conditions of re-appointment of Mr. Dixit as Executive Director as contained in the said letter with memorandum of interest is set out below:

1. The re-appointment of Mr. Ashutosh Dixit as a Whole-time Director designated as 'Executive Director' of the Company is for a period of three years w.e.f. 1st April 2025.

Mr. Ashutosh Dixit shall devote the whole of his time and attention to his services as Whole-time Director of the Company and shall under the superintendence, control and direction of the Board perform the duties and exercise the powers as may from time to time be entrusted to or conferred upon by the Board.

2. In consideration of his services as Executive Director, Mr. Dixit shall receive the following by way of remuneration:
 - i. **Salary** : At the rate of Rs 6,50,000/- (Rupees Six Lacs Fifty Thousand only) per month or such sum as may from time to time be determined by Nomination and Remuneration Committee/ Board.
 - ii. **Perquisites** : Such perquisites and allowances as are or may from time to time be determined by the Nomination & Remuneration Committee/ Board.
 - iii. **Minimum Remuneration** : Notwithstanding anything herein contained, where in any financial year during the period of his office as Whole time Director, the Company has no profits or its profits are inadequate, the Company may, subject to the requisite approvals if any, pay Mr. Ashutosh Dixit such remuneration as may from time be determined and allocated by the Nomination and Remuneration Committee / Board depending upon the effective capital of the Company as per Section II of Part II of Schedule V of the Companies Act, 2013 ("Act") or any statutory modification or amendment thereof.
 - iv. **Commission** : In addition to the above, he shall also be entitled to such commission, if any, as may be determined by the Nomination and Remuneration Committee / Board provided the aggregate of the salary, perquisites and commission for any financial year shall not exceed 5% of the net profits of the Company for that year computed in the manner referred to in Section 198 of the Act.
3. He shall be entitled to earned/ privilege leave on full pay and allowances as per the Rules of the Company.
4. Notwithstanding anything herein contained either party, shall be entitled to determine his appointment by giving three months' notice in writing in that behalf to the other party and on the expiry of the period of such notice, his appointment shall stand terminated. The Company shall also be entitled to terminate his appointment on giving him three months' salary as specified in clause 2(i) above in lieu of three month's notice required to be given under this clause.
5. The appointment and remuneration of Mr. Ashutosh Dixit as the Whole-time Director of the Company (designated as "Executive Director") requires the approval of the members of the Company in general meeting in terms of paragraph (1) of Part III of Schedule V to the Act.
6. Mr. Ashutosh Dixit as the Whole-time Director is concerned or interested in the resolution.

None of the other Directors or Key Managerial Personnel of the Company or their relatives are concerned or interested, financially or otherwise, in the resolution.

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

ADDITIONAL INFORMATION ON DIRECTOR SEEKING APPOINTMENT

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

Name	Mr. Ashutosh Dixit
Director Identification Number	06678944
Age	54 Yrs
Date of first appointment to the Board	1 st April,2020
Qualification	B Tech (Mechanical Engineering) from Harcourt Butler Technical Institute, Kanpur; MBA (General Management) from Universitas 21 Global , Singapore and PG certificate (Metallurgy) from Indian Institute of Technology, BHU.
Brief resume including experience, Nature of expertise in specific functional areas	Mr Dixit, Whole-time Director, has around 33 years' experience in senior management positions in a couple of reputed companies in India. He has vast experience in work related to capacity enhancement, efficiency, yield improvement, cost reduction and operations, subject to the superintendence, control and supervision of the Board of Directors of the Company. Mr Dixit has extensive experience in strategy and initiatives that have global and cross business impact which includes sustainability, diversity, business policies, sales and customer development, marketing and corporate governance.
Terms and conditions of appointment	Terms and conditions of appointment is contained in Letter of Appointment dated 14.02.2025, abstract of which is mentioned in explanatory statement.
Remuneration last drawn	Rs. 1,98,19,385 for FY 2023-24.
Remuneration proposed to be given	Refer Terms and conditions of appointment contained in Letter of Appointment dated 14.02.2025, abstract of which is mentioned in explanatory statement.
Number of Board meetings of the Company attended during the year	FY2024-25 (till the date of this Postal Ballot Notice): 4 out of 4 meetings held.
Directorship in other Companies	1. Godi India Private Limited 2. General Graphene Corporation Limited, USA
Membership/ Chairmanship of Committees in other Companies	None
Name of listed entities from which the person has resigned in past three years	None
Shareholding in the Company	NIL
Relationship with other Directors, Manager and KMP	None.

Voting through electronic means

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 **MUFG Intime India Private Limited** ("**Formerly Link Intime India Private Limited**")..

REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access e-Voting facility.

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

Individual Shareholders holding securities in demat mode with NSDL

METHOD 1 - Individual Shareholders registered with NSDL IDeAS facility

Shareholders who have registered for NSDL IDeAS facility:

- a) Visit URL: <https://eservices.nsd.com> and click on "Beneficial Owner" icon under "Login".
- b) Enter User ID and Password. Click on "Login"
- c) 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.
- d) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

OR

Shareholders 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 successful registration, user will be provided with Login ID and password.
- d) After successful login, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

METHOD 2 - Individual Shareholders 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 will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services.
- e) Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Individual Shareholders holding securities in demat mode with CDSL

METHOD 1 – Individual Shareholders registered with CDSL Easi/ Easiest facility

Shareholders who have registered/ opted for CDSL Easi/ Easiest facility:

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or www.cdslindia.com.
- b) Click on New System Myeasi Tab
- c) Login with existing my easi username and password
- d) After successful login, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime, for voting during the remote e-voting period.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

OR

Shareholders who have not registered for CDSL Easi/ Easiest facility:

- 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 username and password.
- d) After successful login, user able to see e-voting menu.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

METHOD 2 - Individual Shareholders 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 “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to 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, user shall navigate through “e-voting” option.
- c) Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.
- d) After successful authentication, click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Login method for shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode

Shareholders holding shares in physical mode / Non-Individual Shareholders holding securities in demat mode as on 14.02.2025 i.e. the cut-off date for e-voting may register for InstaVote as under:

- a) Visit URL: <https://instavote.linkintime.co.in>

Shareholders who have not registered for INSTAVOTE facility:

- b) Click on “**Sign Up**” under ‘SHARE HOLDER’ tab and register with your following details:

- A. User ID:**
 NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.
 CDSL demat account – User ID is 16 Digit Beneficiary ID.
 Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company.
- 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 **NSDL form**, shall provide 'D' above*
***Shareholders holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in '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).
 - ❖ Enter Image Verification (CAPTCHA) Code
 - ❖ Click “Submit” (You have now registered on InstaVote).

Shareholders who have registered for INSTAVOTE facility:

- c) Click on “**Login**” under ‘SHARE HOLDER’ tab.
- A. User ID: Enter your User ID
 - B. Password: Enter your Password
 - C. Enter Image Verification (CAPTCHA) Code
 - D. Click “Submit”
- d) Cast your vote electronically:
- A. After successful login, you will be able to see the “Notification for e-voting”.
 - B. Select ‘View’ icon.
 - C. E-voting page will appear.
 - D. 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).
 - E. 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 (“Custodian / Corporate Body/ Mutual Fund”)

STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration

- a) Visit URL: <https://instavote.linkintime.co.in>
- b) Click on “**Sign Up**” under “Custodian / Corporate Body/ 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 Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to insta.vote@linkintime.co.in.
- e) Thereafter, Login credentials (User ID; Organisation ID; Password) is sent to Primary contact person’s email ID. (You have now registered on InstaVote)

STEP 2 – Investor Mapping

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on “**Investor Mapping**” tab under the Menu Section
- c) Map the Investor with the following details:

- A. 'Investor ID' –
 - i. NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID *i.e., IN00000012345678*
 - ii. CDSL demat account – User ID is 16 Digit Beneficiary ID.
- B. 'Investor's Name - Enter Investor's Name as updated with DP.
- C. 'Investor PAN' - Enter your 10-digit PAN.
- 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 or 16 Digit Beneficiary ID. Further, Custodians and Mutual Funds shall also upload specimen signatures.*

- E. Click on Submit button. (The investor is now mapped with the Custodian / Corporate Body/ Mutual Fund Entity). The same can be viewed under the "Report Section".

STEP 3 – Voting through remote e-voting

The corporate shareholder can vote by two methods, during the remote e-voting period.

METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on "**Votes Entry**" tab under the Menu section.
- c) Enter the "**Event No.**" for which you want to cast vote.
Event No. can be viewed on the home page of InstaVote under "On-going Events".
- 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'.
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.

OR

METHOD 2 - VOTES UPLOAD

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will be able to see the "Notification for e-voting".
- c) Select "**View**" icon for "**Company's Name / Event number**".
- d) E-voting page will appear.
- e) Download sample vote file from "**Download Sample Vote File**" tab.
- f) Cast your vote by selecting your desired option 'Favour / Against' in the sample vote file and upload the same under "**Upload Vote File**" option.
- g) 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:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at enotices@in.mpms.mufg.com or contact on: - Tel: 022 – 4918 6000.

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
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

Forgot Password:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on: <https://instavote.linkintime.co.in>

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

In case shareholders have a 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 information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. 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:

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.

CDSL demat account – User ID is 16 Digit Beneficiary ID.

Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company.

In case Custodian / Corporate Body/ Mutual Fund has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on: <https://instavote.linkintime.co.in>

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

In case shareholders have a 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 information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. 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:

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at 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 login any number of time till they have voted on the resolution(s) for a particular "Event".