

EASY FINCORP LIMITED

CIN: L65920WB1984PLC262226

Regd. Office: Duncan House, 4th floor, 31-Netaji Subhas Road, Kolkata-700 001

Tel.: 033-6625-1000; Email ID: rpsg.secretarial@rpsg.in; website: www.easyfincorp.com

Ref. No.: EFL/2024-25/39

Date: 24th October, 2024

To,
The General Manager,
Department of Corporate Services,
BSE Ltd., 1st Floor, New Trading Ring,
Rotunda Building,
P.J. Towers, Dalal Street, Fort,
Mumbai – 400001

Sub: Outcome of the Board meeting dated 24th October, 2024

Dear Sir,

We would like to inform you that the Board of Directors in its meeting held today i.e. 24th October, 2024 decided the following:

1. Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with part A of Schedule III of said Regulations, the Board of Directors, based on the recommendation of the Nomination and Compensation Committee has approved the appointment of **Ms. Heena Lunia (ICSI Membership No. A61630) as Company Secretary and Compliance Officer of the Company, a Key Managerial Personnel w.e.f 24th October 2024.**

Pursuant to Regulation 30(5) of the SEBI (Listing Regulations) 2015, the Board of Directors of the Company has authorized Ms. Heena Lunia (ICSI Membership No. A61630), to the disclosure of material events as per its Policy on Disclosure of Material Events. The details as required under Regulation 30 of the Listing Regulations read with SEBI Circular No. CIR/CFO/CM/4/2015 dated September 09, 2015 are enclosed herewith **Annexure-A**.

2. To seek approval of members of the Company for the Appointment of Mr. Raj Karan Daga (DIN: 10747430) as a Non-executive Director of the Company through Postal Ballot. The schedule of the Postal ballot is given below:

Event	Date	Day
Cut-off date	25-Oct-24	Friday
Last date of completion of dispatch of Postal Ballot Notice and newspaper advertisement	28-Oct-24	Monday
Voting period Start Date & time	29-Oct-24: 09:00 A.M	Tuesday
Voting period end Date & time	27-Nov-24; 05:00 P.M.	Wednesday
Date of Submission of Scrutinizers Report	28-Nov-24	Thursday
Date of announcements of results of Postal Ballot	28-Nov-24	Thursday

Please take the above intimation on record and acknowledge the receipt of the same.

Thanking you,
For Easy Fincorp Limited

Atul Lakhotia
Director
DIN: 00442901

Encl: Postal Ballot Notice

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Annexure -A

Information as required under Regulation 30 - Part A of Para A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015

Sl. No.	Particulars	Description
Name of Key Managerial Personnel (Company Secretary): Ms. Heena Lunia		
1.	Reason for change viz. appointment, resignation, removal, death or otherwise	Appointment as Company Secretary and Compliance Officer
2.	Date of appointment/cessation Term of appointment	Date of Appointment: 24 th Oct 2024 Term of appointment: Not Applicable
3.	Brief Profile (in case of Appointment)	Ms. Heena Lunia is a qualified Company secretary, and an associate member of ICSI having membership no. A61630. She has an overall more than 9 years of experience in the secretarial domain.
4.	Disclosure of relationships between directors	Not Applicable

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POSTAL BALLOT NOTICE

Dear Members,

Notice is hereby given pursuant to Section 108 and 110 and other applicable provisions, if any, of the Companies Act, 2013("the Act") read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, ("the Rules") Regulation 44 & other applicable provisions of the Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements) Regulations, 2015, Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India (including any statutory modifications or re-enactments thereof for the time being in force) as amended from time to time, read with the guidelines prescribed by the Ministry of Corporate Affairs ["MCA"] for holding general meetings/conducting postal ballot process through e-voting *vide* various general circulars issued by MCA ["Circulars"], and SEBI Circulars issued from time to time, including any statutory modification(s) or amendment(s) or re-enactment(s) thereof for the time being in force and subject to other applicable laws and regulations, the Company seeks approval of the Members via Postal Ballot through remote e-voting only (Voting through Electronic means).

Members' consent is sought for the proposal contained in the resolution given in this Postal Ballot Notice. The Explanatory Statement is pursuant to Section 102 and other applicable provisions of the Companies Act 2013, pertaining to the said resolution setting out the material facts and the related particulars annexed hereto.

The Company has appointed M/s. K. Arun & Co., a Practicing company secretary firm, of Kolkata to act as the Scrutinizer for conducting the Postal Ballot in a fair and transparent manner in accordance with the provisions of the Act and the Rules made thereunder. Please note that there will be no dispatch of physical copies of the Notice or Postal Ballot Forms to the Members of the Company and no physical ballot forms will be accepted.

The Members shall exercise their right to vote on the matters included in the Notice of Postal Ballot by electronic means i.e. through e-voting services provided by **Bigshare Services Pvt. Ltd.** The e-voting period commences on **Tuesday 29th October, 2024 at 09:00 A. M. IST** and ends on, **Wednesday, 27th November, 2024 at 05:00 P.M. IST.** Members are requested to carefully read the instructions given in this Postal Ballot Notice and record their assent (FOR) or dissent (AGAINST) through the remote e-voting process not later than 05:00 P.M. IST on **Wednesday, 27th November, 2024.** Remote e-voting will be blocked by Bigshare Services Pvt. Ltd. immediately thereafter and will not be allowed beyond the said date and time.

The Scrutinizer will submit their report to the Director authorized by the Board after the completion of the scrutiny of the votes. The results of the voting by Postal Ballot (through a remote e-voting process) along with the Scrutinizer's report will be announced by the Director of the Company or any other person authorized by him, on **Thursday, 28th November, 2024.** The results of the Postal Ballot will be posted on the Company's website at www.easyfincorp.com and will be displayed on the notice board of the Company at its Registered Office. The results will also be intimated to BSE, where the equity shares of the Company are listed.

Date: 24th October, 2024

Place: Kolkata

Registered Office:

DUNCAN HOUSE,

31, NETAJI SUBHAS ROAD,

4th FLOOR, KOLKATA-700001,

WEST BENGAL, INDIA

By Order of the Board of Directors

For Easy Fincorp Limited

Sd/-

Heena Lunia

Company Secretary & Compliance Officer

(Membership No: A61630)

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SPECIAL BUSINESS: Item No. 1:

To appoint Mr. Raj Karan Daga (DIN: 10747430) as a Non-executive Director of the Company

To consider and if thought fit, to pass, with or without modification(s) the following resolution as an Ordinary Resolution:-

“RESOLVED THAT pursuant to Section 152 and other applicable provisions of the Companies Act, 2013 (“the Act”) and the Companies (Appointment and Qualification of Directors) Rules, 2014, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) and other applicable provisions, if any, (including any statutory amendment(s) or modification(s) or re-enactment(s) thereof, for the time being in force) and in line with the Articles of Association of the Company, and on the recommendation of the Nomination and Remuneration Committee and the Board of Directors of the Company, Mr. Raj Karan Daga (DIN: 10747430) who was appointed by the Board of Directors as a Non-executive Additional Director of the Company with effect from 30th August, 2024 to hold office in terms of Section 161(1) of the Act and the Articles of Association of the Company, being eligible for appointment and in respect of whom, the Company has received a notice in writing from a member proposing his candidature to the office of Director pursuant to Section 160 of the Act, be and is hereby appointed as Non-Executive Director of the Company and whose office shall be liable to retire by rotation.

RESOLVED FURTHER THAT any of the Directors or the Company Secretary of the Company be and are hereby severally authorized to do all acts and take all such necessary steps as may be necessary, proper or expedient for the purpose of giving effect to this resolution .”

Date: 24th October, 2024

Place: Kolkata

Registered Office:

DUNCAN HOUSE,
31, NETAJI SUBHAS ROAD,
4th FLOOR, KOLKATA-700001,
WEST BENGAL, INDIA

**By Order of the Board of Directors
For Easy Fincorp Limited**

**Sd/-
Heena Lunia
Company Secretary & Compliance Officer
(Membership No: A61630)**

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DETAILS OF DIRECTOR SEEKING APPOINTMENT

In terms of Regulation 36 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with clause 1.2.5 of Secretarial Standard 2 on General Meetings (SS-2).

Name of Directors	Mr. Raj Karan Daga
DIN	10747430
Date of Birth/Age	24 th February, 1957/ 67 years
Brief Resume	Mr. Raj Karan Daga is a B.COM graduate having experience of more than 30 years in the field of Accounts, Income Tax, and general administration matters in renowned corporate groups.
Date of First Appointment	30 th August, 2024
Terms and Conditions of Appointment / Re-appointment	Proposed to be appointed as a Non-Executive Director, liable to retire by rotation every year.
Past Remuneration drawn from the Company	Nil
Remuneration sought to be paid	No Sitting fees are paid for attending the meetings of the Board of Directors.
Shareholding in the Company	Nil
Relationship with the Other Directors, Manager and other Key Managerial Personnel of the Company	Nil
Number of Board Meetings attended during the current F.Y.	2
List of other Companies in which Directorship is held	COMPOSURE SERVICES PRIVATE LIMITED; DEVISE PROPERTIES PRIVATE LIMITED; ESGEE TRUSTEES PRIVATE LIMITED; FAIRLINK MERCANTILE PRIVATE LIMITED; KUTUB PROPERTIES PRIVATE LIMITED; STILE INVESTMENTS LIMITED; TRADE APARTMENTS LIMITED
Membership/Chairmanship of the Statutory committees as on the date of the Notice	NIL
Listed entities from which the director has resigned in past three years.	NIL

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

The Board of Directors of the Company, earlier on the recommendation of the Nomination and Remuneration committee have approved the appointment of Mr. Raj Karan Daga (DIN 10747430) as an Additional Director, in the Non-Executive category w.e.f. 30th August, 2024, subject to the approval of Members of the Company. The Company has received a notice in writing from a member under Section 160 of the Act proposing the candidature of Mr. Raj Karan Daga (DIN: 10747430), for appointment as Non-Executive Director of the Company.

In accordance with provisions of Section 161(1) read with Section 152 of the Companies Act, 2013 and Regulation 17(1C) of Securities & Exchange Board of India (Listing Obligations & Disclosure Requirements) (Third Amendment) Regulations, 2021, Mr. Daga's appointment as a Non-Executive, Non-Independent Director, liable to retire by rotation, is required to be approved by the Members of the Company within a period of 3 months from his appointment.

The Company has received the confirmation from Mr. Daga that he:

- i. is qualified to be appointed as a Director in terms of provisions of Section 164 of the Act and has provided his consent to act as a Director;
- ii. is not debarred from holding the office of Director by virtue of any order of the Securities and Exchange Board of India and any other competent regulatory authority.

None of the Directors or Key Managerial Personnel of your Company including their relatives, except Mr. Daga, to whom the resolution relates are, in any way, concerned or interested, financially or otherwise in the proposed resolution.

The Board recommends passing of **Ordinary Resolution** set out at Item No. 1 of this Postal Ballot Notice.

Date: 24th October, 2024

Place: Kolkata

Registered Office:

DUNCAN HOUSE,
31, NETAJI SUBHAS ROAD,
4th FLOOR, KOLKATA-700001,
WEST BENGAL, INDIA

**By Order of the Board of Directors
For Easy Fincorp Limited**

Sd/-

Heena Lunia

**Company Secretary & Compliance Officer
(Membership No: A61630)**

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NOTES:

- a) Pursuant to Section 102 of the Companies Act, 2013, an Explanatory Statement setting out material facts and reasons for the proposed resolutions is appended hereto.
- b) Details as required in sub-regulation (3) of Regulation 36 of the SEBI Listing Regulations and Secretarial Standard on General Meeting (SS-2) of Institute of Company Secretaries of India in respect of the Director seeking appointment, forms an integral part of the Notice.
- c) Notice is being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company/ Depositories/ Registrar and Share Transfer Agent ["RTA"] and whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on Friday, October 25, 2024 ["Cut-off date"]. Accordingly, the hard copy of the notice along with the Postal Ballot Form and pre-paid business reply envelope will not be sent to the Members for this Postal Ballot and Members are required to communicate their assent or dissent through the remote e-voting system only. Any person who is not a Member as of the cut-off date should treat this Postal Ballot Notice for information purposes only.
- d) A copy of this Postal Ballot Notice is also available on the Company's website at www.easyfincorp.com and the website of the Stock Exchange i.e. BSE.
- e) Members who have not registered or updated their email IDs so far are requested to register or update the same to get all notices, communicate, Annual Reports, etc. from the Company, electronically, as per the following procedure:

Physical Holding	Contact Company's RTA, or by providing necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy), AADHAR (self-attested scanned copy) by email to rajeshm@bigshareonline.com
Demat Holding	Contact respective Depository Participant.

Members are requested that for permanent registration of their e-mail address, they register their e-mail address, in respect of electronic holdings with their concerned Depository Participants and in respect of physical holdings with the Company's RTA, i.e. Big Share Services Private Limited.

- f) After dispatch of the Postal Ballot Notice through email, an advertisement shall be published in 1 (one) English daily newspaper and 1 (one) Bengali newspaper, each having wide circulation in the district where the registered office of the Company is situated and also on the Company's website at www.easyfincorp.com
- g) In compliance with the provisions of Sections 108 and 110 of the Act read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the Listing Regulations, the MCA Circulars and Secretarial Standards-2 on General Meetings, the Company has provided remote e-voting facility for its Members to enable them to cast their votes electronically. The Company has engaged the services of Bigshare Services Pvt. Ltd. to provide an e-voting facility to its Members.
- h) Voting rights shall be reckoned on the paid-up value of shares registered in the name of the Members as on the cut-off date i.e., Friday, 25th October, 2024.
- i) Once the vote on any Resolution is cast by the Members, the Members shall not be allowed to change it subsequently.

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- j) Relevant documents referred to in this Postal Ballot Notice will be made available for inspection at the Company's registered office from the date of commencement of e-voting up to the last date of e-voting i.e. **Wednesday, 27th November, 2024**.
- k) The last date specified in this Notice for e-voting shall be the date on which the resolution would be deemed to have been passed if approved by the requisite majority.
- l) Person responsible for addressing the queries or grievances connected with the voting by Postal Ballot including voting by electronic means, if any:
 - The Company Secretary, 31, Netaji Subhas Road, Duncan House, Kolkata-700 001 :
Email: rpsg.secretarial@rpsg.in
 - Registrar and Share Transfer Agent: Office No S6-2, 6th floor Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road, Andheri (East) Mumbai - 400093, India;
Email: rajeshm@bigshareonline.com

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PROCEDURE AND INSTRUCTIONS FOR REMOTE E-VOTING

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) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), the Company is providing the facility of remote e-Voting to its Members in respect of the business to be transacted through this Postal Ballot Notice. For this purpose, the Company has entered into an agreement with Bigshare Services Private Limited for facilitating voting through electronic means, as the authorized agency. The facility of casting votes by a member using remote e-Voting system will be provided by Bigshare Services Private Limited.

E-VOTING INSTRUCTIONS FOR POSTAL BALLOTS ARE AS UNDER:

- i. The voting period begins on Tuesday, 29th October, 2024 and ends on Wednesday, 27th November, 2024. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of Friday, 25th October, 2024 may cast their vote electronically. The e-voting module shall be disabled by Bigshare for voting thereafter.
- ii. Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

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

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

- iii. In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020, on e-voting facility provided by Listed Companies, 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 in their Demat accounts in order to access the e-Voting facility.

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1. Pursuant to above said SEBI Circular, Login method for e-Voting for Individual shareholders holding securities in Demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<p>Users who have opted for CDSL Easi / Easiest facility, can login through their existing user ID and password. The option will be made available to reach the e-Voting page without any further authentication. The URL for users to login to Easi/Easiest is https://web.cdslindia.com/myeasitoken/home/login or visit the CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then use your existing my easi username & password.</p> <p>After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by the company. On clicking the evoting option, the user will be able to see e-voting page of BIGSHARE the e-voting service provider and you will be re-directed to i-Vote website for casting your vote during the remote e-Voting period. Additionally, there are links provided to access the system of all e-voting Service Providers i.e. BIGSHARE, so that the user can visit the e-voting service providers' website directly.</p> <p>If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration</p> <p>Alternatively, the user can directly access the e-Voting page by providing a Demat Account Number and PAN No. from a link https://evoting.cdslindia.com/Evoting/EvotingLogin The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress, and also able to directly access the system of all e-Voting Service Providers. Click on BIGSHARE and you will be re-directed to i-Vote website for casting your vote during the remote e-voting period.</p>
Individual Shareholders holding securities in Demat mode with NSDL	<p>If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open the web browser by typing the following URL: https://eservices.nsd.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on the company name or e-Voting service provider name BIGSHARE and you will be re-directed to i-Vote website for casting your vote during the remote e-Voting period.</p> <p>If the user is not registered for IDeAS e-Services, 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</p>

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	<p>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of 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 sixteen digit Demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name BIGSHARE and you will be redirected to i-Vote website for casting your vote during the remote e-Voting period.</p>
<p>Individual Shareholders (holding securities in Demat mode) login through their Depository Participants</p>	<p>You can also login using the login credentials of your Demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use the Forget User ID and Forget Password option available at the abovementioned website.

Helpdesk for Individual Shareholders holding securities in Demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Login type	Helpdesk details
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 to helpdesk.evoting@cdslindia.com or contact at 022-23058738 and 22-23058542-43.
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 to evoting@nsdl.co.in or calling toll-free no.: 1800 1020 990 and 1800 22 44 30

2. **The login method for e-voting for shareholder other than individual shareholders holding shares in Demat mode & physical mode is given below:**

- You are requested to launch the URL on the internet browser: <https://ivote.bigshareonline.com>
- Click on the "LOGIN" button under the 'INVESTOR LOGIN' section to Login on E-Voting Platform.
- Please enter you 'USER ID' (User id description is given below) and 'PASSWORD' which is shared separately on you register email id.

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- Shareholders holding shares in **CDSL Demat account should enter 16 Digit Beneficiary ID** as user id.
- Shareholders holding shares in **NSDL Demat account should enter 8 Character DP ID followed by 8 Digit Client ID** as user id.
- Shareholders holding shares in **physical form should enter Event No + Folio Number** registered with the Company as user id.

***Note** If you have not received any user id or password please email from your registered email id or contact i-vote helpdesk team. (Email id and contact number are mentioned in helpdesk section).*

- Click on **I AM NOT A ROBOT (CAPTCHA)** option and login.

NOTE: If Shareholders are holding shares in Demat form and have registered on to e-Voting system of <https://ivote.bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user ID and password to login.

- If you have forgotten the password: Click on '**LOGIN**' under the '**INVESTOR LOGIN**' tab and then Click on '**Forgot your password?**'
- Enter "**User ID**" and "**Registered email ID**" Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on '**Reset**'.

(In case a shareholder is having valid email address, Password will be sent to his / her registered e-mail address).

Voting method for shareholders on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.
- Click on "**VIEW EVENT DETAILS (CURRENT)**" under '**EVENTS**' option on investor portal.
- Select event for which you are desire to vote under the dropdown option.
- Click on "**VOTE NOW**" option which is appearing on the right hand side top corner of the page.
- Cast your vote by selecting an appropriate option "**IN FAVOUR**", "**NOT IN FAVOUR**" or "**ABSTAIN**" and click on "**SUBMIT VOTE**". A confirmation box will be displayed. Click "**OK**" to confirm, else "**CANCEL**" to modify. Once you confirm, you will not be allowed to modify your vote.
- Once you confirm the vote you will receive confirmation message on display screen and also you will receive an email on your registered email id. During the voting period, members can login any number of times till they have voted on the resolution(s). Once vote on a resolution is casted, it cannot be changed subsequently.
- Shareholders can "**CHANGE PASSWORD**" or "**VIEW/UPDATE PROFILE**" under "**PROFILE**" option on investor portal.

3. Custodian registration process for i-Vote E-Voting Website:

- You are requested to launch the URL on internet browser: <https://ivote.bigshareonline.com>
- Click on "**REGISTER**" under "**CUSTODIAN LOGIN**", to register yourself on Bigshare i-Vote e-Voting Platform.
- Enter all required details and submit.
- After Successful registration, message will be displayed with "**User id and password will be sent via email on your registered email id**".

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CIN: L65920WB1984PLC262226

Regd. Office: Duncan House, 4th floor, 31-Netaji Subhas Road, Kolkata-700 001
Tel.: 033-6625-1000; Email ID: rpsg.secretarial@rpsg.in; website: www.easyfincorp.com

NOTE: If Custodian have registered on to e-Voting system of <https://ivote.bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user id and password to login.

- If you have forgotten the password: Click on 'LOGIN' under 'CUSTODIAN LOGIN' tab and further Click on 'Forgot your password?'
- Enter "User ID" and "Registered email ID" Click on I AM NOT A ROBOT (CAPTCHA) option and click on 'RESET'.

(In case a custodian is having valid email address, a Password will be sent to his / her registered e-mail address).

Voting method for Custodian on i-Vote E-voting portal:

- After successful login, the **Bigshare E-voting system** page will appear.

Investor Mapping:

- First you need to map the investor with your user ID under the "DOCUMENTS" option on the custodian portal.
 - Click on the "DOCUMENT TYPE" dropdown option and select document type power of attorney (POA).
 - Click on upload document "CHOOSE FILE" and upload power of attorney (POA) or board resolution for the respective investor and click on "UPLOAD".
- Note:** The power of attorney (POA) or board resolution has to be named as the "InvestorID.pdf" (Mention Demat account number as Investor ID.)
- Your investor is now mapped and you can check the file status on display.

Investor vote File Upload:

- To cast your vote select the "VOTE FILE UPLOAD" option from the left-hand side menu on the custodian portal.
- Select the Event under the dropdown option.
- Download the sample voting file and enter relevant details as required and upload the same file under the upload document option by clicking on "UPLOAD". A confirmation message will be displayed on the screen and also you can check the file status on display (Once a vote on a resolution is casted, it cannot be changed subsequently).
- Custodian can "CHANGE PASSWORD" or "VIEW/UPDATE PROFILE" under the "PROFILE" option on the custodian portal.

Helpdesk for queries regarding e-voting:

Login type	Helpdesk details
Shareholders other than individual shareholders hold shares in Demat mode & Physical mode.	In case shareholders/investors have any queries regarding E-voting, you may refer to the Frequently Asked Questions ('FAQs') and i-Vote e-Voting module available at https://ivote.bigshareonline.com , under the download section or you can email us at ivote@bigshareonline.com or call us at: 1800 22 54 22.