

Date: 05/12/2024

To

Manager, <b>National Stock Exchange of India Limited</b> Exchange Plaza, Plot No. C/1, G Block, Bandra Kurla Complex- Bandra (E), Mumbai - 400051  <i>NSE Symbol: HITECH</i>	Listing Department, <b>BSE Limited</b> Phiroze Jeejeebhoy Towers, Dalal Street, Fort Mumbai - 400001  <i>Scrip Code: 543411</i>
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Dear Sir/ Madam,

**Sub: Intimation of Notice of Postal Ballot.**

Dear Sir/ Madam,

Pursuant to Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement) Regulations, 2015, please find herewith a copy of Notice of Postal Ballot dated December 05, 2024.

The Notice of Postal Ballot has been dispatched to the shareholders of the Company today i.e. December 05, 2024 as per the provisions of section 108 & 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable provisions, if any (including any statutory modifications or re-enactment thereof for the time being in force).

**Remote e-voting period shall commence on Friday, December 06, 2024 at 09:00 A.M. (IST) and end on Saturday, January 04, 2025 at 05.00 P.M. (IST) (both days inclusive).**

The Notice of Postal Ballot is also available on the website of the Company i.e. [www.hitechpipes.in](http://www.hitechpipes.in).

Kindly place the same on your record.

Thanking you,

Yours truly,

For Hi-Tech Pipes Limited

For HI-TECH PIPES LIMITED

Arun Kumar  
Company Secretary  
Company Secretary &  
Compliance Officer

Encl: a/a

**HI-TECH**  
**STEEL PIPES**  
**HI-TECH PIPES LIMITED**

(CIN: L27202DL1985PLC019750)

Regd. Off.: 505, Pearls Omaxe Tower, Netaji Subhash Place, Pitampura, Delhi-110034  
91-1148440050, [www.hitechpipes.in](http://www.hitechpipes.in); [info@hitechpipes.in](mailto:info@hitechpipes.in)

**POSTAL BALLOT NOTICE**

*[Pursuant to Section 108 & 110 of the Companies Act, 2013, read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 and amendment thereto and relevant circulars issued by Ministry of Corporate Affairs]*

*Dear Shareholder(s),*

NOTICE is hereby given that pursuant to Section 108 and 110 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 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI LODR Regulations”) and Secretarial Standard - 2 on General Meetings issued by the Institute of Company Secretaries of India (“the SS-2”), as amended from time to time (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) read with General Circular Nos. 14/2020 dated April 08, 2020, 17/2020 dated April 13, 2020, and subsequent circulars issued in this regard, latest being 09/2024 dated September 19, 2024 issued by the Ministry of Corporate Affairs, Government of India (“MCA Circulars”), and other applicable laws, rules and regulations, that the resolution as set out in this notice, is proposed to be passed by the Shareholders by way of Postal Ballot through electronic voting (“remote e-voting”) process only.

**SPECIAL BUSINESS:**

**Item No. 1: Re-appointment of Mrs. Neerja Kumar (DIN: 08679454) as Non-Executive Independent Woman Director on the Board of the Company.**

To consider and if thought fit, to pass the following resolution as a **Special Resolution:**

“RESOLVED THAT pursuant to the provisions of Sections 149, 152, Schedule IV and other applicable provisions of the Companies Act, 2013 (“the Act”) read with the Rules framed thereunder and applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (“the LODR Regulations”) (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), the Articles of Association of the Company, approval and recommendation of the Nomination and Remuneration Committee, and that of the Board of Directors, Mrs. Neerja Kumar (DIN: 08679454), who holds office as Non-Executive Independent Woman Director up to January 21, 2025, be and is hereby reappointed as Non-Executive Independent Woman Director, not liable to retire by rotation, for a second term of 03 (Three) years with effect from January 22, 2025 up to January 21, 2028.

**RESOLVED FURTHER THAT** the Board be and is hereby authorized to delegate all or any of the powers to any committee of directors with power to further delegate to any other

Officer(s) / Authorized Representative(s) of the Company to do all acts, deeds and things and take all such steps as may be necessary, proper or expedient to give effect to this resolution.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorised to do all such acts, deeds, matters and things including but not limited to filling of requisite e-Form(s) with the Registrar of Companies, NCT of Delhi and Haryana at New Delhi and execute all such documents, instruments and writings as may be required to give effect to this resolution.”

**By Order of the Board**

**For Hi-Tech Pipes Limited**

**Ajay Kumar Bansal**  
**Managing Director**  
**DIN: 01070123**

**Date: 05/12/2024**  
**Place: New Delhi**

**Notes:**

1. The Explanatory Statement pursuant to Section 102(1) read with Section 110 of the Companies Act, 2013 (“**the Act**”) and Rule 22 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and along with details in terms of Regulation 36(3) of the LODR Regulations, stating all material facts and the reason / rationale for proposed resolutions, is annexed hereto and forms part of this Postal Ballot Notice (“**Notice**”).
2. In compliance with the MCA Circulars, the Company is sending this Notice only in electronic form to those Members whose names appear in the Register of Members / List of Beneficial Owners as on **Friday, 29<sup>th</sup> day of November, 2024**, (“**Cut-off date**”) as received from National Securities Depository Limited (“**the NSDL**”) and Central Depository Services (India) Limited (“**the CDSL**”) (collectively referred to as “**Depositories**”).
3. Those members who have not yet registered their email addresses and consequently, have not received the Notice are requested to get their email addresses and mobile numbers registered by following the guidelines mentioned in para 4 & 5 below.
4. Members holding shares in dematerialized form are requested to register / update their e-mail addresses with their respective DPs.
5. Members may also receive the electronic copy of this postal ballot notice via. writing to us at [cs@hitechpipes.in](mailto:cs@hitechpipes.in)
6. The Members, whose names appear in the Register of Members / Beneficial Owners as on the cut-off date will only be entitled to vote on the Resolution set forth in this Notice. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date. A person who is not a Member as on the cut-off date should treat this Notice for information purpose only.
7. The Notice will also be available on the website, of the Company at [www.hitechpipes.in](http://www.hitechpipes.in), on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and on the website of the stock exchanges, i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com).
8. All relevant documents referred to in this Notice will be open / available for inspection through electronic mode for the Members of the Company during working hours on all working days upto and including the last day for remote e-Voting i.e., **Saturday, 04<sup>th</sup> day of January, 2025**. Any member seeking to inspect the documents can send us an e-mail to [cs@hitechpipes.in](mailto:cs@hitechpipes.in) with subject line “**Inspection of Documents**” from their registered email address mentioning their Name, Folio Number/ DP ID & Client ID.
9. As per the MCA Circulars, physical copies of the Notice are not being sent to the members for this Postal Ballot. The communication of the assent or dissent of the Members would take place through the process of **remote e-Voting only**. Soft copy of this notice is being sent in electronic mode to Members whose e-mail address is registered with the Company or the Depository Participant(s) as on 29<sup>th</sup> day of November 2024 (closing hours) and to all other persons so entitled.

10. In compliance with the MCA Circulars, Section 108 and 110 of the Act read with the Rules made thereunder and Regulation 44 of the SEBI LODR Regulations, the Company is providing remote e-voting facility to seek the approval of Shareholders of the Company for the resolution contained in this Notice. For this purpose, the Company has availed the services of NSDL for facilitating remote e-Voting to enable the Shareholders to cast their votes electronically (hereinafter referred to as the “**remote e-Voting / e-Voting**”). The instructions for e-Voting are provided as part of this Notice, the members are requested to read the e-Voting instructions carefully before casting their vote.
11. The remote **e-Voting period begins on Friday, 06<sup>th</sup> day of December 2024, at 09:00 A.M. (IST) and ends on Saturday, 04<sup>th</sup> day of January 2025 at 05:00 P.M. (IST)** The remote e-Voting facility will be disabled by NSDL immediately thereafter and voting shall not be allowed beyond the said time and date. Once the vote on the resolution is cast by the member, he / she shall not be allowed to change it subsequently. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on **Friday, 29<sup>th</sup> day of November 2024**, being the Cut-off Date fixed for the purpose.
12. The Board of Directors (“the **Board**”) of the Company have appointed M/s. NSP & Associates, Practicing Company Secretaries, as Scrutinizer to scrutinise the remote e-voting process in a fair and transparent manner.
13. Upon completion of the scrutiny of the votes cast, the Scrutinizer will submit his report to the Chairperson of the Company or to any other person authorized by him not later than 2 working days from the conclusion of e-Voting.
14. The **results of e-Voting** will be announced, by the Chairperson of the Company or by any other person authorized by him in that behalf, within 2 working days from the conclusion of e-voting, and the same will be placed on the Company’s website at [www.hitechpipes.in](http://www.hitechpipes.in) and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). The results shall also be communicated to the Stock Exchanges i.e. BSE at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com).
15. The resolution, if passed by the requisite majority, shall be deemed to have been passed on the last date of the remote e-voting process i.e., **Saturday, 04<sup>th</sup> day of January 2025**. Further, resolution passed by the members through postal ballot are deemed to have been passed as if they are passed at a general meeting of the members.
16. SEBI vide its Master Circular SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/14 dated August 11, 2023 read with any amendments thereto, with a view to safeguard the interests of the investors and to streamline the resolution mechanism in the Indian Securities Market, has mandated establishment of common Online Dispute Resolution Portal (“**ODR Portal**”), by Market Infrastructure Institutions, which harnesses online conciliation and online arbitration for resolution of disputes arising in Indian Securities Market.

The ODR Portal allows the investors/shareholders to enrol themselves, file unresolved grievance, upload documents and get status updates pertaining to the unresolved grievances filed against listed entities / its RTA.

The process for initiation of Dispute Resolution process is enumerated below:

- An investor/client shall first take up his/her grievance with the Market Participant by



lodging a complaint directly with the concerned Market Participant.

- If the grievance is not redressed satisfactorily, the investor/shareholder may escalate the same through the SCORES Portal ([www.scores.gov.in](http://www.scores.gov.in)) in accordance with SCORES Guidelines.
- If the investor/client is still not satisfied with the outcome, he/she can initiate dispute resolution through the ODR Portal which can be accessed at <https://smartodr.in/login>).

17. Despatch of the Notice shall be deemed to be completed on the day NSDL sends out the communication for the Postal Ballot process by email to the members of the company.

### **Explanatory Statement pursuant to Sections 102(1) & 110 of the Companies Act, 2013**

#### **Item No. 1: Re-appointment of Mrs. Neerja Kumar (DIN: 08679454) as Non-Executive Independent Woman Director on the Board of the Company.**

Mrs. Neerja Kumar (DIN: 08679454) was appointed as Non-Executive Independent Woman Director of the Company pursuant to Section 149 of the Act, read with the Appointment Rules by the Board, effective January 22, 2020, to hold office up to January 21, 2025 and such appointment was regularised by the Shareholders of the Company through Postal Ballot dated 26/02/2020. She is due for retirement from the first term as Non-Executive Independent Woman Director on January 21, 2025. As per Section 149 of the Act, an Independent Director may hold office for two terms of up to 05 (Five) consecutive years each. Mrs. Neerja Kumar fulfils the requirements of an Independent Director as laid down under Section 149(6) of the Act, and Regulation 16(1)(b) of the LODR Regulations.

The Nomination and Remuneration Committee (“N&RC”), after taking into account the performance evaluation of Mrs. Neerja Kumar during her first term and considering her knowledge, acumen, expertise, experience and contribution and time commitment, has recommended to the Board her reappointment for a second term of 03 (Three) Years. The N&RC has considered her diverse skills, leadership capabilities, expertise in general management, sustainability and vast business experience, among others, as being key requirements for this role. In view of the above, the N&RC and the Board are of the view that Mrs. Neerja Kumar possesses the requisite skills and capabilities, which would be of immense benefit to the Company, and hence, it is desirable to reappoint her as Non-Executive Independent Woman Director.

Based on the recommendation of the N&RC, the Board, recommended the reappointment of Mrs. Neerja Kumar as Non-Executive Independent Woman Director, not liable to retire by rotation, for a second term of 03 (Three) Years effective January 22, 2025 up to January 21, 2028 (both days inclusive).

The Company has received all statutory disclosures / declarations, including:

- (i) Consent in writing to act as director in Form DIR-2, pursuant to Rule 8 of the Companies (Appointment & Qualification of Directors) Rules, 2014;
- (ii) Intimation in Form DIR-8 in terms of the Appointment Rules to the effect that she is not disqualified under sub-section (2) of Section 164 of the Act;
- (iii) Declaration to the effect that she meets the criteria of independence as provided in sub-section (6) of Section 149 of the Act;

(iv) Declaration pursuant to BSE Circular No. LIST/COMP/14/2018-19 dated June 20, 2018, and NSE Circular No. NSE/ CML/2018/24 dated June 20, 2018 that she has not been debarred from holding office of a Director by virtue of any Order passed by the Securities and Exchange Board of India or any other such authority; and

(v) Confirmation that she is not aware of any circumstance or situation which exists or may be reasonably anticipated that could impair or impact her ability to discharge duties as an Independent Director of the Company.

In the opinion of the Board and based on its evaluation, Mrs. Neerja Kumar fulfils the conditions specified in the Act, and Rules made thereunder and LODR Regulations for her reappointment as Non-Executive Independent Woman Director of the Company and she is independent of the Management of the Company.

The Board considers that the continued association of Mrs. Neerja Kumar would be of immense benefit to the Company and it is desirable to continue to avail her services as an Independent Woman Director.

The resolution seeks the approval of members for the reappointment of Mrs. Neerja Kumar as Non-Executive Independent Woman Director of the Company, for a second term of 03 (Three) Years effective January 22, 2025 up to January 21, 2028, (both days inclusive) pursuant to Sections 149, 152 and other applicable provisions of the Act and the Rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof) and her office shall not be liable to retire by rotation.

Other requisite details of Mrs. Neerja Kumar pursuant to the provisions of the Regulation 36 of Listing Regulations read with the Secretarial Standard on General Meetings (“SS-2”), issued by the Institute of Company Secretaries of India are mentioned in this explanatory statement and/or annexed to this notice.

No director, KMP or their relatives except Mrs. Neerja Kumar, to whom the resolution relates, is interested in or concerned, financially or otherwise, in passing the proposed resolution as set out in Item no. 1.

The Board recommends the special resolution as set out in Item no. 1 of this notice for the approval of members.

**By Order of the Board  
For Hi-Tech Pipes Limited**

**Ajay Kumar Bansal  
Managing Director  
DIN: 01070123**

**Date: 05/12/2024  
Place: New Delhi**

**Other details under Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and in terms of Secretarial Standard on General Meetings (SS-2), in respect of the Directors seeking appointment.**

<b>Name</b>	Mrs. Neerja Kumar
<b>DIN</b>	08679454
<b>Date of Birth (Age in Years)</b>	11/12/1958 (65 Years)
<b>Date of First Appointment to the Board</b>	22/01/2020
<b>Brief Resume</b>	She has retired as General Manager-(MSME) from Punjab National Bank in Dec 2018. She Started her career as Management Trainee with Punjab National Bank. Mrs. Kumar is having almost FOUR decades of experience in PNB Bank in various discipline and over 4 years of experience in steel tubes and pipes industry.
<b>Qualification</b>	She holds Bachelor's degree (Hons) in Science from Meerut University. She has also completed Master of Philosophy from the Institute of Advanced Studies, Meerut University.
<b>Nature of Expertise and skill set require in specific functional areas</b>	She has rich experience in Bank Management as handling a number of bank branches across India as Branch Head Planning for growth and development of bank to maximize Profits. Provide the best of services to clients. Handled special focus branches of Retail loans, MSME loans and International banking branches as branch head. HR Management and development Operational control of Credit and NPA. Worked as Deputy General Manager in Mumbai handling HR, Planning and development, Credit, Inspection and audit, IT and other areas of banking of Maharashtra and Gujarat Worked as Circle Head Jhansi controlling more than 65 branches of Bundelkand UP.
<b>Terms and conditions of appointment</b>	As mentioned in the statement annexed to the Notice
<b>Details of remuneration last drawn</b>	Sitting Fees Rs.60,000/- per meeting
<b>Details of remuneration sought to be paid</b>	She will be eligible for payment of sitting fees as payable to other non-executive directors of the Company as per the Remuneration Policy of the Company.
<b>Shareholding (as on the date of this Notice) in the Company either directly or in form of beneficial interest for any other person</b>	Nil
<b>Directorships in listed Companies and other directorships</b>	<b>Listed:</b> Hi-Tech Pipes Limited  <b>Other Directorships:</b> 1. Hitech Saw Limited; 2. HTL Metal Private Limited



<b>Listed Companies from which the person has resigned from the directorship in the past three years</b>	Nil	
<b>No. of Meetings of the Board attended during the year till the date of notice</b>	4/4	
<b>Inter-se relationship with other Directors and Key Managerial Personnel of the Company</b>	She is not related to any of the Directors or Key Managerial Personnel of the Company	
<b>Chairperson / Member of the Committee of the Board of Directors of Company</b>	<b>Chairperson</b> 1. Audit Committee  <b>Membership</b> 1. Nomination and Remuneration Committee; 2. Stakeholders Relationship; 3. Corporate Social Responsibility Committee	
<b>Membership / Chairmanship of Committees of other companies</b>		
<b>Company</b>	<b>Chairmanship</b>	<b>Membership</b>
Hi-Tech Saw Limited	Audit Committee	Nomination and Remuneration Committee

**By Order of the Board  
For Hi Tech Pipes Limited**

**Ajay Kumar Bansal  
Managing Director  
DIN: 01070123**

**Date: 05/12/2024  
Place: New Delhi**

## **THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:**

### **How do I vote electronically using NSDL e-Voting system?**

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:





#### **Step 1: Access to NSDL e-Voting system**

##### **A) Login method for e-Voting for Individual shareholders holding securities in demat mode**

In terms of SEBI circular 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 e-Voting facility.

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

<b>Type of shareholders</b>	<b>Login Method</b>
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"><li>1. Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “<b>Beneficial Owner</b>” icon under “<b>Login</b>” which is available under ‘<b>IDeAS</b>’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li><li>2. If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a>.</li><li>3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “<b>Login</b>” which is available under ‘<b>Shareholder/Member</b>’ 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</li></ol>

	<p>on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p><b>NSDL Mobile App is available on</b></p> <p>   </p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> <li>1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then user your existing my easi username &amp; password.</li> <li>2. 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 company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</li> <li>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; 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.</li> </ol>

Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. 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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.
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**Important note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

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

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> 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 <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800-21-09911

**B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.**

**How to Log-in to NSDL e-Voting website?**

1. 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.
2. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

*Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.*

4. Your User ID details are given below:

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
- a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the ‘initial password’ which was communicated to you. Once you retrieve your ‘initial password’, you need to enter the ‘initial password’ and the system will force you to change your password.
  - c) How to retrieve your ‘initial password’?
    - (i) If your email ID is registered in your demat account or with the company, your ‘initial password’ is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8-digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your ‘User ID’ and your ‘initial password’.
    - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**
6. If you are unable to retrieve or have not received the “Initial password” or have forgotten your password:
- a) Click on “**Forgot User Details/Password?**”(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - b) **Physical User Reset Password?** (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
8. Now, you will have to click on “Login” button.
9. After you click on the “Login” button, Home page of e-Voting will open.

## **Step 2: Cast your vote electronically on NSDL e-Voting system.**

### **How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle.
2. Select “EVEN” of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

### **General Guidelines for shareholders**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution / Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [info@corpsmith.org](mailto:info@corpsmith.org) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “[Forgot User Details/Password?](#)” or “[Physical User Reset Password?](#)” option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on : 022 - 4886 7000 or send a request to Ms. Pallavi Mhatre at [evoting@nsdl.com](mailto:evoting@nsdl.com)

### **Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e-mail ids for e-voting for the resolutions set out in this notice:**

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to [cs@hitechpipes.in](mailto:cs@hitechpipes.in)



2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16-digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to [cs@hitechpipes.in](mailto:cs@hitechpipes.in). If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1(A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively, shareholder/members may send a request to [evoting@nsdl.com](mailto:evoting@nsdl.com) for procuring user id and password for e-Voting by providing above mentioned documents.
4. In terms of SEBI circular 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 required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

### **INFORMATION AT A GLANCE**

<b>Particulars</b>	<b>Details</b>
Cut-off date for E-voting	November 29, 2024
E-voting start time and date	December 06, 2024 at 09:00 A.M. (IST)
E-voting end time and date	January 04, 2025 at 05:00 P.M. (IST)
E-voting website	<a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a>
Name, address and contact details of e-voting service provider/ Details of the person responsible for grievance redressal	<b>Ms. Pallavi Mhatre</b> Contact Details: 022 - 4886 7000 and 022 - 2499 7000 or send a request to <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a>
Name, address and contact details of Registrar and Transfer Agent	<b>Mr. Mukesh Kumar</b> Contact Details: 011-42425004 or send a request at <a href="mailto:bssdelhi@bigshareonline.com">bssdelhi@bigshareonline.com</a>