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ಪ್ರಧಾನ ಕಛೇರಿ
ಹಿಂದುಸ್ತಾನ್ ಏರೋನಾಟಿಕ್ಸ್ ಲಿಮಿಟೆಡ್
ಮುಖ್ಯಾಲಯ
HINDUSTAN AERONAUTICS LIMITED
CORPORATE OFFICE

CO/SEC/4(7)/2022-23/ BSE & NSE Filing/70

7th November, 2022

BSE Limited Listing Department Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400 001	National Stock Exchange of India Ltd Listing Department Exchange Plaza, 5 th Floor, Plot No C/1, G Block, Bandra-Kurla Complex, Bandra (E), Mumbai – 400051
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Dear Sir/ Madam,

Sub: Postal Ballot Notice

Ref: BSE Scrip Code: 541154, NSE Symbol: HAL

Further to our Letter No. CO/SEC/4(7)/2022-23/ BSE & NSE Filing/64 dated 28th October, 2022, please find attached herewith Notice of Postal Ballot along with Explanatory Statement and instructions for remote e-voting pursuant to Section 108, 110 and other applicable provisions of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, for seeking the approval of Members of the Company for appointment of Directors in terms of Regulation 17(1C) of SEBI (LODR) Regulations.

2. The Notice is being sent today to all the Members whose names appear in the Register of Members/list of Beneficial Owners as received from National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited and whose e-mail addresses are registered with the Company/Depositories as on Friday, 4th November, 2022. The same is also available on the Company's website at www.hal-india.co.in and on the website of the e-voting agency- KFin Technologies Limited at <https://evoting.kfintech.com>

15/1, ಕಬ್ಬನ್ ರೋಡ್, ಬೆಂಗಳೂರು - 560 001, ಕರ್ನಾಟಕ, ಭಾರತ, 15/1, ಕಬ್ಬನ್ ರೋಡ್, ಬೆಂಗಳೂರು - 560 001, ಕರ್ನಾಟಕ, ಭಾರತ

15/1, Cubbon Road, Bangalore - 560 001, Karnataka, India

ದೂರವಾಣಿ (ಫೋನ್) Ph. : +91-80-2232 0001, 2232 0475, ಫ್ಯಾಕ್ಸ್ (ಫೇಕ್ಸ್) Fax : +91-80-2232 0758

ಇ ಮೇಲ್ (ಇ) Email : cosec@hal-india.co.in

CIN: I35301KA1963G0I001622

3. This is for information and record, please.

Thanking you,

Yours Faithfully
For Hindustan Aeronautics Ltd

(Shailesh Bansal)
Joint Company Secretary & Compliance Officer



Hindustan Aeronautics Limited

Regd. Office: 15/1, Cubbon Road, Bengaluru-560001

E-mail: investors@hal-india.co.in website: www.hal-india.co.in

CIN: L35301KA1963GOI001622

POSTAL BALLOT NOTICE

(Pursuant to Section 110 of the Companies Act, 2013)

(Read with Rule 22 of the Companies (Management and Administration) rules, 2014)

NOTICE is hereby given pursuant to the provisions of Section 110 read with Section 108 of the Companies Act, 2013 (“**the Act**”) and Rule 20 and 22 of the Companies (Management and Administration Rules), 2014 (“**Rules**”) (including any statutory modification(s) or re-enactment thereof for the time being in force), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”), Secretarial Standard on General Meetings (SS-2) read with the General Circulars No.14/ 2020 dated April 8, 2020, No.17/ 2020 dated April 13, 2020, No.22/2020 dated June 15, 2020, No.33/2020 dated September 28, 2020, No.39/2020 dated December 31, 2020, No.10/2021 dated 23rd June, 2021, No.20/2021 dated December 8, 2021 and Circular No.03/2022 dated May 05, 2022, issued by the Ministry of Corporate Affairs, Government of India (the “**MCA Circulars**”) and all other applicable rules framed under the Act, including any statutory modification(s), amendment(s) or re-enactment (s) thereof for the time being in force and as may be enacted hereinafter to the extent applicable and any other applicable laws and regulations, to transact the special businesses as set out hereunder by passing the following resolutions by way of Postal Ballot only through remote electronic voting (e-voting) process:

ITEM NO. 1

APPOINTMENT OF SHRI RAJEEV PRAKASH (DIN: 08590061) AS GOVERNMENT NOMINEE DIRECTOR OF THE COMPANY

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

“**RESOLVED THAT** pursuant to the provisions of Sections 152, 160, 161 and all other applicable provisions of the Companies Act, 2013 (the ‘Act’) (including any statutory modifications or re-enactment thereof, for the time being in force) and the rules made thereunder, the Articles of Association of the Company, Regulation

17(1C) and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, as amended, Shri Rajeev Prakash (DIN: 08590061) who was appointed by the Board as Part-time Official Director (Government Nominee Director) of the Company w.e.f. 14th September, 2022 in terms of Letter No. 8(23)/2019-D(Coord/DDP) dated 14th September, 2022 issued by Ministry of Defence, Govt. of India (on behalf of President of India), be and is hereby appointed as Government Nominee Director of the Company on such terms, conditions and tenure as may be determined by the Government of India.”

“**RESOLVED FURTHER THAT** the Board of Directors of the Company (which expression shall also include a Committee thereof) and/or any Director and/or Company Secretary of the Company be and are hereby severally authorised to do all such acts, deeds and things and execute all such documents, instruments and writings, as may be required to give effect to the aforesaid resolution.”

ITEM NO. 2

APPOINTMENT OF DR. D K SUNIL (DIN: 09639264) AS WHOLE TIME DIRECTOR DESIGNATED AS DIRECTOR (ENGINEERING AND R&D) OF THE COMPANY

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

“**RESOLVED THAT** pursuant to the provisions of Sections 152, 160, 161, and all other applicable provisions of the Companies Act, 2013 (the ‘Act’) (including any statutory modifications or re-enactment thereof, for the time being in force) and the rules made thereunder, the Articles of Association of the Company, Regulation 17(1C) and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, as amended, Dr. D K Sunil (DIN: 09639264), who was appointed as an Additional Director of the Company w.e.f. 29th September, 2022 in terms of Letter No. F.No 49013/02/2021-D(HAL-III) dated 29th September, 2022 issued by Ministry of Defence, Govt. of India (on behalf of President of India) designated as Director (Engineering and R&D), be and hereby appointed as Whole Time Director designated as Director (Engineering and R&D) of the Company on such terms & conditions as stipulated by the Government of India.”

“**RESOLVED FURTHER THAT** the Board of Directors of the Company (which expression shall also include a Committee thereof) and/or any Director and/or Company Secretary of the Company be and are hereby severally authorised to do all such acts, deeds and things and execute all such documents, instruments and writings, as may be required to give effect to the aforesaid resolution.”

By Order of the Board of Directors
For Hindustan Aeronautics Limited

Sd/-
(G V Sesha Reddy)
Executive Director
Company Secretary

Place: Bengaluru
Date: 28th October, 2022

NOTES:

1. The Explanatory Statement pursuant to Section 102 and 110 of the Companies Act, 2013 (“the Act”) read with Rule 22 of the Companies (Management and Administration) Rules, 2014, stating all material facts and reasons for the proposed resolution(s) set out above is annexed hereto and forms part of this Postal Ballot Notice (“**Notice**”).
2. The Postal Ballot is being conducted in compliance with all applicable provisions of the Act and rules made there under read with Circulars issued by the Ministry of Corporate Affairs (“MCA”).
3. On account of the threat posed by COVID-19 and in line with the MCA circulars and SEBI relaxations in this regard, the Notice is being sent only by electronic mode to those members whose e-mail addresses are registered with the Company/ Depository Participant. Accordingly, Members can vote only through the remote e-voting process.
4. A person whose name is recorded in the Register of Members or in register of beneficial owners maintained by the Depositories as on the cut-off date, i.e. **Friday, the 4th November, 2022 (“Cut Off date”)** only shall be entitled to avail the facility of e-voting.
5. We desire members to support ‘Green Initiative’ by receiving the Company’s Communication through email. Since, this notice is to be sent to the Members through e-mail only, Members who have not registered their email addresses and mobile number so far are requested to validate/ register their details with the Depository Participant in case of shares held in electronic form and with the Registrar viz. KFintech in case the shares are held in physical form for receiving all communication from the Company electronically.

It is however, clarified that all Members of the Company as on the Cut-off date, including those Members who have not received this Notice due to non-registration of their e-mail IDs with the Company/ RTA/ Depositories, shall be entitled to vote in relation to the resolution specified in this Notice in accordance with the process specified hereinafter.

6. Members who have not registered their e-mail address and in consequence the Notice and e-voting instructions cannot be serviced, may temporarily get registered their email address and mobile number with KFinTech, by accessing the link: <https://ris.kfintech.com/clientservices/postalballot/registration.aspx>.
7. Members are requested to follow the process as guided to capture the email address and mobile number for sending the soft copy of the Notice and e-voting instructions along with the User ID and Password. In case of any queries, shareholder may write to einward.ris@kfintech.com.
8. Kindly note that in case the shares are held in electronic form, the above facility is only for temporary registration of email address for receipt of Notice and the e-voting instructions along with the User ID and Password. Such Members will have to register their email address with their DPs permanently, so that all communications are received by them in electronic form.
9. Members may please note that the Notice will also be available on the Company's website at www.hal-india.co.in, websites of the Stock Exchanges i.e. BSE Limited at www.bseindia.com and National Stock Exchange of India Limited at www.nseindia.com and on the website of the e-voting agency- KFin Technologies Limited at <https://evoting.kfintech.com>
10. In compliance with Sections 108 and 110 of the Act and the rules made there under, the MCA Circulars and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Members are provided with the facility to cast their vote electronically, through e-voting services provided by KFin Technologies Limited, on all resolutions set forth in this Notice.
11. Members desiring to exercise their vote through the e-voting process are requested to read the instructions in the Notes under the section "**Procedure and instructions for e-voting**" in this Notice.
12. The remote e-voting period commences from **IST 09.00 A.M. on Tuesday, the 8th November, 2022 and ends at IST 05.00 P.M. on Wednesday, the 7th December, 2022.**

13. Members are requested to cast their vote through the e-voting process not later than IST 05:00 P.M. on Wednesday, the 7th December, 2022 to be eligible for being considered, failing which it will be strictly considered that no vote has been received from the Member.
14. All the material documents referred to in the Notice and Explanatory Statement will be open for inspection electronically from the date of circulation of this Notice until the last date specified for the receipt of votes through e-voting. Members seeking to inspect can send an e- mail to Company at investors@hal-india.co.in .
15. The Board has appointed M/s DPSP & Associates, Company Secretaries, Bengaluru as the Scrutinizer to scrutinize the e-voting in a fair and transparent manner. The Scrutinizer will submit its report to the Chairman of the Company, or any person authorized by him upon completion of the scrutiny and the result of the voting by postal ballot through the e-voting process will be announced by the Chairman or any Director/Official(s) of the Company duly authorized, on or before Friday, the 9th December, 2022 and will also be displayed on the website of the Company (www.hal-india.co.in), besides being communicated to the Stock Exchanges, where Equity Shares of the Company are listed and Registrar and Share Transfer Agent of the Company.
16. The Scrutinizer's decision on the validity of e-voting shall be final.
17. The resolutions, if approved by the requisite majority shall be deemed to have been passed on the last date specified for receipt of votes through the e-voting process i.e. Wednesday, the 7th December, 2022.
18. For e-voting instructions, members may go through the instructions in the Notice. In case of any queries / grievances in connection with e-voting, members may refer the Frequently Asked Questions (FAQs) for shareholders available at <https://evoting.kfintech.com> or may contact to Ms B Swati Reddy, Manager Corporate Registry, KFin Technologies Ltd, Unit: HINDUSTAN AERONAUTICS LIMITED, Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad -500 032, Telangana, at e-mail id: einward.ris@kfintech.com or call on Toll free number 1800 309 4001.

ANNEXURE TO THE NOTICE

EXPLANATORY STATEMENT

Pursuant to Section 102 of the Companies Act, 2013 (“Act”)

ITEM NO. 1:

Your Company being a Government Company, the Directors on the Board are appointed by the Government of India (on behalf of the President of India).

The Ministry of Defence, Government of India vide its Letter No. 8(23)/2019-D(Coord/DDP) dated 14th September, 2022 appointed Shri Rajeev Prakash (DIN: 08590061) as Government Nominee Director on the Board of the Company with effect from 14th September, 2022 on such terms, conditions and tenure as may be determined by the President of India.

Pursuant to Section 161 and other applicable provisions of the Companies Act, 2013 (the ‘Act’) and Article 101 of the Articles of Association of the Company, the Company appointed him as Nominee Director.

However, Regulation 17 (1C) of the SEBI Listing Regulations provides that the listed entity shall ensure that approval of shareholders for appointment of a person on the Board of Directors is taken at the ensuing general meeting or within a time period of three months from the date of appointment, whichever is earlier.

In view of the above, a notice in writing under Section 160 of the Act has been received from him signifying his intention to appoint him as Director of the Company.

Brief resume of Shri Rajeev Prakash *inter-alia*, giving nature of expertise in specific functional areas and experience, skills and capabilities, Directorship in other listed entities, Membership/ Chairmanship of Committees, shareholding in the Company and other particulars are enclosed with this Notice.

Shri Rajeev Prakash is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013.

None of the Directors, Key Managerial Personnel of the Company or their relatives except Shri Rajeev Prakash, is in any way concerned or interested in the resolutions set out at Item No. 1 of this Notice.

The Board accordingly recommends the passing of the resolution proposed at Item No. 1 of the Notice as an Ordinary Resolution.

ITEM NO. 2:

Your Company being a Government Company, Directors on the Board are appointed by the Government of India (on behalf of the President of India).

Pursuant to the MoD Letter No. F.No 49013/02/2021-D(HAL-III) dated 29th September, 2022, Dr. D K Sunil (DIN: 09639264) was appointed as Additional Director and designated as Director (Engineering and R&D) of the Company by the Board of Directors with effect from 29th September, 2022 under Section 161 of the Companies Act, 2013, to hold office upto the date of the ensuing General Meeting.

However, Regulation 17 (1C) of the SEBI Listing Regulations provides that the listed entity shall ensure that approval of shareholders for appointment of a person on the Board of Directors is taken at the ensuing general meeting or within a time period of three months from the date of appointment, whichever is earlier.

In view of the above, a notice in writing under Section 160 of the Act has been received from him signifying his intention to appoint him as Director of the Company.

Brief resume of Dr. D K Sunil *inter-alia*, giving nature of expertise in specific functional areas and experience, skills and capabilities, Directorship in other listed entities, Membership/ Chairmanship of Committees, shareholding in the Company and other particulars are enclosed with this notice.

Dr. D K Sunil is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013.

None of the Directors, Key Managerial Personnel of the Company or their relatives except Dr. D K Sunil, is in any way concerned or interested in the resolutions set out at Item No. 2 of this Notice.

The Board accordingly recommends the passing of the resolution proposed at Item No. 2 of the Notice as Ordinary Resolution.

Additional information on Directors being appointed as required under Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Name of the Director	Shri Rajeev Prakash	Dr. D K Sunil
DIN	08590061	09639264
Date of Birth	21.10.1969	08.04.1966
Date of appointment	14.09.2022	29.09.2022
Qualifications	<ul style="list-style-type: none"> • B.A. Honors in English from St. Stephen's College, University of Delhi • M.A. in Development Studies from the Institute of Social Studies, Erasmus University. 	<ul style="list-style-type: none"> • BE (ECE) from Osmania University, Hyderabad. • M.Tech (A/c Prod. Engg.), from IIT, Madras. • Ph.D (Electronics Science), from University of Hyderabad.
Experience and Expertise in specific functional areas	<p>Shri Rajeev Prakash is a 1995 batch Indian Post & Telecommunication Accounts and Finance Service Officer (IP&TAFS).</p> <p>He has a vast experience in the field of Telecommunications and spectrum policy and held various important posts in the Government of India. Prior to joining as Joint Secretary (Naval System and Aero) in Department of Defence Production, Ministry of Defence, Govt. of India, he has worked as Deputy Director General (Wireless Planning & Finance), Department of Telecommunication, Ministry of Communication. Further, he was also a Government Nominee Director in Bharat Broadband Network</p>	<p>Dr. D. K. Sunil joined Hindustan Aeronautics Limited (HAL) in 1987 as a Management Trainee, and has about 33 years of experience in various key positions.</p> <p>In the last few years, he has focussed on new areas such as Engine Control Systems, Design Perspective Plan and improving collaboration with IITs and startups for new technologies. He has lead design projects at equipment level as well at system level for aircraft and helicopter. His experience covers the whole range of design activities pursued at HAL design centres from LRU to aircraft level.</p> <p>He has published 7 papers in peer reviewed journals. He holds 9 copyrights related to</p>

	Limited for more than 2.5 years.	wireless communication. He has been a member of DGCA external expert committee for certification of Hindustan - Dornier 228 Aircraft. Prior to taking over as Director (Engg and R&D), Dr. D K Sunil was holding the post of General Manager (SLRDC) in Hyderabad.
Shareholding in the Company	Nil	Nil
Relationship with other directors and Key Managerial Personnel of the Company	Not related to any Director or Key Managerial Personnel.	Not related to any Director or Key Managerial Personnel.
Directorship held in other Listed Companies	Garden Reach Shipbuilders & Engineers Ltd.	Nil
Membership/ Chairmanship in Committees of other listed Companies	Nil	Nil
Listed companies from which the person has resigned in the past three years	Nil	Nil

PROCEDURE AND INSTRUCTIONS FOR e-VOTING

PROCEDURE FOR REMOTE E-VOTING

- i. Pursuant to SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on “e-Voting facility provided by Listed Companies”, e-Voting process has been enabled to all the individual demat account holders, by way of single login credential, through their demat accounts / websites of Depositories / DPs in order to increase the efficiency of the voting process. Individual demat account holders would be able to cast their vote without having to register again with the E-Voting Service Provider (ESP) thereby not only facilitating seamless authentication but also ease and convenience of participating in e-Voting process. Shareholders are advised to update their mobile number and e-mail ID with their DPs to access e-Voting facility.
- ii. The remote e-Voting period commences on Tuesday, the 8th November, 2022 (9.00 A.M. IST) and ends on Wednesday, the 7th December, 2022 (5.00 P.M. IST).
- iii. The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.
- iv. Any person holding shares in physical form and non-individual shareholders holding shares as of the cut-off date, may obtain the login ID and password by sending a request at einward.ris@kfintech.com or evoting@Kfintech.com. However, if he / she is already registered with KFintech for remote e-Voting then he /she can use his / her existing User ID and password for casting the vote.

THE DETAILS OF THE PROCESS AND MANNER FOR REMOTE E-VOTING ARE AS UNDER:

- I) **Login method for remote e-Voting for Individual shareholders holding securities in demat mode.**

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL	<p>1. Member already registered for IDeAS facility may follow the below steps:</p> <ol style="list-style-type: none"> I. Visit the URL: https://eservices.nsd.com II. Click on the “Beneficial Owner” icon under “Login” under ‘IDeAS’ section. III. On the new page, enter User ID and Password. Post successful authentication, click on “Access to e-Voting” under e-voting services. IV. Click on company name or e-Voting service provider i.e. KFintech and you will be re-directed to KFintech website for casting your vote. <p>2. Members who have not registered for IDeAS facility may follow the below steps:</p> <ol style="list-style-type: none"> I. To register click on link : https://eservices.nsd.com II. Select “Register Online for IDeAS” or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp III. On completion of the registration formality, follow the steps provided above. <p>3. Members may alternatively vote by directly accessing the e-Voting website of NSDL</p>

	<ol style="list-style-type: none"> I. Visit the URL: https://www.evoting.nsdl.com/ II. Click on the icon “Login” which is available under ‘Shareholder/Member’ section. III. Enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password / OTP and a Verification Code as shown on the screen. IV. Post successful authentication, you will requested to select the name of the company or the e-Voting Service Provider name, i.e.KFintech. V. On successful selection, you will be redirected to KFintech e-Voting page for casting your vote during the remote e-Voting period.
Individual Shareholders holding securities in demat mode with CDSL	<p>1. Members already registered for Easi / Easiest may follow the below steps:</p> <ol style="list-style-type: none"> I. Visit URL: https://web.cdslindia.com/myeasi/home/login or URL: www.cdslindia.com II. Click on New System Myeasi III. Login with your registered user id and password. IV. The member will see the e-Voting Menu. Click on company name or e-Voting service provider i.e. KFintech and you will be re-directed to KFintech website for casting your vote. <p>2. Members who have not registered for Easi/Easiest may follow the below steps</p> <ol style="list-style-type: none"> I. To register click on link : https://web.cdslindia.com/myeasi/Registration/EasiRegistration II. On completion of the registration formality, follow the steps provided above. <p>3. Members may alternatively vote by directly accessing the e-Voting website of CDSL</p> <ol style="list-style-type: none"> I. Visit URL: www.cdslindia.com II. Enter your demat Account Number and PAN No. III. Enter OTP received on registered Mobile & Email as recorded in the demat Account for authentication. IV. After successful authentication, the member will receive links for the respective ESP, i.e KFintech where the e- Voting is in progress.
Individual Shareholder login through their demat accounts / Website of Depository Participant	<ol style="list-style-type: none"> I. Members may alternatively login using the credentials of the demat account through their DP registered with NSDL /CDSL for e-Voting facility. II. On clicking the E-voting icon, members will be redirected to NSDL / CDSL Depository site on successful authentication. III. Members may then click on Company name or e-Voting service provider – “KFINTECH” and will be redirected to e-Voting website of KFintech for casting their vote without any further authentication.

Important note: Members who are unable to retrieve User ID / Password are advised to use Forgot user ID and Forgot Password option available at respective websites.

Helpdesk details for Individual Shareholders holding securities in demat mode related to login through Depository i.e. NSDL and CDSL are as under:

Login type	Helpdesk details
Securities held with NSDL	Please contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

Securities held with CDSL	Please contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 or 022-23058542-43
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II) Login method for e-Voting for shareholders other than Individual's shareholders holding securities in demat mode and shareholders holding securities in physical mode.

(A) Members whose email IDs are registered with the Company/ Depository Participants (s), will receive an email from KFintech which will include details of E-Voting Event Number (EVEN), USER ID and password. They will have to follow the following process:

- i. Visit the URL: <https://evoting.kfintech.com>
- ii. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN (E-Voting Event Number), followed by folio number. In case of Demat account, User ID will be your DP ID and Client ID. However, if you are already registered with KFintech for e-voting, you can use your existing User ID and password for casting the vote.
- iii. After entering these details appropriately, click on "LOGIN".
- iv. You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.,). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
- v. You need to login again with the new credentials.
- vi. On successful login, the system will prompt you to select the "EVEN" i.e., "Hindustan Aeronautics Limited" and click on "Submit"
- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off Date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially "AGAINST" but the total number in "FOR/AGAINST" taken together shall not exceed your total shareholding as mentioned herein above. You may also choose the option ABSTAIN. If the Member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
- viii. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/ demat accounts.
- ix. Voting has to be done for each item of the notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
- x. You may then cast your vote by selecting an appropriate option and click on "Submit".

xi. A confirmation box will be displayed. Click “OK” to confirm else “CANCEL” to modify. Once you have voted on the resolution (s), you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).

xii. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter etc., authorizing its representative to cast its vote through remote e-voting together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at e-mail id i.e. cs.dakshayani@gmail.com with a copy marked to evoting@kfintech.com. The scanned image of the above-mentioned documents should be in the naming format “Corporate Name_Even No.”

(B) Members whose email IDs are not registered with the Company/Depository Participants(s), and consequently the Notice and e-voting instructions cannot be serviced, will have to follow the following process:

i. Members who have not registered their email address and in consequence the Notice and e-voting instructions cannot be serviced, may temporarily get registered their email address and mobile number with KFintech, by accessing the link: <https://ris.kfintech.com/clientservices/postalballot/registration.aspx>. Members are requested to follow the process as guided to capture the email address and mobile number for sending the soft copy of the notice and e-voting instructions along with the User ID and Password. In case of any queries, member may write to einward.ris@kfintech.com.

ii Alternatively, member may send an e-mail request at the email id einward.ris@kfintech.com along with scanned copy of the signed copy of the request letter providing the email address, mobile number, self-attested PAN copy and Client Master copy in case of electronic folio and copy of share certificate in case of physical folio for sending the Notice and the e-voting instructions.

iii. After receiving the e-voting instructions, please follow all steps above to cast your vote by electronic means.
