



24<sup>th</sup> November 2023

<b>Listing Department BSE Limited</b>  25 <sup>th</sup> Floor, Phiroze Jeejeebhoy Towers, Dalal Street, Fort Mumbai- 400001	<b>Listing Department The National Stock Exchange of India Ltd.</b>  Exchange Plaza, 5 <sup>th</sup> Floor, Plot No. C/1, G Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400051
<b>Scrip Code: 500280</b>	<b>Symbol: CENTENKA</b>

**Sub: Postal Ballot Notice**

Dear Sirs,

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith Notice of Postal Ballot.

The Notice is being sent to all the Members, whose names appear in the Register of Members/list of Beneficial owners as received from National Securities Depository Limited and Central Depository Services (India) Limited and whose email address is registered with the Company/Depositories as on Friday, 17<sup>th</sup> November 2023, for considering the following business elaborated in the Postal Ballot Notice:

<b>S. No.</b>	<b>Description of Resolutions</b>
1	<b>Ordinary Resolution:</b> To appoint Mr. Jayant Vasant Dhobley (DIN: 02402556) as a Director of the Company liable to retire by rotation
2	<b>Special Resolution:</b> To appoint Mr. Ashish Razdan (DIN: 03584734) as an Independent Director of the Company

The e-voting period will commence on Monday, 27<sup>th</sup> November 2023 at 09:00 hours (IST) and end on Tuesday, 26<sup>th</sup> December 2023 at 17:00 hours (IST).

The aforesaid Postal Ballot Notice is also available on the website of the Company at [www.centuryenka.com](http://www.centuryenka.com).

Kindly take the same on record.

Thanking you,

**For Century Enka Limited**

**(Rahul Dubey)**  
Company Secretary  
FCS 8145

Century Enka Ltd.  
Factory & Regd. Office: Plot No. 72 & 72-A, M.I.D.C., Bhosari, Pune - 411026.  
T: +91 20 66127 304 | F: +91 20 2712 0113  
E: [cel.investor@adityabirla.com](mailto:cel.investor@adityabirla.com) | W: [www.centuryenka.com](http://www.centuryenka.com)  
Corporate ID No. (CIN): L24304PN1965PLC139075



## CENTURY ENKA LIMITED

Registered Office: Plot No. 72 & 72-A, MIDC, Bhosari, Pune - 411 026  
CIN: L24304PN1965PLC139075  
Tel. No. 020-66127304 / 300 • Fax No. 020-27120113  
Website: www.centuryenka.com • E-mail: cel.investor@adityabirla.com

### NOTICE OF POSTAL BALLOT TO THE MEMBERS OF THE COMPANY

E-Voting-Start date & time	E-Voting-End date & time
27 <sup>th</sup> November 2023 from 09:00 hours (IST)	26 <sup>th</sup> December 2023 till 17:00 hours (IST)

**NOTICE** is hereby given, pursuant to and in compliance with the provisions of Sections 110 and 108 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') read with Rules 22 and 20 of the Companies (Management and Administration) Rules, 2014 ('the Rules') and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations'), read with the General Circular No. 09/2023 dated 25<sup>th</sup> September, 2023 along with other relevant General Circulars issued by the Ministry of Corporate Affairs ('MCA') (hereinafter referred to as 'MCA Circulars') from time to time, Secretarial Standard on General Meetings ("SS-2") issued by the Institute of Company Secretaries of India and other applicable laws and regulations, as amended from time to time (including any statutory modification(s) or re-enactment thereof for the time being in force), to the Members of Century Enka Limited ('the Company') pertaining to the appended resolutions along with explanatory statements setting out the material facts which forms part of the Postal Ballot Notice ('Notice') for seeking approval of the Members of the Company through Postal Ballot by remote e-voting process ('remote e-voting').

The proposed resolutions and explanatory statement setting out all material facts relating thereto, as required in terms of Section 102(1) of the Act read with the Rules and the MCA Circulars, are appended below.

In view of prevailing MCA Circulars on Postal Ballot process, the voting on the resolutions covered in compliance with Regulation 44 of the SEBI Listing Regulations and pursuant to the provisions of Sections 108 and 110 of the Act read with the Rules and the MCA Circulars, the manner of voting on the proposed resolutions is restricted only to remote e-voting ("e-voting") i.e. by casting votes electronically instead of submitting postal ballot forms and no physical ballots will be circulated. The instructions for e-voting are appended to this Postal Ballot Notice under the head 'Instructions for e-voting', which the members are requested to carefully read.

The Board of Directors of the Company have appointed Mr. Chetan Maru, Chartered Accountant in Practice, as the Scrutinizer and failing him Mr. Sachin Mantri, Chartered Accountant in Practice and failing him Mrs. Surekha Kinkar, Advocate in Practice, appointed as Scrutinizer for conducting the postal ballot voting by way of e-voting process in a fair and transparent manner and in case of failing of all of them to act as Scrutinizer, the Managing Director or any Director of the Company, authorised to appoint a Scrutinizer to conduct postal ballot by way of e-voting process.

After completion of scrutiny of the votes cast, the Scrutiniser will submit Scrutiniser's Report to the Chairman of the Company, or in his absence, the Managing Director or the Company Secretary. The results of the e-voting will be announced by the Chairman of the Company, or in his absence,

the Managing Director or the Company Secretary, on or before Wednesday, 27<sup>th</sup> December 2023. The said results, along with the Scrutiniser's Report, will be placed on the website of the Company, www.centuryenka.com and NSDL, www.evoting.nsdl.com. The same will also be simultaneously forwarded to the Stock Exchanges where the equity shares of the Company are listed, for placing the same on their websites. The resolutions, if approved, will be deemed to have been duly passed on the last date specified for e-voting, i.e., Tuesday, 26<sup>th</sup> December 2023.

#### **SPECIAL BUSINESSES:**

##### **Item No. 1:**

**To appoint Mr. Jayant Vasant Dhobley (DIN: 02402556) as a Director of the Company liable to retire by rotation and in this regard to consider, and if thought fit, to pass the following resolution as an Ordinary Resolution:**

**"RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and any other applicable provisions of the Companies Act, 2013 and relevant rules of the Companies (Appointment and Qualification of Directors) Rules, 2014 and in terms of applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification, amendment, substitution or re-enactment for the time being in force) Mr. Jayant Vasant Dhobley (DIN-02402556), who was appointed as an Additional Director (Non-Executive, Non-Independent), w.e.f., 29<sup>th</sup> September 2023, be and is hereby appointed as a Director (Non-Executive, Non-Independent) of the Company, liable to retire by rotation."

##### **Item No. 2:**

**To appoint Mr. Ashish Razdan (DIN: 03584734) as an Independent Director of the Company and in this regard to consider, and if thought fit, to pass the following as a Special Resolution:**

**"RESOLVED THAT** pursuant to the provisions of Sections 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 and relevant rules of the Companies (Appointment and Qualification of Directors) Rules, 2014 and in terms of applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification, amendment, substitution or re-enactment for the time being in force) Mr. Ashish Razdan (DIN-03584734), who was appointed as an Additional Director (Independent) w.e.f., 23<sup>rd</sup> November 2023, be and is hereby appointed as an Independent Director of the Company for the period of five consecutive years."

By Order of the Board of Directors  
**For Century Enka Limited**

Rahul Dubey  
AVP Legal & Company Secretary  
Membership No.: FCS 8145

Place: Pune  
Date: 23<sup>rd</sup> November 2023

#### **Registered Office:**

Plot No. 72 & 72-A, MIDC,  
Bhosari, Pune - 411 026  
**CIN:** L24304PN1965PLC139075

**Website:** www.centuryenka.com

**Notes:**

1. The explanatory statement pursuant to Section 102 of the Act and other applicable provisions, if any, in respect of businesses, set out in item no. 1 & 2 of the Notice is annexed hereto and forms part of this Notice.
2. The Notice of the Postal Ballot is being sent by electronic mode only to those members whose names appear in the Register of Members/List of Beneficial Owners maintained by the Company/ Depositories respectively on Friday, 17<sup>th</sup> November 2023 ("cut-off date") and whose e-mail IDs are registered with the Company/Depositories. Physical copies of the Notice, postal ballot forms and pre-paid envelopes are not being sent to members for this Postal Ballot. A person who is not a member as on the Cut-Off Date or who becomes a member of the Company after the Cut-Off Date should treat this Notice for information purposes only.
3. The Company hereby requests all its Members to register their e-mail address, if not yet registered to the concerned Depository Participants, in respect of electronic holding or with the Company's Registrar and Share Transfer Agent, in respect of physical holdings to enable servicing of notices etc. Further, those members whose email ids are not registered are requested to register the same for remote e-voting in accordance with the procedure specified below under head 'Instructions for members for remote E-voting'.
4. Only those Members whose names appear in the Register of Members / List of Beneficial Owners as on the cut-off date shall be eligible to cast their votes by remote e-voting. The voting rights of Members shall be in proportion to the shares held by them in the paid-up equity share capital of the Company as on the cut-off date. A member cannot exercise his/her vote through proxy on postal ballot.
5. Institutional / Corporate members (i.e., other than individuals, HUF, NRI etc.) are requested to email a certified copy of Board Resolution or governing body resolution/authorization etc., with attested specimen signature(s) of the duly authorized signatory(ies) who are authorized to vote to the Scrutinizer at e-mail address [chetan.maru@mantrimaru.com](mailto:chetan.maru@mantrimaru.com) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com).
6. The Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through remote electronic means, as the authorized agency. The facility of casting votes by a shareholder using remote e-voting system will be provided by NSDL. The detailed instructions for casting vote are mentioned hereinafter under the head 'Instructions for members for remote E-voting'.
7. The remote e-voting shall commence on Monday, 27<sup>th</sup> November 2023 at 09:00 hours (IST) and shall end on Tuesday, 26<sup>th</sup> December 2023 at 17:00 hours (IST). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the Cut-Off date may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting upon the expiry of the above period. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently or cast the vote again.
8. The Postal Ballot Notice will be available on the Company's website [www.centuryenka.com](http://www.centuryenka.com), website of the Stock Exchanges i.e. BSE Limited and the National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively, and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). All the relevant documents pertaining to the said resolutions will be available for inspection at the registered office of the Company during office hours on all working days from the date of dispatch of the Postal Ballot Notice until the last date for receipt of votes by remote e-voting.

9. The Board of Directors has appointed Mr. Chetan Maru, Chartered Accountant, as a Scrutinizer to scrutinize the Postal Ballot Process by way of remote e-voting in a fair and transparent manner.
10. The Scrutinizer will submit his report after completion of scrutiny of the votes cast through remote e-voting and the result of the Postal Ballot will be announced on or before Wednesday, 27<sup>th</sup> December 2023. The Scrutinizer's decision on the validity of votes cast will be final.
11. The Postal Ballot Results shall be submitted to the Stock Exchanges, where the equity shares of the Company are listed, within two working days of the conclusion of e-voting period and shall also be placed on the Company's website [www.centuryenka.com](http://www.centuryenka.com) & on the website of NSDL i.e., [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

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### **Awareness about Online Dispute Resolution (SMART ODR)**

SEBI vide its circular dated 31<sup>st</sup> July 2023 and 4<sup>th</sup> August 2023 has introduced Securities Market Approach for Resolution through Online Dispute Resolution (SMART ODR) Portal. This platform is designed to enhance investor grievance redressal by enabling investor to access online conciliation and online arbitration for resolution of disputes arising in the Indian Securities Market. The SMART ODR Portal allows investors with additional mechanism to resolve the grievances and the same can be accessed at <https://smartodr.in/>.

The said circulars and link to access SMART ODR portal are hosted on the website of the Company under Investor Relations Section. Shareholders could avail ODR mechanism only if resolution provided by the Company/RTA and SCORES platform of the SEBI are not satisfactory.

## **EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF 'THE ACT'**

### **Item No. 1**

The Board, based on the recommendation of the Nomination and Remuneration Committee, appointed Mr. Jayant Vasant Dhobley as an Additional Director (Non-Executive, Non-Independent) w.e.f. 29<sup>th</sup> September 2023. In terms of the Regulation 17(1C) of Listing Regulations, a listed entity shall ensure that the approval of shareholders for appointment of a person on the Board of Directors has to be taken either at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier.

Based on the expertise and vast experience, which will immensely benefit to the Company, the Board of Directors considered and commending the members for the approval of the appointment of Mr. Jayant Vasant Dhobley as a Director (Non-Executive, Non-Independent) of the Company, liable to retire by rotation. The Company has also received a notice from a member signifying his candidature as a director of the Company. The brief profile of Mr. Jayant Vasant Dhobley is as under:

#### **Brief profile of Mr. Jayant Vasant Dhobley:**

'Mr. Dhobley is the CEO and Business Head of Global Chemicals, Fashion Yarn & Insulators, Aditya Birla Group since 2021. His experience and expertise spans over three decades and have been instrumental in driving P & L, innovation, growth, and sustainability in his various roles.

He completed his bachelor's degree in engineering, specializing in Polymer Technology, from MIT, Pune. Over the course of his career, Mr. Dhobley has garnered experience in various facets of the Speciality Material, Polymer and Chemical industry. He has worked in global roles across multiple domains in P & L, operations, mergers and acquisitions, and spearheading greenfield projects. In his career of 30 years, he has worked in Greaves Cotton & Co Ltd, Amcor, and DSM.

A notable aspect of his professional journey is the two decades, he spent working in China and Singapore. His experience has equipped him with a deep understanding of the Asia Pacific chemical industry and market dynamics, allowing him to bring unique insights and strategies.'

The disclosures relating to Mr. Jayant Vasant Dhobley, as required under the Listing Regulations and Secretarial Standards are set out as an Annexure to the Notice.

The Board of Directors recommends the Ordinary Resolution set out at Item No. 1 of the Notice for approval of the members.

Except, Mr. Jayant Vasant Dhobley, none of the Directors, Key Managerial Personnel or their respective relatives are, in any way, concerned or interested, in the resolution set out at Item No. 1 of the Notice.

### **Item No. 2**

The Board, based on the recommendation of the Nomination and Remuneration Committee, appointed Mr. Ashish Razdan as an Additional Director (Non-Executive, Independent) w.e.f. 23<sup>rd</sup> November 2023. In terms of the Regulation 17(1C) of Listing Regulations, a listed entity shall ensure that the approval of members for appointment of a person on the Board of Directors has to be taken either at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier.

Based on the expertise, background, vast experience in legal stream more particularly in mergers, private equity, venture capital funds, corporate and commercial transactions, which will immensely benefit to the Company, the Board of Directors considered the candidature of Mr. Ashish Razdan and commending the members for the approval of the appointment of Mr. Ashish Razdan as an Independent Director of the Company. In the opinion of the Nomination & Remuneration Committee and the Board, Mr. Ashish Razdan, fulfils the conditions specified under the Companies Act, 2013 and the rules made thereunder and Listing Regulations for the appointment as an Independent Director of the Company and he is independent of the management of the Company. The Company has also received a notice from a member signifying his candidature as a director of the Company. He has also enrolled himself with the database for Independent Directors as specified under the Section 150 of the Act, 2013. The brief profile of Mr. Ashish Razdan is as under:

**Brief profile of Mr. Ashish Razdan:**

'With about two decades of experience in corporate law, he is a Partner at Khaitan & Co, one of India's leading law firms. He advises domestic and international clients on a range of complex transactions, such as M&A, PE and VC investments, joint ventures, and franchise arrangements. He also co-chair the India Working Group of the International Bar Association, where he facilitates the exchange of legal knowledge and best practices between Indian and global lawyers.

He has completed certificate programs in law firm management from prestigious institutions, such as Harvard Law School and Indian Institute of Management, Ahmedabad. His core competencies include legal writing, legal research, negotiation, and leadership. He works with the Executive Committee of Khaitan & Co on a number of strategic initiatives within the firm. He is passionate about advancing the legal profession and delivering high-quality service to his clients. He values collaboration, innovation, and excellence, and he is committed to the growth and success of Khaitan & Co and to play a strong supporting role for the International Bar Association.'

The disclosures relating to Mr. Ashish Razdan, as required under the Listing Regulations and Secretarial Standards are set out as an Annexure to the Notice.

The Board of Directors recommends the Special Resolution set out at Item No. 2 of the Notice for approval of the members.

Except, Mr. Ashish Razdan, none of the Directors, Key Managerial Personnel or their respective relatives are, in any way, concerned or interested, in the resolution set out at Item No. 2 of the Notice.

## **ANNEXURE**

### **Brief resume of person proposed to be appointed as a Director of the Company**

<b>Name of the Director</b>	<b>Mr. Jayant Vasant Dhobley</b>	<b>Mr. Ashish Razdan</b>
Directors Identification Number (DIN)	02402556	03584734
Age	54 years	43 years
Date of Appointment	29 <sup>th</sup> September 2023	23 <sup>rd</sup> November 2023
Qualification	B.E. (Specialization in Polymer Technology)	LL.M., Kings College, London and B.A., LL.B. (Hons.), National Law Institute University, Bhopal
Nature of expertise	As per the resolution at Item no. 1 of this notice read with the explanatory statement thereto.	As per the resolution at Item no. 2 of this notice read with the explanatory statement thereto.
Name of other companies in which holds directorship	(a) Aditya Birla Power Composites Limited (b) Aditya Birla Science & Technology Company Private Limited	(a) Hillview Advisory Services Private Limited (b) Hillside Advisory Services Private Limited
Name of the companies in the committees of which also holds membership/ chairmanship	Nil	Nil
Names of listed companies from which resigned/ceased in the past three years	Tanfac Industries Limited	Nil
Terms and conditions for appointment and re-appointment	Non-Executive Director liable to retire by rotation	Appointment as Independent Director for a period of five consecutive years
Remuneration last drawn	Not Applicable	Not Applicable
Remuneration proposed to be paid	Sitting fees for the Board and Committee meetings attended and Commission as per the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.	Sitting fees for the Board and Committee meetings attended (if designated) and Commission as per the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
No. of shares held in the Company	Nil	Nil
Relationship with other directors, Manager, Key Managerial Personnel of the Company	None	None
No. of Board meetings attended during the year	One	Not Applicable



## **THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING:**

### **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 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 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 "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 <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.</li><li>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.</li></ol>

	<p style="text-align: center;"><b>NSDL Mobile App is available on</b></p> <p style="text-align: center;">  App Store      Google Play </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 use 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 e-voting is in progress as per the information provided by company. On clicking the e-voting 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>
<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. 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.</p>

**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.**

<b>Login type</b>	<b>Helpdesk details</b>
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 and 022 - 2499 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

**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 127172 then user ID is 127172001***

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.nsd.com](http://www.evoting.nsd.com).
    - b) **Physical User Reset Password?** (If you are holding shares in physical mode) option available on [www.evoting.nsd.com](http://www.evoting.nsd.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 'Century Enka Limited' 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 [chetan.maru@mantrimaru.com](mailto:chetan.maru@mantrimaru.com) 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 and 022 - 2499 7000 or send a request to Anubhav Saxena-Relationship Manager 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), AADHAAR (self attested scanned copy of Aadhaar Card) by email to [cel.investor@adityabirla.com](mailto:cel.investor@adityabirla.com) with a copy to [evoting@nsdl.com](mailto:evoting@nsdl.com).
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 Aadhaar Card) to [cel.investor@adityabirla.com](mailto:cel.investor@adityabirla.com) with a copy to [evoting@nsdl.com](mailto:evoting@nsdl.com). 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.