



November 16, 2022

To  
The Manager- Compliance Department  
Bombay Stock Exchange Limited  
Floor 25, P. J. Tower, Dalal Street,  
Mumbai -400 001.

To  
The Manager- Compliance Department  
National Stock Exchange of India Limited  
'Exchange Plaza', Bandra Kurla Complex,  
Bandra (East), Mumbai-400 051

BSE Scrip Code: 532761

NSE symbol: HOVS

**Subject: Submission of Postal Ballot Notice**

Ref: Regulation 30 SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015

Dear Sir/Madam,

Further to our intimation dated November 11, 2022 wherein the Board of Directors had inter-alia approved to seek approval of members of the Company through Postal Ballot, please find enclosed the Postal Ballot Notice, together with Explanatory Statement. The same was sent on November 16, 2022 to the members of the Company whose names appeared on the Register of Members/ List of Beneficial Owners as on Friday, November 11, 2022 i.e. Cut-off date.

The e-voting period begins from November 17, 2022 (10:00 AM) till December 16, 2022 (5:00 PM.) for the Members' to exercise their vote through electronic-voting.

Kindly take the above on record.

With Regards,  
For **HOV Services Limited**

  
Bhuvanesh Sharma

**VP-Corporate Affairs &  
Company Secretary & Compliance Officer**

**Encls:** Postal Ballot Notice

**HOV Services Limited**

CIN:L72200PN1989PLC014448

Regd Office : 3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi Pune - 411 037, Maharashtra, INDIA  
Tel: 91-20 24221460, Fax: 91-20 24221470, [www.hovsltd.com](http://www.hovsltd.com)



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

**POSTAL BALLOT NOTICE**

**[Pursuant to Section 110 of the Companies Act, 2013 and Rule 20 & 22 of the Companies (Management and Administration) Rules, 2014]**

Dear Member(s),

Notice is hereby given that the resolution set out in this Notice is proposed to be passed by the members of HOV Services Limited (“the Company” or “HOVS”) by means of Postal Ballot, only by way of remote e-voting process (the “e-voting”), pursuant to Section 110 of the Companies Act, 2013 (“the Act”); Rule 22 of the Companies (Management and Administration) Rules, 2014 (“the Rules”) and other applicable provisions of the Act and the Rules; and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”); Secretarial Standard on General Meetings (“SS-2”) issued by the Institute of Company Secretaries of India and other applicable laws, rules and regulations (including any statutory modification or re-enactment thereof for the time being in force and as amended from time to time) and General Circular No. 14/2020 dated 8 April 2020; No. 17/2020 dated 13 April 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 June 23, 2021; No. 20/2021 dated December 8, 2021 and No.3/2022 dated May 5, 2022 issued by the issued by the Ministry of Corporate Affairs (collectively referred to as the “MCA Circulars”).

**SPECIAL BUSINESS**

**Appointment of Mr. Parvinder S Chadha (DIN: 00018468) as a Whole Time Director, with designation as the Chairman & Executive Director of the Company for a term of five years from December 1, 2022 till November 30, 2027.**

To consider and pass the following resolution as a **Special Resolution**:

**“RESOLVED THAT** as recommended by Nomination and Remuneration Committee and pursuant to the provisions of Regulation 17 (1C) of SEBI (Listing Obligation and Disclosure Requirements) Regulations 2015, pursuant to the provisions of Sections 196, 197, 203 and other applicable provisions, if any, of the Companies Act, 2013 (the Act), read with schedule V thereto and the Companies (Appointment and Remuneration of Managerial Personnel) amendment Rules, 2018 (including any amendment or statutory modification thereto for the time being in force) and subject to such approval of the Central Government, as may be necessary, Mr. Parvinder S Chadha (DIN 00018468), who was appointed as Additional Director effective November 11, 2022 by the Board of Directors, the approval of the shareholders of the Company be and is hereby accorded for the appointment of Mr. Parvinder S Chadha (DIN 00018468) as a Whole-time Director, designated as Chairman & Executive Director of the Company for a term of five years



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

commencing from December 1, 2022 till November 30, 2027 upon the terms and conditions, including remuneration and minimum remuneration in the event of absence or inadequacy of profits within the ceiling limits of INR 84,00,000 (INR Eighty Four Lakhs) per year as prescribed in Schedule V of the Act, with liberty to the Board of Directors, to alter or vary the terms and conditions and remuneration including minimum remuneration in such manner as deem fit by the Board of Directors.”

“**RESOLVED FURTHER THAT** in the event of any statutory modification by the Central Government to schedule V to the Act, the Board of Directors be and is hereby authorised to vary the remuneration including salary, commission, perquisites, allowances etc., within such prescribed limits/ceiling as per the statutory modification and the agreement between the Company and Mr. Parvinder S Chadha, be suitably amended to give effect to such modification without any further reference to the shareholders’ of the Company.”

“**RESOLVED FURTHER THAT** the Board of Directors of the Company be and are hereby authorised to do and perform all such acts, matters, deeds and things, as may be necessary, to amend the terms and conditions of appointment, if necessary, and to act in its own discretion, including the power to delegate, to give effect to this resolution.”

“**RESOLVED FURTHER THAT** any of the Key Managerial Personnel of the Company, be and is hereby authorized, to do all such acts, deeds, matters or things as may be necessary or desirable to give effect to this resolution.”

By Order of the Board of Directors  
For **HOV Services Limited**

Bhuvanesh Sharma  
**VP-Corporate Affairs &  
Company Secretary & Compliance Officer**

Place: Pune  
Date: November 11, 2022

**NOTES:**

1. The Statement pursuant to Section 102 (1) of the Act pertaining to the resolution setting out the material facts and the reasons relating to the resolution stated in this electronic Postal Ballot Notice is annexed hereto.
2. In terms of the MCA Circulars, the Notice of Postal Ballot along with the instructions regarding e-



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

voting is being sent only by email to all those members, whose email addresses are registered with the Registrar and Share Transfer Agent i.e. KFin Technologies Limited (“KFinTech”) or with the depository(ies) / depository participants and whose names appear in the register of members/list of beneficial owners as on the **cut-off date i.e., Friday, November 11, 2022.**

3. All the Members of the Company as on the cut-off date shall be entitled to vote electronically. A person who became a member after the cut-off date should consider this Notice for information purpose only.
4. The Postal Ballot Notice will also be available on the website of the Company at <https://www.hovsltd.com>; website of the KFinTech at <https://evoting.kfintech.com> and on the websites of National Stock Exchange of India Limited ([www.nseindia.com](http://www.nseindia.com)) and BSE Limited ([www.bseindia.com](http://www.bseindia.com)). As per the applicable MCA Circulars, physical copy of the Notice, Postal Ballot Form and pre-paid business reply envelope are not required to be sent to the members for this Postal Ballot.
5. In compliance with the provisions of Sections 108 and 110 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, SS-2 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, the Company has provided a facility to the Members to exercise their votes electronically through electronic voting system (e-voting) platform. The e-voting service platform will be provided by KFinTech.
6. Accordingly, all members can cast their votes electronically through the e-voting facility provided by the KFinTech. Members are requested to read the instructions in the Notes in this Postal Ballot Notice so as to cast their vote electronically.
7. **The e-voting shall commence on Thursday, November 17, 2022 at 10.00 AM (IST) and will end on Friday, December 16, 2022 at 5.00 PM (IST).** The e-voting module shall be disabled by KFinTech for voting thereafter. During this period, the Members of the Company holding shares as on the cut-off date, i.e., November 11, 2022, may cast their vote by electronic means. Once the vote on a resolution is cast by the Member, the Member shall not be allowed to change it subsequently.
8. The Board of Directors in its meeting held on November 11, 2022 had appointed Mr. Prajot Tungare, a Practicing Company Secretary (Membership No.: F5484), Partner of M/s. Prajot Tungare & Associates, Practicing Company Secretaries, as Scrutinizer for conducting the postal ballot through e-voting process in a fair and transparent manner. Their decision on the validity of the Postal Ballot shall be taken as final.
9. The Scrutinizer will prepare his report after conclusion of the voting period and shall submit the said report to the Chairman of the Company or any official authorized by the Chairman in this regard.



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

10. **The results of the e-voting will be announced not later than Sunday, December 18, 2022**, at the registered office of the Company by placing the same along with the Scrutinizer's report on the Company's website [www.hovsltd.com](http://www.hovsltd.com) and shall also be placed on the website of KFinTech and shall be filed with the Stock Exchanges. Subject to receipt of requisite number of votes, the Resolution in the Notice shall be deemed to be passed on **December 16, 2022** i.e. last day of the voting period.
11. All the material documents referred to in the explanatory statement will be available for inspection electronically until the last date of voting. Any Member seeking to inspect can send an email to [investor.relations@hovsltd.com](mailto:investor.relations@hovsltd.com).
12. Members are requested to register their email addresses, if not yet registered, to enable the Company to provide all communications to the members through email.
13. Members who have not yet registered their email addresses are requested to get their email addresses registered with KFinTech, on a temporary basis, by following the procedure mentioned below:
  - a. Visit the link <https://ris.kfintech.com/clientservices/postalballot/>
  - b. Select the Company name i.e., **HOV Services Limited**
  - c. Select the holding type from the drop down i.e. - NSDL/CDSL/Physical.
  - d. Enter DP ID – Client ID (in case shares are held in electronic form)/Physical Folio No. (in case shares are held in physical form) and PAN.
  - e. If PAN details are not available in the system, the system will prompt to upload a self-attested copy of the PAN card for updating records.
  - f. In case of shares held in physical form where PAN details are not available in the records, please enter any one of the Share Certificate No. in respect of the shares held by you.
  - g. Enter the email address and mobile number.
  - h. System will validate DP ID – Client ID/Folio No. and PAN or share certificate No., as the case may be, and send OTP at the registered mobile number as well as email address for validation.
  - i. Enter the OTPs received by SMS and email to complete the validation process. OTP will be valid for 5 minutes only.
  - j. The Notice and e-voting instructions along with the User ID and Password will be sent on the email address updated by the Member.
  - k. **Please 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 the Notice and the e-voting instructions along with the User ID and Password. Such members will have to register their email addresses with their DPs permanently, so that all communications are received by them in electronic form.**



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

I. In case of queries, members are requested to write to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) or call at the toll-free number 1-800-309-4001.

14. The Members are requested to follow the instructions for e-voting process as provided in the Notice.

15. **An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, setting out the material facts and reasons for the proposed aforesaid Special Resolution is annexed hereto.**

The Board of Directors (“Board”) in its meeting held on November 11, 2022, on the recommendation of the Nomination and Remuneration Committee (“NRC”), had approved the appointment of Mr. Parvinder S Chadha as an Additional Director effective November 11, 2022 in the capacity Whole-Time Director designated as the Chairman & Executive Director of the Company. The NRC while considering the appointment had considered the rich experience of Mr. Parvinder and the NRC gave its affirmative recommendations to the Board for the appointment with remuneration.

In the opinion of the Board of Directors Mr. Parvinder will bring immense value to the Board and the Company will be benefitted by his 40 plus years of experience in building businesses in the Americas, Europe, and Asia, including the execution of mergers and acquisitions, integration of businesses, and leading public companies. Mr. Parvinder has given his necessary consent and disclosure/s to the Company required for the appointment.

The Board of Directors in their meeting held on November 11, 2022 appointed Mr. Parvinder as Additional Director effective November 11, 2022, subject to the approval of the shareholders of the Company as the Whole-time Director designated as the Chairman & Executive Director of the Company for a period of five years from December 1, 2022 until November 30, 2027.

In accordance with Regulation 17(1C) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), approval of the shareholders for appointment of a person on the Board of Directors should be taken at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier. Further, pursuant to the provisions of Section 196 of the Companies Act, 2013, appointment of a whole-time director shall be subject to approval by a resolution at the next general meeting of the company and by the Central Government in case such appointment is at variance to the conditions Specified in Part I of that Schedule.

In view of the above provisions, Mr. Parvinder shall hold the office as an Additional Director upto the date of the next Annual General Meeting of the Company or for a time period of three months from the date of appointment by the Board, whichever is earlier. Therefore, in accordance with aforesaid provisions the approval of shareholders of the Company is being sought by this Postal Ballot Notice for the appointment of Mr. Parvinder S Chadha as Whole-time Director designated as the Chairman



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

& Executive Director of the Company for a period of five years from December 1, 2022 until November 30, 2027.

Save and except Mr. Parvinder and his relatives to the extent of their shareholding in the Company, if any, none of the other Directors / Key Managerial Personnel and their relatives are in any way, concerned or interested, financially or otherwise, in the resolutions set out in Item of the Postal Ballot Notice.

The Board of Directors recommends the aforesaid Special Resolution set out in the Notice for approval by the Members of HOVS.

By Order of the Board of Directors  
For **HOV Services Limited**

Bhuvanesh Sharma  
**VP-Corporate Affairs &  
Company Secretary & Compliance Officer**

Place: Pune

Date: November 11, 2022



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

**ANNEXURE TO THE NOTICE OF POSTAL BALLOT****A: DETAILS OF DIRECTOR SEEKING APPOINTMENT:**

Profile of director and additional information as required under Regulation 36 (3) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and Clause 1.2.5 of Secretarial Standards-2 on General Meetings, for director seeking appointment are as below:

Name	Mr. Parvinder S Chadha		
DIN	00018468		
Date of Birth and Age	April 7, 1955; 57 Years		
Date of first Appointment on the Board	November 1, 2022		
Qualifications	B.S. degree in Electrical Engineering from the Punjab Engineering College, India		
Experience	40+ Years		
Expertise	Mr. Chadha brings over 40 years of experience in building businesses in the Americas, Europe and Asia, including execution of mergers and acquisitions, integration of businesses and public offerings.		
Number of Meetings of the Board attended during the Year	Nil		
Shareholding in Company	Promoter/s	No. of shares	%
	Self	38,250	0.30
	Held through HOF2 LLC	16,67,933	13.24
	Held through ADESI 234 LLC	30,00,985	23.83
	Total Holdings	47,07,168	37.37
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	NIL; He is the Promoter of the Company.		
Terms and conditions of appointment or re-appointment along with details of remuneration sought to be paid/last drawn	Appointment for a term of five years with remuneration as determined by Board of Directors of the Company and minimum remuneration in the event of absence or inadequacy of profits within the ceiling limits of INR 84,00,000 (Eighty Four Lakhs) per year as prescribed in Schedule V of the Act.		
Public/Listed Companies Directorship	Does not hold any directorship in Indian company.		
Private Companies Directorship	NIL		
Membership/ Chairmanship of Committees	NIL		





HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

**B: Brief profile of Mr. Parvinder S Chadha getting appointed:**

*Parvinder S Chadha is the founder, Chief Executive Officer, and Chief Investment Officer of HGM, a family office formed in 2001. Mr. Chadha has over 40 years of experience in building businesses in the Americas, Europe, and Asia, including the execution of mergers and acquisitions, integration of businesses, and leading public companies.*

*Mr. Chadha has served as Chairman of Exela Technologies, Inc. (Nasdaq: XELA, XELA)) between 2017-2021, and its Executive Chairman since September 2021. In addition, Mr. Chadha has served as Chairman of SourceHOV since 2011, and was Chairman of Lason Inc. from 2007 to 2011 until its merger with SourceCorp, a predecessor company of SourceHOV. Since 2005, Mr. Chadha had served as a Promoter Director of HOV Services Limited (NSE: HOVS), listed on the National Stock exchange of India, acting as its Chairman from 2009 to 2011. Mr. Chadha is also Co-founder of Rule 14, LLC, a leading AI automation company formed in 2011, and during his career, have founded or co-founded other technology companies in the fields of metro optical networks, systems-on-silicon, and communications.*

*Through HGM, Mr. Chadha previously participated in director and executive roles in joint ventures with major financial and investment institutions, including portfolio companies of HGM, and he currently hold and manage investments in evolving financial technology, health technology, and communications industries.*

**C: The statement containing additional information as required in schedule V of Companies Act, 2013:-**

**I. GENERAL INFORMATION:**

- (i) **Nature of industry:** IT & ITES
- (ii) **Date or expected date of commencement of commercial production:** Not applicable.
- (iii) **In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus:** Not applicable.
- (iv) **Financial performance based on given indicators:** The total revenue on standalone basis during the financial year 2021-22 stood Rs. 1005.81 Lakhs as compared to total revenue of Rs. 965.51 Lakhs for financial year 2020-21. The Profit/(Loss) after tax (PAT) was Rs. (6393.52) Lakhs in FY 2021-22 as compared to PAT of Rs. 6250.13 Lakhs in FY 2020-21.
- (v) **Foreign investments or collaborations:** The Company does not have any foreign collaborations. The composite foreign investment is 11.52 % in the Company as per shareholding pattern as of March 31, 2022.

**II. INFORMATION ABOUT THE APPOINTEE:**

- (i) **Background details:** Mr. Parvinder has 40 plus years of robust experience.



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

- (ii) **Past remuneration:** Nil
- (iii) **Recognition or awards:** Not Applicable.
- (iv) **Job profile and his suitability:** Mr. Parvinder has 40 plus years of robust experience in building businesses in the Americas, Europe, and Asia, including the execution of mergers and acquisitions, integration of businesses, and leading public companies. His involvement will bring immense value to the Board and Company. The Nomination and Remuneration Committee recommended for his appointment, subject to approval of the shareholders of the Company.
- (v) **Remuneration proposed:** The remuneration will be subject to the recommendation from Nomination & Remuneration Committee and will be decided by the Board, on terms and conditions as acceptable between the Board and Mr. Parvinder S Chadha. The remuneration shall not exceed the limits specified under Schedule V of the Companies Act, 2013 (including any statutory modifications or re-enactments thereof, for the time being in force) or such other limits as may be prescribed by the Central Government from time to time as minimum remuneration.
- (vi) **Comparative remuneration profile with respect to industry, size of the company, profile of the position and person (in case of expatriates the relevant details would be with respect to the country of his origin):** Not Applicable.
- (vii) **Pecuniary relationship directly or indirectly with the company, or relationship with the managerial personnel, if any:** Mr. Parvinder does not have any pecuniary relationship directly or indirectly with the Company or any relationship with the managerial personnel, except holding equity shares in the Company.

**OTHER INFORMATION / DISCLOSURES:** The other information and disclosures as required is provided under the Explanatory Statement to the Notice.



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

**PROCEDURE FOR E-VOTING****I. Login method for Individual shareholders holding securities in demat mode is given below:**

Type of shareholders	Login method
Individual shareholders holding securities in demat mode with NSDL	<p><b>A. Users registered for NSDL IDeAS facility:</b></p> <ol style="list-style-type: none"> <li>1. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com/">https://eservices.nsdl.com/</a> either on a personal computer or on a mobile. Once the home page of e-Services is launched, click on the “Beneficial Owner” icon under “Login” which is available under “IDeAS” section.</li> <li>2. A new screen will open. Enter your User ID and Password. After successful authentication, you will be able to see e-voting services. Click on “Access to e-voting” under e-voting services and you will be able to see e-voting page.</li> <li>3. Click on options available against Company name or e-voting service provider - <b>KFinTech</b> and you will be re-directed to e-voting service provider website for casting your vote during the e-voting period.</li> </ol>
	<p><b>B. Users not registered for IDeAS e-Services:</b></p> <p>Option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “Register Online for IDeAS” Portal or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a> and proceed with completing the required fields. After successful registration, please follow the steps given above to cast your vote.</p>
	<p><b>C. By visiting the e-voting website of NSDL:</b></p> <ol style="list-style-type: none"> <li>1. 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 “Login” icon, available under the ‘Shareholder/Member’ section.</li> <li>2. A new screen will open. Enter your User ID (i.e. your 16-digit demat account number held 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.</li> <li>3. Click on options available against Company name or e-voting service provider - <b>KFintech</b> and you will be re-directed to e-voting service provider website for casting your vote during the e-voting.</li> </ol>



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

Individual Shareholders holding securities in demat mode with CDSL	<p><b>A. Existing users who have opted for Easi/Easiest:</b></p> <ol style="list-style-type: none"> <li>1. URL to login to Easi/Easiest: <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon and select New System Myeasi</li> <li>2. Shareholders can login through their existing user ID and password. Option will be made available to reach e-voting page without any further authentication.</li> <li>3. After successful login on Easi/Easiest, the user will also be able to see the e-voting Menu. The menu will have links of ESPs. Click on KFinTech to cast your vote.</li> </ol> <p><b>B. Users who have not opted for Easi/Easiest:</b></p> <p>Option to register for Easi/Easiest is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a>. Proceed with completing the required fields. After successful registration, please follow the steps given above to cast your vote.</p> <p><b>C. By visiting the e-voting website of CDSL:</b></p> <ol style="list-style-type: none"> <li>1. The user can directly access e-voting page by providing demat Account Number and PAN No. from a link in <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; e-mail ID as recorded in the demat Account.</li> <li>2. After successful authentication, user will be able to see the e-voting option where the e-voting is in progress and will also be able to directly access the system of e-Voting Service Provider i.e. KFinTech.</li> </ol>
Individual Shareholders (holding securities in demat mode) logging through their depository participants	<ol style="list-style-type: none"> <li>1. Shareholders can also login using the login credentials of their demat account through their Depository Participant registered with NSDL/CDSL for e-voting facility. Once logged-in, you will be able to see e-voting option.</li> <li>2. Once you click on e-voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-voting feature.</li> <li>3. Click on option available against Company name or e-voting service provider- <b>KFinTech</b> and you will be redirected to e-voting service provider website for casting your vote during the e-voting period.</li> </ol>
<p><b>Important Note:</b> Members who are unable to retrieve User ID/Password are advised to use Forget User ID and Forget Password option available at respective websites.</p>	
<p><b>Helpdesk for Individual Shareholders holding securities in demat mode who need assistance for any technical issues related to login through Depository i.e. NSDL and CDSL:</b></p>	



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

<p><b>Members facing any technical issue - NSDL</b></p> <p>Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call on toll free no.: 1800 1020 990 and 1800 22 44 30</p>	<p><b>Members facing any technical issue – CDSL</b></p> <p>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 on 022-2305 8738 or 022-2305 8542-43.</p>
---	--

**II. Login method for e-voting for shareholders other than individual shareholders holding securities in demat mode and shareholders holding securities in physical mode**

- i. Initial password is provided in the body of the e-mail.
- ii. Launch internet browser and type the URL: <https://evoting.kfintech.com> in the address bar.
- iii. Enter the login credentials i.e. User ID and password mentioned in your e-mail. Your Folio No./DP ID Client ID will be your User ID. However, if you are already registered with KFinTech for e-voting, you can use your existing User ID and password for casting your votes.
- iv. After entering the correct details, click on LOGIN.
- v. You will reach the password change menu wherein you are required to mandatorily change your password. The new password shall comprise 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.). It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- vi. You need to login again with the new credentials.
- vii. On successful login, the system will prompt you to select the EVENT i.e. HOV Services Limited.
- viii. On the voting page, the number of shares (which represents the number of votes) held by you as on the cut-off date will appear. If you desire to cast all the votes assenting/dissenting to the resolution, enter all shares and click 'FOR' / 'AGAINST' as the case may be or partially in 'FOR' and partially in 'AGAINST', but the total number in 'FOR' and/or 'AGAINST' taken together should not exceed your total shareholding as on the cut-off date. You may also choose the option 'ABSTAIN', in which case, the shares held will not be counted under either head.
- ix. Members holding multiple folios/demat accounts shall vote separately for each folio/demat account.
- x. Cast your votes by selecting an appropriate option and click on 'SUBMIT'. A confirmation box will be displayed. Click 'OK' to confirm, else 'CANCEL' to modify. Once you confirm, you will not be allowed to modify your vote subsequently. During the voting period, you can login multiple times till you have confirmed that you have voted on the resolution.
- xi. Corporate/institutional members (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned image (PDF/JPG format) of certified true copy of relevant board resolution/authority letter



HOV SERVICES LIMITED

CIN: L72200PN1989PLC014448

3rd Floor, Sharda Arcade, Pune Satara Road, Bibwewadi, Pune-411 037, India,

Tel: 91 20 24221460, Fax: 91 20 24221470

investor.relations@hovsltd.com | www.hovsltd.com

---

etc. together with attested specimen signature of the duly authorised signatory (ies) who is/are authorised to vote, to the Scrutinizer through email at [prajot@prajottungarecs.com](mailto:prajot@prajottungarecs.com) and may also upload the same in the e-voting module in their login. The scanned image of the above documents should be in the naming format 'BFS\_EVENT No.'

- xii. In case of any queries/grievances, you may refer the Frequently Asked Questions for Members and e-voting User Manual available at the 'download' section of <https://evoting.kfintech.com> or call KFinTech on 1-800-309-4001 (toll free). Members may also reach out to Company Secretary, at [bhuvanesh.sharma@hovsltd.com](mailto:bhuvanesh.sharma@hovsltd.com) or at 020-67437400.

By Order of the Board of Directors  
For **HOV Services Limited**

Bhuvanesh Sharma  
**VP-Corporate Affairs &  
Company Secretary & Compliance Officer**

Place: Pune

Date: November 11, 2022