



11<sup>th</sup> November, 2024

To,  
BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai - 400 001

**Scrip Code: 506186**

Dear Sir/Madam

**Sub.: Postal Ballot Notice**

**Ref.: Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).**

In furtherance to the outcome of Board Meeting held on 24<sup>th</sup> October, 2024 of the Company and further to our intimation of calendar of events dated 6<sup>th</sup> November, 2024, please find enclosed herewith copy of the postal ballot notice along with explanatory statement dated 7<sup>th</sup> November, 2024 (“Notice”) to seek approval of the shareholders for the following Ordinary Resolution:

**1. INCREASE IN THE AUTHORISED SHARE CAPITAL AND CONSEQUENT ALTERATION OF CAPITAL CLAUSE OF MEMORANDUM OF ASSOCIATION OF THE COMPANY**

Notice is being sent through electronic mode to those members whose e-mail addresses are registered with the Company/Depositories and whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on Friday, 8<sup>th</sup> November, 2024 (“Cut-off date”), seeking their approval as set out in the Notice. The Company has engaged the services of National Securities Depository Limited (“NSDL”) for the purpose of providing e-voting facility to all its members. The remote e-voting will commence from Tuesday, 12<sup>th</sup> November, 2024 (9:00 AM IST) and shall end on Wednesday, 11<sup>th</sup> December, 2024 (5:00 PM IST). The results of the postal ballot will be announced on or before Friday, 13<sup>th</sup> December, 2024 (5:00 PM IST).

Mr. Amit Samani of M/s. Amit Samani & Co., Practicing Company Secretary, Mumbai, is appointed to act as Scrutinizer for the purpose of conducting e-voting process in a fair and transparent manner.

**CIN: L47110MH1981PLC024988**

**Registered Office:** Knowledge House, Shyam Nagar, Off Jogeshwari-Vikhroli Link Road, Jogeshwari (East), Mumbai 400060.  
Tel: 022 2803 9405 Email: investors@galaxycloudkitchens.in | Website: www.galaxycloudkitchens.in



**GALAXY**  
CLOUD  
KITCHENS  
LIMITED

The above information will be made available on the website of the Company at <https://galaxycloudkitchens.in/index.html>

This is for your information and records.

**For Galaxy Cloud Kitchens Limited**

A handwritten signature in blue ink, appearing to read 'Harsh Joshi', is written over a light blue horizontal line.

**Harsh Joshi**  
**Company Secretary & Compliance Officer**  
**ACS: 51905**

**Encl: As above**

**CIN: L47110MH1981PLC024988**

**Registered Office:** Knowledge House, Shyam Nagar, Off Jogeshwari-Vikhroli Link Road, Jogeshwari (East), Mumbai 400060.  
Tel: 022 2803 9405 Email: [investors@galaxycloudkitchens.in](mailto:investors@galaxycloudkitchens.in) | Website: [www.galaxycloudkitchens.in](http://www.galaxycloudkitchens.in)

# GALAXY CLOUD KITCHENS LIMITED

Corporate Identity Number (CIN): L47110MH1981PLC024988

Registered Office: Knowledge House, Shyam Nagar, Off Jogeshwari – Vikhroli Link Road, Jogeshwari (East), Mumbai – 400 060

Tel. No: +91 22 2803 9405

Email ID: [investors@galaxycloudkitchens.in](mailto:investors@galaxycloudkitchens.in)

Website: [www.galaxycloudkitchens.in](http://www.galaxycloudkitchens.in)

## POSTAL BALLOT NOTICE

(Pursuant to Section 110 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, as amended)

Dear Member(s),

Notice is hereby given pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, as amended from time to time (“Rules”), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”), and in accordance with General Circular Nos. 9/2024 dated 19<sup>th</sup> September, 2024, 9/2023 dated 25<sup>th</sup> September, 2023, 11/2022 dated 28<sup>th</sup> December, 2022, 3/2022 dated 5<sup>th</sup> May, 2022, 20/2021 dated 8<sup>th</sup> December 2021, 10/2021 dated 23<sup>rd</sup> June, 2021, 39/2020 dated 31<sup>st</sup> December 2020, 33/2020 dated 28<sup>th</sup> September 2020, 22/2020 dated 15<sup>th</sup> June 2020, 17/2020 dated 13<sup>th</sup> April 2020 and 14/2020 dated 8<sup>th</sup> April, 2020, issued by the Ministry of Corporate Affairs (“MCA Circulars”), that the Resolution in respect of the matter(s) as set out in accompanying Postal Ballot Notice are proposed to be transacted by way of Postal Ballot for seeking the consent of Members of Galaxy Cloud Kitchens Limited (“Company”) by way of Remote e-voting (“Remote e-voting”).

An explanatory statement pursuant to Section 102 and other applicable provisions, if any of the Act, pertaining to the Resolution(s) setting out material facts in respect of the same is annexed hereto. This Postal Ballot Notice is being sent to you for your consideration.

In compliance with the requirements prescribed under the MCA Circulars, the Company will send Postal Ballot Notice by email to all its Members who have registered their email addresses with the Company or depository / depository participants and the Members are required to communicate their assent / dissent through the Remote e-voting system only. The physical Postal Ballot Notice along with Postal Ballot Form and pre-paid business envelope will therefore not be sent to the Members for this Postal Ballot. Accordingly, the Company is pleased to provide Remote e-voting facility to all its Members to cast their votes electronically. Members are requested to read the instructions provided in the Notes to this Postal Ballot Notice to cast their vote electronically.

The Company has engaged National Securities Depository Limited (“NSDL”), an agency authorized by the Ministry of Corporate Affairs (“MCA”) for providing Remote e-voting facility to all its Members. **The Remote e-voting period commences from 9:00 AM (IST) on Tuesday, 12<sup>th</sup> November, 2024 and shall end at 5:00 PM (IST) on Wednesday, 11<sup>th</sup> December, 2024.**

Pursuant to Rule 22(5) of the Rules, the Board of Directors of the Company (“Board”), have appointed Mr. Amit Samani of M/s. Amit Samani & Co., (having Membership No. FCS- 7397 and COP No. 7966), Practicing Company Secretary, as the Scrutinizer to conduct the Postal Ballot through Remote e-voting process in a fair and transparent manner.

The Scrutinizer will submit his report to the Whole-time Director or the Company Secretary upon completion of the scrutiny of the votes cast through Remote e-voting. The results of the Postal Ballot will be declared within two working days after the conclusion of the e-voting period in accordance with the provisions of Regulation 44(3) of the SEBI Listing Regulations. The said results along with the Scrutinizer’s Report would be submitted to BSE Limited. Additionally, the results will also be uploaded on the Company’s website – [www.galaxycloudkitchens.in](http://www.galaxycloudkitchens.in) and on the website of NSDL - [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

### Item No. 1

#### **INCREASE IN THE AUTHORISED SHARE CAPITAL AND CONSEQUENT ALTERATION OF CAPITAL CLAUSE OF MEMORANDUM OF ASSOCIATION OF THE COMPANY**

To consider and if thought fit to pass the following resolution as an **Ordinary Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Section 13, 61, 64 and other applicable provisions, if any of the Companies Act 2013 read with the rules framed thereunder (including any Statutory modification(s) thereto or re- enactment(s) thereof for the time being in force), read with enabling provisions of the Articles of Association of the Company and on the basis of recommendation of the Board of Directors of the Company, the consent of the Members of the company be and is hereby accorded to increase the Authorised Share Capital of the Company from Rs. 65,00,00,000/- (Rupees Sixty Five Crore Only) consisting of 6,50,00,000 (Six Crore Fifty Lakh) Equity Shares of Rs. 10/- (Rupees Ten only) each to Rs. 100,00,00,000/- (Rupees One Hundred Crore Only) consisting of 10,00,00,000 (Ten Crore) Equity Shares of Rs. 10/- (Rupees Ten only) each by creation of an additional 3,50,00,000 (Three Crore Fifty Lakh) Equity Shares of Rs. 10/- (Rupees Ten Only) each ranking pari-passu in all respect with the existing Equity Shares of the Company as per Memorandum of Association of the Company.

**RESOLVED FURTHER THAT** pursuant to the provisions of Section 13, 61, 64 and other applicable provisions, if any of the Companies Act 2013 read with the rules framed thereunder (including any Statutory modification(s) thereto or re- enactment(s) thereof for the time being in force), read with enabling provisions of Articles of Association of the Company, the consent of the Members of the Company be and is hereby accorded to substitute the existing Clause V of Memorandum of Association of the Company with the following Clause:

**“V. The Authorized Share Capital of the Company is Rs. 100,00,00,000/- (Rupees One Hundred Crore Only) divided into 10,00,00,000 (Ten Crore) Equity Shares of Rs. 10/- (Rupees Ten only) each.”**

**RESOLVED FURTHER THAT** the Board of Directors of the Company (which term shall deem to include any of its duly authorised Committee) and/ or Company Secretary or any officer(s) so authorised by the Board be and are hereby severally authorised to do all such acts, deeds, matters and things as may in their absolute discretion be deemed necessary, expedient, proper to give effect to this resolution including filing of statutory forms and to settle any questions, difficulties or doubts that may arise in this regard without requiring to secure any further consent or approval of the Members of the Company and that the Members of the Company have hereby deemed to have given their approval thereto expressly by the authority of this resolution.”

**By Order of the Board of Directors  
For Galaxy Cloud Kitchens Limited**

**Place: Mumbai**

**Date: 7<sup>th</sup> November, 2024**

**Harsh Joshi  
Company Secretary & Compliance Officer  
ACS: 51905**

**Registered Office:**

Knowledge House, Shyam Nagar, Off Jogeshwari Vikhroli Link Road,  
Jogeshwari (East), Mumbai-400060

**NOTES:**

1. An explanatory statement pursuant to Section 102 of the Companies Act, 2013 (“**the Act**”), setting out material facts in relation to the Resolution(s) as set out in the Postal Ballot Notice is annexed hereto.
2. In accordance with Section 110 of the Act and Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 as amended from time to time and the MCA Circulars, the Postal Ballot Notice is being sent only by electronic mode to those members whose e-mail addresses are registered with the Company or Depository / Depository Participants as on the cut-off date i.e. Friday 8<sup>th</sup> November, 2024. The physical Postal Ballot Notice along with Postal Ballot Form and pre-paid business envelope will therefore not be sent to the members for this Postal Ballot. Accordingly, the communication of the assent or dissent of the Members would take place through the Remote e-voting process only.
3. The voting rights with one vote per share shall be reckoned on the paid-up value of shares registered in the name of the Shareholders as on the cut-off date i.e. Friday, 8<sup>th</sup> November, 2024. Members can vote for their entire voting rights as per their discretion.
4. Members who have not registered their e-mail address are requested to register the same in respect of shares held in electronic form with the Depository through their Depository Participant(s) and in respect of shares held in physical form by writing to the Company’s Registrar and Share Transfer Agents, Link Intime India Private Limited, C-101, Embassy 247, L.B.S. Marg, Vikhroli (West), Mumbai - 400 083; Tel. No.: +91-22-49186000; Fax No.: +91-22-49186060; E-Mail: [csg-unit@linkintime.co.in](mailto:csg-unit@linkintime.co.in). The Members are further requested to send all communications to the Company’s R&T Agents as per details provided hereinabove.
5. Members who have not registered their email address and consequently could not receive the Postal Ballot Notice may temporarily get their email address registered with the Link Intime India Private Limited, by clicking the link: [https://liiplweb.linkintime.co.in/EmailReg/Email\\_Register.html](https://liiplweb.linkintime.co.in/EmailReg/Email_Register.html) and follow the registration process as guided thereafter. Post successful registration of the email address, the Member would get the soft copy of the Postal Ballot Notice and the procedure for Remote e-voting along with the user ID and password to enable Remote e-voting for the Postal Ballot.
6. Members may please note that the Postal Ballot Notice will also be available on the website of the Company at: [www.galaxycloudkitchens.in](http://www.galaxycloudkitchens.in), website of the Stock Exchange i.e. BSE Limited at: [www.bseindia.com](http://www.bseindia.com) and on the website of NSDL - [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
7. Members would be able to cast their votes and convey their assent or dissent to the proposed resolution only through the Remote e-voting process. Members whose names appear on the Register of Members / List of Beneficial Owners as on the cut- off i.e. Friday, 8<sup>th</sup> November, 2024 will only be considered eligible for the purpose of Remote e-voting.
8. A Member cannot exercise his vote by proxy on Postal Ballot.
9. Relevant documents, if any, referred to in the accompanying Notice and the Explanatory Statement will be available for inspection at the Registered Office of the Company between 11:00 AM and 1:00 PM, up to 11<sup>th</sup> December, 2024 on all working days (except Saturday, Sunday and Public Holidays).
10. The Board of Directors of the Company have appointed Mr. Amit Samani of M/s. Amit Samani & Co., (having Membership No. FCS-7397 and COP No. 7966), Practising Company Secretary as the Scrutinizer for conducting the Remote e-voting process in a fair and transparent manner.
11. Members are requested to read the general information and instructions for Remote e-voting as provided in the Notes under the section “General Information and Instructions for E-voting” in this Postal Ballot Notice.
12. **The Remote E-voting period commences from 9:00 AM (IST) on Tuesday, 12<sup>th</sup> November, 2024 and ends at 5:00 p.m. (IST) on Wednesday, 11<sup>th</sup> December, 2024.** Members are requested to cast their vote through the Remote e-voting process during the Remote e-voting period but not later than **5:00 PM (IST) on Wednesday, 11<sup>th</sup> December, 2024** failing which it will be strictly considered that no vote has been cast by Member.

13. The Scrutinizer will submit his report to the Whole-time Director or the Company Secretary after completion of the scrutiny of the votes cast through Remote e-voting. The results of the Postal Ballot will be declared within two working days after conclusion of the e-voting period in accordance with the provisions of Regulation 44(3) of the SEBI Listing Regulations. The results of postal ballot alongwith Scrutinizer Report will be placed on the website of the Company [www.galaxycloudkitchens.in](http://www.galaxycloudkitchens.in) and on the website of NSDL and shall also be communicated to BSE Limited.
14. The resolution, if passed by the requisite majority, shall be deemed to have been passed on **Wednesday, 11<sup>th</sup> December, 2024** i.e. the last date specified for receipt of votes through the Remote E-voting process.

**Explanatory Statement pursuant to Section 102 of the Companies Act, 2013.**

The following explanatory statement pursuant to Section 102(1) of the Companies Act, 2013 sets out all material facts relating to the business mentioned in Item No. 1 in the accompanying Postal Ballot Notice.

**Item No. 1**

The present Authorized Share Capital of the Company is Rs. 65,00,00,000/- (Rupees Sixty Five Crore Only) consisting of 6,50,00,000 (Six Crore Fifty Lakh) Equity Shares of Rs. 10/- (Rupees Ten only) each. The Board of Directors at their meeting held on 24th October, 2024 resolved and approved fund raising by way of an issuance of equity shares of face value of Rs. 10/- each of the Company to its eligible equity shareholders on a rights basis ("Rights issue") for a value not exceeding Rs. 50,00,00,000/- (Rupees Fifty Crore Only), subject to receipt of necessary approvals from regulatory authorities.

In order to provide for the requirement of authorized Capital for the proposed corporate action as well as for meeting future fund raising requirements of the Company, if any, the Board has proposed for increase in the Authorised Share Capital subject to approval by members by addition of 3,50,00,000 (Three Crore Fifty Lakh ) Equity Shares of Rs. 10/- (Rupees Ten Only) each aggregating to Rs. 35,00,00,000/- (Rupees Thirty Five Crore Only) ranking pari-passu in all respect with the existing Equity Shares of the Company as per the Memorandum and Articles of Association of the Company.

After the approval of proposed resolution and compliance with necessary forms with Registrar of Companies, the Authorized Share Capital of the Company shall be Rs. 100,00,00,000/- (Rupees One Hundred Crore Only) consisting of 10,00,00,000 (Ten Crore) Equity Shares of Rs. 10/- (Rupees Ten only) each. The Authorised Share Capital as aforesaid would also require consequential alteration/amendment to the existing Clause V of the Memorandum of Association ("MOA") of the Company as set out in Item No. 1 of the Notice. After the approval of members the Authorised Share Capital of the Company will be as per the table mentioned below:

<b>Clause of Memorandum of Association</b>	<b>Present Capital</b>	<b>Proposed Capital</b>
V	The Authorized Share Capital of the Company is Rs. 65,00,00,000/- (Rupees Sixty Five Crore Only) consisting of 6,50,00,000 (Six Crore Fifty Lakh) Equity Shares of Rs. 10/- (Rupees Ten only) each.	The Authorized Share Capital of the Company is Rs. 100,00,00,000/- (Rupees One Hundred Crore Only) consisting of 10,00,00,000 (Ten Crore) Equity Shares of Rs. 10/- (Rupees Ten only) each.

None of the other Directors and / or the Key Managerial Personnel of the Company and/or their respective relatives are in any way concerned or interested in the Resolution(s) set out at Item No. 1 of this Notice.

Your Directors recommend the passing of Ordinary Resolution proposed at Item No. 1 of this Postal Ballot Notice for your approval.

**By Order of the Board of Directors  
For Galaxy Cloud Kitchens Limited**

**Place: Mumbai**

**Date: 7<sup>th</sup> November, 2024**

**Harsh Joshi  
Company Secretary & Compliance Officer  
ACS: 51905**

**Registered Office:**

Knowledge House, Shyam Nagar, Off Jogeshwari Vikhroli Link Road,  
Jogeshwari (East), Mumbai-400060

## GENERAL INFORMATION AND INSTRUCTIONS FOR E-VOTING

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 9<sup>th</sup> December, 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.nsd.com">https://eservices.nsd.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.nsd.com">https://eservices.nsd.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsd.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.nsd.com/">https://www.evoting.nsd.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>



Type of shareholders	Login Method
	<p>NSDL Mobile App is available on</p> <p> App Store  Google Play</p> <p> </p>
Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> <li>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 myeasi username &amp; password.</li> <li>After successful login the CDSL Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.</li> <li>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>Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</li> </ol>
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the Remote e-Voting period or joining virtual meeting & voting during the meeting.

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

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

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022 - 4886 7000 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 E-voting 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?**

- Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
- Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/ Member' section.
- A new screen will open. You will have to enter your User ID, 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 :

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

5. Password details for shareholders other than Individual shareholders are given below:

- If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- 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.
- How to retrieve your 'initial password'?
  - 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'.
  - 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:

- Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- "Physical User Reset Password?"** (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- 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.
- 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.**

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

- 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 is in active status.
- Select "EVEN" of company for which you wish to cast your vote during the Remote e-Voting period.
- Now you are ready for e-Voting as the Voting page opens.
- 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.
- Upon confirmation, the message "Vote cast successfully" will be displayed.



- vi) You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- vii) Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

**B. 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:**

- i) In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to the Company at [investors@galaxycloudkitchens.in](mailto:investors@galaxycloudkitchens.in)
- ii) In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to the Company at [investors@galaxycloudkitchens.in](mailto:investors@galaxycloudkitchens.in). If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode**.
- iii) 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.
- iv) 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.

**General Guidelines for shareholders**

- i) 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 [team@sgkadvisory.com](mailto:team@sgkadvisory.com) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com) and [investors@galaxycloudkitchens.in](mailto:investors@galaxycloudkitchens.in). 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.
- ii) 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.
- iii) 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 – 48867000 and 022-2499 7000 or send a request to Ms. Pallavi Mhatre at [evoting@nsdl.com](mailto:evoting@nsdl.com)