

Date: 26/02/2024

To

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

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

Dear Sir/ Madam,

Pursuant to Regulation 30 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirement) Regulations, 2015, Please find herewith a copy of Notice of Postal Ballot dated February 26, 2024.

The Notice of Postal Ballot has been dispatched to the shareholders of the Company today i.e. February 26, 2024 as per the provisions of section 108 & 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable provisions, if any (including any statutory modifications or re-enactment thereof for the time being in force).

**Remote e-voting period shall commence on Tuesday, February 27, 2024 (09:00 A.M. IST) and end on Wednesday, March 27, 2024 (05.00 P.M. IST) (both days inclusive).**

The Notice is also available at the website of the company i.e. [www.hitechpipes.in](http://www.hitechpipes.in).

Kindly place the same on your record.

Thanking You,

Yours Truly

For Hi-Tech Pipes Limited

  
Arun Kumar

ARUN  
KUMAR

Digitally signed by  
ARUN KUMAR  
Date: 2024.02.26  
12:38:40 +05'30'

Company Secretary & Compliance Officer



## **HI-TECH PIPES LIMITED**

(CIN: L27202DL1985PLC019750)

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

### **Postal Ballot Notice**

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

Dear Shareholder(s),

**NOTICE** is hereby given pursuant to Section 108 and 110 of the Companies Act, 2013, (the “**Act**”) read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (the “**Rules**”), Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”) and Secretarial Standard - 2 on General Meetings issued by the Institute of Company Secretaries of India (the “**SS-2**”), as amended from time to time (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) read with General Circular Nos. 14/ 2020 dated April 8, 2020, 17/2020 dated April 13, 2020, and subsequent circulars issued in this regard, latest being 09/ 2023 dated September 25, 2023 issued by the Ministry of Corporate Affairs, Government of India (“**MCA Circulars**”), and other applicable laws, rules and regulations, that the resolution as set out in this notice, is proposed to be passed by the Shareholders through postal ballot by remote e-voting only (“**remote e-voting**”).

### **SPECIAL BUSINESS:**

#### **APPOINTMENT OF MR. KAMLESHWAR PRASAD (DIN: 10438618) AS WHOLE TIME DIRECTOR (EXECUTIVE DIRECTOR-OPERATIONS) ON THE BOARD OF THE COMPANY**

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

“**RESOLVED THAT** pursuant to the provisions of Sections 196, 197, 198, 203, Schedule V and other applicable provisions, if any, of the Companies Act, 2013 (the “**Act**”) and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, any other Rules, if any, made thereunder, Regulation 17 and other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (“**Listing Regulations**”) (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), Articles of Association of the Company and pursuant to the recommendation of the Nomination and Remuneration Committee and approval of the Board of Directors of the Company, the approval of members of the Company be and is hereby accorded for appointment of **Mr. Kamleshwar Prasad (DIN: 10438618) as Whole Time Director (Executive Director-Operations)** of the Company, liable to retire by rotation, for a period of three (3) years effective from January 12, 2024 at such terms and conditions including the remuneration as detailed in the explanatory statement.

**RESOLVED FURTHER THAT** the remuneration including benefits, amenities and perquisites as detailed in the explanatory statement, may be paid as minimum remuneration for any financial year in case of absence or inadequacy of profits for such year, subject to the

provisions prescribed under Section 197 read with Schedule V to the Companies Act, 2013 and rules framed thereunder and any other applicable provisions of the Act or any statutory modification(s) or re-enactment(s) thereof, without requiring to obtain the approval of shareholders any further.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (herein referred to as 'Board' which term shall be deemed to include any duly authorized Committee thereof, for the time being exercising the powers conferred on the Board by this Resolution) be and are hereby authorized to alter, revise and vary the terms and conditions of aforesaid appointment including the remuneration payable from time to time within the limits as per the provisions of the Act, rules thereto and Schedule V of the Act, or any amendment thereto or any re-enactment thereof without requiring to obtain the approval of shareholders any further.

**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, the Board be authorized to do all such acts, deeds, matters and things as it may, in its absolute discretion, deem necessary, proper or desirable and to settle any questions, difficulties or doubts that may arise in this regard and further to execute all necessary documents, applications, returns and writings as may be necessary, proper, desirable or expedient.”

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

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

**Date: 26-02-2024  
Place: New Delhi**

## **Notes:**

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 (“**the Act**”) read with Section 110 of the Act and Rule 22 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and other applicable provisions, if any, setting out material facts and reasons relating to the aforesaid resolution, is annexed hereto and forms part of this Postal Ballot Notice (“**Notice**”).
2. In compliance with the MCA Circulars, the Company is sending this Notice only in electronic form to those Members whose names appear in the Register of Members/ List of Beneficial Owners as on **Friday, 23<sup>rd</sup> day of February, 2024**, (“**Cut-off date**”) as received from National Securities Depository Limited (“**the NSDL**”) and Central Depository Services (India) Limited (“**the CDSL**”) (collectively referred to as “**Depositories**”).
3. Those members who have not yet registered their email addresses and consequently, have not received the Notice are requested to get their email addresses and mobile numbers registered by following the guidelines mentioned below:
4. Members holding shares in dematerialized form are requested to register/ update their e-mail addresses with their respective DPs.
5. Members may also receive the electronic copy of this via. writing to us at [cs@hitechpipes.in](mailto:cs@hitechpipes.in)
6. The Members, whose names appear in the Register of Members/ Beneficial Owners as on the cut-off date will only be entitled to vote on the Resolution set forth in this Notice. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date. A person who is not a Member as on the cut-off date should treat this Notice for information purpose only.
7. The Notice will also be available on the website, of the Company at [www.hitechpipes.in](http://www.hitechpipes.in) , on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and on the website of the stock exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com).
8. All relevant documents referred to in this Notice will be open/ available for inspection through electronic mode for the Members of the Company during working hours on all working days upto and including the last day for remote e-Voting i.e., **Wednesday, 27<sup>th</sup> day of March, 2024**. Any member seeking to inspect the documents can send an e-mail to [cs@hitechpipes.in](mailto:cs@hitechpipes.in) with subject line “**Inspection of Documents**” from their registered email address mentioning their Name, Folio Number/ DP ID & Client ID.
9. As per the MCA Circulars, physical copies of the Notice are not being sent to the members for this Postal Ballot. The communication of the assent or dissent of the Members would take place through the process of remote e-Voting only. Soft copy of this notice is being sent in electronic mode to Members whose e-mail address is registered with the Company or the Depository Participant(s) as on 23<sup>rd</sup> day of February, 2024 (closing hours) and to all other persons so entitled.
10. In compliance with the MCA Circulars, Section 108 and 110 of the Act read with the Rules made thereunder and Regulation 44 of the SEBI LODR Regulations, the Company is providing remote e-voting facility to seek the approval of Shareholders of the Company for the resolution contained in this Notice. For this purpose, the Company has availed the services of NSDL for facilitating remote e-voting to enable the Shareholders to cast their votes electronically (hereinafter referred to as the “**remote e-Voting/ e-Voting**”). The

instructions for e-voting are provided as part of this Notice, the members are requested to read the e-voting instructions carefully before casting their vote.

11. The remote **e-voting period begins on Tuesday, 27<sup>th</sup> day of February, 2024, at 9:00 A.M. and ends on Wednesday, 27<sup>th</sup> day of March, 2024 at 5:00 P.M.** The remote e-voting facility will be disabled by NSDL immediately thereafter and voting shall not be allowed beyond the said time and date. Once the vote on the resolution is cast by the Shareholders, they shall not be allowed to change it subsequently or cast their vote again.
12. The Board of Directors (“the **Board**”) of the Company have appointed M/s. NSP & Associates, Practicing Company Secretaries, as Scrutinizer to scrutinise the remote e-voting process in a fair and transparent manner.
13. Upon completion of the scrutiny of the votes cast, the Scrutinizer will submit his report to the Chairperson of the Company or to any other person authorized by him not later than two (2) working days from the conclusion of e-voting.
14. The **results of e-voting** will be announced, by the Chairperson of the Company or by any other person authorized by him in that behalf, on or before **Friday, 29<sup>th</sup> day of March, 2024**, and the same will be placed on the Company’s website at [www.hitechpipes.in](http://www.hitechpipes.in) and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). The results shall also be communicated to the Stock Exchanges i.e. BSE at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com).
15. The resolution, if passed by the requisite majority, shall be deemed to have been passed on the last date of the remote e-voting process i.e., Wednesday, 27<sup>th</sup> day of March, 2024.
16. In case of joint holders attending the meeting, the Member whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote.
17. SEBI vide its Master Circular SEBI/HO/OIAE/OIAE\_IAD-1/P/CIR/2023/14 dated August 11, 2023 read with any amendments thereto, with a view to safeguard the interests of the investors and to streamline the resolution mechanism in the Indian Securities Market, has mandated establishment of common Online Dispute Resolution Portal (“ODR Portal”), by Market Infrastructure Institutions, which harnesses online conciliation and online arbitration for resolution of disputes arising in Indian Securities Market.

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

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

- An investor/client shall first take up his/her grievance with the Market Participant by lodging a complaint directly with the concerned Market Participant.
- If the grievance is not redressed satisfactorily the investor/shareholder may escalate the same through the SCORES Portal ([www.scores.gov.in](http://www.scores.gov.in)) in accordance with SCORES Guidelines.
- If the investor/client is still not satisfied with the outcome, he/she can initiate dispute resolution through the ODR Portal which can be accessed at <https://smartodr.in/login>).

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

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

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

The Board of Directors of the Company on recommendation of its Nomination and Remuneration Committee, in its meeting held on January 12, 2024, approved the appointment of Mr. Kamleshwar Prasad (DIN: 10438618) as an Additional Director (Non Independent Executive Director) of the Company designated as a Whole Time Director (Executive Director-Operations), liable to retire by rotation, for a period of three (3) years with effect from January 12, 2024, subject to the approval of the members of the Company.

Mr. Kamleshwar Prasad is a graduate in Science from Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur. He is having a remarkable experience of 35 years in the Steel Tubes and Pipes Industry. He is a visionary leader and expert in all aspects of production, operations, and management within this specialized sector and also known for delivering exceptional results, optimizing processes, and driving growth through innovation and strategic planning. His area of expertise includes Production/Technical, Leadership, Management, Strategic Planning, Quality control and Assurance, Supply Chain. The Board is of the view that Mr. Prasad possesses the skills and capabilities identified for the role of Whole Time Director (Executive Director-Operations) of the Company and his knowledge, experience and expertise which is of immense value to the Company.

As an Additional Director, Mr. Kamleshwar Prasad would hold the office of Director till the date of the next Annual General Meeting ("AGM") or the last date upto which the AGM should have held. However, as per Regulation 17 (1C) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, for appointment of a person on the Board of Directors, the approval of the shareholders of the Company shall be taken at the next general meeting or within three months from the date of appointment, whichever is earlier. Accordingly, the Board of Directors have recommended the appointment of Mr. Prasad as an Executive Director (Non Independent Executive Director) of the Company designated as a Whole Time Director (Executive Director-Operations), liable to retire by rotation, for a period of three (3) years effective from January 12, 2024.

The Company has received all statutory disclosures / declarations from , Mr. Kamleshwar Prasad, including (i) consent in writing to act as director in Form DIR-2, pursuant to Rule 8 of the Companies (Appointment & Qualifications of Directors) Rules, 2014 ("the Appointment Rules"), (ii) intimation in Form DIR-8 in terms of the Appointment Rules to the effect that he is not disqualified under Section 164 of the Act and he satisfies all the conditions as set out in Part-I of Schedule V and Section 196(3) of the Companies Act, 2013 and is not debarred for being appointed as an Director of the Company by any statutory authority. The Company has also received a notice under Section 160 of the Act from a member, recommending Mr. Kamleshwar Prasad to the office of Whole Time Director.

The principal terms and conditions of appointment of Mr. Kamleshwar Prasad including the terms of remuneration are given below:

- I) **SALARY:** Upto Rs. 18,84,000/- (Rupees Eighteen Lakhs Eighty Four Thousand) per annum, with such variation/increase from time to time as the Board/Committee of Directors may decide.
- II) **TENURE OF APPOINTMENT:** The appointment of Mr. Kamleshwar Prasad is for a period of **three (3) years** i.e. from **January 12, 2024 to January 11, 2027**.
- III) **PERQUISITES:** Perquisites shall be allowed in addition to salary restricted to an amount equal to the annual salary.
  - a) **Medical Insurance Reimbursement:** Actual Premium paid for one policy in a year subject to maximum of three (3) years.

- b) **Club Fees:** Including entrance and subscription of one (1) club together with the benefit of all expenses incurred towards the business of the Company.
- C) **Leave Travel Concession:** For self and family, once in a year incurred in accordance with rules of the company.

Mr. Kamleshwar Prasad and his relatives (to the extent of their shareholding in the Company, if any) are deemed to be concerned and interested in this resolution.

Save as except provided above, no other Director of the Company, Key Managerial Personnel or their relatives, is, in anyway concerned or interested in the proposed resolution.

The Board of Directors recommend the resolution set forth in the Notice as Item No. 1 for the approval of members as **Special Resolution**.

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

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

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

**Date:** 26/02/2024  
**Place:** New Delhi



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

<b>Name</b>	Mr. Kamleshwar Prasad
<b>DIN</b>	10438618
<b>Date of Birth (Age in Years)</b>	09/10/1962 (61 Years)
<b>Date of First Appointment to the Board</b>	12/01/2024
<b>Brief Resume, Qualification Nature of Expertise and skill set require in specific functional areas</b>	Mr. Kamleshwar Prasad is a graduate in Science from Babasaheb Bhimrao Ambedkar Bihar University, Muzaffarpur. He is having a remarkable experience of 35 years in the Steel Tubes and Pipes Industry. His area of expertise includes Production/Technical, Leadership, Management, Strategic Planning, Quality control and Assurance, Supply Chain.
<b>Shareholding (as on the date of this Notice) in the Company either directly or in form of beneficial interest for any other person</b>	Nil
<b>Relationship with other Directors &amp; KMP's</b>	Not Related
<b>No. of Meetings of the Board attended during the year (From the Date of Appointment till the date of this notice)</b>	0/0
<b>Directorships held in other Companies</b>	1. Additional Director- Hitech Metalex Private Limited
<b>Listed Companies from which the person has resigned from the directorship in the past three years</b>	Nil
<b>Chairperson/Member of the Committee of the Board of Directors of Company</b>	Nil
<b>Membership/ Chairmanship of Committees of other companies</b>	Nil
<b>Terms and conditions of appointment and Remuneration sought to be paid/ last drawn</b>	As referred to in Resolution and Explanatory Statement thereto.

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

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

**Date: 26/02/2024  
Place: New Delhi**



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

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

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





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

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

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

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

<b>Type of shareholders</b>	<b>Login Method</b>
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"><li>1. Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.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</li></ol>

	<p>on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p><b>NSDL Mobile App is available on</b></p> <p>  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 user your existing my easi username &amp; password.</li> <li>2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</li> <li>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</li> </ol>

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

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

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022 - 4886 7000 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>
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a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID  For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID  For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company  For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

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

- a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- c) How to retrieve your 'initial password'?
  - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
  - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**

**6. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:**

- a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- b) **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
- d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

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

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

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

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

### **General Guidelines for shareholders**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [info@corpsmith.org](mailto:info@corpsmith.org) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "**Upload Board Resolution / Authority Letter**" displayed under "**e-Voting**" tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "[Forgot User Details/Password?](#)" or "[Physical User Reset Password?](#)" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on : 022 - 4886 7000 and 022 - 2499 7000 or send a request to Pallavi Mhatre at [evoting@nsdl.com](mailto:evoting@nsdl.com)

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

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to [cs@hitechpipes.in](mailto:cs@hitechpipes.in)
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to [cs@hitechpipes.in](mailto:cs@hitechpipes.in) If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively shareholder/members may send a request to [evoting@nsdl.com](mailto:evoting@nsdl.com) for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

**INFORMATION AT A GLANCE**

<b>Particulars</b>	<b>Details</b>
Cut-off date for E-voting	Friday, 23 <sup>rd</sup> day of February, 2024
E-voting start time and date	Tuesday, 27 <sup>th</sup> day of February, 2024 at 9:00 A.M.
E-voting end time and date	Wednesday, 27 <sup>th</sup> day of March, 2024 at 5:00 P.M.
E-voting website	<a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a>
Name, address and contact details of e-voting service provider/ Details of the person responsible for grievance redressal	Ms. Pallavi Mhatre, Contact Details: 022 - 4886 7000 and 022 - 2499 7000 or send a request to <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a>
Name, address and contact details of Registrar and Transfer Agent	Mr. Mukesh Kumar Contact Details: 011-42425004 or send a request at <a href="mailto:bssdelhi@bigshareonline.com">bssdelhi@bigshareonline.com</a>