

**34<sup>th</sup>**  
***ANNUAL REPORT***  
***2019-20***

**AD-MANUM FINANCE LIMITED**

**CIN: L52520MP1986PLC003405**

“AGARWAL HOUSE”, Ground Floor,  
5, Yeshwant Colony, Indore (M.P.) – 452 003

E-mail : [cs@admanumfinance.com](mailto:cs@admanumfinance.com),  
Website : [www.admanumfinance.com](http://www.admanumfinance.com)

### **BOARD OF DIRECTORS**

- Mr. Vinod Kumar Agarwal - Director & Chairman (Resigned w.e.f.13.03.2020)
- Mr. Dharmendra Agrawal - Whole-Time-Director & CEO
- Ms. Priyanka Jha - Independent Director (Women)
- CA Aseem Trivedi - Independent Director
- CA Vishnu Gupta - Independent Director
- Sanjeev Sharma - Additional director (w.e.f. 13.03.2020)

### **COMPLIANCE OFFICER**

- CS. MOHD. RAEES SHEIKH

### **CHIEF FINANCIAL OFFICER**

- KUNDAN CHOUHAN

### **STATUTORY AUDITORS**

- M/s SAP Jain & Associates  
Chartered Accountants

### **SECRETARIAL AUDITOR**

- D. K. Jain & Co., Company Secretaries

### **BANKERS**

- UCO Bank
- HDFC Bank
- Canara Bank

### **REGISTERED OFFICE**

'Agarwal House', Ground Floor,  
5, Yeshwant Colony, Indore (MP) – 452 003  
Ph.: 91-731-4714000 Fax: 91-731-4714090  
E-mail: [cs@admanumfinance.com](mailto:cs@admanumfinance.com),  
Web-site: [www.admanumfinance.com](http://www.admanumfinance.com)

### **SHARE TRANSFER AGENT**

(For Physical & Electronic mode)

M/s Ankit Consultancy Pvt. Ltd.

Plot No. 60, Electronic Complex,

Pardeshipura, Indore (M.P.) – 452 010

Ph.: 91-731-4281333, 4065797/99, 2551745 Fax: 91-731-4065798

E-mail: [rtaindore@gmail.com](mailto:rtaindore@gmail.com), [ankitind@sancharnet.in](mailto:ankitind@sancharnet.in), [ankit\\_4321@yahoo.com](mailto:ankit_4321@yahoo.com)

**AUDIT COMMITTEE MEMBERS (Independent Directors)**

➤ Ms Priyanka Jha	Independent Director	:	Chairperson & Member
➤ CA Aseem Trivedi	Independent Director	:	Member
➤ CA Vishnu Gupta	Independent Director	:	Member

**STAKEHOLDER RELATIONSHIP COMMITTEE MEMBERS (Independent Directors)**

➤ Ms Priyanka Jha	Independent Director	:	Chairperson & Member
➤ CA Aseem Trivedi	Independent Director	:	Member
➤ CA Vishnu Gupta	Independent Director	:	Member

**NOMINATION AND REMUNERATION COMMITTEE MEMBERS**

➤ Ms Priyanka Jha	Independent Director	:	Chairperson & Member
➤ CA Aseem Trivedi	Independent Director	:	Member
➤ CA Vishnu Gupta	Independent Director	:	Member

**content:**

1. Notice
2. Board Report
3. Corporate Governance Report and Management Discussion and Analysis
4. Independent Auditor Report
5. Financial Statements
6. Notes on Accounts

Date: 30<sup>th</sup> September, 2020

Day: Wednesday

Time: 11:00 A.M.

Venue "Agarwal House" 5, Yeshwant Colony,  
Indore -452003 (MP)

Book Closure Date: 24/09/2020 – 30/09/2020



# AD-MANUM FINANCE LIMITED

## NOTICE FOR THE 34<sup>TH</sup> ANNUAL GENERAL MEETING

Notice is hereby given that the 34<sup>th</sup> Annual General Meeting of the members of AD-MANUM FINANCE LIMITED (CIN: L52520MP1986PLC003405) will be held on Wednesday, the 30<sup>th</sup> day of September, 2020 at 11:00A.M. through Video Conferencing (VC)/Other Audio Visual Means (OVAM) for which purposes the registered office of the company situated at "Agarwal House", Ground Floor, 5, Yeshwant Colony, Indore (MP)-452003 shall be deemed as the venue for the Annual General Meeting, to transact the following businesses:

### ORDINARY BUSINESSES:

1. To receive, consider and adopt the Audited Financial Statements containing the Balance Sheet as at 31<sup>st</sup> March, 2020, the Statement of changes in Equity, Profit & Loss and Cash Flow of the company for the financial year ended 31<sup>st</sup> March, 2020 and the Reports of the Boards and Auditors thereon as on that date.

### SPECIAL BUSINESSES:

2. For confirmation of the appointment of **Mr. Sanjeev Sharma (DIN: 07839822)** as a Director of the company, to consider, and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution**:

**"RESOLVED THAT** pursuant to provisions of section 149,152 and all other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Appointment & Qualification of Directors) Rules, 2014 pursuant to the provisions of Articles of Association of the Company, and on the recommendation of the Nomination and Remuneration Committee, consent of the member be and is hereby accorded for appointment **Mr. Sanjeev Sharma (DIN-07839822)**, as the Director who was appointed as an Additional Director at the Board meeting held on 13<sup>th</sup> day of March, 2020 and who holds office upto the date of ensuing AGM of the company and in respect of whom the company has received a notice in writing under Section 160 of the Companies Act, 2013.

3. For appointment of **Mr. Sanjeev Sharma (DIN: 07839822)** as the Whole Time Director of the company and to, Consider, and if thought fit, to pass with or without modification(s), the following resolution as a **Special Resolution**:

**"RESOLVED THAT** upon the recommendation of the Nomination and Remuneration Committee and pursuant to the provisions of section 190, 196, 197, 203 read with the provisions of Schedule V of the Companies Act, 2013 and the Companies (Appointment and Remuneration of the Managerial Personnel) Rules, 2014 and other applicable provisions thereon of the Companies Act, 2013 (including any statutory modifications or re-enactment thereof for the time being in force), the approval of the members of the Company be and is hereby granted for the appointment of **Mr. Sanjeev Sharma (DIN-07839822)** as the **Whole-time Director** of the company for a period of 5 years from 13<sup>th</sup> March, 2020 to 12<sup>th</sup> March, 2025 on the monthly consolidated remuneration not exceeding Rs. 1,00,000 P.M. as may be approved by the Nomination and Remuneration Committee from time to time.

**RESOLVED FURTHER THAT** there shall be clear relation of the Company with **Mr. Sanjeev Sharma** as "the Employer-Employee" and each party may terminate the above said appointment with Three months prior notice in writing or salary in lieu thereof.

**RESOLVED FURTHER THAT** **Mr. Sanjeev Sharma**, Whole time Director shall also be entitled for the reimbursement of actual entertainment, traveling, boarding and lodging expenses incurred by him in connection with the Company's business and such other benefits/ amenities and other privileges, as may from time to time, be available to other Senior Executives of the Company.



**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorized to do all such acts, deeds, matters and things as in its absolute discretion, may consider necessary, to decide the break up of the remuneration, as may be expedient or desirable and to vary, modify the terms and conditions and to settle any question, or doubt that may arise in relation thereto and the Board shall have absolute powers to hold the increments, decide breakup of the remuneration within the above said maximum permissible limit, in order to give effect to the foregoing resolution, or as may be otherwise considered by it in the interest of the Company."

**4. For re-appointment of Mr. Dharmendra Agrawal (DIN: 08390936) as the Whole Time Director of the company and to, Consider, and if thought fit, to pass with or without modification(s), the following resolution as Special Resolution:**

**"RESOLVED THAT** upon the recommended of the Nomination and Remuneration Committee of the Board pursuant to the provisions of section 190, 196, 197, 203 read with the provisions of Schedule V of the Companies Act, 2013 and the Companies (Appointment and Remuneration of the Managerial Personnel) Rules, 2014 and other applicable provisions thereon of the Companies Act, 2013 (including any statutory modifications or re-enactment thereof for the time being in force), the approval of the members of the Company be and is hereby granted for the Re-Appointment of **Mr. Dharmendra Agrawal (DIN- 08390936)** as the Whole-Time-director & Chief Executive Officer (KMP) for a period of from 1<sup>st</sup> April, 2020 to 31<sup>st</sup> March, 2021 on the monthly consolidated remuneration upto Rs. 1,25,000 as may be approved by the Nomination and Remuneration Committee from time to time.

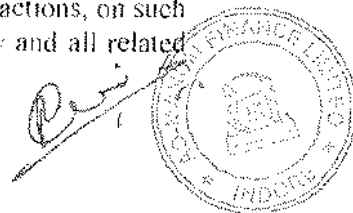
**RESOLVED FURTHER THAT** there shall be clear relation of the Company with Mr. Dharmendra Agrawal as "the Employer-Employee" and each party may terminate the above said appointment with Three months prior notice in writing or salary in lieu thereof.

**RESOLVED FURTHER THAT** Mr. Dharmendra Agrawal, Whole-time Director shall also be entitled for the reimbursement of actual entertainment, traveling, boarding and lodging expenses incurred by him in connection with the Company's business and such other benefits/ amenities and other privileges, as may from time to time, be available to other Senior Executives of the Company.

**RESOLVED FURTHER THAT** the Board of Directors be and is hereby authorized to do all such acts, deeds, matters and things as in its absolute discretion, may consider necessary, to decide the break up of the remuneration, as may be expedient or desirable and to vary, modify the terms and conditions and to settle any question, or doubt that may arise in relation thereto and the Board shall have absolute powers to hold the increments, decide breakup of the remuneration within the above said maximum permissible limit, in order to give effect to the foregoing resolution, or as may be otherwise considered by it in the interest of the Company."

**5. For approval of transactions/contracts/arrangements with Related Parties under section 188 of the Companies Act 2013 and Regulation 23 of the SEBI (LODR) Regulations, 2015 and to consider and, if thought fit, to pass with or without modification(s), the following resolution as a Ordinary Resolution:**

**RESOLVED THAT** pursuant to the provisions of Section 188 of the Companies Act, 2013 ("Act") and other applicable provisions, if any, read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014 as amended from time to time, the Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and other applicable provisions, if any, (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force) and the Company's policy on Related Party transactions, consent of the members of the company be and is hereby accorded to enter into transactions/ contracts / agreements, in the ordinary course of its business and on arm's length basis, for purchase, sale or deal in the products, goods, stock in trade or such other transactions, on such terms and conditions as may be mutually agreed upon between the company and all related



party for an amount not exceeding aggregating Rs.800 Crore (Rupees Eight Hundred Crore only) in each financial year.

**RESOLVED FURTHER THAT** the Board of Directors of the company, jointly and/or severally, be and is hereby authorized to do or cause to be done all such acts, deeds and things, settle any queries, difficulties, doubts that may arise with regard to any transaction with the related party, finalize the terms and conditions as may be considered necessary, expedient or desirable and execute such agreements, documents and writings and to make such filings as may be necessary or desirable, in order to give effect to this Resolution in the interest of the company.

**6. For authority to the Board to give loans and advances, give guarantee and Provide Securities to other companies/Body Corporate under section 185 and 186 of the Companies Act, 2013:**

To consider and, if thought fit, to pass with or without modification(s), the following resolution as **Special Resolution:**

**RESOLVED THAT** pursuant to the provisions of Section 185, 186 read with section 188 and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Meetings of Board and its Powers) Rules, 2014 (including any amendment, modification or re-enactment thereof) and the SEBI (LODR) Regulations, 2015 as may be applicable, the approval of members of the company, be and is hereby accorded for authority to the Board of directors and/or committee thereof for providing any advance(s), loan(s), any loan represented by book debts, and/or to give guarantee or to provide any security on the assets of the Company in connection with loan taken by the companies/bodies corporate in which any director of the company is directly or indirectly concerned and/or interested from time to time subject to the maximum amount of Loan/Guarantee/Provide Securities of Rs.800 Crore (Rupees Eight Hundred Crore only) at any point of time.

Place: Indore


Date: 19<sup>th</sup> August, 2020

Registered Office:

CIN: L52520MP1986PLC003405

"Agarwal House", Ground Floor,  
5, Yeshwant Colony, Indore (MP)-452003

By order of the Board

  
**CS. MOHD. RAEES SHEIKH**  
COMPANY SECRETARY &  
COMPLIANCE OFFICER  
FCS: 6841



**BRIEF PROFILE OF THE DIRECTOR SEEKING RE-APPOINTMENT AS PER ITEM NO. 2, 3 & 4 OF THE NOTICE OF ENSUING ANNUAL GENERAL MEETING AS PER SEBI (LODR) REGULATIONS, 2015 AND COMPANIES ACT, 2013.**

Name of Director	Mr. Dharmendra Agrawal	Mr. Sanjeev Sharma
DIN	08390936	07839822
Designation	Whole-time Director & CEO	Whole-time Director
Category	Executive	Executive
Date of Birth	09/12/1970	27/07/1981
Date of Appointment	30/03/2020	13/03/2020
Qualification	B.Sc.(Mathematics)	BA LLB
No. of shares held	0	0
List of outside Directorship	N.A.	1. Archana Coal Private Limited 2. Stewardship Advisory Private Limited
Chairman / Member of the Committees of the Board of Directors of the Company	-	-
Chairman / Member of the Committees of the Board, Directors of other Companies in which he/she is director	N.A.	NA
Disclosures of relationships between directors inter-se.	N.A.	N.A.

**Notes:**

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated 8<sup>th</sup> April, 2020, Circular No.17/2020 dated 13<sup>th</sup> April, 2020 issued by the Ministry of Corporate Affairs (MCA) followed by Circular No. 20/2020 dated 5<sup>th</sup> May, 2020, physical attendance of the Members to the AGM venue is not required and Annual General Meeting (AGM) can be held through Video Conferencing (VC) or Other Audio Visual Means (OAVM). Hence, Members can attend and participate in the ensuing AGM through VC/OAVM only and no physical presence at the meeting is required.
2. Pursuant to the Circular No. 14/2020 dated 8<sup>th</sup> April, 2020, issued by the MCA, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM hence the proxy form and attendance slip are not annexed to this notice. However, the Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.
3. The Members can join the AGM in the VC/OAVM mode 15 minutes before the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available for at least 1000 members on first come first served basis. However, this number does not include the large Shareholders holding 2% or more share capital, Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors, Secretarial Auditors, Scrutinizers, etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under section 103 of the Companies Act, 2013. Members of the Company under the category of Institutional Investors are encouraged to attend and vote at the AGM through VC/OAVM. Corporate members intending to authorize their representatives to participate and vote at the meeting are requested to send a certified copy of the Board resolution / authorization letter to the Scrutinizer by email through its registered email address to [ishan1619@yahoo.co.in](mailto:ishan1619@yahoo.co.in) with a copy of the same marked to the Company at [www.admanunfinance.com](http://www.admanunfinance.com)
5. Pursuant to the provisions of section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (as amended), and the Circulars issued by the MCA dated 8<sup>th</sup> April, 2020, 13<sup>th</sup> April, 2020 and 5<sup>th</sup> May, 2020, the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has made an arrangement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, and independent agency for providing necessary platform for VC/OAVM



- and necessary technical support as may be required. Therefore, the facility of casting votes by a member using remote e-voting system as well as e-voting on the day of the AGM will be provided by NSDL.
6. The Notice calling the AGM alongwith complete Annual Report has been uploaded on the website of the Company at [www.admanumfinance.com](http://www.admanumfinance.com). The Notice can also be accessed from the websites of the Stock Exchanges i.e. BSE Ltd. at [www.bseindia.com](http://www.bseindia.com) and the AGM Notice is also available on the website of NSDL (agency for providing the Remote e-Voting facility and providing necessary platform for VC/OAVM) i.e. [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  7. The recorded transcript of the forthcoming AGM shall also be made available on the website of the Company [www.admanumfinance.com](http://www.admanumfinance.com) as soon as possible after the Meeting is over.
  8. In compliance with the aforesaid MCA Circulars dated 5<sup>th</sup> May, 2020 and SEBI Circular dated May 12, 2020, Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories. However, if any specific request received from the members for demanding of the physical copy of the Annual Report will be provided by the company but subject to time taken by the courier and Postal Department looking to the Covid-19.
  9. Members joining the meeting through VC, who have not already cast their vote by means of remote e-voting, shall be able to exercise their right to vote through e-voting at the AGM. The Members who have cast their vote by remote e-voting prior to the AGM may also join the AGM through VC but shall not be entitled to cast their vote again.
  10. The Explanatory Statement pursuant to section 102 of the Companies Act, 2013, which sets out details relating to special business i.e. Items No. 2 to 6 set out in the Notice, is annexed thereto.
  11. The company has notified closure of Register of Members and Share Transfer Books from **Thursday, 24<sup>th</sup> September, 2020 to Wednesday, 30<sup>th</sup> September, 2020** (both days inclusive) for the Annual General Meeting.
  12. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on the **cut-off date i.e. 23<sup>rd</sup> September, 2020 (Wednesday)**.
  13. CS Ishan Jain & Co. Company Secretary in Whole Time Practice (F.R. No. 12014MP1139600, M. No. FCS 9978 & C.P. No. 13032) has been appointed as the Scrutinizer for providing facility to the members of the Company to scrutinize the e-voting at the AGM and remote e-voting process in a fair and transparent manner.
  14. Members desirous of obtaining any information concerning Accounts and Operations of the Company are requested to address their questions in writing to the Company at least 7(Seven) days before the date of the Meeting at its email ID [cs@admanumfinance.com](mailto:cs@admanumfinance.com) so that the information required may be made available at the Meeting.
  15. The Members are requested to:
    - a) Quote their ledger folio number in all their correspondence.
    - b) Send their Email address to RTA for prompt communication and update the same with their DP to receive softcopy of the Annual Report of the Company.
  16. Members are requested to notify immediately any change in their address and also intimate their active E-Mail ID to their respective Depository Participants (DPs) in case the shares are held in demat form and in respect of shares held in physical form to the Registrar and Share Transfer Agent Ankit Consultancy Pvt. Ltd., (RTA) Plot No. 60, Electronic Complex, Pardeshipura, Indore (M.P.) having email Id [ankit\\_4321@yahoo.com](mailto:ankit_4321@yahoo.com); [rtaindore@gmail.com](mailto:rtaindore@gmail.com) to receive the soft copy of all communication and notice of the meetings etc., of the Company.
  17. The report on the Corporate Governance and Management Discussion and Analysis also form part to the report of the Board Report.
  18. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Act, and the Register of Contracts or Arrangements in which the directors are interested, maintained under section 189 of the Companies Act, 2013 will be available for inspection by the Members electronically during the AGM. Members seeking to inspect such documents can send an email to [cs@admanumfinance.com](mailto:cs@admanumfinance.com).
  19. Pursuant to the Investors Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (Rules), the Company has, during the financial year 2018-19 transferred all the equity shares in respect of which (Dividend year 2011-12) dividend has not been claimed/encashed for 7(Seven) or more consecutive years to the Investor Education and Protection Fund Authority (IEPF) of the Central Government as on the due date of transfer. The Company shall further transfer to the IEPF Authority all the shares in respect of which dividend had remained unpaid or unclaimed for 7 (seven) consecutive years or more as for the dividend declared in the year 2012-13 on the due date of transfer. The details of shares transferred/unpaid dividend to the IEPF Authority are posted on the website of the Company at [www.admanumfinance.com](http://www.admanumfinance.com). The said details have also been uploaded on the website of the IEPF Authority.





and the same can be accessed through the link: <http://www.iepf.gov.in/>. Members may note that the shares as well as the unclaimed dividend so transferred to the IEPF authority can be claimed back from the IEPF Authority as per the procedure prescribed under the Rules.

19.1 Members who have not encashed the dividend for the year 2012-13 to 2014-15 are requested to please approach to the Company for obtaining duplicate dividend warrants/Cheque. Please note that the amount remained unpaid or unclaimed for the year 2012-13 for a period upto 7 years shall be transferred to the IEPF of the Central Government and no claim in respect thereof shall be entertained by the Company thereafter.

19.2 SEBI has mandated that for registration of transfer of the shares in the d-mat form only after 1<sup>st</sup> April, 2019. Therefore, it is advised to the shareholders, holding their shares in the physical form to get convert into the D-mat form.

20. As per SEBI Circular dated 20th April, 2018 such shareholders holding shares of the company in the physical form are required to provide details of the Income Tax Permanent Account No. and Bank Account Details to the RTA having email Id [ankit\\_4321@yahoo.com](mailto:ankit_4321@yahoo.com); [raindore@gmail.com](mailto:raindore@gmail.com). The Company has already sent letter and 2 reminders in the physical form by the Registered Post. It may please be noted very carefully by the shareholders who are unable to provide required details to the Share Transfer Agent, or informed that the shares available in their name as per records to the share transfer agent does not belong to them or letter return back shall be subject to enhanced due diligence by the Company and the Share Transfer Agent.

21. Due dates for transfer of unclaimed/unpaid dividends as at 31st March, 2020 and due date for transfer thereafter to IEPF are as under:

Financial Year	Date of Declaration	Rate of Dividend in Rs. 10/-per Share	Amount remained unclaimed/ unpaid	Due date for transfer to IEPF
2012-13	28/09/2013	10%	130980	04/11/2020
2013-14	25/09/2014	10%	160910	01/11/2021
2014-15	30/09/2015	10%	165800	06/11/2022

## 22.Voting through electronic means:

Members are requested to carefully read the below mentioned instructions for remote e-voting before casting their vote.

- The voting period begins on 27<sup>th</sup> September, 2020 (Sunday) at 09.00 am and ends on 29<sup>th</sup> September, 2020 (Tuesday) 05.00 PM. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (23<sup>rd</sup> September, 2020) may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter.
- The Members who have cast their vote by remote e-voting prior to the AGM may also join the AGM through VC/OAVM but shall not be entitled to cast their vote again. The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

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

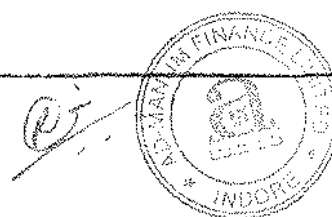
Details on Step 1 are mentioned below:

### 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 'Shareholders' section.
- A new screen will open. You will have to enter your User ID, your Password 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.*
- 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. Your password details 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.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address.

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.

**Details on Step 2 is given below:**

