

# **FAZE THREE Autofab Limited**

**25<sup>th</sup> Annual Report  
2021-2022**

### **BOARD OF DIRECTORS AND KEY MANAGERIAL PERSONNEL (KMP)**

**Mr. Ajay Anand**  
(DIN: 00373248)  
Managing Director (KMP)

**Mr. V Sivakumar**  
(DIN: 09211111)  
Whole - time Director &  
Chief Financial Officer (KMP)

**Mrs. Rashmi Anand**  
(DIN: 00366258)  
Non-Executive Director

**Mr. Vinit Rathod**  
Independent Director  
(DIN: 07589863)

**Mr. Manan Shah**  
Independent Director  
(DIN: 07589737)

**Mr. Kartik Jethwa**  
Independent Director  
(DIN: 08587759)

**Mr. Roshan Gupta**  
Company Secretary (KMP)

### **BOARD COMMITTEES**

#### **Audit Committee**

Vinit Rathod (Chairman)  
Ajay Anand  
Manan Shah

#### **Nomination & Remuneration Committee**

Vinit Rathod (Chairman)  
Rashmi Anand  
Manan Shah

#### **Stakeholders Relationship Committee**

Vinit Rathod (Chairman)  
Ajay Anand  
Manan Shah

#### **Corporate Social Responsibility Committee**

Ajay Anand (Chairman)  
Rashmi Anand  
Manan Shah

#### **Registered Office**

Plot No. 445, Waghdhara Village  
Road, Village Dadra, Dadra- 396193,  
Union Territory of Dadra & Nagar  
Haveli and Daman & Diu.  
Ph.: 0260 2668539  
Fax: 0260 2668501

#### **Corporate Office**

63, Mittal Court, Wing C, Nariman  
Point, Jamnalal Bajaj Marg,  
Mumbai – 400 021.  
Phone: 022 4351 4400 / 4351 4444  
Email: [cs@fazethreeautofab.com](mailto:cs@fazethreeautofab.com)  
Website: [www.fazethreeautofab.com](http://www.fazethreeautofab.com)

#### **Registrar & Share Transfer Agent**

M/s. Link Intime India Pvt. Ltd.  
C-101, 247 Park, LBS Marg,  
Vikhroli (West), Mumbai – 400 083.  
Ph: 022 - 4918 6270 / 1800 1020  
878  
Website: <https://linkintime.co.in/>

#### **Statutory Auditors**

M/s. Thakur Vaidyanath Aiyar & Co.,  
Chartered Accountants,  
Mumbai.

#### **Secretarial Auditors**

M/s. A. D. Parekh & Associates,  
Practicing Company Secretaries,  
Mumbai.

#### **Bankers**

Yes Bank Limited

**FAZE THREE Autofab Limited**  
**25<sup>th</sup> Annual Report for the year ended 31<sup>st</sup> March, 2022**

- |                                   |   |
|-----------------------------------|---|
| 1. Date of Annual General Meeting | : Tuesday, September 20, 2022   |
| 2. Time and Venue                 | : 10.30 a.m.<br>through Video Conferencing (“VC”)                                       |
| 3. Book Closure                   | : Wednesday, September 14, 2022 to Tuesday,<br>September 20, 2022 (both days inclusive) |
| 4. E-Voting Period                | : Friday, September 16, 2022, 9.00 a.m. to<br>Monday, September 19, 2022, 5.00 p.m.     |

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**NOTICE**  
**25<sup>th</sup> Annual General Meeting of**  
**FAZE THREE Autofab Limited**

**NOTICE** is hereby given that the **Twenty Fifth Annual General Meeting** of the Shareholders of **FAZE THREE Autofab Limited** will be held on **Tuesday, September 20, 2022 at 10.30 a.m.**, through Video Conferencing ("VC") to transact the following business:

**ORDINARY BUSINESS:**

1. To receive, consider and adopt the Audited Financial Statements for the financial year ended March 31, 2022 together with the Reports of the Board of Directors and the Auditors thereon. - **Ordinary Resolution.**
2. To appoint a Director in place of Mrs. Rashmi Anand (DIN: 00366258) who retires by rotation and being eligible, offers herself for re-appointment. - **Ordinary Resolution.**
3. To re-appoint M/s. Thakur Vaidyanath Aiyar & Co., Chartered Accountants as the Statutory Auditors of the Company and to fix their remuneration.

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

**"RESOLVED THAT** pursuant to the provisions of Sections 139, 142 and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014, [including any statutory modification(s) or re-enactment(s) thereof for time being in force] and on the recommendations of the Audit Committee and the Board of Directors of the Company, M/s. Thakur Vaidyanath Aiyar & Co., Chartered Accountants, Mumbai (Firm Registration No. 000038N), who have offered themselves for re-appointment and have confirmed their eligibility under the relevant provisions of the Companies Act, 2013, be and are hereby re-appointed as the Statutory Auditors of the Company, to hold office for the second term of five consecutive years commencing from the conclusion of 25<sup>th</sup> Annual General Meeting till the conclusion of 30<sup>th</sup> Annual General Meeting of the Company to be held in the calendar year 2027, at such remuneration including reimbursement of travelling and other out of pocket expenses as may be mutually agreed between the Board of Directors, including the Audit Committee of the Company and the Statutory Auditors.

**RESOLVED FURTHER THAT** the Board, including the Audit Committee of the Board or any other person(s) authorized by the Board or Audit Committee in this regard, and/or the Company Secretary of the Company be and are hereby severally authorized to settle any question, difficulty or doubt, that may arise in giving effect to this resolution and to do all such acts, deeds, matters and things as may be considered necessary or expedient for giving effect to this resolution, inter-alia, filings of required forms/documents with the Ministry of Corporate Affairs and Stock Exchange and/or other authorities as may be required."

**SPECIAL BUSINESS:**

4. **Approval of Material Related Party Transactions.**

To consider and if thought fit, to pass the following resolution as an **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 Companies (Meetings of Board and its Powers) Rules, 2014 as amended till date, Regulations 2(1)(zc), 23(4) and other applicable Regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, ('SEBI Listing Regulations), and the Company's Policy on 'Materiality of Related Party Transactions and on dealing with Related Party Transaction(s)', and based on the recommendation of the Audit Committee of Directors, consent of the Members be and is hereby accorded to the Board of Directors (hereinafter referred to as the 'Board', which term shall be deemed to include any Committee constituted / empowered / to be constituted by the Board from time to time to exercise its powers conferred by this resolution), to continue with the existing contract(s)/ arrangement(s)/transaction(s) and/or enter into and/or carry out new

contract(s)/arrangement(s)/transaction(s) (whether by way of an individual transaction or transactions taken together or series of transactions or otherwise), as detailed in the Explanatory Statement with Faze Three Limited ("FTL"), a related party of Faze Three Autofab Limited ("the Company") on such terms and conditions as may be agreed between the Company and FTL, for an aggregate value not exceeding Rs. 58 Crores (Rupees Fifty-Eight Crores) during the financial year 2022-2023, subject to such contract(s)/arrangement(s)/transaction(s) being carried out at arm's length and in the ordinary course of business of the Company.

**RESOLVED FURTHER THAT** the Board be and is hereby severally authorised to execute all such agreements, documents, instruments and writings as deemed necessary, with power to alter and vary the terms and conditions of such contracts/arrangements/ transactions, settle all questions, difficulties or doubts that may arise in this regard and incidental thereto, without being required to seek any further consent or approval of the Members or otherwise to the end and intent that the Members shall be deemed to have given their approval thereto expressly by the authority of this resolution.

**RESOLVED FURTHER THAT** the Board, be and is hereby authorized to delegate all or any of the powers herein conferred, to any Director(s) or Chief Financial Officer or Company Secretary or any other Officer(s)/Authorized Representative(s) of the Company, to do all such acts and take such steps, as may be considered necessary or expedient, to give effect to the aforesaid resolution(s)".

**By Order of the Board of Directors,  
FAZE THREE Autofab Limited**

**Place: Mumbai  
Date: August 19, 2022**

**Roshan Gupta  
Company Secretary**

**Notes:**

1. An Explanatory Statement pursuant to Section 102 (1) of the Companies Act, 2013 (the "Act"), in respect of businesses to be transacted at the Annual General Meeting ("AGM"), with regards to ordinary business as set out under Item No(s). 2,3 and the special business as set out under Item No(s). 4 and Regulation 36(3) and Regulation 36(5) of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 ("Listing Regulation") and Secretarial Standard on General Meeting (SS-2) issued by Institute of Company Secretaries of India, in respect of Directors and auditors seeking reappointment at this Annual General Meeting ("AGM") are annexed herewith and forms part of this notice.
2. In view of the outbreak of COVID 19 pandemic early in the year 2020 and the restrictions on movement of people and social distancing norms which followed and which are still in place, the Ministry of Corporate Affairs allowed conducting Annual General Meetings (hereinafter referred to as 'AGM') through Video Conference (VC) or Other Audio-Visual Means (OAVM) during the calendar year 2022. Therefore, pursuant to the general circular no. 2/2022 dated 5<sup>th</sup> May, 2022 read with general circular nos. 21/2021 dated 14<sup>th</sup> December, 2021, no. 02/2021 dated 13<sup>th</sup> January, 2021, no. 14/2020 dated 8<sup>th</sup> April, 2020, no. 17/2020 dated 13<sup>th</sup> April, 2020 and no. 20/2020 dated 5<sup>th</sup> May, 2020 issued by the Ministry of Corporate Affairs ("MCA circulars") read with circular no. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated 13<sup>th</sup> May, 2022 issued by the Securities and Exchange Board of India ("SEBI"), the 25<sup>th</sup> Annual general meeting ("AGM") of the members of the Company will be held through video conferencing (VC). The Company has availed the services of National Securities Depository Limited ("NSDL") for the VC and E-voting arrangements. The detailed procedure for participating in the meeting through VC is annexed herewith (Serial No. 18).
3. In compliance with the MCA Circulars and SEBI Circular no. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated 13<sup>th</sup> May, 2022 issued by the Securities and Exchange Board of India ("SEBI circular"), the Notice of AGM and Annual Report are being sent in electronic mode to Members whose e-mail address is registered with the Company or the Depository Participant(s). The Notice of AGM along with Annual Report for the financial year 2021-22, is available on the website of the Company at [www.fazethreeautofab.com](http://www.fazethreeautofab.com), on the website of Stock Exchange i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com), and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

4. Since the AGM is being conducted through Video Conferencing, there is no provision for the appointment of proxies and hence proxy form and attendance slip are not included in this notice. The members will have to make themselves available at the scheduled time if they wish to attend the meeting.
5. Members will be eligible to participate on a first come first serve basis, as participation through VC is limited and will be closed on expiry of 15 minutes from the scheduled time of the AGM. Members can login and join 15 (fifteen) minutes prior to the scheduled time of the meeting and the window for joining shall be kept open till the expiry of 15 (fifteen) minutes after the scheduled time.
6. Members who wish to raise queries/questions may write an email with their queries / questions in advance mentioning their Name, DP ID & Client ID/ Folio number and Mobile number at [cs@fazethreeautofab.com](mailto:cs@fazethreeautofab.com). The same will be addressed to and answered by the Company representative at the AGM. Queries received by the Company till 5.00 p.m. on Thursday, September 15, 2022 shall only be considered and responded suitably.
7. The Register of Members and Share transfer books of the Company will remain closed from Wednesday, September 14, 2022 to Tuesday, September 20, 2022, both days inclusive.
8. Shareholders holding shares in identical order of names in more than one folio, are requested to write to the Company or to the office of the Registrar & Share Transfer Agent, M/s. Link Intime India Private Limited, C 101, 247 Park, LBS Marg, Vikhroli West, Mumbai - 400 083 (RTA) enclosing their share certificate(s) to enable the Company to consolidate shareholder's holdings in one single folio.
9. Members holding shares in physical form are requested to notify immediately any change in their address/ mandate/bank details to the Company or to the office of the RTA, quoting the folio number. The Members updation form is available on the website of the Company.
10. The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013, the Register of Contracts or arrangements in which the Directors are interested under Section 189 of the Companies Act, 2013 and all other documents referred to in the Notice will be available for inspection in electronic mode. Members can inspect the same by sending an email to [cs@fazethreeautofab.com](mailto:cs@fazethreeautofab.com).
11. Pursuant to Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and Regulation 44 of Listing Regulations, the Company is pleased to provide the facility to the Members to exercise their right to vote on the resolutions proposed to be passed at the AGM by electronic means. The Members, whose names appear in the Register of Members/list of Beneficial Owners as on **Tuesday, September 13, 2022**, being the cut-off date, are entitled to vote on the Resolutions set forth in this Notice. Members may cast their votes on electronic voting system from any place other than the venue of the meeting (remote e-voting). The remote e-voting period will commence on **Friday, September 16, 2022 at 9.00 a.m. (IST)** and will end on **Monday, September 19, 2022 at 5.00 p.m. (IST)**.
12. 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 [ankitdparekh@adparekh.com](mailto:ankitdparekh@adparekh.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.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.
13. Members who are present in the meeting through a video conferencing facility and have not cast their vote on resolutions through remote e-voting, shall be allowed to vote through the e-voting system during the meeting.
14. The attendance of the Members attending the AGM through VC will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
15. The Board of Directors has appointed A.D. Parekh & Associates, Practicing Company Secretary (Membership No. 31990, CP No. 24267), as the Scrutinizer for scrutinizing the voting process for the AGM in a fair and transparent manner and he

has communicated his willingness to be appointed for the said purpose.

16. The Scrutinizer shall after the conclusion of e-Voting at the 25<sup>th</sup> AGM, download the votes cast at the AGM and unblock the votes cast through remote e-voting and shall make a consolidated scrutinizer's report of the total votes cast in favour or against, invalid votes, if any, and whether the resolution has been carried or not, and such Report shall then be sent to the Chairman or a person authorized by him, within 48 (forty eight) hours from the conclusion of the 25<sup>th</sup> AGM, who shall then countersign and declare the result of the voting forthwith. Results of the voting will be declared by placing the same along with the Scrutinizer's report on the Company's website at [www.fazethreeautofab.com](http://www.fazethreeautofab.com) and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and will also be communicated to BSE Limited at [www.bseindia.com](http://www.bseindia.com).
17. Since the AGM will be held through Video Conferencing, route map of venue of the AGM and admission slip is not attached to this Notice.
18. **THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER: -**

The remote e-voting period begins on **Friday, September 16, 2022 at 9.00 a.m. (IST)** and will end on **Monday, September 19, 2022 at 5.00 p.m. (IST)**. The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on the record date (cut-off date) i.e. **Tuesday, September 13, 2022**, may cast their vote electronically. 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, being **Tuesday, September 13, 2022**.

**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 and joining virtual meeting for Individual shareholders holding securities in Demat mode**

In terms of SEBI circular dated December 09, 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:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none"> <li>Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' 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 "Access to e-Voting" 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 or joining virtual meeting &amp; voting during the meeting.</li> <li>If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select "Register Online for IDeAS Portal" or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a>.</li> <li>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the</li> </ol>

	<p>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 or joining virtual meeting &amp; voting during the meeting.</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> <div style="text-align: center;"> <p><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div> </div>
<i>Individual Shareholders holding securities in demat mode with CDSL.</i>	<ol style="list-style-type: none"> <li>Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of <b>e-Voting service provider i.e. NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> <li>If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be provided links for the respective ESP i.e. <b>NSDL</b> where the e-Voting is in progress.</li> </ol>
<i>Individual Shareholders (holding securities in demat mode) login through their depository participants.</i>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>

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

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



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.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30
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 022- 23058738 or 022-23058542-43

**B) Login Method for e-Voting and joining virtual meeting 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:

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:
  - 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 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 and join General Meeting on NSDL e-Voting system.**

### **How to cast your vote electronically and join General Meeting 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 who's voting cycle and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join General Meeting".
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.

## **19. GENERAL GUIDELINES FOR SHAREHOLDERS:**

- a) 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.
- b) In case of any queries, you may refer to 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 toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)