





















MESSAGE FROM THE MANAGING DIRECTOR'S DESK

Dear Shareholders

The story of CIAN Agro Industries & Infrastructure Limited (CIAN) began over Three and half decades ago. And it has been a journey that would be best measured in stories as much as in the milestones we have achieved. Today, CIAN is a prominent manufacturer of Agro based products in Central India.

Our shared vision is to maintain premium brand leadership through customer satisfaction and to produce the best quality Agro related products.

Over the years, CIAN has carved out a position as an industry-leading manufacturer of top quality Edible Oil & Spices and Aluminium based products in Central India. CIAN - an ISO certified company is now one of the top Industrial Houses in the Central India.

Since inception, utilised superior technology and exacting international standards to achieve quality benchmark for the industry. The expertise of our qualified and dedicated personnel has been the key determinant in achieving this goal.

We, at CIAN, enjoy the status of a 'Trading House' in exports. Owing to regular major export achievements, our diverse array of products commands a premium in both global and domestic markets.

We strive for quality and excellence through continuous performance evaluation and technology upgradation. We are determined to stay ahead of the pack in the competitive globalisation landscape by being responsive to changing market dynamics

Nikhil Gadkari Managing Director



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BOARD OF DIRECTORS

Mrs. Gouri Chandrayan Chairperson Independent Director

Mr. Nikhil Gadkari Managing Director Mr. Anandrao Raut Independent Director

..... 56 65

Mr. Ravindra Boratkar
Director

KEY MANAGERIAL PERSONS

Mr. Suneet Pande Chief Executive Officer

Statutory Auditor

P.G. Joshi & Co. Chartered Accountants

Secretarial Auditor
Mr. Kaustubh Moghe
Practicing Company Secretary

Ms. Shilpa Bhargava

Company Secretary & Compliance Officer

Bankers

- Yes Bank Limited
- Samruddhi Co-Operative Bank Limited
- Nagpur Nagrik Sahakari Bank Limited

Mr. Rajendra Zade

Chief Financial Officer

Bankers

- · Janakalyan Sahakari Bank Limited
- Wardha Nagri Sahakari Adhikosh (Bank) Maryadit
- Yavtmal Urban Co-operative Bank Limited
- TJSB Sahakari Bank Limited

Registered Office

Plot No. 46, Hill Road, Gokulpeth, Nagpur - 440010

Tel. No.: (+)91-712- 2220027/ 2221127 | Website: www.cianindustries.com | Email: info@cianindustries.com

Bigshare Services Pvt Ltd

Bigshare Services Pvt Ltd
1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis,
Makwana Road, Marol, Andheri East, Mumbai 400059

Stock Exchange BSE Limited

Scrip Code: 519477 Scip Id: CIANAGRO ISIN: INE052V01019

PLANT LOCATIONS

Oil Division At Village Kolari Tahsil Ch

At Village Kolari Tahsil Chimur Dist. Chandrapur-442903

Spices Division

At Sonapar Post-Dhapewada Taluka-Kalmeshwar, Dist.-Nagpur-441501

Metal Works

Plot no. A-1/1, Kalmeshwar Industiral Area, Tah. Kalmeshwar, Dist. Nagpur - 441501

Metal Works

At Post-Selu, Gondkairi-Kalmeshwar Highway, Dist.-Nagpur - 441501



NOTICE

NOTICE is hereby given that the (33rd) Thirty-Third Annual General Meeting (AGM) of the members of CIAN Agro Industries & Infrastructure Limited will be held on Wednesday, December 30, 2020 at 11.00 A.M. through Video Conferencing("VC")/Other Audio Visual Means ("OAVM") to transact the following business:

ORDINARY BUSINESS:

- To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended 31st March, 2020 together with the Reports of the Board of Directors' and the Auditors thereon
- 2. To appoint a Director in place of Mr. Ravindra Boratkar (DIN:00299351), who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

RATIFICATION OF THE REMUNERATION OF COSTAUDITOR OF THE COMPANY FOR FY 2020-21:
 To consider, and if thought fit, to pass, with or without modification(s), the following resolution as AN ORDINARY RESOLUTION:

"RESOLVED THAT pursuant to the provisions of section 148 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") read with Rule 14 of the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), M/s. Jyotsna Rajpal, Cost Accountants, Nagpur (Membership No.:14520) re-appointed as the Cost Auditor of the Company by the Board of Directors, for conducting the audit of the cost records of the Company for the financial year 2020-21, be paid a remuneration of Rs. 20,000/- (Rupees Twenty Thousand only) excluding out of pocket expenses and GST as applicable.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorised to do all such acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution."

 To re-classify the status of certain persons/entities of Promoter & Promoter Group and in this regard, to consider and if thought fit, to pass the following resolution as AN ORDINARY RESOLUTION:

"RESOLVED THAT pursuant to Regulation 31A of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') (including any statutory modification(s) or reenactment(s) thereof for the time being in force) and other applicable laws and subject to the necessary approvals from the Securities and Exchange Board of India (SEBI), Stock Exchange and other appropriate statutory authorities as may be required, the consent of the Members of the Company be and is hereby accorded to re-classify the status of the following persons/entities forming part of the "Promoter and Promoter Group" of the Company and from whom the Company has received the request for re-classification be and are hereby re-classified from "Promoter & Promoter Group Category" to "Public Category" of the Company. Also

RESOLVED FURTHER THAT, the below 'Outgoing Promoters' and the persons acting in concert with them shall not hold more than ten percent of the paid-up equity share capital of the Company nor shall have any special right through formal or informal arrangements and shall not directly or indirectly exercise control, over the affairs of the Company.

RESOLVED FURTHER THAT, the below mentioned outgoing promoters & their relatives, including Mr. Ravindra Boratkar who is existing Non-executive Director of the Company, may act or continue to as Director, Key Managerial Personnel of the Company.

On meeting of the above condition following shareholders shall ceased to be the promoters of the Company.



| | Name of the Promoters for re-classification | Number of Shares | % of Shareholding |
|----------|--|--------------------|--|
| 1 2 | Uday Shankar Kamat | 3,78,000 | 1.3507 |
| 3 | Sunil Pedgaonkar Arvind Waman Bakde | 3,39,700 | 1.2138 |
| 1 | Amrut Keshav Lambat | 3,03,000 | 1.0827 |
| 5 | Salila Uday Kamat | 1,75,500 | 0.6271 |
| 3 | Shrawan G Parate | 1,54,000 | 0.5503 |
| 7 | Geeta Sunil Pedgaonkar | 1,37,900 94,300 | 0,4927 |
| 3 | Pranay Shrawanji Parate | 41,900 | 0.337 0.1497 |
| 9 | Shakuntala S Parate | 37,365 | 0.1335 |
| 10 | Pushpa Amrut Lambat | 34,600 | 0.1335 |
| 11 | Abhay Shrawan Parate | 30,672 | 0.1095 |
| 12 | Prashant Suresh Joshi/Megha Joshi | 31,100 | 0.1111 |
| 13 | Wamanrao Domaji Bakde | 14,600 | 0.0522 |
| 14 | Nitin Krishnakant Mudholkar | 8,200 | 0.0293 |
| 15 | Manorama Prabhakar Patil | 4,500 | 0.0161 |
| 16 17 | Chandrashekhar S Deolikar | 4,500 | 0.0161 |
| | Pradeep Waman Bakde | 3,500 | 0.0125 |
| 18 | Asha Deorao Bakde | 3,500 | 0.0125 |
| 19 | Alka Chandrabhan Sadawarti | 2,500 | 0.0089 |
| 20 | Deodatta Dhananjay Bakde | 2,500 | 0.0089 |
| 21 | Pandurang Dashrath Kalamkar | 2,500 | 0.0089 |
| 22 | Rajendra Awasthi | 2,500 | 0.0089 |
| 23 | Sushma Rambhal | 2,500 | |
| 24 | Shankar Gyandeo Sadawarti | 2,400 | 0.0089 |
| 25 | Shivani Ravi Joshi | | 0.0086 |
| 26 | Rajan Dattatraya Mahajan | 2,300 | 0.0082 |
| 27 | Ravi Dattatraya Mahajan | 2,000 | 0.0071 |
| | | 2,000 | 0.0071 |
| 28 | Sushil Tukaram Kohade | 2,000 | 0.0071 |
| 29 | Rajesh Manusmare | 2,000 | 0.0071 |
| 30 | Sangeeta Shankar Sadawarti | 2,000 | 0.0071 |
| 31 | Ravi Shriram Joshi | 1,800 | 0.0064 |
| 32 | Ram Dinkar Pathak | 1,500 | 0.0054 |
| 33 | Keshav Pandurang Manusmare | 1,500 | 0.0054 |
| 34 | Sumedha Ram Pathak | 1,500 | |
| 35 | Nikhil Tukaram Mendhekar | 2,500 | 0.0054 |
| 36 | Vijay Vithalrao Joshi | | 0.0089 |
| 37 | Prakash Vinayak Bedekar | 1,500 | 0.0054 |
| 38 | Vijay Radheshyam Pandit | 1,500 | 0.0054 |
| 39 | | 1,000 | 0.0036 |
| | Manda Keshavrao Sonkusare | 1,000 | 0.0036 |
| 40 | Baburao Ramaji Bokde | 1,000 | 0.0036 |
| 41 | Bhaskar Ramaji Thakare | 1,000 | 0.0036 |
| 42 | Vijay Vishwanath Sorte | 1,000 | 0.0036 |
| 43 | Dattu Balaji Kalamkar | 1,000 | 0.0036 |
| 44 | Dattu Pandurang Manusmare | 1,000 | Vi 1919/15/11 |
| 45 | Hira Ravi Mahajan | 1,000 | 0.0036 |
| 46 | Pappusingh Jamaitsingh Bagga | | 0.0036 |
| 47 | Bhanu Rajan Mahajan | 1,000 | 0.0036 |
| 18 | Kishore Amanmal Jashnani | 1,000 | 0.0036 |
| 19 | The second secon | 1,000 | 0.0036 |
| | Ramesh Amanmal Jashnani | 1,000 | 0.0036 |
| 50 | Jairam Moreshwar Telang | 1,000 | 0.0036 |
| 51 | Mandeep Pappusingh Bagga | 1,000 | 0.0036 |
| 52 | Nanda Sonkusare | 1,000 | 0.0036 |
| 53 | Vikram Prabahkar Nene | 1,000 | 0.0036 |
| 54 | Pravin Waman Bakde | 3,000 | The state of the second section of the second section is a second section of the second section sectin section section section section section section section section |
| 55 | Kanjibhai Harilal Wegad | 1,000 | 0.0107 |
| 56 | Meenakshi Pradeep Bakde | 1,000 | 0.0036 0.0036 |
| 30 | | LARRI | D BOOK |



| 58 | Dayaram Bhagwanji Narnaware | 500 | B 0046 |
|----|-----------------------------|-------|--------|
| 59 | Sundartai Mahadeo Kharbikar | 500 | 0.0018 |
| 60 | Raojibhai Manaji Patel | 500 | 0.0018 |
| 61 | Gunderao Gulabrao Kadu | | 0.0018 |
| 62 | Sunil Vishwanath Sorte | 500 | 0.0018 |
| 63 | | 500 | 0.0018 |
| | Uday Amrut Lambat | 500 | 0.0018 |
| 64 | Keshao Bhaskarrao Chandle | 500 | 0.0018 |
| 65 | Smita Vijay Joshi | 500 | 0.0018 |
| 66 | Shivji Gangadas Patel | 500 | 0.0018 |
| 67 | Bhaiya Kondbaji Pongde | 500 | 0.0018 |
| 68 | Panjabrav L Ambhore | 100 | |
| | | 1 100 | 0.0004 |

RESOLVED FURTHER THAT, the Board and/or the Company Secretary be and are hereby jointly or severally authorized to submit the application for seeking their consent from reclassifying above persons/individuals from promoter shareholders to public shareholders, where the securities of the Company are listed or any other regulatory body, as may be required, and to take such steps expedient or desirable to give effect to this resolution and to do all such acts, deeds, matters and things as may be necessary or expedient and to settle any questions, difficulties or doubts that may arise in this regard without requiring to secure any further consent or approval of the members of the Company or of the Board."

By Order of the Board of Director For CIAN Agro Industries & Infrastructure Limited

Place: Nagpur

Date: 04th December, 2020

Shilpa Bhargava Company Secretary & Compliance Officer M. No.: ACS 36207

Registered Office: Plot No. 46, Hill Road, Gokulpeth, Nagpur 440010 Maharashtra



NOTES

- 1) In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its General Circular No. 20/2020 dated May 5, 2020 read with General Circulars No. 14/2020 dated April 8, 2020 and General Circular No. 17/2020 dated April 13, 2020 (collectively referred to as "MCA Circulars") and other applicable circulars issued by the Securities and Exchange Board of India (SEBI), permitted the holding of the AnnualGeneral Meeting ("AGM") through VC / OAVM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing bligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the forthcoming AGM will thus 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.
- 2) 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 MCA Circulars dated April 08, 2020, April 13, 2020 and May 05, 2020 the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted at the AGM. The Company has engaged services of Central Depository Services Limited to provide the e-voting facility.
- Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility to appoint proxy to attend and cast vote for the members will not be available for the AGM and hence the Proxy Form and Attendance Slip including Route Map are not annexed to this Notice.
- 4) The Company has appointed CS Kaustubh Moghe, Practising Company Secretary, Nagpur as the scrutinizer for conducting the process of e-voting and voting through VC/OAVM and poll papers at the AGM in a fair and transparent manner.
- 5) The Members can join the AGM in the VC/OAVM mode 15 minutes before and after 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 to atleast 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.
- 6) The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013. The Register of Directors and Key Managerial Personnel and their Shareholdings, maintained under Section 170 and Register of Contracts or Arrangements in which Directors are interested maintained under Section 189 of the Companies Act, 2013 will be open for inspection for the members during the AGM.
- An Explanatory Statement required under Section 102(1) of the Companies Act, 2013 in respect of the Special Businesses to be transacted at the meeting is annexed hereto. 8) Brief resume of the Directors proposed to be appointed/re-appointed at the ensuing AGM in terms of Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) and Secretarial Standards on General Meetings (SS- 2) issued by The Institute of Company Secretaries of India (ICSI) is annexed to the Notice. The Company is in receipt of relevant disclosures/consent from the Directors pertaining to their appointment/reappointment.
- 9) Pursuant to the provisions of Section 91 of the Companies Act, 2013 and Regulation 42 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, Register of Members and the Share Transfer Books of the Company will remain closed from Wednesday, 23rd December, 2020 to Wednesday, 30th December, 2020 (both days inclusive).
 In terms of SEBI Circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018 read with SEBI press release PR No.: 51/2018 dated 3rd December, 2018, effective from 1st April, 2019, Company's shares can be transferred in dematerialized form only. Hence members, who hold shares in physical form, are requested to dematerialize their shares, so they can transfer their shares in future, if so desire.



- Members holding shares in physical form are requested to address all their correspondences including change of address, mandates etc. to the Registrar and Transfer Agents (RTA) viz. M/s. Bigshare Services Pvt Ltd, office at 1st Floor, Bharat Tin Works Building, Opp. Vasant Oasis, Makwana Road, Marol, Andheri East, Mumbai 400059, Maharashtra and the Members holding shares in dematerialized form are requested to approach their respective Depository Participants for the same.
- Since shares of the Company are traded on the Stock Exchanges compulsorily in demat mode, shareholders holding shares in physical mode are strictly advised to get their shares dematerialized. Members holding shares in identical order of names in one or more folio are requested to write to the Company's RTA, viz. M/s. Bigshare Services Pvt. Ltd., enclosing their share certificate(s) to enable the Company to consolidate their holding into one folio for better services.
- The shareholders who are holding shares in demat form and have not yet registered their e-mail IDs, are requested to register their e-mail IDs with their Depository Participant at the earliest, to enable the Company to use the same for serving documents to them electronically. Shareholders holding shares in physical form may kindly register their email IDs to the RTA by sending an e-mail at investors@bigshareonline.com. The Annual Report of the Company and other documents proposed to be sent through e-mail will also be made available on the Company's website i.e. www.cianindustries.com. Members holding shares in single name and in physical form are advised to make a nomination in respect of their shareholding in the Company and those Members who hold shares singly in dematerialized form are advised to make a nomination through their Depository Participants. The nomination form can be downloaded from the Company's website www.cianindustries.com SEBI has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are therefore requested to submit their respective PAN details to their respective Depository Participants with whom they have their DEMAT account(s). Members holding shares in physical form can submit their PAN details to the RTA of the Company- M/s. Bigshare Services Pvt. Ltd.
- Non Resident Indian members are requested to inform the Company's RTA immediately of any change in their residential status on return to India for permanent settlement, their bank account maintained in India with complete name, branch, account type, account number and address of the bank with pin code, IFSC and MICR Code, as applicable if such details were not furnished earlier.
- 14) To comply with the provisions of Section 88 of the Companies Act, 2013 read with Rule 3 of the Companies (Management and Administration) Rule 2014, the Company is required to update its database by incorporating some additional details of its members in its records.

 Members are therefore requested to submit their e-mail ID and other details vide the e-mail updation form attached in this Annual Report. The same could be done by filling up and signing at the appropriate place in the said form and returning the same by post/email/by submitting the same at the time of AGM. The E-mail ID provided shall be updated subject to successful verification of signatures as per record available with the RTA of the Company.
- 15) The Notice of the 33rd Annual General Meeting and instructions for remote e-voting are being sent by electronic mode to all members whose e-mail addresses are registered with the Company/ Depository Participant(s)
- 16) In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice calling the AGM has been uploaded on the website of the Company at www.cianindustries.com. The Notice can also be accessed from the website of the Stock Exchange i.e. BSE Limited at www.bseindia.com. The AGM Notice is also disseminated on the website of CDSL (agency for providing the Remote e-Voting facility) i.e. www.evotingindia.com.
- 17) In compliance with the aforesaid MCA Circulars, 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 or CDSL / NSDL ("Depositories"). Members may note that the Notice and Annual Report 2019-20 will also be available on the Company's website www.cianindustries.com websites of the Stock Exchange i.e. BSE Limited at www.bseindia.com.
- The AGM has been convened through VC/OAVM in compliance with applicable provisions of the Companies Act, 2013 read with MCA Circular No. 14/2020 dated April 8, 2020 and MCA Circular No. 17/2020 dated April 13, 2020 and MCA Circular No. 20/2020 dated May 05, 2020.



19) E-Voting:

- In compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amended Rules, 2015, Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards on General Meetings (SS-2) issued by the ICSI, the Company is pleased to provide remote e-voting facility to its members to cast their votes electronically on the resolutions mentioned in the Notice of the 33rd AGM of the Company dated 04thDecember, 2020.
- ii. The Company is also offering the facility for voting by way of physical ballot at the AGM. The Members attending the meeting should note that those who are entitled to vote but have not exercised their right to vote by remote e-voting, may vote at the AGM through ballot for all businesses specified in the notice.
- iii. However, the Members who have exercised their right to vote by remote e-voting may attend the AGM but shall not be entitled to vote at the AGM.
- iv. Voting rights of the member/ beneficial owners (for remote e-voting and voting at AGM) shall be reckoned on shares registered in the name of the member/ beneficial owners as on the cut-off date i.e. 22nd December, 2020. Aperson who is not a Member on the cut-off date shall treat this notice for information purposes only.
- The Company has engaged the services of Central Depository Services Limited ("CDSL") as the Agency to provide e-voting facility.
- vi. The Board of Directors has appointed Mr. Kaustubh Onkar Moghe (FCS No. 10603) Practicing Company Secretary, Nagpur as the Scrutinizer for conducting the process of remote e-voting and voting through poll paper at the AGM in a fair and transparent manner and he have communicated his willingness to be appointed for the said purpose.
- vii. The Scrutinizer after scrutinizing the votes cast at the meeting and through remote evoting, not later than forty eight hours of conclusion of the Meeting, will make a consolidated scrutinizers' report and submit the same to the Chairman/ a person duly authorised by the Chairman in this regards, who shall declare the results. The results declared along with the consolidated scrutinizers' report shall be placed on the website of the Company viz. www.cianindustries.com and on the website of CDSL viz. www.cdslindla.com. The results shall simultaneously be communicated to the Stock Exchanges.

The instructions for shareholders voling electronically are as under:

- a) The voting period begins on 27th December, 2020 at 09.00 a.m. and ends on 29th December, 2020 at 05.00 p.m. During this period shareholders of the Company, as on cut-off date i.e. 22nd December, 2020 may cast their votes electronically. The e-voting module shall be disabled by CDSL thereafter. Once the vote on resolutions is cast by the shareholder, he shall not be allowed to change it subsequently.
- b) Subject to receipt of requisite number of votes, the resolutions shall be deemed to be passed on the date of the Meeting, i.e. 30th December, 2020.
- Shareholders who have already voted electronically prior to the meeting date would not be entitled to vote at the
 meeting venue.
- ii. To cast the vote through remote e-voting, shareholders are requested to log on to www.evotingindia.com.
- iii. Click on Shareholders.
- iv. Now Enteryour User ID
- a. For CDSL: 16 digits beneficiary ID
- b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID
- c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- v. Enter the Image Verification as displayed and Click on Login.
- vi. If you are holding shares in demat form and had logged on to www.evotingindia.com and voted earlier for any company, then your existing password is to be used for log in.
- vii. If you are a first time user, please follow the steps given below



| | For Members holding shares in Demat Form and Physical Form |
|-----|--|
| PAN | Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) In the PAN field, members who have not updated their PAN with the Company/ Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number. The sequence number is printed on the address label affixed to the annual report and will also be mentioned in an e-mail to be sent to the shareholders whose email ID's are registered In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field. |
| DOB | Enter the Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. |
| | If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction. |

After entering these details appropriately, click on "SUBMIT" tab.

- viii. Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that the Company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- xiii. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- xiv. After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- xv. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- xvi. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- xvii. If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xviii. Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store. Please follow the instructions as prompted by the mobile app while voting on your mobile.
- xix. Note for Non Individual Shareholders and Custodians
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporates.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login should be emailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
- A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- xx. In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com,