



**GUJARAT POLY ELECTRONICS LIMITED**







# GUJARAT POLY ELECTRONICS LIMITED

CIN: L21308GJ1989PLC012743

## THIRTIETH ANNUAL REPORT 2018-2019

### ANNUAL GENERAL MEETING

On Tuesday, 30<sup>th</sup> July, 2019,

At B-18, Gandhinagar Electronic Estate,  
Gandhinagar, Gujarat at 12.00 noon.

As a measure of economy, copies of the  
Annual Report will not be distributed at the  
Annual General Meeting. Shareholders are requested  
to kindly bring their copies to the meeting.

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### BOARD OF DIRECTORS

Mr. T. R. Kilachand	(Executive Chairman)	(DIN 00006659)
Mr. P. T. Kilachand	(Non-Executive Director)	(DIN 00005516)
Mr. A. H. Mehta	(Managing Director)	(DIN 00005523)
Mr. C. K. Khushaldas	(Independent Director)	(DIN 00260818)
Ms. S. A. Jhaveri	(Independent Director)	(DIN 00029474)
Mr. J. A. Mehta	(Independent Director)	(DIN 02693293)
Mr. Y. K. Vyas	(GIIC Nominee Director till 10/5/2019)	(DIN 03420201)
Mr. R. P. Vahi	(Independent Director w.e.f. 24/01/2019)	(DIN 00033940)
Mr. P. J. Parikh	(GIIC Nominee Director w.e.f. 10/5/2019)	(DIN 08352876)

### COMPANY SECRETARY & COMPLIANCE OFFICER

Mr. D. H. Upadhyaya

### CHIEF FINANCIAL OFFICER

Mr. H. H. Jani

### AUDITORS

**M/s. Mahendra N. Shah & Co.**  
(Chartered Accountants)

### REGISTRAR & TRANSFER AGENTS

M/s. Link Intime India Pvt. Ltd.,  
C – 101, 1<sup>st</sup> Floor, 247 Park,  
Lal Bahadur Shastri Marg,  
Vikhroli (W), Mumbai 400 083.

### REGISTERED OFFICE AND WORKS

B-18, Gandhinagar Electronic Estate,  
Gandhinagar 382 024, Gujarat.



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## NOTICE

Notice is hereby given that the Thirtieth Annual General Meeting of the Members of GUJARAT POLY ELECTRONICS LIMITED will be held at B-18, Gandhinagar Electronic Estate, Gandhinagar-382024, Gujarat, on Tuesday, 30<sup>th</sup> July, 2019 at 12.00 noon, to transact the following business:

### ORDINARY BUSINESS:

1. To receive, consider and adopt the financial statements of the Company for the year ended 31<sup>st</sup> March, 2019, including the audited Balance Sheet as at 31<sup>st</sup> March, 2019, the Statement of Profit and Loss for the year ended on that date and the reports of the Board of Directors (the Board) and Auditors thereon.
2. To appoint a Director in place of Mr. A. H. Mehta (DIN 00005523), who retires by rotation, and being eligible, offers himself for re-appointment.

### SPECIAL BUSINESS:

3. To consider and if thought fit, to pass with or without modification/s, the following resolution as an Ordinary Resolution:  
“**RESOLVED THAT** pursuant to Section 20 and other applicable provisions, if any, of the Companies Act, 2013 and relevant Rules prescribed thereunder, upon receipt of a request from a member for delivery of any document through a particular mode an amount equal to actual expenses to be incurred by the Company, be levied as and by way of fees for sending the document to shareholders in the desired particular mode.”  
“**RESOLVED FURTHER THAT** the estimated fees for delivery of the document shall be paid by the member in advance to the Company, before dispatch of such document.”  
“**RESOLVED FURTHER THAT** for the purpose of giving effect to this resolution, any Key Managerial Personnel be and are hereby severally authorized to do all such acts, deeds, matters and things as they may in their absolute discretion deem necessary, proper, desirable or expedient and to settle any question, difficulty, or doubt that may arise in respect of the matter aforesaid, including determination of the estimated fees for delivery of the document to be paid in advance.”
4. 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 Sections 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 (‘the Act’) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV of the Act and Regulation 16(1)(b) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), Mr. R. P. Vahi (DIN 00033940), who was appointed as an Additional Director of the Company by the Board of Directors with effect from 24<sup>th</sup> January, 2019, whose term of office expires at the Annual General Meeting in terms of Section 161(1) of the Companies Act, 2013 (‘Act’) and Article 89 of the Article of Association of the Company, but he is eligible for appointment and in respect of whom the company has received a notice in writing from a Member under Section 160(1) of the Act and who has submitted declaration that he meets criteria for independence as provided in the Act and Listing Regulations, be and is hereby appointed as an Independent Non-Executive Director of the Company to hold office for a term of five consecutive years, commencing from 30<sup>th</sup> July, 2019, not liable to retire by rotation.”

5. 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 Sections 161(1) of the Companies Act, 2013 and Article 89 of the Article of Association of the Company, and any other applicable provisions of the Companies Act, 2013 (‘the Act’) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), Mr. P. J. Parikh (DIN 08352876), who was appointed as an Additional Director of the Company by the Board of Directors with effect from 10<sup>th</sup> May, 2019 and who holds office up to the date of ensuing Annual General Meeting of the Company and in respect of whom a notice has been received from member in writing, under section 160 & 161 of the Companies Act, 2013, the Companies (Appointment & Qualifications of Director) Rules 2014 and other applicable provisions of the Act, proposing his candidature for the office of director be and is hereby appointed as the Nominee Director of the Company, liable to retire by rotation.”
6. 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 sections 149, 150, 152, Schedule IV & other applicable provisions, if any, of the Companies Act, 2013 (Act) and the Companies (Appointment & Qualifications of Director) Rules 2014 read with Schedule IV to the Act and Regulation 16(1)(b) of the SEBI (listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulation”) and Regulation 17(1A) of Listing Regulations, Mr. C. K. Khushaldas (DIN 00260818), Independent Non-Executive Director of the Company, who is above the age of 75 years and whose term will expire on 12<sup>th</sup> August, 2019 and who has submitted a declaration that he meets the criteria for independence as provided in the Act and Listing Regulations and who is eligible for re-appointment and in respect of whom the Company has received a notice in writing, proposing his candidature for the office of director, be and is hereby re-appointed as an Independent Non-Executive Director of the Company, to hold office for a Second term of five (5) consecutive years commencing from 13<sup>th</sup> August, 2019, not liable to retire by rotation.”

Mumbai, 10<sup>th</sup> May, 2019

Corporate Identification Number  
(CIN): L21308GJ1989PLC012743

**Registered Office:**

Plot No. B-18, Gandhinagar Electronic Estate,  
Gandhinagar 382 024 Gujarat.

By Order of the Board of Directors

**D. H. UPADHYAYA**  
**(ACS No. 15068)**

Company Secretary & Compliance Officer

**NOTES:**

- (a) An Explanatory Statement pursuant to section 102 of the Companies Act, 2013 relating to Special Business under Item No. 3,4,5 & 6 to be transacted at the meeting, is annexed hereto.
- (b) A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER. Pursuant to the provisions of Section 105 of the Companies Act, 2013, a person can act as a proxy on behalf of not more than fifty members and holding in aggregate not more than ten percent of the total share Capital of the Company. Members holding more than ten percent of the total Share Capital of the Company may appoint a single person as proxy, who shall not act as a proxy for any other Member. The instrument appointing Proxy as per the format included in the Annual Report should be returned to the Registered Office of the Company not less than FORTY-EIGHT HOURS before the commencement of the Meeting.
- (c) Corporate members intending to send their authorized representatives to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.
- (d) In case of joint holder attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
- (e) Relevant documents referred to in the accompanying Notice are open for inspection by the members at the Registered Office of the Company on all working days, except Saturdays, between 11:00 a.m. and 1:00 p.m. up to the date of the Meeting.
- (f) Brief resume of Director proposed to be re-appointed, nature of his expertise in specific functional areas, names of companies in which he holds directorships and memberships/ chairmanships of Board Committees, shareholding and relationships between directors inter-se as stipulated under as required in terms of regulation 36(3)(a) of Securities and Exchange Board of India, (Listings Obligations and Disclosures Requirements) Regulations 2015, are provided in page No. 5.
- (g) The Register of Members and the Share Transfer Books of the Company will remain closed from Tuesday, 25<sup>th</sup> June, 2019 to Tuesday, 2<sup>nd</sup> July, 2019 (both days inclusive).
- (h) Members holding shares in electronic form are requested to intimate immediately any change in their address to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to advise any change in their address immediately to the Company or its Registrar & Share Transfer Agents – M/s. Link Intime India Pvt. Ltd.
- (i) Pursuant to Section 101 and Section 136 of the Companies Act, 2013 read with relevant Rules made thereunder, Companies can serve Annual Reports and other communications through electronic mode to those Members who have registered their e-mail address either with the Company or with the Depository. Members who have not registered their e-mail addresses so far are requested to register their e-mail address so that they can receive the Annual Report and other communication from the Company electronically. Members holding shares in demat form are requested to register their e-mail address with their Depository Participant(s) only. Members of the Company, who

have registered their e-mail address, are entitled to receive such communication in physical form upon request.

- (j) The Annual Report of the Company circulated to the Members of the Company, will be made available on the Company's website at [www.gpelindia.com](http://www.gpelindia.com) and also on website of the respective Stock Exchange.
- (k) The Notice of AGM, Annual Report and Attendance Slip are being sent in electronic mode to Members whose e-mail IDs are registered with the Company or the Depository Participant(s) unless the Members have registered their request for a hard copy of the same. Physical copy of the Notice of AGM, Annual Report and Attendance Slip are being sent to those Members who have not registered their e-mail IDs with the Company or Depository Participant(s). Members who have received the Notice of AGM, Annual Report and Attendance Slip in electronic mode are requested to print the Attendance Slip and submit a duly filled in Attendance Slip at the registration counter to attend the AGM.
- (l) As an austerity measure, copies of the Annual Report will not be distributed at the Annual General Meeting. Members are requested to bring their copy of Annual Report to the Meeting.
- (m) The Securities and Exchange Board of India (SEBI) has mandated the submission of the Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participant(s). Members holding shares in physical form shall submit their PAN details to the Company/RTA.
- (n) In terms of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, securities of listed companies can only be transferred in dematerialized form with effect from 1<sup>st</sup> April, 2019. In view of the above, members are advised to dematerialize shares held by them in physical form.
- (o) Details as required in sub-regulation (3) of Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and Secretarial Standard on General Meeting (SS-2) of the ICSI, in respect of the Directors seeking appointment/re-appointment at the AGM, forms integral part of the Notice of the AGM. Requisite declarations have been received from the Directors seeking appointment/re-appointment.
- (p) The Company's securities are listed on the following Stock Exchange:

Sr. No.	Name & Address of the Stock Exchange	Nature of Security as on 31-03-2019
1.	Bombay Stock Exchange Ltd., Jeejeebhoy Towers, Dalal Street, Mumbai 400 023.	85,50,000 Equity Shares of Rs.10/- each

The Company has paid Annual Listing fees for 2019-20 to the above Stock Exchange.

By Order of the Board of Directors

Mumbai, 10<sup>th</sup> May, 2019

Corporate Identification Number

(CIN): L21308GJ1989PLC012743

**D. H. UPADHYAYA**

**(ACS No. 15068)**

Company Secretary & Compliance Officer

**Registered Office:**

Plot No. B-18, Gandhinagar Electronic Estate,

Gandhinagar 382 024 Gujarat.

As required in terms of regulation 36(3)(a) of Securities and Exchange Board of India, (Listings Obligations and Disclosures Requirements) Regulations, 2015, the details of the Directors who are propose to be appointed/re-appointment are furnished below:

<b>Name of Director</b>	Mr. A.H. Mehta	Mr. R. P. Vahi	Mr. P. J. Parikh	Mr. C. K. Khushaldas
<b>Director Identification Number</b>	00005523	00033940	08352876	00260818
<b>Age</b>	74 years	60 years	59 years	83 years
<b>Qualification</b>	B.Com, F.C.A., F.C.S.	MBA and B.A. (Accounting) from Case Western Reserve University, Cleveland, Ohio.	B.com.	M. Sc. (Pure Mathematics) Allahabad University M. Sc. (Fiscal Studies) University of Bath, United kingdom.
<b>Date of Appointment</b>	24.09.1989	24.01.2019	10.05.2019	25.07.2003
<b>Expertise</b>	Experience in Audit, Accountancy, Secretarial, Legal & Administration, Taxation etc. with Polychem Limited, Sandeep Holdings Limited and Tandon Singapore Pte. Ltd. He has been involved with the company since its incorporation and is familiar with all aspects of the company. He has been serving as Managing Director of the Company since 1 <sup>st</sup> June, 2014 and is responsible for Company's finance and legal functions and carries out duties as may be assigned from time to time by the Board of Directors.	Senior Vice President – Supply chain & Business Intelligence at Powerica Limited. His responsibilities extend from Managing Marketing team, competitor analysis, providing support for customer relationship, forecasting for raw material from Principal Cummins India Limited and scheduling manufacturing activities.	Chief Financial Officer at Gujarat Industrial Investment Corporation Limited(GIIC)	Retired Member of Central Board of Direct Taxes, wide experience in Taxation and Company Law.
<b>Other Directorship as on 31<sup>st</sup> March, 2019 (Excluding Private Companies)</b>	1. Polychem Limited 2. Sun Tan Trading Company Limited 3. Environmental Purifiers Limited	-	Gujarat Trans Receivers Limited	Gajra Differential Gears Limited.
<b>No. of Equity Shares held</b>	206	-	-	-
<b>Relationship with other Directors</b>	None of the Directors are related to Mr. A.H.Mehta	None of the Directors are related to Mr. R. P. Vahi	None of the Directors are related to Mr. P. J. Parikh	None of the Directors are related to Mr. C. K. Khushaldas

By Order of the Board of Directors

Mumbai, 10<sup>th</sup> May, 2019  
Corporate Identification Number  
(CIN): L21308GJ1989PLC012743

**Registered Office:**

Plot No. B-18,  
Gandhinagar Electronic Estate,  
Gandhinagar 382 024 Gujarat.

**D. H. UPADHYAYA**  
**ACS No. 15068**  
Company Secretary & Compliance Officer



## ANNEXURE TO THE NOTICE

### EXPLANATORY STATEMENT AS REQUIRED BY SECTION 102(1) OF THE COMPANIES ACT, 2013.

The following Explanatory Statement, as required by Section 102(1) of the Companies Act, 2013 sets out the material facts relating to business under Item No. 3,4,5 & 6 mentioned in the accompanying Notice dated 10<sup>th</sup> May, 2019.

#### ITEM NO. 3

As per the provisions of section 20 of the Companies Act, 2013 a document may be served on any member by sending it to him by post or by Registered post or by Speed post or by Courier or by delivering at his office or address or by such electronic or other mode as may be prescribed. It further provides that a member can request for delivery of any document to him through a particular mode for which he shall pay such fees as may be determined by the company in its Annual General Meeting. Therefore, to enable the members to avail of this facility, it is necessary for the company to determine the fees to be charged for delivery of a document in a particular mode, as mentioned in the resolution. Since the Companies Act, 2013 requires the fees to be determined in the Annual General Meeting, the Directors accordingly commend the Ordinary Resolution of the accompanying notice, for the approval of the members of the company.

None of the other Directors or Key Managerial Personnel of the Company are in any way, concerned or interested in the said resolution.

#### ITEM NO. 4:

The Board of Directors appointed Mr. R. P. Vahi (DIN 00033940) as an Additional Director with effect from 24<sup>th</sup> January, 2019 under Section 161(1) of the Companies Act, 2013 and Article 89 of the Articles of Association of the Company as an Independent Non-Executive Director of the Company under Section 149 of the Companies Act, 2013 for a term of five consecutive years to hold office from 30<sup>th</sup> July, 2019, not liable to retire by rotation. His appointment is subject to the approval of the members. The Company has received a notice from a member proposing Mr. R. P. Vahi is a candidate for the office of Director of the Company.

Mr. R.P. Vahi is MBA from Case Western Reserve University, Cleveland, Ohio, B.A (Accounting) Case Western Reserve University, Cleveland, Ohio, currently occupying as Senior Vice President – Supply Chain and Business Intelligence at Powerica Ltd. He is also Director in Vahi Financial Services Pvt. Ltd.

Mr. R. P. Vahi does not hold himself or for any other person on a beneficial basis, any shares in the Company.

Mr. R. P. Vahi has given a declaration that he meets the criteria of independence as provided in Section 149(6) of the Companies

Act, 2013 and Regulation 16(1) (b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Requisite Notice under section 160 of the Act, proposing the appointment of Mr. R. P. Vahi has been received by the Company. In the opinion of the Board, Mr. R. P. Vahi fulfils the conditions specified in the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 16(1) (b) of the Listing Regulations for his appointment as an Independent Non-Executive Director of the Company and is independent of the management. Copy of Draft letter for appointment of Mr. R. P. Vahi as an Independent Non-Executive Director setting out the terms and conditions would be available for inspection without any fee by the members at the Registered Office of the Company between 11.00 am to 1.00 pm on any working day, excluding Saturday.

Except Mr. R.P. Vahi, being an appointee, none of the Directors or Key Managerial Personnel of the Company, and their relatives is concerned or interested, financially or otherwise, in the resolution set out at item 4 of the accompanying Notice of the AGM. Mr. R. P. Vahi is not related to any Director of the Company.

#### ITEM NO. 5:

Mr. P. J. Parikh (Nominee of GIIC) (DIN 08352876) who has been appointed by the Board of Directors on the recommendation of the Nomination & Remuneration Committee ('the Committee') as an Additional Non-Executive Director of the Company at the meeting held on 10<sup>th</sup> May, 2019 under Section 161 of the Companies Act, 2013 and Article 89 of the Articles of Association of the Company, to hold office up to the date of this Annual General Meeting and he is eligible for re-appointment, liable to retire by rotation.

Mr. P. J. Parikh is not disqualified from being appointed as Director in terms of Section 164 of Companies Act, 2013 and has given his consent to act as Director.

Requisite Notice under Section 160 of the Act, proposing the appointment of Mr. P. J. Parikh has been received by the Company.

Mr. P. J. Parikh, is B.com, currently occupying as Chief Financial Officer in Gujarat Industrial Investment Corporation Limited(GIIC). He is also Director in Gujarat Trans Receivers Limited.

Except Mr. P. J. Parikh, none of the Directors or Key Managerial Personnel of the Company, and their relatives are concerned or interested, financially or otherwise, in the resolution set out at item 5 of the accompanying Notice of the Annual General Meeting.

The Board recommends this Resolution for your approval.



**ITEM NO. 6:**

The Company had, pursuant to the provisions of clause 49 of the Listing Agreements, entered with the Bombay Stock Exchange, appointed Mr. C. K. Khushaldas (DIN 00260818) as Independent Director at various times, in compliance with the requirements of the clause.

Mr. C. K. Khushaldas (DIN 00260818) is Chairman of Nomination and Remuneration Committee and Audit Committee.

Pursuant to the provisions of Section 149 of the Act, which came into effect from April 1, 2014, he was re-appointed as an Independent Non-Executive Director by the members to hold office for a consecutive term of five(5) years, commencing from 13<sup>th</sup> August, 2014 in 25<sup>th</sup> Annual General Meeting held on 13<sup>th</sup> August, 2014. Every listed public company is required to have at least one third of the total number of directors as independent directors, who are not liable to retire by rotation.

As per Section 149(10) of the Act, an Independent Director shall hold office for a term of upto five consecutive years on the Board of a Company, but shall be eligible for re-appointment on passing a special resolution by the company for another term of upto five consecutive years on the Board of the Company.

Based on recommendation of the Nomination and Remuneration Committee and in terms of provisions of Section 149, 150, 152, Schedule IV and any other applicable provisions of the Act, and the Listing Regulations, Mr. C. K. Khushaldas, being eligible for re-appointment as an Independent Director and offering himself for re-appointment, is proposed to be re-appointed as an Independent Non-Executive Director for a second term of five consecutive years from 13<sup>th</sup> August, 2019.

Pursuant to Regulation 17(1A) of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 (Listing Regulations) which came into effect from 1<sup>st</sup> April, 2019, Every Non-Executive Director who has attained the age of 75 years requires Special Resolution to continue its directorship. Though the above regulation does not apply to our company under regulation 15(2) of Listing Regulations, the company voluntarily proposes this resolution since Mr. C. K. Khushaldas is more than 75 years of age.

Mr. C. K. Khushaldas holds M.Sc (Pure Mathematics) from Allahabad University, M.Sc. (Fiscal Studies), University of Bath, United Kingdom.

Mr. C. K. Khushaldas, Retired Member of Central Board of Direct Taxes having wide experience and in-depth knowledge in taxation and Company Law. Mr. C. K. Khushaldas is the Chairman of the Audit Committee, Nomination & Remuneration Committee of the Board of the Company. He is also a member of the Board of Director of one reputed Company.

His advice and depth knowledge on Taxation and Company Law have always been beneficial to the Company.

The Board considers that his continued association would be of immense benefit to the Company and it is desirable to continue to avail the service of Mr. C. K. Khushaldas as an Independent Director.

The company has received the notice in writing under the provision of Section 160 of the Act from Member proposing his re-appointment as Independent Non-Executive Director.

Mr. C. K. Khushaldas has given a declaration to the Board that he meets the criteria of independence as provided in section 149(6) of the Act. In opinion of the Board, he fulfils the conditions specified in the Act and Rules framed thereunder for the re-appointment as an Independent Director.

The appointment of Mr. C. K. Khushaldas as an Independent Non-Executive Director is now being placed before the Members for their approval.

The terms and conditions of appointment of the above Director shall be open for inspection by the Members at the Registered Office of the Company between 11.00 am to 1.00 pm on any working day, excluding Saturday.

None of the Directors or Key Managerial Personnel of the Company and their relatives, other than Mr. C. K. Khushaldas for his appointment, is concerned or interested, financially or otherwise, in this resolution.

By Order of the Board of Directors

Mumbai, 10<sup>th</sup> May, 2019  
Corporate Identification Number  
(CIN): L21308GJ1989PLC012743

**D. H. UPADHYAYA**  
**ACS No. 15068**

Company Secretary &  
Compliance Officer

**Registered Office:**

Plot No. B-18,  
Gandhinagar Electronic Estate,  
Gandhinagar 382 024 Gujarat.



## E-VOTING INSTRUCTIONS

### 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 : 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 is mentioned below:**

### 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 ‘Shareholders’ section.
3. 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.*

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. 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, your ‘initial password’ is communicated to you on your postal address.

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.
- 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.

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

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

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle is in active status.