



**INDOKEM LIMITED**

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



## APPEAL TO SHAREHOLDERS

In order to save trees and environment by cutting down the consumption of costly paper habits, the Ministry of Corporate affairs (MCA) has taken a "Green Initiative in the Corporate Governance" by allowing paperless compliance by the Companies through electronic mode including service of notice / documents including Annual Report can be sent by email to its members. In accordance with the Circular No. 17/2011 dated 21.04.2011 and Circular No. 18/2011 dated 29.04.2011 issued by the Ministry. Companies had started the practice of sending various notices and documents, including documents for Annual General Meeting and Annual Report, to its shareholders through electronic mode, whose e-mail addresses are registered with the Company. In such case, the company is required to obtain email addresses of its members for sending the notice / documents through email by giving an opportunity to every member to register their email address and changes therein, if any, from time to time with the Company. To be a part of Green Initiative in the Corporate Governance, Indokem Limited has started to send documents like the notices for convening the General Meeting and Annual Reports in electronic form, to the email addresses of those members which are available in the Register of Members of the Company. To support this green initiative of the Government in full measure, members who have not registered their email addresses, so far, are requested to register their email addresses, in respect of electronic holdings with the Depository through their concern Depository Participants. Members who hold shares in physical form are requested to register their email addresses to the Company or its Registrar and Share Transfer Agents (RTA).

You are kindly requested to send an email to [support@sharexindia.com](mailto:support@sharexindia.com) and / or [iklsecretarial@gmail.com](mailto:iklsecretarial@gmail.com) in order to register your email ID with Name of first holder, Folio No. / DP ID and Client ID. Members are further requested to provide copy of their PAN Card, Aadhar Card, bank details, contact number and address with proof, if there is any change.

On registration, all the communication will be sent to the email ID registered in the Folio No. /DP ID and Client ID to save time and to save trees.

We are sure you would appreciate the "Green Initiative" taken by MCA and as a responsible citizen you will whole heartedly support this initiative.

This move by the Ministry will benefit the society at large through reduction in paper consumption and contribution towards a Greener Environment. It will also ensure prompt receipt of communication and avoid loss in postal transit. We are sure that you would appreciate the "Green Initiative" taken by MCA and Indokem's desire to participate in such initiatives. Please contact the following:

**REGISTRAR & SHARE TRANSFER AGENTS:****SHAREX DYNAMIC (INDIA) PVT. LTD.**

C-101, 247 Park, L.B.S. Marg,  
Vikhroli (West), Mumbai- 400 083.  
Tel No.: +91-22- 2851 5606 / 2851 5644.

Email: [support@sharexindia.com](mailto:support@sharexindia.com)

Website: [www.sharexindia.com](http://www.sharexindia.com)

**SECRETARIAL DEPT.****INDOKEM LIMITED**

Plot No: 410 / 411, Khatau House,  
Mogul Lane, Mahim (West), Mumbai- 400 016.  
Tel No.: +91-22- 6123 6711 / 6123 6767

Email: [iklsecretarial@gmail.com](mailto:iklsecretarial@gmail.com)

Website: [www.indokem.co.in](http://www.indokem.co.in)

**INDOKEM LIMITED**  
(CIN : L31300MH1964PLC013088)

**BOARD OF DIRECTORS:**

Mr. Mahendra K. Khatau	Chairman and Managing Director
Mr. Manish M. Khatau	Whole-time Director
Mrs. Asha M. Khatau	Non-executive Director
Mr. Kailash Pershad	Non-executive Independent Director
Mr. Bhalchandra Sontakke	Non-executive Independent Director
Mr. S. Rajagopalan (Died on 27.07.2020)	Non-executive Independent Director
Mr. Rahul Singh (w. e. f. 25.08.2020)	Additional Non-executive Independent Director

**KEY MANAGERIAL PERSONNEL:**

Ms. Rupal B. Parikh	Chief Financial Officer
Mr. Rajesh D. Pisal	Company Secretary and Compliance Officer

**AUDITORS:**

CNK & Associates, LLP

**BANKERS:**

HDFC Bank Ltd.  
Axis Bank Ltd.  
Bank Of India  
Indian Overseas Bank

**REGISTRAR & SHARE TRANSFER AGENT:**

Sharex Dynamic (India) Pvt. Ltd.  
C-101, 207 Park, L.B.S. Marg,  
Vikhroli (West), Mumbai - 400 083.  
Email: [support@sharexindia.com](mailto:support@sharexindia.com)  
Website: [www.sharexindia.com](http://www.sharexindia.com)

**REGISTERED OFFICE:**

Plot No: 410 / 411, Khatau House,  
Mogul Lane, Mahim (West),  
Mumbai - 400 016.  
Tel No.: +91-22- 6123 6767 / 6123 6711  
Email: [iklsecretarial@gmail.com](mailto:iklsecretarial@gmail.com)  
Website: [www.indokem.co.in](http://www.indokem.co.in)

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**54<sup>th</sup> Annual General Meeting (AGM)**

Day, Date & Time: Tuesday, 29<sup>th</sup> September, 2020 at 3:00 P.M.  
Through Video Conferencing ("VC") / Other Audio Visual Means.

## **CHAIRMAN'S MESSAGE**

**My Dear Shareholders,**

It is my privilege to present the 54<sup>th</sup> Annual Report of your Company. We have attempted to present the Company's information in an all-encompassing format for a deeper and richer understanding of our sustainable journey.

I would now briefly review performance of the Company during the year ended 31<sup>st</sup> March, 2020. We are all living in very uncertain and unprecedented times. The Indian economy was already treading on thin ice in 2019, when COVID-19 took us all by surprise. Even though the impact of the pandemic was towards the end of the financial year, the outcome on our operations was substantial. We were all under lockdown in the last few days of March, when a significant part of the invoicing for the fourth quarter takes place. With COVID, the impact on communities around the World has been devastating. Coming to our financials, the total gross revenue earned by the Company was Rs.89.61 crores as against total revenue of Rs. 79.40 crores of previous year, which is an increase of 13% as compared to last year, despite global slowdown. Profit after tax for the year was Rs.0.51 crore compared to loss after tax of Rs.0.98 crores in financial year 2018-19. Our Company attained its best performance in past few years.

In year 2019-20, we worked towards restructuring several of the Company's operations to reduce costs, streamline operations and match capacity with market demand. Responding effectively to the challenges of market cycles has helped us perform steadily during periods of downturns.

We are living in time where various extraordinary changes are taking place around us which is altogether reshaping the way we live and the way we work. Though our inspiring Legendary Founder, Shri. Dharamsey Khatau, is not in our midst, the values he cherished and which have in fact equipped our Company to withstand the test of time - Integrity, Excellence, Humility, Hard work and Larger purpose - continue to guide us as we endeavor strengthening our people, processes and products, keeping in focus what our Company can and ought to be in the years to come.

The world GDP at US\$ 87.27 tn. grew at 2.9%, slower than 3.6% in 2018. The USA, China, Japan and Germany remained ahead of India. Indian GDP at US\$ 2.94 tn. grew at 4.2%, slower than 6.8% in 2018. These numbers may remain less relevant in the short-term as the endeavour for the countries will be to decisively overcome the pandemic and for the businesses, to fast adjust to the new normal. In so many ways, this is true for India and also our Company.

The world Chemical industry at US\$ 4.2 tn. grew at (9)% of the world GDP. Indian Chemical industry at US\$ 145 bn. grew at 2% of Indian GDP. Most of the products we use in our life are enabled by chemistry. As a diverse entity, driven by science and technology, our Company is well poised to face the future.

Company has also invested in new machineries to manufacture new products range from Ambarnath Unit. IT system and infrastructure is being continuously monitored and enhanced with any required upgrades. Our major products have received GOTS (Global Organic Textile Standard) certification. Company has invested on automation and attractive Packing Material for our products which has shown better effects. Company has invested in Quality Control machinery in Laboratory and qualified staff to meet global standards.

Looking back at F. Y. 2019-20, we saw improvement in the demand conditions in the export market as compared to the previous year with trade and supply channels recovering from the past disruptions caused by demonetisation and the implementation of the Goods and Services Tax (GST). However customer confidence was uncertain and this has reflected in a marked slowdown witnessed in some of the large sectors of the economy. Concerns do exist on account of increasing fuel prices which may push up inflation, trade protection policies of USA and China, fluctuations in foreign exchange rates, persistently tight credit conditions accentuated by the challenges in the NBFC (Non-Banking Financial Company) sector, rising unemployment and low rural and urban income growth were key contributors to the dampened sentiment, which can have an impact on exports and costs of imports. Shutdown of capacities in China due to environmental issues leads to increase in price of input materials, which impacts Company's profitability to the extent that the same are not absorbed by the market through price increases and / or could have a negative impact on the demand in the market. At the overall level, I am very happy with the performance we have been able to deliver notwithstanding difficult business conditions.



According to IMF reports, there has been a cyclical slowdown in global growth since late 2019 and is continuing to firm up. We continuously innovated by launching new products thereby moving forward in our journey. At the same time we continue to uphold the highest standards of corporate governance treating them as an ethical requisite rather than a regulatory necessity and continue to base all our actions on the principles of fairness trust and transparency. Looking forward the business environment will remain true to its nature – as uncertain and as unpredictable as ever. In such an environment only those organisations that put in efforts to remain relevant to the changing needs and preferences of customers – understanding the consumer requirements and adapting the business model to suitably address these requirements will be able to deliver long-term growth and sustainable returns to all the stakeholders.

I regret to inform the sudden and sad demise of Mr. Rajagopalan Sesha, Independent Director on the Board of Indokem Limited, on 27<sup>th</sup> July, 2020, due to cardiac arrest. The Company immensely benefitted from his knowledge and experience during his tenure. All the Directors and employees of the Company convey deep sympathy, sorrow and condolences to his family. On behalf of the Board, I am very happy to announce the appointment of Mr. Rahul Singh joining our Company as the Additional Independent Non-executive Director, effective 25<sup>th</sup> August, 2020. Rahul Singh has over 15-year-long career as Company Secretary and Compliance Officer with variety of industrial businesses in India, including Copper, Automobile, Real Estate, Telecommunications, Mobile Manufacturing, Steel, Aluminum Foil and amplifier Sector. Apart from his diverse experience in related sectors, he has a deep understanding of Corporate Laws, Legal, Insolvency and Bankruptcy Code 2016, SEBI, FEMA and other applicable laws.

As of this writing, several of our plants and offices are temporarily working at reduced capacity and our community is being impacted in so many ways by the COVID-19 global pandemic. We had planned for 2020 to be a difficult year with decreased demand in most of our major markets, and that planning is serving us well as we now navigate additional pandemic-related challenges. Unfortunately, the worst is not over yet and this challenging situation will continue for longer than initially expected.

Notwithstanding the short-term challenges, our long-term strategy remains unchanged. We continue to develop unique products that help us deliver on our commitment of sustainability. As part of our strategy to derisk the volatility of the businesses, we continue to focus on increasing our product footprint both in India and overseas.

To conclude, we had a good year. We remain encouraged and confident of achieving our long term objectives of inclusive, sustainable and profitable growth. As we look ahead, I feel confident of strong growth in the medium to long term.

I am confident that our disciplined strategy, prudent approach, focus on agile execution and our committed team will enable us to improve performance further and create greater shareholder value.

Even in 2020, after completion of 54 years of our Company, we work with the same newness, optimism and purpose. We at Indokem deeply value the involvement, critical analysis and encouragement shown by Directors and I am privileged to have them on the Board of our Company. I appreciate the efforts of every member of Khatau family - we may be growing in numbers, but our Purpose is common and shared. In the travails of the past and in the new paradigm we are envisaging for the future, our constant source of strength is the indefatigable spirit of our employees and I would like to thank them for their commitment, patience and hard work. I am grateful to our employees, customers, suppliers, banks and financial institutions for giving us an opportunity to serve and helping us evolve our vision and articulate growth related strategies. The Company has received and I am sure, will continue to receive active cooperation from all the shareholders of the Company. I recognise the positive approach of the communities which surround our production sites in India. I thank you for your faith; it brings out the best in us.

Sincerely,

**Mahendra K. Khatau**  
**Chairman and Managing Director**  
**DIN: 00062794**

**INDOKEM LIMITED**

(CIN: L31300MH1964PLC013088)

**Regd. Office:** Plot No. 410 / 411, Khatau House, Mogul Lane, Mahim (West), Mumbai - 400 016.**NOTICE OF ANNUAL GENERAL MEETING**

**Notice** is hereby given that the **FIFTY FOURTH Annual General Meeting** of the members of the Company will be held on Tuesday, 29<sup>th</sup> September, 2020 at 3:00 P.M. through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") to transact the following business:

**ORDINARY BUSINESS:**

1. To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended 31<sup>st</sup> March, 2020 including the Balance Sheet as at 31<sup>st</sup> March, 2020 and the Statement of Profit and Loss and the Cash Flow Statement as on that date together with the Directors' and Auditors' Report thereon.
2. To appoint a Director in place of Mrs. Asha Mahendra Khatau (DIN: 00063944), who retires by rotation at this Annual General Meeting and being eligible has offered herself for re-appointment.

**SPECIAL BUSINESS:**

3. Re-appointment of Whole-time Director of the Company:

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

**"RESOLVED THAT** in accordance with the provisions of Section 196, 197, 203 and other applicable provisions, if any, of the Companies Act, 2013 read with Schedule V of the Companies Act, 2013 and the rules made there under, including any statutory modifications and re-enactments thereof, the consent of the Members of the Company be and is hereby accorded to re-appoint Mr. Manish M. Khatau as the Whole-time Director (DIN: 02952828) of the Company for a period of 3 (three) years commencing from 1<sup>st</sup> March, 2021 to 29<sup>th</sup> February, 2024 upon the terms and conditions and remuneration as recommended by the Nomination and Remuneration Committee of the Board and approved by the Board of Directors of the Company, set-out in the Explanatory Statement pursuant to Section 102 of the Act annexed to the Notice convening this Meeting (including the remuneration to be paid in the event of loss or inadequacy of profits during the tenure of his re-appointment), with liberty to the Board of Directors to alter and vary the terms and conditions of the said re-appointment in such manner as may be agreed to between the Board and Mr. Manish M. Khatau.

**RESOLVED FURTHER THAT** all the Directors and Key Managerial Personnel of the Company be and are hereby severally authorised to do all such acts, deeds and things, including but not limiting to filing of the necessary forms and documents with the Registrar of Companies and other regulatory authorities, and to do all such acts, deeds and things as may be necessary to give effect to the foregoing resolutions."

4. Approval for Transactions with the Related Parties under Section 188 of Companies Act, 2013:

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

**"RESOLVED THAT** pursuant to the provisions of Section 188 and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Meetings of Board and its Powers) Rules, 2014 (including any statutory modifications or re-enactment thereof for the time being in force), consent of the Members of the Company be and is hereby accorded for entering into related party transactions with the parties and up to the limits as stated herein below:

Maximum value of Contract / Transaction (per annum)				(Rs. in Crores)
Sr. No.	Name of related parties	Transaction defined u/s 188 of Companies Act, 2013		
		Sale , purchase or supply of any goods, materials	Leasing of property of any kind	Availing or rendering of any services or appointment of any agent for purchase or sale of goods, materials, services or property
On actual basis, exempted being in the ordinary course of business and on arm's length basis. (Subject to a maximum of amount p.a. as mentioned against the name of the Company)				
1.	Samudra Dye-Chem Private Limited	3	0.25	5
2.	Spiweld Chemtrade Private Limited	3	0.25	5
3.	Textomax Chemicals Private Limited	3	0.25	5
4.	Formost Chemicals Private Limited	3	0.25	5
5.	Chemron Texchem Private Limited	3	0.25	5
6.	Priyamvada Holdings Limited	3	0.25	5
7.	Asha Marine Products Private Limited	1	0.25	1
8.	Emerald Capital Services Private Limited	1	0.25	1
9.	Vindhypriya Holdings Private Limited	1	0.25	1
10.	Khatau Leasing & Finance Company Private Limited	1	0.25	1
11.	Prism Plantations Private Limited	1	0.25	1
12.	Khatau Holding & Trading Company Private Limited	1	0.25	1
13.	Prerana Leasing & Finvest Private Limited	1	0.25	1
14.	MKK Holdings Private Limited	1	0.25	1
15.	Priyanilgiri Holdings Private Limited	1	0.25	1
16.	Refnol Resins & Chemicals Limited	10	0.25	1
PARTNERSHIP FIRMS:				
1.	Orchard Acres	10	0.50	1
Directors / KMPs / Relatives of Directors & KMPs / Other Firms & Companies in which Directors have some interest as per the provisions of section 2(76) of the Companies Act, 2013:				
1.	Mr. Mahendra K. Khatau	-	0.25	10
2.	Mrs. Asha M. Khatau	-	0.25	3
3.	Mr. Manish M. Khatau	-	0.25	5
4.	Ms. Priya M. Khatau	-	0.25	5
5.	*Chief Financial Officer	-	-	0.50
6.	*Company Secretary	-	-	0.50
7.	*Managing Director	-	-	2
*Any Contract between the Company & person appointed / designated as Company Secretary, Chief Financial Officer and Managing Director				
Any Contract or transaction with all the above parties for selling or otherwise disposing of, or buying, property of any kind to be on marker value and on arm's length relationship basis.				

**RESOLVED FURTHER THAT** all the Directors and Key Managerial Personnel of the Company be and are hereby severally authorized to do all such acts, deeds and things, including but not limiting to filing of the

necessary forms and documents with the Registrar of Companies and other regulatory authorities, and to do all such acts, deeds and things as may be necessary to give effect to the foregoing resolutions.”

5. Appointment of Mr. Rahul Singh (DIN: 07477748) as Independent Non-executive Director:

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

**“RESOLVED THAT** pursuant to provisions of Section 149, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 and rules of the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment for the time being in force) and as per applicable Regulations and schedules of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation, 2015, consent of the members be and is hereby accorded for regularisation of appointment of Mr. Rahul Singh (DIN: 07477748) from additional Independent Director to Independent Director, as recommended by Nomination and Remuneration Committee and Board of Directors, in their meeting held on 25<sup>th</sup> August, 2020, to hold office for a period of five years w. e. f. 29<sup>th</sup> September, 2020, and a declaration that he meets the criteria of independence as provided under Section 149(6) of the Act and shall not be liable to retire by rotation hereinafter in accordance with the provisions of the Companies Act, 2013.

**RESOLVED FURTHER THAT** all the Directors and Key Managerial Personnel of the Company be and are hereby severally authorised to do all such acts, deeds and things, including but not limiting to filing of the necessary forms and documents with the Registrar of Companies and other regulatory authorities, and to do all such acts, deeds and things as may be necessary to give effect to the foregoing resolutions.”

**For Indokem Limited  
By order of the Board**

**Sd/-**

**Rajesh D. Pisal  
Company Secretary**

**Place: Mumbai**

**Date: 25<sup>th</sup> August, 2020**

**NOTES:**

**FOR JOINING THE AGM THROUGH VC/OAVM:**

1. The detailed procedure for participating in the AGM through VC/OAVM is as under:
  - i. In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs (“MCA”) vide its circular dated 5<sup>th</sup> May, 2020 read with circulars dated 8<sup>th</sup> April, 2020 and 13<sup>th</sup> April, 2020 (collectively referred to as “MCA Circulars”) and Securities and Exchange Board of India vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May, 2020 (“SEBI Circular”) has permitted the holding of the Annual General 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 Obligations and Disclosure Requirements) Regulations, 2015 and MCA Circulars, the AGM of the Company is being held through VC / OAVM.
  - ii. Members will be provided with a facility to attend the AGM through the National Securities Depository Limited (NSDL) integrated e-Voting and AGM attendance system.
  - iii. Members may access the same at <https://www.evoting.nsdl.com> under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available against the name and EVEN of the Company.
  - iv. Members who do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the procedure stated in the instructions related to e-voting, mentioned in the Notice. Further members can also use the OTP based login for logging into the e-voting system of NSDL.
  - v. Members can participate in the AGM through smart phone / laptop; however, for better experience and



smooth participation, members are advised to join through a laptop connected through broadband. Please note that members connecting from mobile devices or tablets or through laptops etc. connected via mobile hotspot may experience audio / video loss due to network fluctuation. It is therefore recommended to use a stable Wi-Fi or LAN connection.

- vi. Members, who would like to express their views / pose questions / register as speaker shareholder at the AGM, may send their questions in advance before Tuesday, 22<sup>nd</sup> September, 2020 by 3.00 p.m. from their registered email address mentioning their name, demat account number / folio number and mobile number, to the Company's email address [iklsecretarial@gmail.com](mailto:iklsecretarial@gmail.com). The Members who have registered themselves as speaker will only be allowed to ask queries / express their views during the AGM. The Company reserves the right to limit the number of Members asking questions depending on the availability of time at the AGM.
- vii. For convenience of the members and proper conduct of AGM, members can login and join the AGM 15 minutes before the time scheduled for the AGM. Access will be open throughout the proceedings of AGM as well.
- viii. 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.
- ix. Members who need assistance before or during the AGM with use of technology, may:
  - send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or use Toll free no.: 1800-222-990; or
  - specifically for assistance with VC/OAVM facility, contact NSDL at the designated email ID: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
2. Corporate Members are requested to send a scanned copy of a duly certified Board Resolution authorising their representative(s) to the Company, at [iklsecretarial@gmail.com](mailto:iklsecretarial@gmail.com) for participating at the AGM.
3. As physical attendance of the members is dispensed with by law for VC / OAVM facilitated AGMs, the facility of appointment of proxies by members will not be available for the Meeting.

#### **INSTRUCTIONS RELATED TO E-VOTING:**

4. The Company will be providing e-voting facility to the Members so as to facilitate them to cast their vote on all resolutions set forth in this Notice electronically, through e-voting services provided by NSDL.
5. The remote e-voting period shall commence on Saturday, 26<sup>th</sup> September, 2020 at 09:00 A.M. and ends on Monday, 28<sup>th</sup> September, 2020 at 05:00 P.M. The remote e-voting module shall be disabled at 5.00 p.m. on 28<sup>th</sup> September, 2020. Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently or cast the vote again.
6. The instructions for e-voting are as under:

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

➤ How to Log-in to NSDL e-Voting website?

- a. 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.
- b. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
- c. A new screen will open. Member will need to enter his/her User ID, Password and a verification code as shown on the screen. Alternatively, if the member is registered for NSDL eservices i.e. IDEAS, he/she can log-in at <https://eservices.nsdl.com/> with existing IDEAS login. Once the member logs-in to NSDL eservices after using log-in credentials, click on e-voting and proceed to Step 2 i.e. Cast your vote electronically.
- d. User ID details are given below:

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
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***

e. The password details are given below:

1. If the member is already registered for e-Voting, then he/she can use the existing password to login and cast his/her vote.
2. If the member is using NSDL e-Voting system for the first time, the member will need to retrieve the 'initial password' which was communicated to the member. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force the member to change the password.
3. How to retrieve the '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. The password to open the .pdf file is the 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 refer to point 25 below.

f. If the member is unable to retrieve or have not received the "Initial password" or has forgotten the password:

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

g. After entering the password, tick on Agree to "Terms and Conditions" by selecting the check box.

h. Thereafter the member will have to click on "Login" button.

i. After the member clicks on the "Login" button, Home page of e-Voting will open.

**Step 2: Cast your vote electronically on NSDL e-voting system**

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

- a. After successful login at Step 1, the member will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
- b. After click on Active Voting Cycles, the member will be able to see all the Companies "EVEN" in which he/she is holding shares and whose voting cycle is in active status.