



A Khatau Group



55TH ANNUAL REPORT
2020-21

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 to 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 concerned 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 rnt.helpdesk@linkintime.co.in and / or 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:

<u>REGISTRAR & SHARE TRANSFER AGENTS:</u>	<u>SECRETARIAL DEPT.</u>
LINK INTIME INDIA PRIVATE LIMITED	INDOKEM LIMITED
C-101, 247 Park, L.B.S. Marg,	Plot No: 410 / 411, Khatau House,
Vikhroli (West), Mumbai- 400 083.	Mogul Lane, Mahim (West), Mumbai- 400 016.
Tel No.: +91-22- 49186270.	Tel No.: +91-22- 6123 6711 / 6123 6767
Email: rnt.helpdesk@linkintime.co.in	Email: iklsecretarial@gmail.com
Website: www.linkintime.co.in	Website: www.indokem.co.in

INDOKEM LIMITED
(CIN : L31300MH1964PLC013088)

BOARD OF DIRECTORS:

Mr. Mahendra K. Khatau
Mr. Manish M. Khatau
Mrs. Asha M. Khatau
Mr. Kailash Pershad
Mr. Bhalchandra Sontakke
Mr. S. Rajagopalan (Died on 27.07.2020)
Mr. Rahul Singh (w. e. f. 25.08.2020)

Chairman and Managing Director
Whole-time Director
Non-executive Director
Non-executive Independent Director
Non-executive Independent Director
Non-executive Independent Director
Non-executive Independent Director

KEY MANAGERIAL PERSONNEL:

Ms. Rupal B. Parikh
Mr. Rajesh D. Pisal

Chief Financial Officer
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:

Link Intime India Private Limited
C-101, 207 Park, L.B.S. Marg,
Vikhroli (West), Mumbai - 400 083.
Email: mt.helpdesk@linkintime.co.in
Website: www.linkintime.co.in

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
Website: www.indokem.co.in

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55th Annual General Meeting (AGM)

Day, Date & Time: Thursday, 30th September, 2021 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 55th 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 31st March, 2021. F.Y. 2020-21 (FY21) was a mixed bag for our company. FY21 begun amid the first wave and closed in the first quartile of the second wave of the pandemic striking the country. Besides the severe health challenges, it disrupted our economic momentum and recovery throughout the year, though at a varying extent. We are all living in very uncertain and unprecedented times. The impact of the pandemic on our operations was substantial. We were all under lockdown in the first and last few months of FY21. COVID impact on communities around the world has been devastating. Coming to our financials, the total gross revenue earned by the Company was Rs. 79.24 crores as against total revenue of Rs. 89.61 crores of previous year, which is decrease of 12% as compared to last year. Despite COVID-19 pandemic; your Company has done well which is not reflected in figures. Profit after tax for the year was Rs. 2.96 crore compared to profit after tax of Rs. 0.51 crores in financial year 2019-20. Ushering in FY21 under the shadow of a complete lockdown, we ensured adequate protection of all our assets – people, goodwill, manufacturing facilities, inventory installed equipment base, cash – as our first priority. By mid May 2020, the lockdown restrictions started to be less stringent and geared ourselves to cater to the increased business activities. The recovery started thereafter with sequential increase in demand. In FY21, 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 amongst us 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 is and ought to be in the years to come.

The Indian chemicals industry stood at US\$ 178 billion in 2019 and is expected to reach US\$ 304 billion by 2025 registering a CAGR of 9.3%. The demand for chemicals is expected to expand by 9% per annum by 2025. The chemical industry is expected to contribute US\$ 300 billion to India's GDP by 2025. 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.

Your Company has also invested in new machineries to manufacture new products range from Ambernath Units. 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 results. There is also investment in Quality Control equipment in Laboratory and qualified staff to meet global standards. Company has invested in digitization by purchasing Laptops for the employees working from home, and ensured that work continued despite overall tough times; Company will continue to invest in digitization and modernization. Company has successfully registered maximum of its products under Zero Discharge of Hazardous Chemicals (ZDHC) certification; and has been assessed and received ISO 45001:2008 certification during the year. You would be happy to note that we have arranged free vaccination drive for our employees and labourers at all offices and plants

The Board of Directors of the Company, at its meeting held on 27th July, 2021, has considered and approved a Scheme of Amalgamation (the "Scheme") between the Company and Refnol Resins and Chemicals Limited ("RRCL"). The appointed date for the scheme is 1st April, 2021 or such other date as may be fixed or approved by the National Company Law Tribunal ("NCLT") as and when applicable.

Looking back at FY21, we saw contraction in the demand conditions in the export market, as compared to the previous year, with trade and supply side reeling under impact of COVID-19 pandemic. 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 expected third wave of COVID-19 and 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 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 as the same are not absorbed by the market through price increases and / or could have a negative impact on the demand in the market. I may say that I am very happy with the performance we have been able to achieve notwithstanding difficult business and pandemic conditions.

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 27th July, 2020, due to cardiac arrest. The Company immensely benefitted by his knowledge and experience during his tenure. All the directors and employees of the Company express their 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 joined our company as the Independent Non-executive Director, effective 25th 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, Aluminium Foil and amplifier Sector. Apart from this, he has diverse experience in related sectors, a deep understanding of Corporate Laws, Legal, Insolvency and Bankruptcy Code 2016, SEBI, FEMA and other applicable laws.

Looking ahead into the future, we are confident that our expanded installed base, newly added products, new sales approach and market strategy will drive our march forward. We take immense pride in our people, who have demonstrated extreme agility, resilience and commitment towards serving the customers amid these testing times; and also ensuring safety and well-being of themselves and their families. On behalf of our Board, I thank you all, for your continued trust and support in taking Indokem to greater heights. Please join me in acknowledging the invaluable role of all our frontline COVID warriors and praying for a speedy return to normalcy for our 1.35+ billion fellow Indians and everyone across the globe!

To conclude, 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 2021, after completion of 55 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 Indokem 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 its shareholders. 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 FIFTH** Annual General Meeting of the members of the Company will be held on Thursday, 30th September, 2021 at 3:00 P.M. through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") to transact the following business:

ORDINARY BUSINESS:

- To receive, consider and adopt the Annual Audited Financial Statements of the Company for the year ended 31st March, 2021 including the Balance Sheet as at 31st March, 2021 and the Statement of Profit and Loss and the Cash Flow Statement as on that date together with the Directors' and Auditor's Report thereon.
- 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:

- 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.	Khatau Holding and Trading Company Pvt. Ltd.	1	0.25	1
2.	Prism Plantations Pvt. Ltd.	1	0.25	1
3.	Priyamvada Holdings Ltd.	1	0.25	1
4.	Refnol Resins & Chemicals Ltd.	15	0.25	1
5.	Samudra Dye-chemt Pvt. Ltd.	1	0.25	1
PARTNERSHIP FIRMS:				
1.	Orchard Acres	15	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	-	0.50	10
2.	Mrs. Asha M. Khatau	-	0.50	3
3.	Mr. Manish M. Khatau	-	0.50	5
4.	Ms. Priya M. Khatau	-	0.50	5
5.	*Chief Financial Officer	-	-	0.50
6.	*Company Secretary	-	-	0.50
7.	*Managing Director	-	-	2

*Any Contract between the Company and 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 market 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 limited 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: 13th August, 2021

1. In view of the massive outbreak of the COVID-19 pandemic, social distancing is a norm to be followed and pursuant to the Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs followed by Circular No. 20/2020 dated May 05, 2020 and Circular No. 02/2021 dated January 13, 2021 and all other relevant circulars issued from time to time, physical attendance of the Members to the AGM venue is not required and general meeting 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 Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate there at and cast their votes through e-voting.
3. 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 for 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.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
5. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations

& Disclosure Requirements) Regulations 2015 (as amended), and the Circulars issued by the Ministry of Corporate Affairs 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. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, as the authorized agency. The facility of casting votes by a member using remote e-Voting system as well as venue voting on the date of the AGM will be provided by NSDL.

6. 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.indokem.co.in. The Notice can also be accessed from the websites of the Stock Exchange i.e. BSE Limited at www.bseindia.com and the AGM Notice is also available on the website of NSDL (agency for providing the Remote e-Voting facility) i.e. www.evoting.nsdl.com.
7. 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 08, 2020 and MCA Circular No. 17/2020 dated April 13, 2020, MCA Circular No. 20/2020 dated May 05, 2020 and MCA Circular No. 2/2021 dated January 13, 2021.

THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER:-

The remote e-voting period begins on Monday, 27th September, 2021 at 09:00 A.M. and ends on Wednesday, 29th September, 2021 at 05:00 P.M. 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. Thursday 23rd September, 2021, 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 Thursday 23rd September, 2021.

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 9, 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.	<p>If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under "IDeAS" section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on options available against company name or e-Voting service provider - NSDL and you will be re-directed to NSDL e-Voting website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p> <p>If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS" Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</p>

	<p>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number held 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 options available against company name or e-Voting service provider - 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 & voting during the meeting.</p>
Individual Shareholders holding securities in demat mode with CDSL	<p>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 https://web.cdslindia.com/myeasi/home/login or www.cdslindia.com and click on New System Myeasi.</p> <p>After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. NSDL. Click on NSDL to cast your vote.</p> <p>If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration</p> <p>Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in www.cdslindia.com home page.</p> <p>The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. NSDL where the e-Voting is in progress.</p>
Individual Shareholders (holding securities in demat mode) login through their depository participants	<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. Once login, you will be able to see e-Voting option. Once you 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 options available against company name or e-Voting service provider- 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 & 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 evoting@nsdl.co.in 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 helpdesk.evoting@cdslindia.com or contact at 022- 23058738 or 022-23058542-43

B) Login Method 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.
- b) **Physical User Reset Password?** (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.