

# VALUING LIFE



Indraprastha Medical Corporation Limited

Annual Report 2015-2016

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**VALUING LIFE** has a very special meaning for us at Apollo. The Value we place on the lives of our patients and their well being underscores the core of our strategy and actions, our attitude and behavior. We believe that the human body is Priceless. And human life, invaluable. This belief makes us extra sensitive and responsive to any patient that walks through our doors. We believe that every such patient has a non-negotiable right to a healthy life. And we believe we have a responsibility towards ensuring that. We strongly believe that prevention is better than cure; but when something cannot be prevented, we will do what it takes to cure it and we will not give up without a fight. This is our promise. We therefore strive every day to provide our patients the highest quality comprehensive healthcare—the most advanced treatments possible. We would not want to give them any less because we know they deserve the best.

Our dedicated Centres of Excellence are unique. They offer several key specialties and super specialties which cater to all health needs. Putting patient wellness at the core of our operations, we use expert unsurpassed diagnostics and robust treatment plans to give them the most appropriate care. Our quality standards are stringent with enhanced infection and safety protocols, comparable to leading hospitals worldwide.

We commit to providing this kind of care simply because we Value Life and because we want to put a smile on our patient's face. To us life is Priceless. And we will do all that we can to protect and sustain it. No short-cuts. No compromises. But the best differentiated care a hospital can possibly give its valued patient. We are Apollo and we are proud that we Value Life.

## MESSAGE



Dear Shareholders,

The mission to nurture health and protect priceless lives was at the core of our genesis in 1983; it is the reason we exist today. I told you earlier that the human body is Priceless; it is exactly for this reason that we at Apollo Hospitals, Value Life. Patients from over 120 countries visit our Hospitals every year and our Group has touched over 45 million lives in the last 33 years. This incredible journey has taught us we should stop at nothing to do what we can to protect our patient's health and well being. We believe that we have a responsibility to help them fight the pain of disease and to give them the most appropriate treatment to put them on the road to recovery.

For over three decades we have been inspired by the dream of a healthy India. We have taken several transformative steps towards this goal. Our drive is powered by our deep respect for the power of good health and the miracle of the human body. Without good health, we know that life stands on a brittle foundation. We therefore seek to educate

people on the importance of Preventive Health to protect them from a potentially uncontrollable disease burden.

Our commitment to health and our philosophy of valuing life—our defining legacy—is epitomized by our every day practices and performance. Our Hospitals have led landmark changes in the Indian Healthcare ecosystem, through differentiated offerings, be it initiatives which benchmark our clinical excellence, our Preventive Health programme, our clinical protocols and pathways with best in class outcomes, or patient centric care giving.

In the early eighties, world-class medical treatment meant access to exorbitantly high priced healthcare in the western world. The wheel has turned a full circle; today, we offer healthcare in India that is as good as any in the world, at a fraction of the price. Patients from western countries regularly come to our hospitals for complex medical procedures.

At Apollo, we have always believed the pursuit of excellence to be a relentless series of short races. To excel continuously means we have to win consistently. Today, Apollo Hospitals is one of the largest and most trusted integrated healthcare providers in Asia. At the core of this achievement is our patient-centric approach and our strong commitment to the highest standards of ethics. Every initiative of the Apollo Group is measured by the value we are adding to patient experience. This focus inspired us to launch The Apollo Standards of Clinical Care (TASCC) which embodies the highest standards of clinical care and patient safety. Apollo Hospitals is a pioneer of Tender Loving Care—a revolution in caregiving, to make our hospitals warm and friendly for the patients and their families.

Globally, the healthcare sector is getting disrupted through emerging digital trends and

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India is no exception to this. We are rolling out a well thought out strategy to leverage technology towards enhancing customer experience and loyalty, analytics, patient outreach and access, tele-medicine and e-consults.

Technology also affords us a new way of thinking—it brings with it the power of collaboration and enhances our efforts to fight the scourge of Non Communicable Diseases (NCDs) in India. One important initiative in this regard, is the concept of Preventive Healthcare. Apollo pioneered the concept of a Preventive Health Check more than 3 decades ago. That experience helped us to launch the Apollo Personalised Health Check—a comprehensive personalized diagnostic solution based on the fact that each person's health is as distinctive as his DNA.

Our focus on integrated healthcare aims at providing patients a common, easily accessible platform for all their healthcare needs. Our incisive thrust on super-specialization is to enable cutting-edge treatment for our patients. The Apollo Institutes of Robotic Surgery have successfully performed complex robotic surgeries on over 3,000 adults and 80 children so far using the da Vinci Robotic system—the world's most cutting edge solution in clinical robotics. Apollo Hospitals is now poised to be the first provider of the revolutionary Proton Beam Therapy in India. This milestone is one of the many 'firsts' that Apollo Hospitals has brought to the Indian healthcare ecosystem.

I am happy to inform you that Apollo Hospitals, Chennai performed an extraordinary medical feat, when the team harvested 23 valuable organs from five brain dead donors in 2015. Thereafter, five liver transplants, one heart transplant and four kidney transplants were conducted at our hospitals and the rest of the organs were transported to needy recipients in other hospitals. The entire event was managed smoothly and efficiently.

Building a healthy India is a long journey full of challenges at every step. At Apollo Hospitals, our approach to healthcare is shaped by one powerful truth – Life is precious, life is Priceless. The value we have for the miracle of human life inspires us to stretch our boundaries to the maximum possible. It provides us the moral compass to do things as best as we can in the best way possible for the patient. The mission to touch lives deserves nothing less.

Your Company continues to strive to deliver better results not only clinically but also financially, as we are fully committed to our shareholders apart from our patients. In this regard, I am happy to state that the total income of the Company increased 6% from Rs. 71,542.91 lakhs to Rs. 75,964.69 lakhs. The EPS for the year stood at Rs. 3.08 and the Board of Directors of the Company have recommended payment of dividend on equity shares @ Rs. 1.80 per share (18%) for the fiscal year 2015-16.

Before concluding, I would like to welcome opportunities to collaborate with the Government on initiatives which would further the objectives of ensuring universal health access for India's citizens.

I wish you and your families all the very best of health and thank each and every stakeholder for their continued support, belief and trust.

With warm personal regards,

**Dr. Prathap C Reddy**  
Founder  
Apollo Hospitals Group



# CORPORATE INFORMATION

## Vice Chairman

Dr. Prathap C. Reddy

## Managing Director

Mr. Jaideep Gupta

## Directors

Dr. B. Venkataraman

Ms. Suneeta Reddy

Ms. Shobana Kamineni

Ms. Renu S. Karnad

Ms. Vineeta Rai

Mr. Satnam Arora

Mr. S. Regunathan

Mr. S. N. Sahai

Mr. Deepak Vaidya

Mr. T. S. Narayanasami

Dr. Arun Rai

Prof. V. N. Rajasekharan Pillai

Mr. Vinayak Chatterjee

## Vice President cum Company Secretary

Mr. Ajay Kumar Singhal

## Chief Financial and Operating Officer

Mr. P Shivakumar

## Registered Office & Hospital Complex

Sarita Vihar, Delhi-Mathura Road  
New Delhi – 110 076

## Hospital at Noida

Apollo Hospitals  
E-2, Sector-26, Noida – 201 301

## Auditors

M/s S. C. Vasudeva & Co.  
Chartered Accountants, New Delhi

## Bankers

Oriental Bank of Commerce  
IndusInd Bank Limited

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# NOTICE TO THE MEMBERS

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Notice is hereby given that the twenty-eighth Annual General Meeting of Indraprastha Medical Corporation Limited will be held on Tuesday, 30<sup>th</sup> August, 2016, at 10.30 A.M. at Sirifort Auditorium, Siri Fort Cultural Complex, August Kranti Marg, New Delhi - 110 049, to transact the following business:

## **ORDINARY BUSINESS:**

### **Item No. 1 - Adoption of financial statements.**

To receive, consider and adopt the audited financial statements of the Company for the year ended 31<sup>st</sup> March, 2016, the Reports of the Board of Directors and Auditors thereon.

### **Item No. 2 - Declaration of Dividend**

To declare a dividend on equity shares for the financial year ended 31<sup>st</sup> March, 2016.

### **Item No. 3 - Appointment of Director**

To appoint a Director in place of Ms. Shobana Kamineni (DIN: 00003836), who retires by rotation and being eligible, offers herself for re-appointment.

### **Item No. 4 - Appointment of Director**

To appoint a Director in place of Ms. Suneeta Reddy (DIN: 00001873), who retires by rotation and being eligible, offers herself for re-appointment.

### **Item No. 5 - Appointment of Auditors**

To consider and if thought fit, to pass with or without modifications, the following as an ORDINARY RESOLUTION:

“RESOLVED THAT, pursuant to the provisions of Section 139 of the Companies Act, 2013 and the Rules made thereunder, M/s. S. C. Vasudeva & Co., Chartered Accountants (Firm Registration No. 000235N), be and are hereby re-appointed as the Statutory Auditors of the Company, to hold office from the conclusion of this Annual General Meeting till the conclusion of the next Annual General Meeting at a remuneration of Rs. 18.50 lakhs plus service tax as applicable and reimbursement of out of pocket expenses.”

## **SPECIAL BUSINESS**

### **Item No. 6**

#### **Re-Appointment of Mr. Jaideep Gupta as Managing Director**

To consider and if thought fit, to pass with or without modification, the following as an ORDINARY RESOLUTION:

“RESOLVED THAT subject to the provisions of Section 196, 197, 203 read with Schedule V and all other

applicable provisions, if any, of the Companies Act, 2013, and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modifications or re-enactment thereof, for the time being in force), the Company hereby accords its approval for the re-appointment of Mr. Jaideep Gupta (DIN: 02647974) as Managing Director of the Company for a period of 1 year from 30<sup>th</sup> April, 2016 to 29<sup>th</sup> April, 2017, on the terms and conditions as set out in the employment agreement including remuneration as given below

#### **A. Salary**

- a) Basic Salary Rs. 6,20,825/- (Rupees Six Lakhs Twenty Thousand Eight Hundred Twenty Five only) per month.
- b) Performance bonus as may be decided by the Board, for each financial year or part thereof, subject to a ceiling of 35% of the annual Basic Salary.

#### **B. Perquisites & Allowances**

- a) Rent free accommodation. In case no residential accommodation is provided by the Company, House Rent Allowance @ 10% of the Basic Salary shall be allowed.
- b) Free use of Company's maintained car with driver for official and personal use.
- c) Fees of one club. Admission and life membership fees shall not be allowed.
- d) Reimbursement of Professional membership fee.
- e) Leave Travel Allowance once in a year for self and family, as per the rules of the Company.
- f) Reimbursement of medical expenses for self and family, as per the rules of the Company.
- g) Health Insurance Premium for self and family, as per the rules of the Company.
- h) Group Personal Accident Insurance premium, as per the rules of the Company.
  - i) Contribution to Provident Fund as per the rules of the Company.
  - j) Free Telephone facility at residence and Mobile Phone.
- k) Leave as per the rules of the Company. Leave accumulated but not availed of, can be encashed at the end of the tenure.
- l) Gratuity as per the rules of the Company.

#### **C. Minimum Remuneration**

In the absence or inadequacy of profits in any financial year during the currency of tenure of the Managing Director, the Company shall pay the above-mentioned amount of remuneration and benefits to Mr. Jaideep Gupta as 'Minimum Remuneration'.

## Item No. 7

### Re-Appointment of Dr. B. Venkataraman as an Independent Director

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

“RESOLVED THAT pursuant to the provisions of Section 149, 152 and any other applicable provisions of the Companies Act, 2013, and the rules made thereunder {including any statutory modification(s) or re-enactment thereof for the time being in force} read with Schedule IV to the Companies Act, 2013 and Regulation 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Dr. B. Venkataraman (DIN: 00040114), who was re-appointed as an Independent Director of the Company by the Board of Directors effective from 1<sup>st</sup> April, 2016, be and is hereby re-appointed as an Independent Director of the Company to hold office for two consecutive years effective from 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March, 2018, not liable to retire by rotation.”

## Item No. 8

### Re-Appointment of Prof. V. N. Rajasekharan Pillai as an Independent Director

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

“RESOLVED THAT pursuant to the provisions of Section 149, 152 and any other applicable provisions of the Companies Act, 2013, and the rules made thereunder {including any statutory modification(s) or re-enactment thereof for the time being in force} read with Schedule IV to the Companies Act, 2013 and Regulation 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Prof. V. N. Rajasekharan Pillai (DIN: 02415889), who was re-appointed as an Independent Director of the Company by the Board of Directors effective from 1<sup>st</sup> April, 2016, be and is hereby re-appointed as an Independent Director of the Company to hold office for two consecutive years effective from 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March, 2018, not liable to retire by rotation.”

## Item No. 9

### Appointment of Mr. Vinayak Chatterjee as an Independent Director

To consider and if thought fit, to pass with or without modification, the following as an ORDINARY RESOLUTION:

“RESOLVED THAT pursuant to the provisions of Section 149, 152 and any other applicable provisions of the Companies Act, 2013, and the rules made thereunder {including any statutory modification(s) or re-enactment thereof for the time being in force} read with Schedule IV to the Companies Act, 2013 and Regulation 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Vinayak Chatterjee (DIN: 00008933), who was appointed as an Additional Director of the Company by the Board of Directors effective from 1<sup>st</sup> April, 2016, and who holds office till the of date of the Annual General Meeting, in terms of Section 161 of the Companies Act, 2013, and in respect of whom the

Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013, signifying his intention to propose Mr. Vinayak Chatterjee as a candidate for the office of Director of the Company, be and is hereby appointed as an Independent Director of the Company to hold office for five consecutive years effective from 1<sup>st</sup> April, 2016 to 31<sup>st</sup> March, 2021, not liable to retire by rotation.”

## Item No. 10

### To approve the Remuneration of the Cost Auditors for the year ending 31st March, 2017.

To consider and if thought fit, to pass with or without modification, the following as a ORDINARY RESOLUTION:

“RESOLVED THAT pursuant to the provisions of Section 148 and its related and applicable provisions of the Companies Act, 2013, read with the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), M/s. Devarajan Swaminathan and Co. - Cost Accountants, (Firm Registration No 100669), the Cost Auditors appointed by the Board of Directors of the Company to conduct the audit of the cost records of the Company for the year ending 31<sup>st</sup> March, 2017, at a remuneration of Rs. 5.50 lakhs plus service tax as applicable and reimbursement of out of pocket expenses, be and is hereby ratified and confirmed.”

**By order of the Board  
for Indraprastha Medical Corporation Limited**

**Place: New Delhi  
Date: 1<sup>st</sup> July, 2016**

**Ajay Kumar Singhal  
Vice President cum  
Company Secretary**

## NOTES:

1. The Statement pursuant to Section 102 of the Companies Act, 2013, (the Act) in respect of the Special Business as set out above is annexed hereto.
2. A member entitled to attend and vote at the Annual General Meeting may appoint a proxy to attend and vote on his / her behalf. A proxy need not be a member of the Company. The instrument appointing the proxy shall be deposited at the Registered Office of the Company at Sarita Vihar, Delhi-Mathura Road, New Delhi - 110 076, not less than 48 hours before the commencement of the meeting.

A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A member holding more than ten percent of the total share capital of the company carrying voting rights may appoint a single person as a proxy and such person shall not act as a proxy for any other person or shareholder.



3. During the period beginning 24 hours before the time fixed for the commencement of the meeting and ending with the conclusion of the meeting, a member would be entitled to inspect the proxies lodged at any time during the business hours of the Company, provided not less than three days notice in writing is given to the Company.
4. Members/Proxies should bring the duly filled in attendance slip enclosed herewith to attend the meeting.
5. The Register of Members and Share Transfer Books of the Company shall remain closed from Saturday, 20<sup>th</sup> August, 2016 to Tuesday, 30<sup>th</sup> August, 2016 (both days inclusive) for the purpose of annual closing and declaration of dividend for the financial year ended 31<sup>st</sup> March, 2016.
6. Subject to the provisions of the Companies Act, 2013, dividend as recommended by the Board of Directors, if declared, at the meeting, will be paid to those members whose names appear:-
  - a) as Members on the Register of Members of the Company as on 30<sup>th</sup> August, 2016, after giving effect to all valid share transfers in physical form lodged with the Company up to the closing hours of business on 19<sup>th</sup> August, 2016, and
  - b) as Beneficial owners as per the Statement of Beneficial Ownership to be furnished by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) in respect of the shares held in dematerialized form as at the closing hours of business on 19<sup>th</sup> August, 2016.
7. Members desiring any information as regards the accounts are requested to write to the Company at least seven days before the meeting so as to enable the management to keep the information available.
8. Pursuant to the provisions of the Companies Act, as amended, the Company has transferred all unpaid or unclaimed dividend for the financial years ended 31<sup>st</sup> March, 2001 to 31<sup>st</sup> March, 2008, to the Investor Education and Protection Fund (IEP Fund) of the Central Government. It may also be noted that once the unclaimed dividend is transferred to the IEP Fund, no claim shall lie in respect thereof.  
Pursuant to the provisions of Investor Education and Protection Fund (Uploading of information regarding unpaid and unclaimed amounts lying with companies) Rules, 2012, the Company has uploaded the details of unpaid and unclaimed dividend amount lying with the Company as on 29<sup>th</sup> September, 2015 (date of last Annual General Meeting) on the website of the Company, as also on the website of the Ministry of Corporate Affairs.
9. Pursuant to the provisions of Section 124 of the Companies Act, 2013, as amended, dividend for the financial year ended 31<sup>st</sup> March 2009 and thereafter, which remains unclaimed for a period of 7 years from the date of transfer of the same to the unclaimed

dividend account as referred to in sub-section (5) of Section 124 of the Act, will be transferred to the Investor Education and Protection Fund (IEP Fund) of the Central Government. Members who have not encashed the dividend warrant(s) so far for the financial year ended 31<sup>st</sup> March 2009 or subsequent financial years are requested to make their claim to the Secretarial Department, Sarita Vihar, Delhi-Mathura Road, New Delhi - 110 076. It may also be noted that once the unclaimed dividend is transferred to the IEP Fund as above, no claim shall lie in respect thereof.

Information in respect of such unclaimed dividend when due for transfer to the IEP Fund is given below:-

Financial Year Ended	Date of Declaration of Dividend	Due Date for transfer to the IEP Fund
31/03/2008	10/09/2008	14/10/2015
31/03/2009	09/09/2009	15/10/2016
31/03/2010	10/09/2010	14/10/2017
31/03/2011	14/09/2011	18/10/2018
31/03/2012	14/09/2012	18/10/2019
31/03/2013	26/09/2013	30/10/2020
31/03/2014	30/09/2014	03/11/2021
31/03/2015	29/09/2015	02/11/2022

10. Members holding shares in physical form are requested to intimate the following directly to the Company's Registrar and Share Transfer Agents, M/s. Link Intime India Pvt. Ltd., 44 Community Centre, 2<sup>nd</sup> floor, Naraina Industrial Area Phase I, Near PVR, Naraina, New Delhi - 110 028:-
  - (a) Bank Mandate with full particulars for remittance of dividend directly into their bank accounts, if declared at the meeting.
  - (b) Changes, if any, in their address at an early date.
  - (c) Application for consolidation of folios, if shareholdings are under multiple folios.
  - (d) Despatch of share certificates for consolidation.
  - (e) Request for nomination forms for making nominations as per the provisions of the Companies Act.
11. Members are requested to quote ledger folio numbers in all their correspondence.
12. Members holding shares in dematerialized form (electronic form) are requested to intimate any changes in their respective addresses, bank mandates etc., directly to their respective Depository Participants.
13. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are therefore, requested to submit the PAN details to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details

to the Company/Registrars and Share Transfer Agents, M/s. Link Intime India Pvt. Ltd.

14. National Electronic Clearing Service (NECS) Facility:  
With respect to payment of dividend, the Company provides the facility of NECS to the shareholders wherever it is available.  
Members holding shares in physical form who now wish to avail NECS facility, are requested to forward their NECS mandate in the prescribed form to the Company's Registrar and Share Transfer Agent, M/s. Link Intime India Pvt. Ltd.
15. Details under Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) in respect of the Directors seeking appointment/ re-appointment at the Annual General Meeting, forms an integral part of the notice. The directors have furnished the requisite declarations for their appointment / re-appointment.
16. Electronic copies of the Annual Report for the year ended 31<sup>st</sup> March 2016, and electronic copy of the Notice of the 28<sup>th</sup> Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with the Attendance Slip and Proxy Form, are being sent to all the members whose email IDs are registered with the Company/Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email addresses, physical copies of the Annual Report and Notice of the 28<sup>th</sup> Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form are being sent in the permitted mode.
17. Members may also note that the Notice of the 28<sup>th</sup> Annual General Meeting and the Annual Report for 2016 will also be available on the Company's website [www.apollohospdelhi.com](http://www.apollohospdelhi.com) for download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office in New Delhi for inspection during the normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same, by post free of cost. For any communication, the shareholders may also send requests to the Company's email id: [imclshares@apollohospitals.com](mailto:imclshares@apollohospitals.com).
18. Voting through electronic means
  - I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of Listing Regulations and Secretarial Standard on General Meetings (SS2) issued by the Institute of Company Secretaries of India, the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at

the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).

- II. The facility for voting through ballot paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
- III. The members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
- IV. The remote e-voting period commences on 27<sup>th</sup> August, 2016 (9.00 am) and ends on 29<sup>th</sup> August, 2016 (5.00 pm). During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 23<sup>rd</sup> August, 2016, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.
- V. The process and manner for remote e-voting are as under:
  - A. In case a Member receives an email from NSDL [for members whose email IDs are registered with the Company/Depository Participants(s)]:
    - (i) Open email and open PDF file viz; "remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password/PIN for remote e-voting. Please note that the password is an initial password.
    - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
    - (iii) Click on Shareholder - Login
    - (iv) Put user ID and password as initial password/ PIN noted in step (i) above. Click Login.
    - (v) Password change menu appears. Change the password/PIN with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and to take utmost care to keep your password confidential.
    - (vi) Home page of remote e-voting opens. Click on remote e-voting: Active Voting Cycles.
    - (vii) Select "EVEN" of "Indraprastha Medical Corporation Limited".
    - (viii) Now you are ready for remote e-voting as Cast Vote page opens.