**CIN:** L65910GJ1993PLC020371

Reg. Office .:- 301, Payal Towers-II, Sayajigunj, Vadodara-390020

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# 28<sup>TH</sup> ANNUAL REPORT 2021-22



28TH ANNUAL REPORT 2021-22

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### **CORPORATE INFORMATION**

| BOARD OF DIRECTORS                   | Mr. Kamlesh J. Jhaveri- Whole Time Director ( Executive)Mr. Bhaderesh J. Jhaveri- Director (Non Executive)Mrs. Rupal K. Jhaveri- Woman Director (Non Executive)Mr. Ashesh J. Trivedi- Independent Director (Non Executive)Mr. Satish C. Trivedi- Independent Director (Non Executive) |
|--------------------------------------|---|
| REGISTERED OFFICE                    | : 301 Payal Tower –II, Sayajigunj, Vadodara Gujarat -390 020  |
| CHIEF FINANCIAL OFFICER              | : Mr. Vikram P. Gohil   |
| COMPANY SECRETARY                    | : Mr. Bhavesh Nagar   |
| BANKERS                              | : HDFC Bank<br>Alkapuri Branch, Vadodara, Gujarat   |
| STATUTORY AUDITORS                   | : M/S. M A R K S & CO.<br>Chartered Accountants   |
|                                      | 203, Abhishree, Satelite Road, Ahmedabad -380 015   |
| SECRETARIAL AUDITORS                 | : M/S. Chintan Vakil & Co.<br>Practicing Company Secretaries  |
|                                      | 3rd floor T-17/H Indiabulls Mega Mall, Ambica Mills Compound,<br>Akota Road, Vadodara – 390020  |
| REGISTRAR & SHARE TRANSFER<br>AGENTS | : M/s. MCS share Transfer Agents Limited  |
|                                      | 1 <sup>st</sup> Floor, Neelam Apartment, 88 Sampatrao Colony,<br>Above Chhapanbhog , Alkapuri, Vadodara, Gujarat - 390 007  |

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### **NOTICE OF 28<sup>TH</sup> ANNUAL GENERAL MEETING**

Notice is hereby given that the 28<sup>th</sup> Annual General Meeting of the members of M/s. Jhaveri Credits and Capital Limited will be held on Thursday, 22<sup>nd</sup> September, 2022 at 04:00 P.M, (IST) through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), to transact the following businesses:-

#### ORDINARY BUSINESS(ES):

## 1. TO RECEIVE, CONSIDER, APPROVE AND ADOPT THE AUDITED STANDALONE FINANCIAL STATEMENTS OF THE COMPANY FOR THE FINANCIAL YEAR ENDED MARCH 31, 2022 AND THE REPORTS OF THE BOARD OF DIRECTORS' AND THE AUDITORS' THEREON:

To consider and if thought fit, to pass the following resolution, with or without modification(s), as an Ordinary Resolution:

**"RESOLVED THAT** the Audited Balance Sheet, Profit and loss account and Cash Flow Statement for the year ended 31st March, 2022 along with the Auditors report and Director's Report, be and are hereby considered, Adopted and Approved"

#### 2. TO APPOINT MR. BHADERESH J. JHAVERI (DIN: 00266287), AS A DIRECTOR LIABLE TO RETIRES BY ROTATION:

To consider and if thought fit, to pass the following resolution, with or without modification(s), as an Ordinary Resolution:

To appoint a Director in place of Bhaderesh J. Jhaveri (DIN: 00266287), Non-Executive Non -Independent Director, liable to retire by rotation in terms of section 152(6) of the Companies Act, 2013 and being eligible, seeks re-appointment.

"**RESOLVED THAT** in accordance with the provision of Section 152 (6) and all other applicable provisions, if any, of the Companies Act, 2013, Bhaderesh J. Jhaveri (DIN: 00266287), Non-Executive Director, who retires by rotation at this annual general meeting, be and is hereby reappointed as director of the Company, liable to retire by rotation."

#### SPECIAL BUSINESS(ES):

### 3. TO REGULARIZE THE APPOINTMENT OF ADDITIONAL DIRECTOR, MRS. RUPAL KAMLESH JHAVERI (DIN: 09456794), BY APPOINTING HER AS A DIRECTOR OF THE COMPANY.

To consider and, if thought fit, to pass with or without modification(s) the following Resolution as an **Ordinary Resolution**:

**"RESOLVED THAT** pursuant to the provisions of Section 149, 152 of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014 and applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, if any, (including any amendments, Statutory modifications and/or re-enactments thereof for the time being in force), and pursuant to the recommendation of the Nomination & Remuneration Committee and approval of Board of Directors of the Company, the consent of the members of the Company be and is hereby accorded to appoint Mrs. Rupal Kamlesh Jhaveri (DIN: 09456794) as a Non-Executive Non-Independent woman Director of the Company whose office shall be liable to retire by rotation."

**RESOLVED FURTHER THAT** the Board of Directors (including a Committee thereof constituted for this purpose, if any,), be and is, hereby authorized to do all such acts, deeds, matters and things and take all such steps as may be necessary, proper or expedient to give full effect to the above resolution and matters connected therewith or incidental thereto."

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### 4. TO REGULARIZE THE APPOINTMENT OF ADDITIONAL INDEPENDENT DIRECTOR, MR. SATISH CHIMANLAL TRIVEDI (DIN: 02112215), BY APPOINTING HIM AS AN INDEPENDENT DIRECTOR OF THE COMPANY.

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 Sections 149, 152 and 160 read with Schedule IV and other applicable provisions, if any, 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(s) thereof, for the time being in force) and applicable clauses of the Listing Agreement with Bombay Stock Exchange of India Limited, as amended from time to time, the consent of the members of the Company be and is hereby accorded to appoint Mr. Satish Chimanlal Trivedi (DIN: 02112215), who was appointed as Additional Independent Director w.e.f 07<sup>th</sup> January, 2022 pursuant to the provisions of section 161(1) of the Companies Act, 2013 and pursuant to the applicable Articles of Association of the Companies Act, 2013 and pursuant to the applicable Articles of Section 161 of the Companies Act, 2013 and pursuant to the company in terms of Section 161 of the Companies Act, 2013 and beeting of the Company in terms of Section 161 of the Companies Act, 2013 and who hads submitted a declaration that he meets the criteria of the independent directorship as provided in section 149(6) of the Act and he is not debarred from holding the office of director by virtue of any SEBI order or any other such authority, who is eligible for appointment, on recommendation of the Company, who shall hold office for 5 (Five) consecutive years for a term up to 06<sup>th</sup> January, 2027.

**RESOLVED FURTHER THAT** the Board of Directors (including a Committee thereof constituted for this purpose, if any,), be and is, hereby authorized to do all such acts, deeds, matters and things and take all such steps as may be necessary, proper or expedient to give full effect to the above resolution and matters connected therewith or incidental thereto."

### 5. TO APPROVE THE BORROWING LIMITS OF THE COMPANY UNDER SECTION 180(1) (C) OF THE 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 in suppression of the special resolution no.6 passed at the annual general meeting of the shareholders of the company held on 13<sup>th</sup> August, 2016 and pursuant to the provisions of Section 180 (1) (c) of the Companies Act, 2013 and all other applicable provisions, if any, of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and in accordance with the Memorandum and Articles of Association of the Company, the consent of the members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as the "Board" which term shall include any Committee constituted by the Board or any person(s) authorized by the Board) for borrowing from time to time, by way of loans, credit facilities, debt instruments or in any other forms, any such sum or sums of money (either Indian or foreign currency) for the purpose of the business of the Company ,from Banks, Financial Institutions, Bodies Corporate, Companies, firms or any one or more persons on such terms and conditions and with or without security as the Board may think fit, notwithstanding that monies to be borrowed together with monies already borrowed by the Company (apart from temporary loans obtained from the Company's Bankers in the Ordinary course of business) may exceed the aggregate of the paid-up share capital, free reserves and securities premium of the Company, provided that the total amount so borrowed (other than temporary loans from the Company's bankers in the ordinary course of business) and outstanding at any point of time shall not exceed a sum of Rs. 120/- Crores (Rupees One Hundred Twenty Crores Only).

**RESOLVED FURTHER THAT** the Board of Directors (including a Committee thereof constituted for this purpose, if any,), be and is, hereby authorized to do all such acts, deeds, matters and things and take all such steps as may be necessary, proper or expedient to give full effect to the above resolution and matters connected therewith or incidental thereto."

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### 6. TO APPROVE THE INCREASING LIMITS FOR CREATION OF CHARGE ON THE ASSETS TO SECURE THE BORROWINGS OF THE COMPANY UNDER SECTION 180(1) (a) OF THE 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 180 (1) (a) and all other applicable provisions, if any, of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and in accordance with the Memorandum and Articles of Association of the Company and in supersession of earlier resolutions passed by the members of the Company, if any, in this regard, the consent of the members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as the "Board" which term shall include any Committee constituted by the Board or any person(s) authorized by the Board) to create charges including mortgage, pledge, lien and hypothecation in additions to the existing charges, mortgages and hypothecations on such terms and conditions and at such time or times and in such form and manner and with such ranking as to priority as it may think fit, on any of the Company's movable and immovable properties and assets including the whole or substantially the whole of the Company's undertaking, both present and future, as the case may be, in favour of the Lender/s viz., Financial/Investment Institutions, Bank/s and Trustees for the holders of the debentures/ bonds/ other instruments or any other Lender/s, to secure the repayment of the loans/borrowings sanctioned and / or to be sanctioned by them from time to time for a sum not exceeding Rs. 120/- Crores (Rupees One Hundred Twenty Crores Only) and inclusive of interest at the respective agreed rates and all other costs, charges and expenses and all monies payable by the company in respect of such loans/borrowings as may be stipulated in that behalf and agreed to between the Board of Directors and the Lender/s."

**RESOLVED FURTHER THAT** the Board of Directors (including a Committee thereof constituted for this purpose, if any,), be and is, hereby authorized to do all such acts, deeds, matters and things and take all such steps as may be necessary, proper or expedient to give full effect to the above resolution and matters connected therewith or incidental thereto."

### 7. TO CONSIDER AND APPROVE THE LIMITS OF LOANS AND/OR INVESTMENTS AND/OR GUARANTEES UNDER SECTION 186 OF THE 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 186 of the Companies Act, 2013 ("the Act") read with the Companies (Meetings of Board and its Powers) Rules, 2014 and other applicable provisions, if any, of the Act (including any modification or re-enactment thereof for the time being in force) and subject to such approvals, consents, sanctions and permissions as may be necessary, consent of the Members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as "the Board", which term shall be deemed to include, unless the context otherwise requires, any committee of the Board or any officer(s) authorized by the Board to exercise the powers conferred on the Board under this resolution), to (i) give any loan to any person or other body corporate; (ii) give any guarantee or provide any security in connection with a loan to any other body corporate or person and (iii) acquire by way of subscription, purchase or otherwise, the securities of any other body corporate, as they may in their absolute discretion deem beneficial and in the interest of the Company, subject to however that the aggregate of the loans and investments so far made in and the amount for which guarantees or securities have so far been provided to all persons or bodies corporate along with the additional investments, loans, guarantees or securities proposed to be made or given or provided by the Company, from time to time, in future, shall not exceed a sum of Rs. 120/- Crores (Rupees One Hundred Twenty Crores only) over and above the limit of 60% of the paid-up share capital, free reserves and securities premium account of the Company.

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**RESOLVED FURTHER THAT** the Board of Directors (including a Committee thereof constituted for this purpose, if any,), be and is, hereby authorized to do all such acts, deeds, matters and things and take all such steps as may be necessary, proper or expedient to give full effect to the above resolution and matters connected therewith or incidental thereto."

### For and on behalf of the Board of Directors of M/s. Jhaveri Credits and Capital Limited

-sd-

Date: 25/08/2022 Place: Vadodara KAMLESH J. JHAVERI Whole time Director DIN: 00266242

### NOTES:

- 1. The Explanatory Statement as required under Section 102 of the Companies Act, 2013 ("the Act") and Regulation 36(3) of the SEBI (Listing Regulations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") is annexed to the Notice.
- 2. In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs ("MCA") has, vide its Circular nos. 14/2020 dated April 08, 2020, Circular No, 17/2020 dated April 13, 2020, Circular No. 20/2020 dated May 05, 2020, Circular No. 02/2021 dated January 13, 2021, the latest being 02/2022 dated 5th May, 2022 and the Securities and Exchange Board of India ("SEBI") vide its circular nos. SEBI/HO/CFD/CMD2/ CIRP/P/2022/62 dated 13th May, 2022 and other applicable circulars issued in this regard, (hereinafter collectively referred to as 'the Circulars'), have permitted the holding of the Annual General Meeting ("AGM") through video conferencing ("VC")/ other audio visual means ("OAVM"). Hence, the AGM of the Company is being held through VC/ OAVM. The deemed venue for AGM shall be the registered office of the Company at 301 Payal Tower II, Sayajuganj, Vadodara, Gujarat 390020.
- 3. In view of the massive outbreak of the COVID-19 pandemic, social distancing is to be a prerequisite and since this AGM is being held through VC / OAVM pursuant to MCA Circulars, physical attendance of the Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form, Attendance Slip and Route Map are not annexed to this Notice. Members have to attend and participate in the ensuing AGM though VC/OAVM. However, the Body Corporate is entitled to appoint authorized representatives to attend the AGM through VC/OAVM and participate there at and cast their votes through e-voting.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. The Register of Members and Share Transfer Books will remain closed from Thursday, September 15, 2022 to Thursday, September 22, 2022 (both days inclusive) for the purpose of Annual General Meeting.
- 8. In line with the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April13, 2020, the Notice calling the AGM has

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been uploaded on the website of the Company at www.jhavericommodity.com. The Notice can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited 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.

9. 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 ARE AS UNDER:-

The remote e-voting period begins on Monday 19<sup>th</sup> September, 2022 at 09:00 A.M. and ends on Wednesday 21<sup>st</sup> September, 2022 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. 14<sup>th</sup> September, 2022 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 14<sup>th</sup> September 2022.

#### 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  |  |  |  |  |  |
| 5   | 1. Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz.             |  |  |  |  |  |
| securities in demat mode with   | https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-      |  |  |  |  |  |
| NSDL.   | Services home page click on the " <b>Beneficial Owner</b> " icon under "Login" which is |  |  |  |  |  |

d for Individual ch . . .

| NSDL. | Services home page click on the "Beneficial Owner" icon under "Login" which is         |
|-------|--|
|       | available under 'IDeAS' section , this will prompt you to enter your existing User ID  |
|       | and Password. After successful authentication, you will be able to see e-Voting        |
|       | services under Value added services. Click on "Access to e-Voting" under e-Voting      |
|       | services and you will be able to see e-Voting page. Click on company name or <b>e-</b> |
|       | Voting service provider i.e. NSDL and you will be re-directed to e-Voting website      |
|       | of NSDL for casting your vote during the remote e-Voting period or joining virtual     |
|       | meeting & voting during the meeting.   |
|       | 2. If you are 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                                |
| 3     | 3. 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 hold with     |
|       | NSDL), Password/OTP and a Verification Code as shown on the screen. After              |

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|   | <ul> <li>successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. 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 &amp; voting during the meeting.</li> <li>4. Shareholders/Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience.</li> <li>NSDL Mobile App is available on Google Play</li> <li>App Store Google Play</li> </ul> |  |
|---|--|--|
| Individual Shareholders holding securities in demat mode with   | 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  |  |
| CDSL  | 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.   |  |
|   | After successful login of Easi/Easiest the user will be also able to see the E Voting Menu.  |  |
|   | The Menu will have links of <b>e-Voting service provider i.e. NSDL.</b> Click on <b>NSDL</b> to cast   |  |
|   | your vote.   |  |
|   | If the user is not registered for Easi/Easiest, option to register is available at   |  |
|   | https://web.cdslindia.com/myeasi/Registration/EasiRegistration   |  |
|   | 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. 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. <b>NSDL</b> where the e-Voting is in progress.   |  |
| Individual Shareholders (holding<br>securities in demat mode) login<br>through their depository<br>participants | ogin Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in,  |  |

#### 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 | Members facing any technical issue in login can contact NSDL helpdesk by sending a |
| securities in demat mode with   | request at evoting@nsdl.co.inor call at toll free no.: 1800 1020 990 and           |
| NSDL                            | 1800 22 44 30  |

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Individual Shareholders holding<br/>securities in demat mode with<br/>CDSLMembers facing any technical issue in login can contact CDSL helpdesk by sending a<br/>request at helpdesk.evoting@cdslindia.com<br/>or contact at 022- 23058738 or 022-<br/>23058542-43

B) Login Method for e-Voting and joining virtual meeting 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?

Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <u>https://www.evoting.nsdl.com/</u> 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, 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 <u>https://eservices.nsdl.com/</u> 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.

Your User ID details are given below :

| Manner of holding shares i.e. Demat<br>(NSDL or CDSL) or Physical | Your User ID is:   |
|---|--|
| For Members who hold shares in demat account with NSDL.           | 8 Character DP ID followed by 8 Digit Client ID<br>For example if your DP ID is IN300*** and Client ID is 12***** then your<br>user ID is IN300***12*****.   |
| For Members who hold shares in demat account with CDSL.           | 16 Digit Beneficiary ID<br>For example if your Beneficiary ID is 12************************************  |
| For Members holding shares in Physical Form.                      | EVEN Number followed by Folio Number registered with the company<br>For example if folio number is 001*** and EVEN is 101456 then user ID is<br>101456001*** |

Password details for shareholders other than Individual shareholders are given below:

If you are already registered for e-Voting, then you can user your existing password to login and cast your vote.

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.

How to retrieve your 'initial password'?

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'.

If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids** are not registered.

If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:

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.

**Physical User Reset Password**?" (If you are holding shares in physical mode) option available on <u>www.evoting.nsdl.com</u>.

If you are still unable to get the password by aforesaid two options, you can send a request at <u>evoting@nsdl.co.in</u> mentioning your demat account number/folio number, your PAN, your name and your registered address etc.

Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

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

Now, you will have to click on "Login" button.

After you click on the "Login" button, Home page of e-Voting will open.