

ZB ANNUAL REPORT 2022-23

Five years financial performance highlights

		Financial Year ending 31st March				
Sr #	Particulars	2022-23	2021-22	2020-21	2019-20	2018-19
1	Total Income (Net of Taxes)	33,152.82	26,553.46	21,037.57	24,252.39	30,336.74
2	Earning before Interest, Tax, Depreciation & Amortization	2,148.17	1,660.70	1,657.15	1,880.10	2,610.90
3	Depreciation and amortization	1,286.95	1,361.88	1,515.85	1,964.21	1,944.56
4	Profit / (loss) before tax	214.15	-344.39	-576.26	-851.47	11.60
5	Profit / (loss) after tax	159.55	-247.77	-410.49	-451.83	40.77
6	Cash EPS (PAT+Dep) / No. of Shares	23.57	18.15	18.01	24.64	32.35
7	Earning per share of Rs 10 each	2.60	-4.04	-6.69	-7.36	0.66
8	Equity (61,36,800 shares of Rs 10 each)	613.68	613.68	613.68	613.68	613.68
9	Reserves (excluding revaluation reserve)	3,503.03	3,319.12	3,603.40	4,012.91	4,520.56
10	Shareholder Funds (8+9)	4,116.71	3,932.80	4,217.08	4,626.59	5,134.24
11	Gross Block (Including CWIP & Intangible assets)	35,558.84	35,416.38	37,356.67	37,399.01	37,331.05
12	Book Value per equity shares of Rs 10 each	67.08	64.09	68.72	75.39	83.66

Amount in Lakhs (except Earning Per Share and Book Value per equity share)



PAGE NO.

CORPORATE INFORMATION

Board of Directors

Mr. Aditya Jindal	Chairman cum Managing Director
Mr. Sanjiivv Jindall	Whole Time Director -Strategy
Mr. Shigetoshi Torii	Director
	(Representative of Suzuki Motor Corporation, Japan)
Mrs. Anupam Gupta	Independent Lady Director
Dr. Sandeep Goel	Independent Director
Mr. Rajiv Kumar Singh	Independent Director
Mr. Ajit Yadav	Independent Director

BANKERS

Axis Bank Limited DLF Branch, Gurugram

HDFC Bank Limited Enkay Towers, B-1, Phase-V, Vanijya Kunj, Udyog Vihar, Gurugram - 122001

Kotak Mahindra Bank Limited Asset Area 9, 1st Floor, IBIS Commercial Block, Hospitality District, New Delhi

Tata Capital Financial Services Limited 7th Floor, Videocon Tower, Block E 1, Jhandewalan Extension, New Delhi -110055

Yes Bank Limited Ground Floor, SCO 27, Sector 14, Huda Market, Gurugram

STATUTORY AUDITOR FOR FY 2022-23

KMGS & Associates Chartered Accountants B-138, Navakaar Building, 2nd Floor, Mohammadpur, Bhikaji Cama Place, New Delhi-110066

SECRETARIAL AUDITOR FOR FY 2022-23

A K & Associates Company Secretary, B-14, Vasant Kunj Enclave, New Delhi-110070

CHIEF FINANCIAL OFFICER

Mr. Ravinder Hooda

COMPANY SECRETARY

Ms. Reetika Pant

REGISTERED OFFICE

Plot No 3, Maruti Joint Venture Complex, Udyog Vihar, Phase –IV, Gurugram -122015(Haryana) Ph: 0124-2341218, 2340806, 2346094 E-mail: <u>sec.legal@machino.com</u>

SHARE TRANSFER AGENT

(For Demat & Physical Purpose) Alankit Assignments Limited 4E/2, Jhandewalan Extension, New Delhi -110055 Ph: 011-42541234, Fax: 011-23552001 Email: alankit@alankit.com

CONTENT

Corporate Information	01
Notice of Annual General Meeting	02
Notes	03
Directors' Report	15
Management Discussion & Analysis Report	41
Corporate Governance Report	47
Code of Conduct	66
CEO Certificate	67
Corporate Governance Certificate	68
Certificate of Non-Disqualification of Directors	69
Independent Auditors Report	70
Balance Sheet	79
Statement of Profit and Loss	80
Statement of Changes in Equity	81
Cash Flow Statement	82
Notes to Financial Statement	84

38th Annual General Meeting on Thursday, the 28th September, 2023 at 11:00 a.m. through video conferencing / other audio visual means.

The Annual Report can be accessed at www.machino.com

Link to participate in Annual General Meeting is -

https://machino.webex.com/machino/j.php?MTID=mb26031a3ec6a23dae7125871ebf1c04a

WebEx Meeting Number (aceess code): 25129466887

WebEx Meeting Password: mpl@2030

MACHINO PLASTICS LIMITED

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the 38th Annual General Meeting of the members of M/s Machino Plastics Limited will be held on Thursday, the 28th September, 2023 at 11:00 a.m. through video conferencing or other audio-visual means (VC/OAVM) to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Financial Statements of the Company including Balance Sheet as at March 31, 2023, the Statement of Profit and Loss, Statement of change in equity and Cash Flow Statement and notes thereon for the Financial Year ended March 31, 2023 together with the reports of the Board of Directors and Auditors thereon:

"RESOLVED THAT the Audited Financial Statements of the Company including Balance Sheet as at March 31, 2023, the Statement of Profit and Loss and Cash Flow Statement and notes thereon for the Financial year ended March 31, 2023 together with the reports of the Board of Directors and Auditors thereon be and are hereby received, considered approved and adopted.

2. To appoint a director in place of Mr. Sanjiivv Jindall who retires by rotation and being eligible offers himself for reappointment

"**RESOLVED THAT** Mr. Sanjiivv Jindall (DIN:00017902) who retires by rotation at this meeting and being eligible, has offered himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation."

3. To appoint a director in place of Mr. Aditya Jindal who retires by rotation and being eligible offers himself for re-appointment

"RESOLVED THAT Mr. Aditya Jindal (DIN:01717507) who retires by rotation at this meeting and being eligible, has offered himself for re-appointment, be and is hereby re-appointed as a Director of the Company, liable to retire by rotation."

SPECIAL BUSINESS

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

"RESOLVED THAT, pursuant to the provisions of Section 188 of the Companies Act, 2013 ("Act"), read with the Companies (Meetings of the Board and its Powers) Rules, 2014, Regulation 23 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Policy on Materiality of Related Party Transactions, and all other Acts and Rules currently in force and applicable to the Company, approval is hereby granted for related party transactions, whether at arm's length or otherwise, as per the list provided below for the year 2022-23 and 2023-24, and for each succeeding year unless specified otherwise, covering all approvals required under the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and other laws and regulations applicable to the Company for the respective financial years. Such transactions include those that require Company approval for the purchase or sale of goods or services and advances resulting in debit or credit balances in the books of the Company."

DETAILS OF RELATED PARTY TRANSACTIONS FOR THE YEAR ENDED 2022- 2023 AND 2023-24

		2022-23 (Actual)	2023-24 (Proposed)
NAME OF RELATED PARTY	NATURE OF TRANSACTION	Year Ended (₹ in Lakh)	Year Ended (₹ in Lakh)
RECEIVABLES			
Maruti Suzuki India Limited	Sale of Goods and services	28,531.81	40,000.00
Maruti Suzuki India Limited	Tooling Advance	301.98	1,000.00
Suzuki Motor Gujrat Pvt Ltd	Sale of Goods and services	Nil	500.00
Suzuki Motor Cycles India Private Limited	Sale of Goods and services	6.00	100.00
Machino Plastics Becharaji Limited	Sale of Goods and services	54.96	1,000.00
Grndmastermold Limited	Sale of Goods and services	-	15.00
PAYABLES			
Machino Polymers Limited	Purchase of Goods and services	5,271.68	7,500.00

2



		2022-23 (Actual)	2023-24 (Proposed)
NAME OF RELATED PARTY	NATURE OF TRANSACTION	Year Ended (₹ in Lakh)	Year Ended (₹ in Lakh)
Grndmastermold Limited	Purchase of Goods and services	54.12	95.00
Machino Plastics Becharaji Limited	Purchase of Goods, services and lease	3,003.09	5,000.00
Mr. Sanjiivv Jindall	Remuneration	73.20	80.00
Mr. Aditya Jindal	Remuneration	73.20	80.00
Mr Ravinder Hooda	Salary	19.01	25.00
Ms Reetika Pant	Salary	7.72	10.00

* All these transactions are exclusive of GST.

By order of the Board of Director

Place : Gurugram Date : 30th May, 2023

Aditya Jindal Chairman cum Managing Director DIN: 01717507

NOTES:
 The Ministry of Corporate Affairs (MCA) has issued a clarification (through its General Circular No. 10/2022 and General Circular No. 11/2022, dated 28.12.2022) allowing the conduct of annual general meeting (AGM) and extra ordinary general meetings (EGM) of companies due for the year 2023, through video conference (VC) or other audio-visual means (OAVM) mode till September 30, 2023 and in compliance with the provisions of the Act and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), the 38th Annual General Meeting ("AGM") of the Company is being conducted through Video Conferencing (VC) or Other Audio Visual Means (OAVM), which does not require physical presence of Members at a common venue.

Link to participate in Annual General Meeting is -

https://machino.webex.com/machino/j.php?MTID=mb26031a3ec6a23dae7125871ebf1c04a

WebEx Meeting Number (access code): 25129466887

WebEx Meeting Password: mpl@2030

- 2. The Explanatory Statement setting out the material facts pursuant to Section 102 of the Companies Act, 2013 ("the Act"), in respect of the Special Business under Item no. 4 set above and the details as required under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations') and Secretarial Standard on General Meeting (SS-2) in respect of the Directors seeking appointment/ re-appointment at this Annual General Meeting is annexed hereto.
- 3. National Securities Depositories Limited ("NSDL") will be providing facility for voting through remote e-Voting during the 38th AGM through electronic means.
- 4. Since this AGM is being held pursuant to the MCA circulars through VC/OAVM, physical attendance of Members has been dispensed with and there is no provision for the appointment of proxies. Accordingly, the facility for appointment of proxies by the Members under Section 105 of the Act will not be available for the 38th AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.
- 5. Participation of Members through VC /OAVM will be reckoned for the purpose of quorum for the AGM as per Section 103 of the Companies Act, 2013 ("the Act").
- 6. Members may join the 38th AGM through VC/ OAVM mode 15 minutes before the scheduled time of the commencement of the Meeting. 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 Chairperson of the Audit

MACHINO PLASTICS LIMITED

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.

- 7. Members will be provided with a facility to attend the AGM through VC/OAVM.
- 8. Corporate members intending to authorise their representatives to participate and vote at the meeting are requested to send a certified copy of the board resolution/ authorization letter to the Company authorising their representatives to participate and vote on their behalf at the meeting.
- 9. In case of joint holders attending the meeting, only such joint holder who is higher in the order of names will be entitled to vote.
- 10. All documents referred to, in the accompanying notice and explanatory statement, are open for inspection at the registered office of the company on all working days, during regular business hours.
- 11. The register of members demat and share transfer books of the company will remain closed on 28th September, 2023.
- 12. All unclaimed dividend declared up to the financial year ended March 31, 2015 have been transferred to the Investor Education and Protection fund established under Section 125C of Companies Act, 2013 read with The Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016. Members who have not so far claimed or collected their dividend declared up to the financial year are requested to claim such dividend from the Investor Education and Protection Fund Authority.

Dividend for the financial year ended March 31, 2016 and thereafter, which remain unpaid or unclaimed for a period of seven years from the date they became due for payment will be transferred by company to Investor Education & Protection Fund. Members who have not so far encashed dividend warrant(s) for aforesaid years are requested to seek issue of duplicate warrant(s) by writing to the company/Registrar immediately.

- 13. Members are requested to notify immediately any change in their address along with PIN code numbers to the company or the share transfer agent of the company (M/s Alankit Assignments Limited, 4E/2, Jhandewalan Extension, New Delhi-110055. email id: info@alankit.com)
- 14. Individual shareholders can take the facility of nomination. For further detail in this regard shareholders may contact Share Transfer Agent (M/s Alankit Assignments Limited, 4E/2, Jhandewalan Extension, New Delhi-110055, email: info@ alankit.com) or their respective depository participant.
- 15. The shares of the company are transacted in compulsory dematerialize form. Shareholders are requested to convert their shares in Demat format at the earliest possible.
- 16. Members are requested to quote their Demat account / folio no. in all correspondence with the company.
- 17. In compliance with the aforesaid MCA Circulars and SEBI Circular, the Notice of the 38th AGM and other documents are being sent through electronic mode to those Members whose email addresses are registered with the Company/ Depositories.

Therefore, those Members, whose email address is not registered with the Company or with their respective Depository Participant/s, and who wish to receive the Notice of the 38th AGM and the Annual Report for the year 2023 and all other communication sent by the Company, from time to time, can get their email address registered by following the steps as given below:-

- a. For Members holding shares in physical form, please send scan copy of a signed request letter mentioning your folio number, complete address, email address to be registered along with scanned self- attested copy of the PAN and any document (such as Driving License, Passport, Bank Statement, AADHAR) supporting the registered address of the Member, by email to the Company's email address at: sec.legal@machino.com or may register their e-mail addresses with Alankit Assignments Ltd., Registrar and Transfer Agent of the Company at info@alankit.com.
- b. For the Members holding shares in demat form, please update your email address through your respective Depository Participant/s.
- 18. The Annual Report and other communication sent electronically will be displayed on Company's website <u>www.mac_itted</u> to the credit of their bank account through ECS facility, provided such facility is available in your locality.
- 19. SEBI circular No. CIR/MRD/DP/10/2013 dated 21st March, 2013, encourages usage of electronic modes of payment i.e., ECS/ NECS/NEFT, etc. for distribution of dividends and other cash payments to the investors. Therefore the investors are requested to provide/ update their bank account details with Registrar and Transfer Agent, Alankit Assignments Limited,



Alankit Heights, 4E/2 Jhandewalan Extension, New Delhi, 110055 at <u>info@alankit.com</u> or with Machino Plastics Limited at <u>sec.legal@machino.com</u> so that dividend can be remitted to the credit of their bank account through ECS facility, provided such facility is available in your locality.

20. 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, read with Secretarial Standard on General Meetings, the Company is pleased to provide members' facility to exercise their right to vote on resolutions proposed to be considered at the 38th 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 Annual General Meeting ("AGM") ("remote e-voting") will be provided by National Securities Depository Limited (NSDL email: evoting@nsdl.co.in).
- II. 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.
- III. The remote e-voting period commences on 25th September, 2023 (09:00 a.m.) and ends on 27th September, 2023 (05:00 p.m.) Further e-voting facility will also be available for members on 28th September, 2023 from 11:00 a.m. till 12:30 p.m. if allowed by nsdl. During this period members' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date on 21st September, 2023, 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 a member, the member shall not be allowed to change it subsequently.
- IV. The process and manner for remote e-voting are as under:

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 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.

00	in method for Individual shareholders holding	a securities in demat mode is a	aiven below:
200	in method for manual shareholders notain	g securities in actinat mode is	11101100111

Type of shareholders	Login Method	
Individual Shareholders holding securities in demat mode with NSDL.	 Existing IDeAS user can visit the e-Services website of NSDLV eservices.nsdl.com either on a Personal Computer or on a m the e-Services home page click on the "Beneficial Owner" id "Login" which is available under 'IDeAS' section, this wi you to enter your existing User ID and Password. After a authentication, you will be able to see e-Voting services un added services. Click on "Access to e-Voting" under e-Votin and you will be able to see e-Voting page. Click on compa or e-Voting service provider i.e. NSDL and you will be re to e-Voting website of NSDL for casting your vote during th e-Voting period. 	iz. <u>https://</u> nobile. On con under ill prompt successful nder Value g services any name e-directed ne remote
	 If you are not registered for IDeAS e-Services, option to available at <u>https://eservices.nsdl.com</u>. Select "Register O IDeAS Portal" or click at <u>https://eservices.nsdl.com/Se</u> IdeasDirectReg.jsp 	register is)nline for :cureWeb/

	3.	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 (i.e. your sixteen digit demat account number hold 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 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.
	4.	Shareholders/Members can also download NSDL Mobile App " NSDL Speede " facility by scanning the QR code mentioned below for seamless voting experience.
		NSDL Mobile App is available on
		📫 App Store 🛛 🕨 Google Play
Individual Shareholders holding securities in demat mode with CDSL	1.	Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi /Easiest are requested to visit CDSL website www.cdslindia. com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password.
	2.	After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.
	3.	If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.
	4.	Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on 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 able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.



Individual Shareholders	You can also login using the login credentials of your demat account through
(holding securities in	your Depository Participant registered with NSDL/CDSL for e-Voting facility.
demat mode) login	upon logging in, you will be able to see e-Voting option. Click on e-Voting
through their depository	option, you will be redirected to NSDL/CDSL Depository site after successful
participants	authentication, wherein you can see e-Voting feature. 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.

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.

<u>Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to</u> 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 <u>evoting@nsdl.co.in</u> or call at 022 - 4886 7000 and 022 - 2499 7000
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 <u>helpdesk.evoting@cdslindia.</u> <u>com</u> or contact at toll free no. 1800 22 55 33

B) Login Method for e-Voting 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: <u>https://www.evoting.</u> <u>nsdl.com/</u> 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 e-services 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.

4. Your User ID details are given below :

Ma (NS	nner of holding shares i.e. Demat SDL 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************************************
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.

MACHINO PLASTICS LIMITED

- 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 <u>www.</u> <u>evoting.nsdl.com</u>.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at <u>evoting@</u> <u>nsdl.co.in</u> mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
- 7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- 8. Now, you will have to click on "Login" button.
- 9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically on NSDL e-Voting system.

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

- 1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle
- 2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period Now you are ready for e-Voting as the Voting page opens.
- 3. Now you are ready for e-Voting as the Voting page opens.
- 4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
- 5. Upon confirmation, the message "Vote cast successfully" will be displayed.
- 6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- 7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

- Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to <u>atimakhanna@gmail.com</u> with a copy marked to <u>evoting@nsdl.co.in</u>. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login.
- 2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
- 3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of <u>www.evoting.nsdl.com</u> or call on : 022 4886 7000 and 022 2499 7000 or send a request to Ms. Snehal Bhame (Assistant Manager) at <u>evoting@nsdl.co.in</u>