

**27th  
ANNUAL REPORT  
2020-21**

**PICCADILY AGRO INDUSTRIES LIMITED**

**Board of Directors**

Mr. Akhil Dada, Chairman	<b>Din No.</b> 02321706
Mr. Harvinder Singh Chopra, Managing Director	00129891
Mr. Jai Parkash Kaushik, Director	02354480
Mr. Vinod Dada, Director	00644669
Ms. Heena Gera, Director	08644677
Mr. Sunder Lal, Director	00003704

**Auditors:**

M/s Aggarwal Sahil & Associates, Chartered Accountants  
H.No. 3026, 2nd Floor, Sector 27-D, Chandigarh - 160019

**Company Secretary**

Sh. Kumar Abhishek

**Chief Financial Officer**

Sh. Balinder Kumar

**CIN No. L01115HR1994PLC032244**

**Registered Office & Factories**

Village: Bhadson, Umri Indri Road,  
Tehsil: Indri, Distt: Karnal, Haryana-134109

**Registrar & Share Transfer Agent**

Mas Services Limited  
T-34, 2nd Floor, Okhla Industrial Area,  
Phase - II, New Delhi - 110020

**Banker****Punjab National Bank**

Large Corporate Branch (LCB)  
New Delhi

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## NOTICE

Notice is hereby given that the 27<sup>th</sup> Annual General Meeting of the members of Piccadily Agro Industries Limited will be held on Thursday, September 30<sup>th</sup>, 2021 at 4:00 P.M. at Village Bhadson, Umri-Indri Road, Teh. Indri, Distt. Karnal, Haryana -134109 through Video Conferencing (VC) or Other Audio Visual Means (OAVM) to transact the following business:

### **ORDINARY BUSINESS**

**1. To receive, consider and adopt:**

- a. The Audited Financial Statements of the company for the financial year ended March 31, 2021, the reports of the Board of Directors and Auditors thereon; and
- b. The Audited Consolidated Financial Statement of the company for the financial year ended March 31, 2021.
2. To declare a dividend on Equity Shares of the Company for the financial year ended March 31, 2021.
3. To appoint a Director in place of Ms. Heena Gera (Din no: 08644677) who retires by rotation and being eligible offers herself for re-appointment.

### **SPECIAL BUSINESS**

**4. Re-appointment of Sh. Harvinder Singh Chopra (DIN: 00129891) as Managing 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 196, 197, 203 read with Schedule V and all other applicable provisions of the Companies Act 2013, the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) Mr. Harvinder Singh Chopra (DIN: 00129891) be and is hereby reappointed as Managing Director of the Company for a period of one (1) year with effect from August 2, 2021 as per terms & conditions set out in explanatory statement annexed to the notice convening this meeting with liberty to the Directors to alter and vary the terms & conditions of the said appointment in such a manner as may be agreed between the Directors and Mr. Harvinder Singh Chopra

**FURTHER RESOLVED THAT** the Board be and is hereby authorized to do all acts and take all such steps as may be necessary proper or expedient to give effect to this resolution."

**5. Appointment of Mr. Dharmendra Kumar Batra (DIN: 07947018) as Director**

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

**"RESOLVED THAT** Mr. Dharmendra Kumar Batra (DIN: 07947018), who was appointed as an Additional Director and holds office up to the date of this Annual General Meeting of the Company, and is eligible for appointment and in respect of whom the Company has received a notice in writing from a member under the provisions of Section 160 of the Companies Act, 2013 proposing his candidature for the office of Director, be and is hereby appointed as a Director of the company liable to retire by rotation."

**6. Appointment of Mr. Dharmendra Kumar Batra (DIN: 07947018) as Whole time Director**

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

**"RESOLVED THAT** pursuant to Sections 196,197,203 and other applicable provisions, if any, of the Companies Act, 2013 read with Schedule V of the said Act and the rules made there under, approval of members of the company be and is hereby granted to the appointment of Mr. Dharmendra Kumar Batra (DIN: 07947018) as Whole-time Director of the Company for a period of one year with effect from June 29, 2021 up to June 28, 2022.

**RESOLVED FURTHER THAT** Mr. Dharmendra Kumar Batra (DIN: 07947018) in his capacity as Whole-time Director, be paid remuneration as may be fixed by the Board, from time to time, as prescribed under the Companies Act, 2013 and as per the details given in the explanatory statement

**RESOLVED FURTHER THAT** Board of Directors be and are hereby authorized to alter and vary the terms & conditions of the said appointment in such a manner as may be agreed between the Directors and Mr. Dharmendra Kumar Batra..”

**7. Ratification of Remuneration to Cost Auditor.**

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 148(3) and all other applicable provisions of the Companies Act 2013 and the Companies (Audit and Auditors) Rules 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), M/s Sanjeev K Bansal, Cost Accountants, appointed by the Board of Directors to conduct the audit of the cost records of the company for the financial year ending March 31, 2022 be paid remuneration of Rs. 36,000/-p.a. (Rupees. Thirty Six thousand only) plus GST and reimbursement of out of pocket expenses incurred in connection with the aforesaid Audit. “

By the order of the Board of Director

S/d

**Kumar Abhishek**

**Company Secretary**

**M.No. ACS.37963**

**Date: 11/08/2021**

**Place: Gurugram**

**Notes:**

1. Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, in respect of the Special Businesses to be transacted at the 27<sup>th</sup> Annual General Meeting as set out in the Notice is annexed hereto.
2. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs (“MCA”) has vide its circular dated May 5, 2020 read with circular no 14/2020 dated April 8, 2020 and General Circular no 17/2020 dated April 13, 2020, Circular no 33/2020 dated September 28, 2020 and general circular no 39/2020 dated December 31 2020 in relation to clarification on passing of Ordinary & Special resolutions by Companies under the Companies Act 2013 and rules made there under on account of threat posed by Covid 19 and General Circular no 02/2021 dated January 13,2021 (collectively referred to as “MCA Circulars”) & SEBI vide its circular dated May 12, 2020 in relation to additional relaxation to compliance with certain provisions of SEBI (Listing obligation & Disclosure requirements) Regulations 2015 and circular dated January 15, 2021 (SEBI Circular have permitted the holding of the Annual General Meeting (“AGM”) through VC / OAVM, without the physical presence of the members at a common venue. In compliance with the provisions of the Companies Act, 2013 (“Act”), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) and above referred MCA Circulars, the AGM of the Company is being held through VC / OAVM. on Thursday, September 30<sup>th</sup>, 2021 at 4:00 P.M. the deemed venue for the meeting shall be Registered office of the company i.e. Village Bhadson, Umri-Indri Road, Teh. Indri, Dist. Karnal, Haryana-134109 **The procedure for participating in the meeting through VC/OAVM is explained in Point C (Instructions for Shareholders Attending the AGM through VC/OAVM).**
3. As this AGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of 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 and Attendance Slip are not annexed to this Notice. The Route Map is also not required to be annexed to the Notice.
4. The facility for joining AGM through VC / OAVM will be available upto 1000 members who may join on first come first serve basis. However the above restriction shall not be applicable to the members holding more than 2% or more shareholding, promoters, Institutional Investors, Directors, Key Managerial personnel. The chairperson of Audit committee, Nomination and remuneration committee and stakeholders relationship committee, Auditors, Scrutinizer etc members can login and join 15 minutes prior to the scheduled time of meeting and window for joining shall be kept open till expiry of 15 minutes

after scheduled time.

5. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum u/s 103 of the Companies Act, 2013
6. Institutional / Corporate Shareholders (i.e. other than individuals / HUF, NRI, etc.) can appoint their authorized representatives pursuant to section 112 & 113 of the Companies Act, 2013 as the case may be to attend the AGM through VC / OAVM on its behalf and to vote through remote e-voting. They are requested to send a certified copy of Board Resolution to the scrutinizer by e mail at [kanwalcs@gmail.com](mailto:kanwalcs@gmail.com) with a copy marked to [nsdllevoting@nsdl.co.in](mailto:nsdllevoting@nsdl.co.in)
7. In case joint holder attending the AGM only such joint holder whose name appear first in order of names will be entitled to vote.
8. The Register of Directors and Key Managerial Personnel and their shareholding maintained u/s 170 of the Act and the register of contracts or arrangements in which Directors are interested maintained u/s 189 of the Act will be available for inspection by the members in electronic mode during the AGM. Members who wish to seek inspect may send their request through e-mail on or before 19th September 2021 at [piccadilygroup34@rediffmail.com](mailto:piccadilygroup34@rediffmail.com).
9. M/s Aggarwal Sahil & Associates, Chartered Accountants were appointed as Statutory Auditors of the company at 23rd Annual General Meeting held on 29<sup>th</sup> September 2017 for a period of 5 years pursuant to notification issued by Ministry of Corporate affairs as on 7<sup>th</sup> May 2018 amending section 139 of the Act and rules framed there under the mandatory requirement for ratification of appointment of Auditors by the members at every AGM has been omitted. Accordingly no resolution is being proposed for ratification of appointment of Statutory Auditors at this AGM.
10. In compliance with MCA Circulars dated May 5, 2020 and January 13, 2021 and SEBI Circular dated May 12, 2020 and January 15, 2021, Notice of the AGM along with the Annual Report 2020-21 is being sent only through electronic mode to those members whose email addresses are registered with the Company/ Depositories. Members may note that the Notice and Annual Report 2020-21 will also be available on the Company's website [www.picagro.com](http://www.picagro.com), website of the Stock Exchanges i.e. BSE Limited at [www.bseindia.com](http://www.bseindia.com).
11. (i) The Register of Members and Share Transfer Books of the Company will remain closed from Friday, September 24th, 2021 to Thursday, September 30th, 2021 (Both days inclusive). The dividend of 0.50 paise per equity share of Rs.10 each, if declared by the members at the AGM, will be paid subject to deduction of income-tax at source (TDS), wherever applicable, on or after 5th October, 2021 as under:
  - a) To all the Beneficial Owners as on Thursday, 23rd September 2021 as per the list of beneficial owners to be furnished by the National Securities Depository Limited and Central Depository Services (India) Limited in respect of the shares held in electronic form; and
  - b) To all Members in respect of shares held in physical form after giving effect to valid transmission and transposition in respect of valid requests lodged with the Company/Registrar and Share Transfer Agent as on 23rd September 2021.
- ii) Pursuant to the Finance Act, 2020, dividend income will be taxable in the hands of the Shareholders w.e.f. 1st April 2020 and the Company is required to deduct TDS from dividend paid to the Members at prescribed rates in the Income Tax Act, 1961 ('the IT Act'). In general, to enable compliance with TDS requirements, Members are requested to complete and/or update their Residential Status, PAN, Category as per the IT Act with their Depository Participants ('DPs') or in case shares are held in physical form, with the Company by sending documents through e-mail by on or before 23rd September 2021.
- iii) Further, in order to receive the dividend in a timely manner, Members holding shares in physical form and not updated their mandate for receiving the dividends directly in their bank accounts through Electronic Clearing Service or any other means are requested to mail the following documents to Company's Registrars and Share Transfer Agents, M/s Mas Services Limited, so that it reaches to them latest by Thursday, 23rd September 2021:

- a) signed request letter mentioning their name, folio number, complete address and following details relating to bank account in which the dividend is to be received:

**Name and Branch of Bank and Bank Account type;**

- Bank Account Number & Type allotted by the Bank after implementation of Core Banking Solutions;
  - 11 digit IFSC Code.
- b) self-attested copy of cancelled cheque bearing the name of the Member or first holder, in case shares are held jointly;
- c) self-attested copy of the PAN Card; and
- d) self-attested copy of any document (such as Aadhaar Card, Driving License, Election Identity Card, Passport) in support of the address of the Member as registered with the Company.

Members holding shares in electronic form may please note that their bank details as furnished by the respective Depositories to the Company will be considered for remittance of dividend as per the applicable regulations of the Depositories and the Company will not entertain any direct request from such Members for change/ addition/deletion in such bank details. Accordingly, the Members holding shares in demat form are requested to update their Electronic Bank Mandate with their respective Depository Participants (DPs). Further, please note that instructions, if any, already given by Members in respect of shares held in physical form, will not be automatically applicable to the dividend paid on shares held in electronic form.

- iv) Dividend warrants/ demand drafts will be dispatched to the registered address of the Members who have not updated their bank account details.
- v) Members are requested to note that, dividend, if not, encashed for a consecutive period of seven years from the date of transfer to unpaid dividend account of the company are liable to be transferred to the investor education and protection fund (IEPF), the shares in respect of such unclaimed dividends are also liable to be transferred to the demat account of the IEPF Authority, in view of this, members/ claimants are requested to claim their dividends from the company within the stipulated timeline. The members whose unclaimed dividends/shares have been transfer to IEPF, may claim the same by making an application to the IEPF authority in web form no. IEPF-5. Available on [www.iepf.gov.in](http://www.iepf.gov.in). The members/claimants can file only one consolidated claim in a financial year as per the IEPF rules. For details of unclaimed dividend and for shares transferred to IEPF please refer to company's website [www.picagro.com](http://www.picagro.com) viz. The company has transferred 23,96,798 Equity shares of the face value of Rs. 10 per share to the demat account of the IEPF authority during the financial year 2020-21. The details of such shares transfer to IEPF has been uploaded on the website of the company at [www.picagro.com](http://www.picagro.com), no claim shall lie against the company in respect of the dividend/shares so transferred.

Members who have not yet encashed their dividend warrant(s) for the 2019-20 are requested to make their claims to the company accordingly without any delay.

12. As per regulation 40 of SEBI Listing Regulations, as amended, securities of listed companies can be transferred only in dematerialized form w.e.f 1st April 2019 except in case of request received for transmission and transposition of securities. In view of this and to eliminate all risks associated with physical shares and for ease of portfolio management. Members holding shares in physical form are requested to consider converting their holdings to dematerialized form, members can contact the company's registrar and Share transfer agent M/s Mas Services Limited for assistance in this regard.
13. Members are requested to intimate changes, if any pertaining to their name, postal address, email address, telephone/mobile no., permanent account no.(PAN), mandates nominations, power of attorney, bank details, such as , name of the bank and branch details, bank account no. MICR no., IFSC code etc. to their DP's in case the shares are held in electronic form and to M/s Mas Services Limited in case the shares are held in physical form, quoting their folio no., further members may note that SEBI has mandated the submission of PAN by every participants in securities market.
14. As per the provisions of section 72 of the act, the facility for making nomination is available for the members in respect of the shares held by them. Members who have not yet registered their nomination are requested to register the name by submitting form no. SH-13 if a member desires to cancel the earlier

nomination and record a fresh nomination he may submit the same in form SH-14. Members are requested to submit the said form to their DP in case the shares are held in electronic form and to the RTA at **info@masserv.com** in case the shares are held in physical form, quoting the folio no.

15. Members holding shares in physical form in identical order of names in more than one folio are requested to send to the company or M/s Mas Services Limited (RTA) the details of such folios together with the shares certificates for consolidating their holdings in one folio. A consolidated shares certificate will be issued to such members after making requisite changes.
16. i) Members who wish to inspect the relevant documents referred in the notice can send an email to **piccadilygroup34@rediffmail.com** by mentioning their DP Id and Client Id/ Physical Folio no.  
 ii) Members seeking any information with regard to the accounts or any matter to be placed at the AGM, are requested to write to the company on or before 19/09/2021 through email on **piccadilygroup34@rediffmail.com**. The same will be replied by the company suitably.
17. To support the 'Green Initiative', Members who have not yet registered their email addresses are requested to register the same with their DPs in case the shares are held by them in electronic form and with Registrar and Share Transfer Agents of the Company (RTA) i.e. M/s Mas Services Limited in case the shares are held by them in physical form.

**Process for those members whose email id's are not registered:**

- a) **For members holding shares in Physical form-** Please provide necessary details like- folio no., name of shareholder, scanned copy of share certificate (front and back), self attested scanned copy of PAN Card self attested scanned copy of adhar card by email to the company on email id **piccadilygroup34@rediffmail.com** or at email **info@masserv.com**.
  - b) For members holding shares in Demat form- Please provide demat account details (CDSL – 16 digit beneficiary id or NSDL- 6 digit DP id + Client id ), name, client master or copy of consolidated account statement.PAN (self attested scanned copy of PAN Card), Adhar (Self attested scanned copy of adhar card) to the company on email id **piccadilygroup34@rediffmail.com** or at email **info@masserv.com** on or before 19/09/2021.
  - c) 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 required to update their mobile no. and email id correctly in their demat account in order to access e-voting facility.
- 18. Remote e-voting before/during the AGM**
- The remote e-voting period begins on 27-09-2021 at 09:00 A.M. and ends on 29-09-2021 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. 23-09-2021, 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 23-09-2021.

**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.	<ol style="list-style-type: none"> <li>Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “<b>Beneficial Owner</b>” icon under “<b>Login</b>” which is available under ‘<b>IDeAS</b>’ 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 “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> 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 &amp; voting during the meeting.</li> <li>If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> 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 <b>e-Voting service provider i.e. NSDL</b> 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>Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</li> </ol> <div data-bbox="840 1028 1196 1246" data-label="Image"> <p>NSDL Mobile App is available on</p> <p>App Store Google Play</p> <p>Two QR codes are provided for downloading the NSDL Mobile App from the App Store and Google Play.</p> </div>
Individual Shareholders holding securities in demat mode with CDSL	<ol style="list-style-type: none"> <li>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 <a href="https://web.cdslindia.com/myeasi/home/loginor">https://web.cdslindia.com/myeasi/home/loginor</a> <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>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.</li> <li>If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on</li> </ol>



Type of Shareholders	Login Method
Individual Shareholders (holding securities in demat mode) login through their depository participants	<p>registered Mobile &amp; 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.</p> <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. upon logging in, you will be able to see e-Voting option. 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 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.</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.

**A. 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 <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> 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 <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022-23058738 or 022-23058542-43

**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: <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, 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 <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL e-services 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 (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](http://www.evoting.nsdl.com).
  - b) **"Physical User Reset Password?"** (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) 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 and join General Meeting on NSDL e-Voting system**

### **How to cast your vote electronically and join General Meeting 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 and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join General Meeting".
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.