



SURANA TELECOM AND POWER LIMITED

**32nd Annual Report
2020-21**





Solar Street Light



Solar Farm



BOARD OF DIRECTORS

Narender Surana	-	Managing Director
Devendra Surana	-	Non-Executive Director
Mayank Sanghani	-	Independent Director
Sanjana Jain	-	Independent Director
N. Krupakar Reddy	-	Additional Independent Director
Baunakar Shekarnath	-	Whole-time Director

STATUTORY COMMITTEES

AUDIT COMMITTEE:

Mayank Sanghani	-	Chairman
Sanjana Jain	-	Member
N Krupakar Reddy	-	Member
Narender Surana	-	Member

NOMINATION & REMUNERATION COMMITTEE:

N Krupakar Reddy	-	Chairman
Mayank Sanghani	-	Member
Sanjana Jain	-	Member

STAKEHOLDERS RELATIONSHIP COMMITTEE:

Mayank Sanghani	-	Chairman
Narender Surana	-	Member
Devendra Surana	-	Member

CHIEF FINANCIAL OFFICER:

Vinita Surana

COMPANY SECRETARY:

Srinivas Dudam (upto 03.08.2021)
Abdur Rahman (from 07.08.2021)

BANKERS:

HDFC Bank Limited
Indian Overseas Bank

STATUTORY AUDITORS:

Luharuka & Associates

Chartered Accountants
5-4-187/3&4, Soham Mansion, 2nd Floor,
Above Bank of Baroda, M G Road,
Secunderabad-500 003.

INTERNAL AUDITORS:

Sekhar & Co.,

Chartered Accountants
133/4, R. P. Road,
Secunderabad – 500 003.

COST AUDITORS:

Lavanya & Associates

H. No. 8-3-976/29, Shalivahana Nagar,
Srinagar Colony (Post),
Hyderabad – 500 073

SECRETARIAL AUDITOR:

Rakhi Agarwal

Company Secretary in Practice
6-3-660, Flat 520, Block 4,
Amrit Apartments, Kapadia Lane,
Somajiguda, Hyderabad - 500 082

REGISTRAR & TRANSFER AGENT:

KFin Technologies Private Limited

KFintech, Tower B, Plot No 31 & 32
Selenium Building, Financial District, Nanakramguda,
Gachibowli, Hyderabad - 500 032.
Tel No. 040-67162222 / 040-79611000
E-mail: einward.ris@kfintech.com
Website: www.kfintech.com

WORKS:

i) Solar Power Project (5 MW)

Gujarat Solar Park, Charanka Village
Santalpur Taluk, Patan District, Gujarat

ii) Solar Power Project (5 MW)

Municipally Village, Sadashivpet, Medak Dist, Telangana

Solar Module Manufacturing Unit

Hard Ware Park

Plot No. 21B, Sy No. 1/1
Kanchaimarat, Raviryal Village,
Maheswaram Mandal, R.R. District.

Non- Conventional Energy (Wind)

Kapatgudda, Gadag District,
Karnataka, India.

REGISTERED OFFICE:

Surana Telecom and Power Limited

Plot No. 214, 215/A, Phase- II, IDA,
Cherlapally, Hyderabad- 500 051
Tel: 040 - 27845119, 44665700
Fax: + 91 40 27818868
E-mail: surana@surana.com.

Investors complaints: cs@surana.com,
investorservices_stl@surana.com
Website: www.surana.com, www.suranatele.com
CIN: L23209TG1989PLC010336



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NOTICE OF 32ND ANNUAL GENERAL MEETING

NOTICE is hereby given that the 32nd Annual General Meeting of the members of Surana Telecom and Power Limited will be held on Thursday the 30th September, 2021 at 11.30 A.M. (IST), through Video Conferencing ("VC")/ Other Audio Visual Means ("OAVM") facility to transact the following businesses.

The proceedings of the AGM shall be deemed to be conducted at the Registered Office of the Company which shall be the deemed venue of the AGM.

ORDINARY BUSINESS:

1. To receive, consider and adopt:
 - a) the Audited Financial Statements of the Company for the financial year ended 31st March, 2021, together with the Reports of the Board of Directors and the Auditors thereon; and
 - b) the Audited Consolidated Financial Statements of the Company for the financial year ended 31st March, 2021, together with the Report of the Auditors thereon.
2. To appoint a Director in place of Shri. Baunakar Shekarnath (DIN- 03371339), who retires by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

3. **Appointment of Shri N. Krupakar Reddy (DIN - 00006580) as an Independent Director of the Company:**

To consider and, if thought fit, to pass, with or without modifications, the following resolution as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to the provisions of Section 149 and 152 read with Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Appointment and Qualifications of Directors) Rules, 2014 [including any statutory modification(s) or re-enactment thereof, for the time being in force], Shri N. Krupakar Reddy (DIN-00006580) who was appointed as an Additional Director of the Company, categorized as Independent, by the Board of Directors with effect from 8th June, 2021, in terms of Section 161 of the Companies Act, 2013 and in respect of whom the Company has received notice in writing under Section 160 of the Companies Act, 2013, from a member proposing Shri N. Krupakar Reddy for the office of Director, be and is hereby appointed as an Independent Director of the Company for a period of five (5) years with effect from 8th June, 2021, and that he is not liable to retire by rotation".

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do/ execute all such acts, deeds, matters and things as may be necessary, proper, expedient to give effect to the foregoing resolution."

4. **To ratify and approve the Related Party Transactions:**
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 and other applicable provisions, if any, read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014, as amended till date, Regulation 23(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the members of the Company do hereby confirm, ratify and approve the material related party transactions as detailed below entered/ to be entered into by the Company, and authorise the Audit Committee and the Board of Directors of the Company to enter into arrangements/ transactions with the following entities and finalize all such terms and conditions, as it may deem fit, within the limits mentioned below:

Sl. No.	Name of the Related Party	Maximum Transaction Value (₹ in Cr.)	Nature of Transaction
Related party transactions during the year 2020-21:			
1.	Surana Solar Limited	4.65	Intercompany Lending
2.	Bhagyanagar Properties Limited	5.30	Intercompany Lending
3.	AP Golden Apparels Pvt Ltd	4.50	Investment in the equity shares of equity shares of Bhagyanagar Green Energy Pvt Ltd
Related party transactions for the year 2021-22:			
1.	Surana Solar Limited	5.00	Sale of Aluminium Channels/ingots
		20.00	Purchase/ Sale of Solar Products
2.	Tejas India Solar Energy Pvt. Ltd.	15.00	Purchase/Sale of solar products
3.	Bhagyanagar Green Energy Pvt. Ltd.	3.00	Sale/ Purchase of solar products
4.	Surana Solar Systems Pvt. Ltd.	5.00	Sale/ Purchase of solar products
5.	Bhagyanagar Securities Pvt. Ltd.	5.00	Intercompany Lending/Borrowing
6.	Surana Solar Systems Pvt. Ltd.	20.00	Intercompany Lending/Borrowing
7.	Tejas India Solar Energy Pvt. Ltd.	10.00	Intercompany Lending/Borrowing
8.	Aryavaan Renewable Energy Pvt. Ltd.	10.00	Intercompany Lending/Borrowing
9.	Surana Solar Limited	40.00	Intercompany Lending/Borrowing
10.	Bhagyanagar Green Energy Pvt. Ltd	8.00	Intercompany Lending/Borrowing
11.	Tejas Technopark Pvt. Ltd.	10.00	Intercompany Lending/Borrowing
12.	Bhagyanagar Properties Limited	45.00	Intercompany Lending/Borrowing

Sl. No.	Name of the Related Party	Maximum Transaction Value (₹ in Cr.)	Nature of Transaction
13.	Bhagyanagar Copper Private Limited	25.00	Intercompany Lending/Borrowing
14.	Globecom Infotech Private Limited	15.00	Intercompany Lending/Borrowing
15.	Hyderabad Solar Private Limited	15.00	Intercompany Lending/Borrowing
16.	Bhagyanagar Fashions Private limited	30.00	Intercompany Lending/ Borrowing
17.	Surana Infocom Private Limited	15.00	Intercompany Lending/ Borrowing
18.	Surana Infotech Private Limited	40.00	Intercompany Lending/ Investment

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

5. Approval for giving Loans, providing Guarantee or Security u/s 185 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 185 of the Companies Act, 2013, as amended by the Companies (Amendment) Act, 2017, the shareholders of the company do hereby ratify the loans given and accord their consent to the Board of Directors of the Company for giving loan(s) in one or more tranches including loan(s) represented by way of book debt (the "Loan") to, and/or giving of guarantee(s), and/or providing of security(ies) in connection with any Loan taken/to be taken by the following entities, which are falling under the category of "a person in whom any of the directors of the company is interested" as specified in the explanation of 185(2)(b), within the limits as mentioned below for each entity, in its absolute discretion deemed beneficial and in the best interest of the company:

Sl. No.	Name of the Related Party	Maximum Transaction Value (₹ in Cr.)	Nature of Transaction
Loans given during the year 2020-21:			
1.	Bhagyanagar Properties Limited	5.30	Intercompany Lending
Loans/Providing Guarantee/Security during the year 2021-22:			
1.	Bhagyanagar Securities Pvt. Ltd.	5.00	Intercompany Lending
2.	Surana Solar Systems Pvt. Ltd.	20.00	Intercompany Lending

Sl. No.	Name of the Related Party	Maximum Transaction Value (₹ in Cr.)	Nature of Transaction
3.	Tejas India Solar Energy Pvt. Ltd.	10.00	Intercompany Lending
4.	Aryavaan Renewable Energy Pvt. Ltd.	10.00	Intercompany Lending
5.	Surana Solar Limited	40.00	Intercompany Lending
6.	Bhagyanagar Green Energy Pvt. Ltd.	8.00	Intercompany Lending
7.	Tejas Technopark Pvt. Ltd.	10.00	Intercompany Lending
8.	Bhagyanagar Properties Limited	45.00	Intercompany Lending
9.	Bhagyanagar Copper Private Limited	25.00	Intercompany Lending
10.	Globecom Infotech Private Limited	15.00	Intercompany Lending
11.	Hyderabad Solar Private Limited	15.00	Intercompany Lending
12.	Bhagyanagar Fashions Private limited	30.00	Intercompany Lending
13.	Surana Infocom Private Limited	15.00	Intercompany Lending
14.	Surana Infotech Private Limited	40.00	Intercompany Lending/ Investment

RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board of Directors of the Company be and is hereby authorized to negotiate, finalize and agree the terms and conditions of the aforesaid loan/guarantee/security, and to take all necessary steps, to execute all such documents, instruments and writings and to do all necessary acts, deed and things in order to comply with all the legal and procedural formalities and to do all such acts, deeds or things incidental or expedient thereto and as the Board may think fit and suitable."

6. To sell / transfer of immovable property of the Company:

To consider and, if thought fit, to pass, with or without modifications, the following resolution as **Special Resolution**:

"RESOLVED THAT pursuant to the provisions of section 180(1)(a) and other applicable provisions, if any, of the Companies Act, 2013, and the relevant Rules framed there under (including any statutory modification(s) or re-enactment thereof, for the time being in force), and the enabling provisions in the Memorandum of Association and Articles of Association of the Company or any other applicable statutes, approval of the members of the Company be and is hereby granted to the Board

of Directors, to sell / transfer either whole or part of the land together with Building situated at Plot no. 214, 215/A, Phase II, IDA, Cherlapally, Hyderabad – 500051 admeasuring total 2.90 Acres to any prospective buyer(s) / transferee(s) for such consideration and on such terms and conditions as the Board may deem fit in the best interest and for the benefit of the company.

RESOLVED FURTHER THAT the Board be and is hereby authorised to do and perform all such acts, matters deeds and things as may be necessary, without further referring the matter to the members of the Company, and finalise and execute such agreements, deeds and documents as may be necessary or expedient in its own discretion and in the best interest of the Company, including the power to delegate, to give effect to this resolution”.

7. To approve and ratify the remuneration of Cost Auditors for the financial year 2021-22:

To consider and, if thought fit, to pass, with or without modifications, the following resolution as an **Ordinary Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 148 and other applicable provisions, if any, of the Companies Act, 2013 read with the Companies (Audit and Auditors) Rules, 2014 [including any statutory modification(s) or re-enactment thereof, for the time being in force], the cost audit fees of ₹ 10,000/- (Rupees Ten Thousand) to be paid to M/s. Lavanya & Associates, Cost Accountants in Practice, the Cost Auditors appointed by the Board of Directors of the Company, to conduct the audit of the cost records of the Company for the financial year 2021-22 be and is hereby ratified and approved.

RESOLVED FURTHER THAT the Board of Directors of the Company 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”.

By Order of the Board
For **SURANA TELECOM AND POWER LIMITED**

Place: Secunderabad
Date: 07.08.2021

NARENDER SURANA
MANAGING DIRECTOR
(DIN-00075086)

NOTES:

1. In view of the continuing COVID-19 pandemic and restrictions imposed on the movement of people, the Ministry of Corporate Affairs ("MCA") vide its Circular dated May 5, 2020 read with Circulars dated April 8, 2020, April 13, 2020 and January 13, 2021 (collectively referred to as "MCA Circulars") and SEBI vide its Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 and SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 has permitted the holding of the Annual General Meeting ("AGM") through Video Conference/ Other Audio Visual Means, without the physical presence of the Members at a common venue. In accordance with the MCA Circulars, provisions of the Companies Act, 2013 ('the Act') and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), the 32nd AGM of the Company is being held through VC / OAVM. The deemed venue for the AGM shall be the Registered Office of the Company.

KFin Technologies Private Limited, Registrar & Transfer Agent of the Company ("KFin" or "Kfintech") shall be providing facility for voting through remote e-voting, for participation in the AGM through VC/OAVM facility and e-voting during the AGM. The instructions for participation by Members are given in the subsequent paragraphs.
2. Pursuant to the provisions of the circulars on the VC/OVAM, members can attend the meeting through login credentials provided to them to connect to Video Conference (VC) / Other Audio Visual Means (OAVM). Physical attendance of the Members at the Meeting venue is not required. Body Corporates are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-voting.
3. A proxy is allowed to be appointed under Section 105 of the Companies Act, 2013 to attend and vote at the general meeting on behalf of a member who is not able to attend personally. Since the AGM will be conducted through VC / OAVM, there is no requirement of appointment of proxies. Hence, Proxy Form and Attendance Slip including Route Map are not annexed to this Notice.
4. The Register of Members and Share Transfer Books of the Company will remain closed from 25.09.2021 to 30.09.2021 (both days inclusive) for the purpose of annual closure.
5. The facility of joining the AGM through VC / OAVM will be opened 15 minutes before and will remain open upto 15 minutes after the scheduled start time of the AGM and will be available for 1000 members on a first-come first-served basis. This rule would however not apply to participation in respect of large Shareholders (Shareholders holding 2% or more shares of the Company), Promoters, Institutional Investors, Auditors, Key Managerial Personnel and the Directors of the Company including Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee.
6. Members attending the AGM through VC/OAVM (member's logins) shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.
7. **Dispatch of Annual Report through electronic mode:** In compliance with the Ministry of Corporate Affairs ("MCA") vide its Circular dated May 5, 2020 read with Circulars dated April 8, 2020, April 13, 2020 and January 13, 2021 (collectively referred to as "MCA Circulars") and SEBI vide its Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 and SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021, in view of the prevailing situation and owing to the difficulties involved in dispatching physical copies of the financial statements (including Board's Report, Auditor's Report or other documents required to be attached therewith) for the financial year ended 31st March, 2021 pursuant to section 136 of the Act and Notice calling the Annual General Meeting pursuant to section 101 of the Act read with the Rules framed thereunder, such statements including the Notice of AGM are being sent only in electronic mode to those Members whose e-mail addresses are registered with the Company/ Kfintech or the Depository Participant(s). The Company will not be dispatching physical copies of such statements and Notice of AGM to any Member.

A copy of the Notice of this AGM alongwith Annual Report for the financial year 2020-21 is available on the website of the Company at www.suranatele.com, website of the Stock Exchanges where the shares of the Company are listed i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively and on the website of KFin at <https://evoting.karvy.com>.
8. Members are requested to register/update their email addresses for receiving all communication (including Annual Report) from the Company electronically:
 - a) Members holding shares in physical mode and who have not registered / updated their email address with the Company are requested to register / update the same by writing to the Company with details of folio number and attaching a self-attested copy of PAN card at investorservices_stl@surana.com or to KFin Tech at einward.ris@kfintech.com.
 - b) Members holding shares in dematerialised mode are requested to register / update their email addresses with the relevant Depository Participant.
9. Members who would like to ask questions/express their views on the items of the businesses to be transacted at the AGM can send their questions / comments in advance by visiting URL <https://emeetings.kfintech.com> and clicking on the tab 'Post your Queries' during the period starting from 25th September, 2021 (9.00 a.m. IST) to 27th September, 2021 (5.00 p.m. IST) mentioning their name, demat account no. / Folio no., Email ID, mobile number etc. The queries so raised must also

be mailed to investorservices_stl@surana.com. The queries should be precise and in brief to enable the Company to answer the same suitably depending on the availability of time at the meeting.

10. Details of Directors retiring by rotation / seeking appointment / re-appointment at this Meeting are provided in the "Annexure" to the Notice. Director seeking appointment/re-appointment have furnished requisite declarations under section 164(2) and other applicable provisions of the Companies Act, 2013 including rules framed thereunder.
11. A statement pursuant to Section 102(1) of the Act, relating to the Special Business to be transacted at the AGM is annexed hereto.
12. In accordance with the proviso to Regulation 40(1) of the SEBI Listing Regulations, effective from 1st April, 2019, transfers of securities of the Company shall not be processed unless the securities are held in the dematerialized form with a depository. Accordingly, shareholders holding equity shares in physical form are urged to have their shares dematerialized so as to be able to freely transfer them and participate in corporate actions.
13. Compulsory transfer of Equity Shares to Investor Education and Protection Fund (IEPF) Authority: Pursuant to the provisions of Sections 124 and 125 of the Companies Act, 2013 and the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, all shares on which dividend has not been claimed for seven consecutive years or more shall be transferred to IEPF Authority.

The Company has transferred 1,74,641 equity shares to Investor Education and Protection Fund during the financial year ended 31st March, 2021.

To claim the equity shares and dividend which were transferred to IEPF, the shareholders may claim the same from IEPF Authority by submitting an online application in web Form No. IEPF-5 available on the website www.iepf.gov.in and sending a physical copy of the same, duly signed to the Company, along with requisite documents enumerated in the Form No. IEPF-5. No claims shall lie against the Company in respect of the dividend / shares so transferred.

In accordance with the IEPF Rules, the Company has sent individual communication to all Members to claim their dividends before due date to avoid transfer of dividends / shares to IEPF Authority and a Notice in this regard is also published in the Newspapers. It may be noted that unclaimed dividend for the financial year 2013-14 declared on 22.09.2014 is due to be transferred to the IEPF on 22.10.2021 and accordingly the shareholders are requested to claim their unclaimed dividend on or before the said due date. The details of unclaimed dividends and shareholders whose shares are liable to be transferred to the IEPF Authority have been uploaded on company's website at <http://www.suranatele.com/unclaimed-dividend.html>.

Pursuant to the provisions of Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, the Company has uploaded the details of unclaimed Dividend amounts lying with the Company as on 29th September, 2020 (day of last Annual General Meeting) on the website of the Company (www.suranatele.com) and also on the website of Ministry of Corporate Affairs.

The Shareholders who have not encashed their dividends are requested to make their claim either to M/s KFin Technologies Private Limited, Registrar and Share Transfer Agent or to Registered Office of the Company.

14. Information and Instructions for e-voting and joining the AGM of Company are as follows:

- (1) Pursuant to the provisions of Section 108 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), the Company is pleased to provide to its Members, facility to exercise their right to vote on resolutions proposed to be passed at the AGM by electronic means. The Members may cast their votes using electronic voting system from any place ('remote e-voting'). The Company has engaged the services of Kfin Technologies Private Limited ("Kfin") as the Agency to provide e-voting facility to members.
- (2) The Board of Directors of the Company has appointed Mrs. Rakhi Agarwal, Practicing Company Secretary, Hyderabad as Scrutinizer to scrutinize the voting during the AGM and remote e-voting process in a fair and transparent manner and they have communicated their willingness to be appointed and will be available for the said purpose.
- (3) Voting right of the members shall be reckoned in proportion to their shares held in the paid-up equity share capital of the Company as on Thursday, 23rd September, 2021 ("Cut- off date"). Person who is not a member as on the cut-off date should treat the Notice for information purpose only.
- (4) A person, whose name is recorded in the Register of Members or in the register of beneficial owners maintained by the depositories (viz. CDSL / NSDL) as on the cut-off date i.e. Thursday, 23rd September, 2021 only shall be entitled to avail the facility of remote e-voting for the resolutions placed in the AGM. Those Members, who will be present in the AGM through VC / OAVM facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system during the AGM.



- (5) The Members who have cast their vote by remote e-voting prior to the AGM may also attend / participate in the AGM through VC / OAVM but shall not be entitled to cast their vote again.

- (6) The remote e-voting facility will be available during the following period:

Commencement of remote e-voting: From 9:00 a.m. (IST) on Sunday 26th September, 2021.

End of remote e-voting: At 5:00 p.m. (IST) on Wednesday 29th September, 2021.

The remote e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be disabled / blocked thereafter by the e-voting service providers. Once the vote on a resolution is cast by the Member(s), they shall not be allowed to change it subsequently or cast the vote again.

- (7) The remote e-voting process, in relation to the resolutions proposed at 32nd AGM of the Company has been segregated into 3 parts which is mentioned as hereunder:

- (I) e-voting in case of Physical Shareholders & Non- Individual Shareholders (physical/ demat)
- (II) e-voting in case of Individual Shareholders having shares in electronic/demat mode
- (III) e-voting in case of attending AGM and voting thereat.

INSTRUCTION FOR REMOTE E-VOTING

(I) In case of Physical Shareholders & Non-Individual Shareholders (Physical / Demat):

- a. Initial password is provided in the body of the e-mail.
- b. Launch internet browser and type the URL: <https://evoting.kfintech.com> in the address bar.
- c. Enter the log in credentials i.e. User ID and password mentioned in your e-mail. Your Folio No. / DP ID Client ID will be your User ID. However, if you are already registered with KFin for e-voting, you can use your existing User ID and password for casting your votes.
- d. After entering the details appropriately, click on LOGIN.
- e. You will reach the password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.). It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- f. You need to login again with the new credentials.

- g. On successful login, the system will prompt you to select the EVENT. Select Surana Telecom and Power Limited.

- h. On the voting page, the number of shares (which represents the number of votes) held by you as on the cut-off date will appear. If you desire to cast all the votes assenting / dissenting to the resolution, enter all shares and click 'FOR' / 'AGAINST' as the case may be or partially in 'FOR' and partially in 'AGAINST', but the total number in 'FOR' and / or 'AGAINST' taken together should not exceed your total shareholding as on the cut-off date. You may also choose the option 'ABSTAIN' and the shares held will not be counted under either head.

- i. Members holding multiple folios / demat accounts shall choose the voting process separately for each folio / demat account.

- j. Cast your votes by selecting an appropriate option and click on 'SUBMIT'. A confirmation box will be displayed. Click 'OK' to confirm else 'CANCEL' to modify. Once you confirm, you will not be allowed to modify your vote subsequently. During the voting period, you can log in multiple times till you are confirmed that you have voted on the resolution.

- k. In case of any queries / grievances, you may refer the Frequently Asked Questions (FAQs) for Members and e-voting User Manual available at the 'download' section of <https://evoting.kfintech.com> or call KFin Technologies Pvt. Ltd. on 1800 309 4001 (toll free).

- l. Any person who becomes a Member of the Company after sending the Notice of the meeting but on or before the cut-off date viz. 23rd September, 2021 may obtain the USER ID and Password for e-voting in the following manner or may write an email on einward.ris@kfintech.com for obtaining support in this regard.

- (i) If the mobile number of the Member is registered against Folio No. / DP ID Client ID, the Member may send SMS: MYEPWD <space> E-Voting Event number+ Folio No. (in case of physical shareholders) or DP ID Client ID (in case of Dematted shareholders) to 9212993399.

Example for NSDL	MYEPWD <SPACE> IN12345612345678
Example for CDSL	MYEPWD <SPACE> 1402345612345678
Example for Physical	MYEPWD <SPACE> XXX1234567890

- (ii) If e-mail address or mobile number of the Member is registered against Folio No. /DP ID Client ID, then on the home page of <https://evoting.kfintech.com>, the Member may click "forgot password" and enter Folio No. or DP ID Client ID and PAN to generate a password.

- (iii) Member may call KFin toll free number 1-800- 3094-001 for all e-voting related matters.