



## **NOTICE**

Notice is hereby given that the THIRTY SIXTH ANNUAL GENERAL MEETING of the Members of the Company will be held on Friday, the 12<sup>th</sup> August, 2022 at 12:00 noon through Video Conferencing (VC)/ Other Audio Visual Means (OAVM) to transact the following business:

### **Ordinary Business:**

1. To receive, consider and adopt the Audited Financial Statements for the year ended 31<sup>st</sup> March, 2022 together with the Directors' Report and Auditors' Report thereon.
2. To declare Dividend on Equity Shares.
3. To consider and if thought fit to pass the following resolution as a Special Resolution for appointing a Director in place of Shri N.K. Parekh, who retires by rotation and being eligible, offers himself for re-appointment:

"RESOLVED THAT pursuant to Section 152 and other applicable provisions of the Companies Act, 2013 and the Rules framed thereunder and Rule 17(1A) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re-enactment thereof for the time being in force) Shri N. K. Parekh (DIN: 00111518), who retires by rotation at this meeting and being eligible, offers 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 the following resolution as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 read with Schedule IV and all other applicable provisions, if any, of the Companies Act, 2013 (the Act) and the Companies (Appointment and Qualification of Directors) Rules, 2014 and the applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re-enactment thereof for the time being in force) and pursuant to the recommendation of the Nomination and Remuneration Committee, Shri P.D. Shah (DIN: 00286277) who was appointed as an Additional Director (Independent) of the Company in terms of Section 161 of the Act by the Board of Directors with effect from 6<sup>th</sup> October, 2021 and who holds office upto the date of this Annual General Meeting (AGM) and in respect of whom the Company has received a notice in writing from a Member under Section 160 of the Act proposing his candidature for the office of a Director, and being eligible, be and is hereby appointed as an Independent Director of the Company to hold office for five consecutive years upto 5<sup>th</sup> October, 2026 and he shall not be liable to retire by rotation."

"RESOLVED FURTHER THAT the Board of Directors and/or the Company Secretary be and are hereby authorised to do all such acts, deeds and things as may be necessary, expedient and desirable for the purpose of giving effect to this resolution."

BY ORDER OF THE BOARD OF DIRECTORS

**P.C. PATEL**  
PRESIDENT & SECRETARY

Place : Mumbai  
Date : 16<sup>th</sup> May, 2022

### **Registered Office:**

Regent Chambers, 7<sup>th</sup> Floor,  
Jamnalal Bajaj Marg,  
208, Nariman Point,  
Mumbai 400 021.  
CIN: L24100MH1986PLC039837



**Notes:**

1. In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its Circular dated 5<sup>th</sup> May, 2022 read with relevant Circulars issued by Securities and Exchange Board of India (SEBI) have permitted the holding of the Annual General Meetings ("AGM/Meeting") through Video Conferencing ("VC") or Other Audio Visual Means ("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 MCA Circulars, the 36<sup>th</sup> AGM of the Company is being held through VC/OAVM. The deemed venue for the AGM shall be the Registered Office of the Company.
2. Since 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 Proxy Form and Attendance Slip are not annexed to this Notice.
3. Corporate Members are requested to send to the Company a scanned (pdf/jpg format) certified copy of the Board Resolution/Authorisation authorizing their representative to attend and vote on their behalf through remote evoting to the Company's email address [cs.vinylchemicals@pidilite.com](mailto:cs.vinylchemicals@pidilite.com). The said Resolution/Authorisation shall also be sent to the Scrutinizer by email at their email address [shethmm\\_cs@yahoo.co.in](mailto:shethmm_cs@yahoo.co.in) and to National Securities Depository Limited (NSDL) at their email address [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
4. In case of joint holders attending the AGM, only such joint holder whose name is higher in the order of the names will be entitled to vote.
5. A Statement pursuant to Section 102(1) of the Act setting out all material facts in respect of Item Nos. 3 and 4 of the Notice is annexed hereto and the same shall form part of this Notice.
6. Notes given in the Notice to the extent applicable also forms part of the Explanatory Statement.
7. Members seeking any information with regard to the accounts, inspection of documents or any matter to be placed at the AGM, are requested to write to the Company on or before 29<sup>th</sup> July, 2022 by email at the Company's email address [cs.vinylchemicals@pidilite.com](mailto:cs.vinylchemicals@pidilite.com) and the same will be replied by the Company suitably.
8. Since the AGM will be held through VC/OAVM, the Route Map of the venue of AGM is not annexed in this Notice.
9. In compliance with the aforesaid MCA and SEBI Circulars, Notice of the AGM along with the Annual Report for the Financial Year 2021-2022 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 for the Financial Year 2021-2022 will also be available on the Company's website [www.vinylchemicals.com](http://www.vinylchemicals.com), websites of the Stock Exchanges viz. BSE Ltd. ("BSE") at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Ltd. ("NSE") [www.nseindia.com](http://www.nseindia.com) respectively and also on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
10. Members attending the AGM through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Act.
11. In accordance with the provisions of Regulation 36(3) of SEBI Listing Regulations and applicable provisions of Secretarial Standard - 2, a brief profile of Shri N.K. Parekh and Shri P.D. Shah, nature of their expertise in specific functional areas, names of companies in which they hold Directorships/ Memberships/Chairmanships of Committee of Directors, their shareholding and relationship between Directors inter-se and other information, is set out as Annexure and the same forms part of this Notice.



12. The Register of Members and Share Transfer Books of the Company will be closed from Tuesday, 2<sup>nd</sup> August, 2022 to Friday, 12<sup>th</sup> August, 2022 (both days inclusive) for the purpose of payment of dividend on equity shares and AGM. The record date for determining entitlement of members for payment of dividend for the Financial Year ended 31<sup>st</sup> March 2022 will be Monday, the 1<sup>st</sup> August, 2022.
13. The dividend on equity shares as recommended by the Board of Directors, if declared at the AGM, will be paid on or after 18<sup>th</sup> August, 2022 to those shareholders whose names appear on the Register of Members of the Company on the date of the AGM. In respect of shares held in electronic form, the dividend will be payable on the basis of beneficial ownership as on 1<sup>st</sup> August, 2022 as furnished to the Company by NSDL and Central Depository Services (India) Ltd. ("CDSL").
14. SEBI has mandated submission of Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in *electronic form* are required to submit their PAN as well as bank details to their Depository Participants and Members holding shares in *physical form* shall submit their PAN as well as bank details to the Company/TSR Consultants Private Limited, the Company's Registrar and Share Transfer Agents (R & T Agents).
15. Members may note that vide Circular dated 21<sup>st</sup> March, 2013, SEBI has mandated all listed companies to use electronic mode of payments such as LECS/RECS/NECS/NEFT/RTGS etc. for making payment of dividends and other cash payments to investors, wherever possible. In other cases, the Company shall despatch dividend warrants for making payment of dividends to those shareholders who have not updated their bank account details.
16. Members may note that the Income Tax Act, 1961, as amended by the Finance Act, 2020, mandates that dividends paid or distributed by a Company after 1<sup>st</sup> April, 2020 shall be taxable in the hands of the shareholders. The Company shall, therefore, be required to deduct Tax at Source (TDS) at the time of payment of dividend. In order to enable the Company to determine the appropriate TDS rate, as applicable, Members are requested to submit the requisite documents in accordance with the provisions of the Income Tax Act, 1961.

The relevant provisions of the Income Tax Act, 1961 relating to deduction of TDS from dividends in respect of various categories of shareholders are given below:

- A) For Resident Shareholders, TDS shall be made under Section 194 of the Income Tax Act, 1961 at 10% (Ten percent) on the amount of dividend declared and paid by the Company during the Financial Year 2022-2023 provided PAN is registered by the Shareholder. If PAN is not registered, TDS would be deducted @ 20% (Twenty percent) as per Section 206AA of the Income Tax Act, 1961. However, no tax shall be deducted on the dividend payable to a resident Individual if the total dividend to be received by the individual during Financial Year 2022-2023 does not exceed ₹ 5,000. In cases where the shareholder furnishes Form 15G (applicable to any person other than a Company or a Firm or HUF)/Form 15H (applicable to an Individual above the age of 60 years), no TDS shall be deducted provided that the eligibility conditions are being met.
- B) For Non-Resident Shareholders, taxes are required to be withheld in accordance with the provisions of Section 195 of the Income Tax Act, 1961 at the rates in force. As per the relevant provisions of the Income Tax Act, 1961, the withholding tax shall be at the rate of 20% (Twenty percent) (plus applicable surcharge and cess) on the amount of dividend payable to them. However, as per Section 90 of the Income Tax Act, 1961, Non-Resident Shareholder have the option to be governed by the provisions of the Double Tax Avoidance Agreement (DTAA) between India and the country of tax residence of the shareholder, if they are more beneficial to them. For this purpose, i.e. to avail the Tax Treaty benefits, the Non-Resident Shareholders will have to furnish the following documents to the Company:



- Self-attested copy of Tax Residency Certificate (TRC) obtained from the tax authorities of the country of which the Shareholder is a resident.
  - Self declaration in Form 10F if all the details required in this form are not mentioned in the TRC.
  - Self-attested copy of the PAN Card allotted by the Indian Income Tax authorities.
  - Self- declaration certifying the following points:
    - i. The Shareholder is and will continue to remain a tax resident of the country of his residence during the Financial Year 2022-2023;
    - ii. The Shareholder is eligible to claim the beneficial DTAA rate for the purposes of tax withholding on dividend declared by the Company;
    - iii. The Shareholder has no reason to believe that its claim for the benefits of the DTAA is impaired in any manner;
    - iv. The Shareholder is the ultimate beneficial owner of the shares held in the Company and dividend receivable from the Company; and
    - v. The Shareholder does not have a taxable presence or a permanent establishment in India during the Financial Year 2022-2023.
- C) Please note that the Company is not obligated to apply the beneficial DTAA rates at the time of tax deduction/withholding on dividend amounts. Application of beneficial DTAA rate shall depend upon the completeness and satisfactory review by the Company of the documents submitted by Non-Resident Shareholder.
- D) Accordingly, in order to enable the Company to determine the appropriate TDS/withholding tax rate applicable, Members are requested to provide the details and documents as mentioned above before 25<sup>th</sup> July, 2022.
- E) Kindly note that the aforementioned documents are required to be submitted at the email address [csg-exemptforms2223@tcplindia.co.in](mailto:csg-exemptforms2223@tcplindia.co.in) on or before 25<sup>th</sup> July, 2022 in order to enable the Company to determine and deduct the appropriate TDS/withholding tax rate. No communication on the tax determination/deduction shall be entertained after 25<sup>th</sup> July, 2022. It may be further noted that in case the tax on dividend is deducted at a higher rate in absence of receipt of the aforementioned details/documents, there would still be an option available to the Shareholders to file their return of income and claim the appropriate refund, if eligible.
- F) Soft copies of TDS certificate shall be emailed to the Shareholders at their registered e-mail address in accordance with the provisions of the Income Tax Act, 1961 after filing of the quarterly TDS Returns of the Company, after payment of the dividend to the Members.
- G) The Company/R & T Agents have has sent a communication to the Members in the above regard.
17. A. As per Regulation 40 of the SEBI Listing Regulations, and SEBI Circular No. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2022/8 dated 25<sup>th</sup> January, 2022, as amended, securities of listed companies can be transferred in dematerialized form only. In view of this requirement and with a view to eliminate the risks associated with physical shares and for ease of portfolio management, Members holding shares in *physical form* are requested to consider converting their holdings into dematerialized form. Members may contact the Company or its R & T Agents for any assistance they may need in this regard.



- B. SEBI vide its aforesaid Circular has mandated listed companies to issue securities in dematerialised form only while processing certain service requests. Accordingly, Members are requested to make service requests by submitting a duly filled and signed Form ISR-4, the format of which is available on the Company's website [www.vinylchemicals.com](http://www.vinylchemicals.com) and on the website of the R & T Agents [www.tcplindia.co.in](http://www.tcplindia.co.in). Members are requested to note that any service request would only be processed after the folio is KYC compliant.
18. Members are requested to inform about changes, if any, relating to their name, postal address, email address, telephone/mobile numbers, PAN, Bank Mandate, Nomination, Power of Attorney, Bank details such as name of the Bank and Branch, Account Number, MICR code, IFSC etc. immediately to:
- (i) R & T Agents in case of the shares held in *physical form* or
  - (ii) Depository Participants (DP) in case of the shares held in *electronic form*.
19. To prevent fraudulent transactions, Members are advised to exercise due diligence and notify the Company of any change in address or demise of any Member as soon as possible. Periodic statement of holdings should be obtained from the concerned DP and verified by the Members.
20. Non-resident Indian (NRI) Shareholders are requested to inform the Company/R & T Agents regarding:
- (i) Change in the residential status on return to India for permanent settlement.
  - (ii) Indian address and the particulars of Bank account maintained in India with complete name and address of the Bank, if not furnished earlier.
21. The Members can avail facility of nomination in terms of the extant legal provisions in this regard. On request, the prescribed Form SH-13 can be obtained from the Company's R & T Agents.
22. To support the 'Green Initiative', Members who have not yet registered their email address are requested to register the same with their DPs in case the shares are held by them in *electronic form* and with the R & T Agents in case the shares are held by them in *physical form*.
23. A. Pursuant to Section 205A of the Companies Act, 1956, all unclaimed/unpaid dividend upto the Financial Year ended 31<sup>st</sup> March, 1994 have been transferred to the General Revenue Account of the Central Government. Those Members who have so far not claimed their dividends for the said periods may claim the same by submitting an application in the prescribed form to the Registrar of Companies, Maharashtra.
- B. The Company has transferred unclaimed/unpaid dividend in respect of the Financial Years ended 31<sup>st</sup> March, 1995 to 31<sup>st</sup> March, 2014 to the Investor Education and Protection Fund ("IEPF").
- C. Sections 124 and 125 of the Act read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ('IEPF Rules'), both of which were made applicable with effect from 7<sup>th</sup> September, 2016, also contain similar provisions for transfer of such amounts to IEPF. Accordingly, all dividends remaining unclaimed/unpaid for a period of seven years from the date they became due for payment in relation to the Company, have been transferred to the IEPF established by the Central Government. No claim shall be entertained against the Company for the amounts so transferred.
- D. As per Section 124(6) of the Act read with the IEPF Rules, as amended, all the shares in respect of which dividend has remained unpaid/unclaimed for seven consecutive years or more, as referred to in the said Section read with the relevant Rules, have been transferred to the demat account of IEPF Authority.



- E. The Company has sent Notice to all the Members whose dividends for the Financial Year ended 31<sup>st</sup> March, 2015 are lying unpaid/unclaimed against their name. Members are requested to claim the same from the Company. As mentioned in the said Notice, in case the dividends are not claimed by 1<sup>st</sup> September, 2022, necessary steps shall be initiated by the Company to transfer the shares and dividend held by the concerned Members to IEPF, without further notice to the Shareholder. Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF Authority.
- F. In the event of transfer of shares and the unclaimed dividends to IEPF, Members are entitled to claim the same from IEPF Authority by submitting an online application in the prescribed Form IEPF-5 available on the MCA's website [www.iepf.gov.in](http://www.iepf.gov.in) and sending a physical copy of the same, duly signed, to the Company along with the requisite documents enumerated in the Form IEPF-5.
- G. The Company has uploaded the details of unpaid and unclaimed amounts lying with the Company as on 12<sup>th</sup> August, 2021 (date of the last AGM) on the website of the Company [www.vinylchemicals.com](http://www.vinylchemicals.com) and also on the website of Ministry of Corporate Affairs [www.iepf.gov.in](http://www.iepf.gov.in).
- H. Members who have not yet encashed their Dividend Warrants for the Financial Years ended 31<sup>st</sup> March, 2015 to 31<sup>st</sup> March, 2021 are requested to contact the R & T Agents, TSR Consultants Pvt. Ltd., Unit: Vinyl Chemicals (India) Limited, C-101, 1<sup>st</sup> Floor 247 Park, Lal Bahadur Shastri Marg, Vikhroli (West), Mumbai 400 083 for claiming their unpaid dividends.

**24. Voting through electronic means:**

- A. Pursuant to the provisions of Section 108 of the Act, Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the Listing Regulations, the Company is pleased to provide facility to the Members to exercise their right to vote by electronic means through remote e-voting platform as well as e-voting on the date of AGM provided by National Securities Depository Limited (NSDL) on all the resolutions set out in this Notice. Resolutions passed by the Members through e-voting are deemed to have been passed, as if they have been passed at the AGM.
- B. The Members who have cast their vote by remote e-voting prior to the AGM may also attend and participate in the AGM through VC/OAVM but shall not be entitled to cast their vote once again.

**THE INSTRUCTIONS FOR REMOTE E-VOTING AND JOINING THE AGM 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 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 style="text-align: center;"> <p><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div> </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/login">https://web.cdslindia.com/myeasi/home/login</a> or <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 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.</li> </ol>
Individual Shareholders (holding securities in demat mode) login through their depository participants	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 & voting during the meeting.

**Note:**

Members who are unable to retrieve User Id/ Password are advised to use Forget User Id and Forget Password option available at above mentioned website.

**Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.**

Login type	Helpdesk details
Individual Shareholders holding 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?**

- i. **Step 1** - 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.
- ii. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section.
- iii. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

*Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> 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.*

- iv. Your User ID details are given below:

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
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***

- v. Password details for shareholders other than Individual shareholders are given below:
  - i. If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - ii. 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.
  - iii. 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. 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 the steps mentioned below in **process for those shareholders whose email ids are not registered.**
- vi. If you are unable to retrieve or have not received the “Initial Password” or have forgotten your password:
  - i) 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).
  - ii) **Physical User Reset Password?”** (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - iii) 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.
  - iv) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
  - v) After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
  - vi) Now, you will have to click on “Login” button.
  - vii) 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?**

- i. 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.
- ii. 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 Meeting”.
- iii. Now you are ready for e-Voting as the Voting page opens.
- iv. 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.
- v. Upon confirmation, the message “Vote cast successfully” will be displayed.
- vi. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
- vii. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.