



Paradeep Phosphates Limited

CIN: L24129OR1981PLC001020

Registered Office: 5th Floor, Orissa State Handloom Weavers' Co-Operative Building ,Pandit J N Marg,  
Bhubaneswar – 751 001 Tel: 0674 666 6100, E-mail: [cs.ppl@adventz.com](mailto:cs.ppl@adventz.com)

Website: [www.paradeepphosphates.com](http://www.paradeepphosphates.com)

### **NOTICE OF POSTAL BALLOT**

**[Pursuant to Section 110 of the Companies Act, 2013, read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014]**

**To  
The Members,**

NOTICE is hereby given pursuant to Section 108, 110 and other applicable provisions, if any, of the Companies Act, 2013 ("Act"), Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (including any amendment(s), statutory modification(s) or re-enactment thereof for the time being in force), read with the General Circular No.14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, 20/2020 dated May 05, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 8, 2021, 3/2022 dated May 5, 2022, 11/2022 dated December 28, 2022 and 09/2023 dated September 25, 2023, issued by the Ministry of Corporate Affairs ("MCA") (hereinafter collectively referred to as "MCA Circulars"), and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**SEBI (LODR) Regulations**") (including any statutory modification(s) or re-enactment(s) thereof for the time being in force, and as amended from time to time), and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India ("SS-2") and pursuant to other applicable laws rules, circulars notifications and regulations, if any, the resolution as setout hereunder is proposed for the approval of the members through Postal Ballot ("the Postal Ballot") only by remote e-voting process ("**e-voting**").

An Explanatory Statement pursuant to Sections 102, 110 and other applicable provisions, if any, of the Act, pertaining to the said resolution setting out the material facts and reasons thereof, is appended to this Postal Ballot Notice ("the Notice" or "the Postal Ballot Notice").

Further, in terms of the MCA Circulars, this Postal Ballot Notice is sent only through electronic mode to those members who have registered their email addresses with the Company or depository/depository participants. In compliance with the provisions of Sections 108 and 110 of the Act read with Rule 20 and 22 of the Companies (Management and Administration) Rules 2014, Regulation 44 of the SEBI (LODR) Regulations, and SS-2, the Company has provided e-voting facility to its members to cast their votes electronically. The Company has engaged Link Intime India Pvt Limited (Link Intime), to provide remote e-voting facility to the Members. The communication of assent (FOR)/dissent (AGAINST) of the Members shall only take place through the remote e-voting system. The Board of Directors of the Company (the "Board") has appointed Mr. Shivaram Bhat, (Membership No. FCS 10454, COP No. 7853), Practising Company Secretary, as the Scrutinizer ("the Scrutinizer") for conducting the Postal Ballot through remote e-voting process. Members are requested to record their assent (FOR) or dissent (AGAINST) through remote e-voting which commences from **09.00 a.m. (IST) on Friday, June 21, 2024 and ends at 5.00 p.m. (IST) on Saturday, July 20, 2024**. Remote e-voting shall be disabled by Link Intime immediately thereafter and will not be allowed beyond the said date and time. Upon completion of the scrutiny of the remote e-voting data provided by Link Intime, the Scrutinizer will submit his report to the Chairman of the Company, or any other person authorized by him. The result of the Postal Ballot shall be Announced within two days from the

conclusion of the e-voting i.e. on or before Monday, July 22, 2024. The said results along with the scrutinizer's report shall be displayed on Company website <https://www.paradeepphosphates.com>, communicated to the stock exchanges and will be displayed simultaneously on the website of the Stock exchanges, RTA and on the Notice Board of the Company.

The last date of e-voting, i.e. Saturday, July 20, 2024, shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority. The resolution passed by the members through postal ballot are deemed to have been passed as if it is passed at a General Meeting of the members.

Members desiring to exercise their votes are requested to carefully read the instructions indicated in this Notice and record their assent (FOR) or dissent (AGAINST) by following the procedure as stated in **Annexure- B**, forming part of the Notice.

### **SPECIAL BUSINESS:**

**1. Re-appointment of Mr. Dipankar Chatterji (DIN: 00031256) as a Non-executive Independent Director of the Company and continuation of his directorship beyond the age of 75 years:**

To consider and, if thought fit, to pass the following resolution as a Special Resolution:

**“RESOLVED THAT** pursuant to the provisions of Section 149, 150, 152 and any other applicable provisions of the Companies Act, 2013, (“the Act”) and the Rules framed thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) read with Schedule IV of the Act and the applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI (LODR) Regulations”) and based on the recommendation of the Nomination and Remuneration Committee and the Board of Directors, Mr. Dipankar Chatterji (DIN: 00031256), who holds office as an Independent Director up to 2<sup>nd</sup> August, 2024, and who meets the criteria for independence under Section 149(6) of the Act and the Rules made thereunder and Regulation 16(1)(b) of the SEBI (LODR) Regulations and in respect of whom the Company has received a notice in writing from a member under Section 160 of the of the Act, proposing his candidature for re-appointment as an Independent Director, be and is hereby re-appointed as a Non-executive Independent Director of the Company, for a second term of 3 (three) years with effect from August 03, 2024 up to August 02, 2027 and that he shall not be liable to retire by rotation.

**RESOLVED FURTHER THAT** pursuant to Regulation 17(1A) of the SEBI (LODR) Regulations and applicable provisions of the Act, read with Rules made thereunder (including any amendments thereto or reenactment thereof, for the time being in force), approval of the members of the Company be and is hereby accorded for continuation of directorship of Mr. Dipankar Chatterji (DIN: 00031256), who has attained the age of 75 years, as Non-executive Independent Director of the Company beyond the age of 75 years during his tenure as an Independent Director of the Company.

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

**By Order of the Board of Directors**

**Sd/-  
Sachin Patil  
Company Secretary & Compliance Officer  
Membership No: A31286**

Registered Office: 5<sup>th</sup> Floor, OSHWC Building,  
Pandit J N Marg, Bhubaneswar – 751 001.  
Date: May 15, 2024

**NOTES:**

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ("Act") is annexed hereto along with the additional information in respect of the Director seeking re-appointment.
2. In line with the MCA Circulars, the Postal Ballot Notice is being sent only by email to those shareholders who have registered their e-mail addresses with the Company or Depository Participant / Depository / Link Intime India Private Limited, the Company's Registrar & Transfer Agent (RTA) and whose names appear on the Register of Members / List of Beneficial Owners as received from the National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL) as on the closure of business hours on Friday June 14, 2024. In compliance with the requirements of the MCA Circulars, hard copies of Postal Ballot Notice along with Postal Ballot Forms and pre-paid business envelope will not be sent to the members for this Postal Ballot and the shareholders are requested to carefully read the instructions indicated in this Notice and communicate their assent (FOR) or dissent (AGAINST) through e-voting only.
3. In compliance with Sections 108 and 110 of the Act and the rules made there under, the MCA Circulars and Regulation 44 of the SEBI (LODR) Regulations, the Company has provided the facility to the shareholders to exercise their votes electronically and vote on the resolution through the e-voting service facility arranged by Link Intime India Private Limited.
4. The Postal Ballot Notice is available on the website of the Company at [www.paradeepphosphates.com](http://www.paradeepphosphates.com) and on the website of the stock exchanges at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) and also on the website of Link Intime India Private Limited (Link Intime), the agency engaged by the Company for providing the facility of Remote e-voting to the Members of the Company at <https://instavote.linkintime.co.in>.
5. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the Members as on cut-off date i.e. Friday, June 14, 2024. The person who is not a member as on cut-off date should treat this Notice for information purpose only.
6. The resolution, if passed by requisite majority, shall be deemed to have been passed on Saturday, July 20, 2024, i.e. last day specified for receipt of votes through e-voting process.
7. Members who have not yet registered their email ids, are hereby requested to register their email ids through respective Depository Participants (DPs).
8. A Member cannot exercise his/her vote by proxy on Postal Ballot (e-voting).
9. Mr. Shivaram Bhat, Practicing Company Secretary (Membership No. FCS 10454) has been appointed as Scrutinizer by the Board of Directors of the Company for conducting the Postal Ballot process in a fair and transparent manner.
10. The Scrutinizer shall submit his report to the Chairman of the Company or any other Director or Company Secretary of the Company upon completion of scrutiny of the votes cast through e-voting. The result of the voting through Postal Ballot will be announced on or before Monday, July 22, 2024, by 5.00 P.M.(IST) at the Registered Office of the Company and the same shall be displayed on the Notice Board at the Registered Office and on the website of the Company at [www.paradeepphosphates.com](http://www.paradeepphosphates.com) and will also be communicated to the Stock Exchanges.
11. All the material documents referred to in the Postal Ballot Notice and Explanatory Statement will be available for inspection by the Members at the registered office of the Company on all working days, (i.e. Monday to Friday) between 10.00 A.M. (IST) to 1.00 P.M. (IST) from the date of dispatch of the Notice up to the last date of remote e-voting.

## **Explanatory Statement pursuant to Section 102 of the Companies Act, 2013:**

### **Item No.1: Re-appointment of Mr. Dipankar Chatterji (DIN: 00031256) as a Non-executive Independent Director of the Company and continuation of his directorship beyond the age of 75 years.**

Mr. Dipankar Chatterji (DIN: 00031256) was appointed as a Non-executive Independent Director of the Company in terms of Section 149, 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 ('the Act') for a period of three years with effect from August 03, 2021 to August 02, 2024, by the Board and approved by the Members of the Company at their meeting held on September 17, 2021. Since Mr. Dipankar Chatterji attained the age of 75 years on August 23, 2023, approval of the Members was also obtained for continuation of his directorship from the day he attained the age of 75 years till expiry of his first term i.e., till August 02, 2024, through Postal ballot on April 18, 2023 (last date of e-voting).

#### **Brief profile of Mr. Dipankar Chatterji:**

Mr. Dipankar Chatterji is a senior accounting and finance professional having expert knowledge in the fields of Finance, Taxation, Accounts and Laws. He is a fellow member of the Institute of Chartered Accountants of India and currently a senior partner at M/s. L B Jha & Co., Chartered Accountants. He was a member of the working group constituted by the RBI to review the system of on-site supervision over banks. He has been on the Board of several nationalized banks, public sector mutual funds etc., and Member of various governmental committees and task forces. He has also served as President (Eastern Region) of the Indo-American Chamber of Commerce, Chairman (Eastern Region) of the Confederation of Indian Industry, member of the National Council of CII and Chairman of the Auditing Practices Committee of the Institute of Chartered Accountants of India. He has been nominated on the Boards of various companies by Banks/ Financial Institutions.

The Nomination and Remuneration Committee has evaluated the performance of Mr. Dipankar Chatterji based on the criteria of performance of duties and responsibilities /obligations, governance parameters, participation and contribution at the Board / Committees and fulfilment of independence criteria and maintaining independence from the management by him. Based on the evaluation done by the Nomination and Remuneration Committee and the Board, the performance and the contribution of the Director was satisfactory.

Considering his skills, experience, knowledge and recommendation of the Nomination and Remuneration Committee, the Board subject to the approval of the shareholders, approved the re-appointment of Mr. Dipankar Chatterji as an Independent Director for a second term of 3 years w.e.f. August 03, 2024 till August 02, 2027, not liable to retire by rotation.

In terms of Regulation 17(1A) of the SEBI (LODR) Regulations, the continuation of directorship of any person as a Non-executive Director, who has attained the age of seventy-five years, requires approval of shareholders by way of a special resolution. The Board recommends the special resolution in relation to the continuation of directorship of Mr. Dipankar Chatterji as an Independent Director, beyond the age of 75 years till the expiry of his second term on August 02, 2027 for the approval of the Members of the Company.

In the opinion of the Nomination and Remuneration Committee and the Board, Mr. Dipankar Chatterji fulfils the conditions for his re-appointment as an Independent Director as specified in the Act and the SEBI (LODR) Regulations and he is independent of the management.

A notice has been received in writing by a member under Section 160 of the Companies Act, 2013 proposing re-appointment of Mr. Dipankar Chatterji as an Independent Director of the Company. Additional information pursuant to the SEBI (LODR) Regulations and the Secretarial Standard on General Meetings in respect of Mr. Dipankar Chatterji is given in **Annexure-A** to this Notice.

Except Mr. Dipankar Chatterji, none of the Directors and Key Managerial Personnel (KMPs) of the Company or relatives of Directors and KMPs are, in any way, concerned or interested in the said resolution.

The Board of Directors recommends passing of a Special Resolution as set out at Item No. 1 of this Notice for the approval of the members.

**By Order of the Board of Directors**

**Sd/-  
Sachin Patil  
Company Secretary & Compliance Officer  
Membership No :A31286**

Registered Office: 5<sup>th</sup> Floor, OSHWC Building,  
Pandit J N Marg, Bhubaneswar – 751 001  
Date: 15<sup>th</sup> May,2024

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## Annexure - A

Details required to be given pursuant to Regulation 36(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India in respect of Director proposed to be re-appointment are as follows:

<b>Name of the Director</b>	Mr. Dipankar Chatterji
<b>DIN</b>	00031256
<b>Date of Birth</b>	23/08/1948
<b>Age</b>	75 Years
<b>Nationality</b>	Indian
<b>Inter-se relationship with Directors of the Company</b>	None
<b>Date of First Appointment</b>	03/08/2021
<b>Qualification</b>	Chartered Accountant
<b>Functional Expertise &amp; Experience including brief resume.</b>	Mr. Dipankar Chatterji is a senior accounting and finance professional having expert knowledge in the fields of Finance, Taxation, Accounts and Laws. He is a senior partner at M/s. L B Jha & Co., Chartered Accountants. He was a member of the working group constituted by the RBI to review the system of on-site supervision over banks. He has been on the Board of several nationalized banks, public sector mutual fund etc., and Member of various governmental committees and task forces. He has also served as President (Eastern Region) of the Indo-American Chamber of Commerce, Chairman (Eastern Region) of the Confederation of Indian Industry, member of the National Council of CII and Chairman of the Auditing Practices Committee of the Institute of Chartered Accountants of India.
<b>Appointment/Re-appointment</b>	Re-appointment
<b>Terms and Conditions of re-appointment</b>	As per the resolution at Item No.1 of this Notice read with explanatory statement thereto.
<b>Directorship held in other companies (excluding foreign companies &amp; Section 8 companies) as on 15<sup>th</sup> May, 2024</b>	<ul style="list-style-type: none"><li>▪ Zuari Agro Chemicals Limited;</li><li>▪ Nicco Parks &amp; Resorts Limited;</li><li>▪ Bengal Peerless Housing Development Company Limited;</li><li>▪ Delphi Management Services Private Limited;</li><li>▪ Jagaran Microfin Private Limited;</li><li>▪ Ambuja Neotia Healthcare venture Limited;</li><li>▪ The Peerless General Finance &amp; Investment Company Limited;</li><li>▪ Patton International Limited</li></ul>
<b>listed entities from which the person resigned in the past 3 years</b>	<ul style="list-style-type: none"><li>▪ Mangalore Chemicals &amp; Fertilizers Limited – cessation 14.05.2022</li><li>▪ Zuari Industries Limited – cessation 22.03.2022</li></ul>

<b>Membership/Chairmanship of Committees of public Companies (includes only Audit Committee and Stakeholders Relationship Committee) as on 15<sup>th</sup> May, 2024</b>	<b>Company</b>	<b>Audit Committee</b>	<b>Stakeholders' Relationship Committee</b>
	Zuari Agro Chemicals Limited	Chairman	-
	Bengal Peerless Housing Development Company Limited	Chairman	-
	Ambuja Neotia Healthcare venture Limited	Chairman	-
	The Peerless General Finance & Investment Company Limited	Member	-
	Patton International Limited	Member	-
<b>Shareholding in the Company, including shareholding as a beneficial owner</b>	Nil		
<b>Skills &amp; capabilities</b>	Chartered Accountant by profession and is an expert in the fields of Finance, Taxation, Accounts and Laws. Understanding of the relevant laws, rules, regulation policies applicable to the organisation /industry/sector and level/status of compliances thereof by the organisation. Identification of key risks including legal and regulatory compliance and advising on risk mitigation.		
<b>Remuneration last drawn</b>	Sitting Fees and commission of Rs.16.60 lakhs were paid by the Company for FY 2023-24.		
<b>Remuneration proposed to be paid</b>	Sitting fee and remuneration as approved by the members in AGM dated 12.09.2022.		
<b>Number of meetings of the Board attended during the financial year 2023-24.</b>	06		

**Remote e-Voting Instructions for shareholders:**

As per the SEBI circular dated December 9, 2020, individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various ESP portals directly from their demat accounts.

**Login method for Individual shareholders holding securities in demat mode is given below:****Individual Shareholders holding securities in demat mode with NSDL:****METHOD 1 - If registered with NSDL IDeAS facility****Users who have registered for NSDL IDeAS facility:**

- a) Visit URL: <https://eservices.nsdl.com> and click on "Beneficial Owner" icon under "Login".
- b) Enter user id and password. Post successful authentication, click on "Access to e-voting".
- c) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**OR**

**User not registered for IDeAS facility:**

- a) To register, visit URL: <https://eservices.nsdl.com> and select "Register Online for IDeAS Portal" or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided with Login ID and password.
- d) After successful login, click on "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**METHOD 2 - By directly visiting the e-voting website of NSDL:**

- a) Visit URL: <https://www.evoting.nsdl.com/>
- b) Click on the "Login" tab available under 'Shareholder/Member' section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you can see "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**Individual Shareholders holding securities in demat mode with CDSL:****METHOD 1 – If registered with CDSL Easi/Easiest facility****Users who have registered for Easi/Easiest facility**

- a) Visit URL: <https://web.cdslindia.com/myeasinew/home/login> or [www.cdslindia.com](http://www.cdslindia.com).
- b) Click on New System Myeasi
- c) Login with user id and password
- d) After successful login, user will be able to see e-voting menu. The menu will have links of e-voting service providers i.e., LINKINTIME, for voting during the remote e-voting period.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.



OR

**Users not registered for Easi/Easiest facility**

- a) To register, visit URL: <https://web.cdslindia.com/myeasinew/Registration/EasiRegistration>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided Login ID and password.
- d) After successful login, user able to see e-voting menu.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**METHOD 2 - By directly visiting the e-voting website of CDSL.**

- a) Visit URL: <https://www.cdslindia.com/>
- b) Go to e-voting tab.
- c) Enter Demat Account Number (BO ID) and PAN No. and click on "Submit".
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) After successful authentication, click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**Individual Shareholders holding securities in demat mode with Depository Participant:**

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL/CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, members shall navigate through "e-voting" tab under Stocks option.
- c) Click on e-voting option, members will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-voting menu.
- d) After successful authentication, click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**Login method for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode is given below:**

Individual Shareholders of the company, holding shares in physical form / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for e-Voting facility of Link Intime as under:

1. Visit URL: <https://instavote.linkintime.co.in>
2. Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details: -

**A. User ID:**

Shareholders holding shares in physical form shall provide Event No + Folio Number registered with the Company. Shareholders holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Shareholders holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.

**B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

**C. DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

**D. Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

*\*Shareholders holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above*

*\*Shareholders holding shares in **NSDL form**, shall provide 'D' above*

- ▶ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter).
- ▶ Click "confirm" (Your password is now generated).

3. Click on 'Login' under '**SHARE HOLDER**' tab.
4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on '**Submit**'.

#### **Cast your vote electronically:**

1. After successful login, you will be able to see the notification for e-voting. Select '**View**' icon.
2. E-voting page will appear.
3. Refer the Resolution description and cast your vote by selecting your desired option '**Favour / Against**' (If you wish to view the entire Resolution details, click on the '**View Resolution**' file link).
4. After selecting the desired option i.e. Favour / Against, click on '**Submit**'. A confirmation box will be displayed. If you wish to confirm your vote, click on '**Yes**', else to change your vote, click on 'No' and accordingly modify your vote.

#### **Guidelines for Institutional shareholders ("Corporate Body/ Custodian/Mutual Fund"):**

##### **STEP 1 – Registration**

- a) Visit URL: <https://instavote.linkintime.co.in>
- b) Click on Sign up under "Corporate Body/ Custodian/Mutual Fund"
- c) Fill up your entity details and submit the form.
- d) A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up at Sr.No. 2 above). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to [insta.vote@linkintime.co.in](mailto:insta.vote@linkintime.co.in).
- e) Thereafter, Login credentials (User ID; Organisation ID; Password) will be sent to Primary contact person's email ID.
- f) While first login, entity will be directed to change the password and login process is completed.

##### **STEP 2 – Investor Mapping**

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on "Investor Mapping" tab under the Menu Section
- c) Map the Investor with the following details:
  - a. 'Investor ID' -
    - i. *Members holding shares in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678*
    - ii. *Members holding shares in CDSL demat account shall provide 16 Digit Beneficiary ID.*
  - b. 'Investor's Name - Enter full name of the entity.
  - c. 'Investor PAN' - Enter your 10-digit PAN issued by Income Tax Department.
  - d. 'Power of Attorney' - Attach Board resolution or Power of Attorney. File Name for the Board resolution/Power of Attorney shall be – DP ID and Client ID. Further, Custodians and Mutual Funds shall also upload specimen signature card.
- d) Click on Submit button and investor will be mapped now.
- e) The same can be viewed under the "Report Section".

**STEP 3 – Voting through remote e-voting.**

The corporate shareholder can vote by two methods, once remote e-voting is activated:

**METHOD 1 - VOTES ENTRY**

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on 'Votes Entry' tab under the Menu section.
- c) Enter Event No. for which you want to cast vote. Event No. will be available on the home page of Instavote before the start of remote voting.
- d) Enter '16-digit Demat Account No.' for which you want to cast vote.
- e) Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the '**View Resolution**' file link).
- f) After selecting the desired option i.e., Favour / Against, click on 'Submit'.
- g) A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote. (Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

**OR**

**VOTES UPLOAD:**

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) You will be able to see the notification for e-voting in inbox.
- c) Select '**View**' icon for '**Company's Name / Event number**'. E-voting page will appear.
- d) Download sample vote file from 'Download Sample Vote File' option.
- e) Cast your vote by selecting your desired option 'Favour / Against' in excel and upload the same under 'Upload Vote File' option.
- f) Click on 'Submit'. 'Data uploaded successfully' message will be displayed. (Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

**Helpdesk:****Helpdesk for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode:**

Shareholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 – 4918 6000.

**Helpdesk for Individual Shareholders holding securities in demat mode:**

Individual Shareholders holding securities in demat mode may contact the respective helpdesk 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 : 022 - 4886 7000 and 022 - 2499 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

**Forgot Password:****Individual shareholders holding securities in physical form has forgotten the password:**

If an Individual shareholder holding securities in physical form has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <https://instavote.linkintime.co.in>

- o Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'
- o Enter User ID, select Mode and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

*In case shareholders is having valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain a minimum of 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.*

User ID for Shareholders holding shares in Physical Form (i.e. Share Certificate): Your User ID is Event No + Folio Number registered with the Company

User ID for Shareholders holding shares in NSDL demat account is 8 Character DP ID followed by 8 Digit Client ID

User ID for Shareholders holding shares in CDSL demat account is 16 Digit Beneficiary ID.

**Institutional shareholders ("Corporate Body/ Custodian/Mutual Fund") has forgotten the password:**

If a Non-Individual Shareholders holding securities in demat mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <https://instavote.linkintime.co.in>

- o Click on 'Login' under 'Corporate Body/ Custodian/Mutual Fund' tab and further Click 'forgot password?'
- o Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

*In case shareholders is having valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above. The password should contain a minimum of 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.*

**Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:**

Shareholders who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular "Event".

**InstaVote Support Desk**  
**Link Intime India Private Limited**