



**Frequently Asked Questions (FAQs)**  
**on**  
**e-Voting System of NSDL**  
**(For Issuers)**



**Frequently Asked Questions (FAQs) (for Issuers) on the e-Voting System of NSDL.**

<b>Q.1</b>	<b>What is e-Voting?</b>
Ans.	e-Voting is voting through an electronic system where members/shareholders can vote on resolutions of companies requiring members/shareholders consent. The need for e-Voting arises when a company wishes to pass a resolution by Postal Ballot/AGM/EGM which requires members/shareholders consent. Ministry of Corporate Affairs has authorised NSDL for setting up an electronic platform to facilitate members/shareholders to cast vote in electronic form. Accordingly, NSDL has set-up an electronic infrastructure to facilitate members/shareholders to cast votes in electronic form through internet.
<b>Q.2</b>	<b>What is the legal framework permitting e-Voting?</b>
Ans.	Section 110 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, Ministry of Corporate Affairs (MCA) Companies (Management and Administration) Rules, 2014 dated March 27, 2014 and Ministry of Corporate Affairs (MCA) Companies (Management and Administration) Amendment Rules, 2015 dated March 19, 2015 recognizes voting by electronic mode for postal ballot/general meetings.
<b>Q.3</b>	<b>Whether NSDL is authorized for providing e-Voting services?</b>
	Ministry of Corporate Affairs (MCA) has authorised NSDL for setting up an electronic platform to facilitate shareholders to cast their votes in electronic form. Accordingly, NSDL has set-up an electronic infrastructure



	to facilitate shareholders to cast votes in electronic form through internet. Further, e-Voting system of NSDL is certified by Standardization Testing and Quality Certification (STQC) Directorate, Department of Information Technology, Ministry of Communications & IT, Government of India.
<b>Q.4</b>	<b>How will I benefit from the e-Voting System?</b>
Ans.	<p>(i) Substantial reduction in administration costs for,</p> <ul style="list-style-type: none"> <li>a) Postal correspondence</li> <li>b) Verification of signatures</li> <li>c) Storing of physical ballot papers</li> </ul> <p>(ii) Accuracy in counting of votes.</p> <p>(iii) Elimination of possibility of postal ballots getting lost in-transit.</p> <p>(iv) Paperless mode of casting vote.</p> <p>(v) Sufficient time for shareholders to vote till the end of voting cycle.</p>
<b>Q.5</b>	<b>Does the e-Voting System of NSDL facilitate e-Voting for only demat account holders of NSDL?</b>
Ans.	The e-Voting System of NSDL facilitates voting from all shareholders i.e., shareholders holding shares in physical and demat mode with either NSDL or CDSL, as on the record date. Further NSDL e-Voting System also facilitates members of entities who wish to provide e-Voting facility for its members.(e.g. Clubs)



<b>Q.6</b>	<b>How do I register for e-Voting facility?</b>
Ans.	You can browse on the link <a href="https://www.evoting.nsdl.com">https://www.evoting.nsdl.com</a> and download the registration related information from the Download section and complete the registration formalities.
<b>Q.7</b>	<b>Is there any User manual to understand the login and usage process?</b>
Ans.	Yes. You can download the User manual from <a href="https://www.evoting.nsdl.com">https://www.evoting.nsdl.com</a> .
<b>Q.8</b>	<b>How will be the User ID and Password be communicated to the shareholders?</b>
Ans.	<p>The registration details viz., User ID and password will be sent by the Issuer / R&amp;T Agent /NSDL to the shareholders/ members who are registered in the NSDL e-Voting system for the first time in the following mode :</p> <p>(I) In case email address of the Sole / First Holder is available with the Issuer/R&amp;T Agent :</p> <p>(i) NSDL will generate User ID &amp; password and send the same at the email address of the shareholders/ members provided by issuer/R &amp; T Agent.</p> <p>(ii) Using the User ID and password, the shareholders/ members will login to the e-Voting system (<a href="https://www.evoting.nsdl.com">https://www.evoting.nsdl.com</a>) of NSDL.</p> <p>(II) Others (where email address of the Sole / First Holder is not available with the Issuer/R&amp;T Agent)</p>



- (i) NSDL will generate User ID and password and provide it to the Issuer/R&T Agent.
- (ii) The Issuer/R&T Agent will dispatch the User ID and password at the address of the Sole/First Holder.
- (iii) Using the User ID and password, the shareholders/ members will login to e-Voting system (<https://www.evoting.nsdl.com>) of NSDL.

If the shareholders/ members are already registered in the NSDL e-Voting system and if his/ her email id is available, then he/ she would receive an email from NSDL to reuse the USER ID [Login ID] and Password for subsequent use of the NSDL e-Voting system.

If the email id of the shareholders/ members who are already registered in the NSDL e-Voting system is not available, then NSDL informs the Issuer/ RTA to advise such a person, in the notice, to reuse the USER ID [Login ID] and Password for subsequent use of the NSDL e-Voting system.

\*In case shareholders/ members are holding shares in demat mode, USER-ID is the combination of (DPID+ClientID).

\*In case shareholders/ members are holding shares in physical mode, USER-ID is the combination of (Even No+Folio No).

**Q.9 How secure is it to send User IDs and Passwords by email?**

**Ans.** User IDs and Passwords will be sent in an encrypted PDF which can be opened by the members/shareholders by using their Client ID (last 8 digit of the 16 digit demat account number) or Folio Number in case of Physical



	Shares.
<b>Q.10</b>	<b>There are demat accounts / shares certificates held by joint holders. In such a case who will cast the vote in e-Voting System?</b>
Ans.	As, only one of the several joint holders is entitled to exercise voting power, in case of e-voting only first holder is recognized for the purpose of sending User ID & Password for e-voting. Accordingly, the vote casted using the User ID and Password sent to first holder is recognized on behalf of all the joint holders, as the shareholder who casts the vote through the e-Voting services of NSDL is construed to be doing so on behalf of all joint holders.
<b>Q.11</b>	<b>Will proxy be able to cast vote in e-Voting System?</b>
Ans.	e-Voting System brings flexibility, convenience and ease of operation for the shareholder to cast vote through internet. Thus, eliminating the need to appoint a proxy. However member/shareholder can still appoint a proxy who can attend the general meeting on their behalf and cast their vote at the venue either by physical ballot or TAB based electronic Voting. To know more about the TAB based electronic Voting you may contact us on the contact numbers provided on the website.
<b>Q.12</b>	<b>Is time period defined for e-Voting available to shareholders?</b>
Ans.	Yes. The time defined in Ministry of Corporate Affairs (MCA) Companies (Management and Administration) Rules, 2014 dated March 27, 2014 and Ministry of Corporate Affairs (MCA) Companies (Management and Administration) Amendment Rules, 2015 dated March 19, 2015 is



	applicable for e-Voting.
<b>Q.13</b>	<b>What is the time period defined in the Companies (Management and Administration) Rules, 2014 for e-Voting</b>
Ans.	In case of postal ballot it is minimum 30 days and in case of general meetings it is minimum 3 days. e-Voting will be closed at 5:00 pm on the date preceding the date of general meeting.
<b>Q.14</b>	<b>What are the eligibility criteria for shareholders to cast vote in e-voting for general meeting of a company?</b>
Ans.	The shareholders/ members holding share as on the cut-off date (i.e. shall not be earlier than 7 days before the date of general meeting) as specified by the company in the notice shall be eligible to cast vote in e-voting for general meeting of a company.
<b>Q.15</b>	<b>Can a shareholder modify a vote already casted before the closing of e-Voting cycle?</b>
Ans.	No. Vote once casted will be considered final and cannot be modified as per the Companies (Management and Administration) Rules, 2014. However you can cast your vote for the pending resolution for which you have not casted your vote.
<b>Q.16</b>	<b>Voting on selective resolutions is permitted in Postal Ballot. Is the same available in the e-Voting System as well?</b>
Ans.	Yes, since a shareholder can choose to vote only on some of the resolutions



	put to vote, the same can also be done in the e-Voting System as well.
<b>Q.17</b>	<b>Can the companies provide the TABLET based voting at the venue of general meeting?</b>
Ans.	Yes. The facility for voting through TAB shall be made available at the General Meetings and the members attending the meeting who have not cast their vote by remote e-voting will be eligible to exercise their right at the meeting through TAB based voting.
<b>Q.18</b>	<b>How will the results be made available at the end of the voting period?</b>
Ans.	<p>After the end of remote evoting in case of general meetings the scrutinizer shall have access to details (like their names, folios, no. of shares held and such other information that the scrutinizer may require) but not the manner in which they have cast their votes.</p> <p>Further, The scrutinizer shall immediately after the conclusion of voting at the general meeting, first count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the company and download the final report.</p> <p>After the end of voting period in case of Postal Ballot, the scrutinizer can unblock the votes cast and declare the results thereof.</p>
<b>Q.19</b>	<b>Will the companies be able to download the results?</b>
Ans.	No. The results of the e-Voting will be available for download only to the scrutinizer.





<b>Q.20</b>	<b>How will I know if e-Voting website is secure?</b>
Ans.	If you are visiting the website with a secure connection, you will be able to identify the website through the site's certificate. A secure or encrypted website address begins with HTTPS rather than HTTP, and you will see a lock icon in the Address bar. Secure connections use certificates to identify the website and to encrypt your connection. You can also click the lock icon in the Address bar to see more information about the secured website. The e-Voting system of NSDL, since its inception has been complying with all these security requirements.