



Frequently Asked Questions (FAQs)
on
e-Voting system of NSDL
(For Shareholders/Members)



Frequently Asked Questions (FAQs) (For Shareholders) on the e-Voting system of NSDL

Q.1	I know about voting by ‘Postal ballot’/ Voting in general meeting. What is e-Voting?
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.
Q.2	What is the legal framework permitting e-Voting?
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.
Q.3	Whether NSDL is authorized for providing e-Voting services?
Ans.	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



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	system of NSDL is certified by Standardization Testing and Quality Certification (STQC) Directorate, Department of Information Technology, Ministry of Communications & IT, Government of India.
Q.4	How will I benefit from the e-Voting system?
Ans.	<p>(i) Ease of operation. You can access the e-Voting system (https://www.evoting.nsdl.com) of NSDL through the internet by logging in with the USER ID and password and cast your vote from your residence, office etc.</p> <p>(ii) Single login for a demat account. (With Single Login you can vote for all companies who have availed NSDL e-Voting facility and where you are a shareholders /members on the record date.)</p> <p>(iii) Sufficient time to vote till the end of voting cycle.</p> <p>(iv) Elimination of possibility of postal ballots getting lost in-transit.</p> <p>(v) Paperless mode of casting vote.</p>
Q.5	Does the e-Voting system of NSDL facilitate e-Voting for only demat account holders of NSDL?
Ans.	The e-Voting system of NSDL facilitates voting by all shareholders i.e., shareholders holding shares in demat form with both depositories and the shareholders holding shares in physical form.
Q.6	How do I register for e-Voting facility?
Ans.	There is no pre-registration required from a shareholder. The registration



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details viz., User ID and password will be sent by the Issuer / R&T Agent /NSDL to the shareholders/ members who are registered in the NSDL e-Voting system for the first time in the following mode :

(I) In case email address of the Sole / First Holder is available with the Issuer/R&T Agent :

- (i) NSDL will generate User ID & password and send the same at the email address provided by issuer/R & T Agent.
- (ii) Using the User ID and password, you will login to the e-Voting system (<https://www.evoting.nsdl.com>) of NSDL.

(II) Others (where email address of the Sole / First Holder is not available with the Issuer/R&T Agent)

- (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, you 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.



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	<p>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.</p> <p>*In case shareholders/ members are holding shares in demat mode, USER-ID is the combination of (DPID+ClientID).</p> <p>*In case shareholders/ members are holding shares in physical mode, USER-ID is the combination of (Even No+Folio No).</p>
Q.7	There are demat accounts / share certificates held by joint holders. In such a case, who will cast the vote in e-Voting system?
Ans.	Since one of the several joint holders is entitled to exercise voting power, in case of e-voting the User ID & Password is sent to first holder. 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.
Q.8	Are there any fees levied on the shareholders for using e-Voting system of NSDL?
Ans.	No. Currently, NSDL does not levy any fee on the shareholders for using the e-Voting system.
Q.9	Is there any User manual to understand the login and voting process?
Ans.	Yes. You can download the User manual from



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	https://www.evoting.nsdl.com).
Q.10	Will proxy be able to cast vote in e-Voting system?
Ans.	e-Voting system brings flexibility, convenience and ease of operation for the shareholder to cast vote through internet. This eliminates the need to appoint a proxy. However in case the company has opted for electronic voting/TABLETs Based Voting at the General Meeting Venue the proxy attending the meeting can cast vote on behalf of the shareholders/members.
Q.11	Is time period defined for e-Voting available to shareholders?
Ans.	Yes. The time defined in the 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 2014 is applicable for e-Voting.
Q.12	What is the time period defined in the Companies (Management and Administration) Rules, 2014 for e-Voting
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.
Q.13	What are the eligibility criteria for shareholders to cast vote in e-voting for general meeting of a company?
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



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	company in the notice shall be eligible to cast vote in e-voting for general meeting of a company.
Q.14	Once I cast my vote on e-Voting System, can I modify my vote before the closing of e-Voting cycle?
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.
Q.15	Voting on selective resolutions is permitted in Postal Ballots/General Meetings. Is the same available in the e-Voting system as well?
Ans.	Yes. Since a shareholder/ member can choose to vote only on some of the resolutions put to vote, the same can be done in the e-Voting system as well.
Q.16	Can I reuse the password received for the first time by me for e-Voting?
Ans.	No. The e-Voting system will force the user to change the password during the first login to a password of the users choice. The users can access the e-Voting system by entering the new password. This feature has been provided for security reasons.
Q.17	How can I reset my User Details/Password?
Ans.	If a shareholder/ member who are registered in the NSDL e-Voting system but has forgotten the USER ID [Login ID] or Password or both then the shareholder/ member can use the “Forgot User Details/Password” or “Physical User Reset Password” option available on the NSDL e-Voting website using



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	<p>his/ her DP ID, Client ID, Folio No, PAN and email id and reset the Password. The relevant communication would be received from NSDL in the email id of the person.</p> <p>In case the shareholder/ member does not have an email id, then he/ she can contact the toll free number of NSDL help desk 1800-222-990 and by providing the information about the particulars of the demat account, Folio No, PAN, address etc. and receive the new Password.</p> <p>*In case shareholders/ members are holding shares in demat mode, USER-ID is the combination of (DPID+ClientID).</p> <p>*In case shareholders/ members are holding shares in physical mode, USER-ID is the combination of (Even No+Folio No).</p>
Q.18	Will I be able to log in to the e-Voting system and vote on resolutions before the voting start date?
Ans.	No. You cannot vote on resolutions before the voting start date. You can log in to the e-Voting system anytime by using your User ID & Password. However the EVEN of the company will be displayed on the Voting Start Date.
Q.19	How will the results be made available at the end of the voting period?
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</p>



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	<p>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>
Q.20	How will I know if e-Voting website is secure?
Ans.	<p>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.</p>