

## Registration by Issuer on e-Voting System and brief Process flow.

### **I. Procedure for registration:-**

1. Issuer will sign the requisite agreement with NSDL.
2. Issuer will submit letter authorise Registrar & Transfer Agent (R&T Agent) to operate **e-Voting** system on its behalf (format *enclosed at Annexure A*). In case the Issuer has an in-house share registry (*i.e., the Issuer itself is a R&T Agent*), it shall submit the necessary details in respect of its in-house Registry Division.
3. Issuer will submit letter informing the details of the Scrutinizer for every **e-Voting** cycle (format *enclosed at Annexure B*).
4. Issuer/R&T Agent and Scrutinizer will have to obtain Aladdin e-Token (32K Memory size option) and Digital Signature Certificate (DSC) to log-in into the NSDL e-Voting system.

### **II. Process Flow**

1. Issuer shall intimate NSDL about the resolution(s) (*in hard copy*) it wishes to set-up for **e-Voting**.
2. Issuer/R&T Agent and Scrutinizer shall submit User details viz., Name of the User, details of DSC, etc. in the enclosed User Creation form (*Annexure C*). Upon receipt of the User Creation form, NSDL will generate/activate the User ID and map the DSC & User ID with the e-Voting system. Issuer may note that the User shall be authorized by the Issuer by an appropriate Board resolution.

3. The User authorised by the Issuer/R&T Agent shall log-in with his/her User ID using the DSC and create **e-Voting Event Number (EVEN)** (i.e. *an unique number*). An **EVEN** will be generated by the **e-Voting** system for every voting cycle set-up by the Issuer/R&T Agent. User may also upload the resolution(s) on the **e-Voting** system (<https://www.evoting.nsdl.com>).
4. For every voting cycle, it will be pre-requisite for Issuer/ R&T Agent to upload a shareholding file, containing details of the shareholders viz., Client ID, DP ID, Address, etc on the **e-Voting** system (*file format for uploading the shareholding file is enclosed at Annexure D*). It may be mentioned that the shareholding file will contain details of three types of shareholders viz.,:
  - I. Shareholders registered with NSDL.
  - II. Shareholders registered with CDSL.
  - III. Shareholders holding shares in physical form.
5. After uploading the shareholding file on the **e-Voting** system, the User will download a response file. The response file will contain the details of the records that are accepted/rejected by the **e-Voting** system.
6. Based on the successful shareholding file uploaded by the Issuer/R& T Agent, NSDL will generate and send the User ID & password in respect of shareholders where email ID of the first holder/sole holder is available.
7. For shareholders where email address of the first holder/sole holder is not available, NSDL will generate User ID and password and provide the same to the Issuer/R&T Agent for onward printing and dispatch of the User ID and password in PIN mailers to such shareholders.

8. As Clearing Members (CM) do not have rights to vote in respect of securities lying in the CM pool account as on the record date, User ID and password will not be sent to such CM pool account holders.
9. The shareholders will login on NSDL e-Voting system (<https://www.evoting.nsdl.com>) with their User ID and password and cast their votes electronically.
11. After the Voting End date, the Scrutinizer will login on NSDL e-Voting system (<https://www.evoting.nsdl.com>) and shall authorise the completion of voting cycle and download the details of the voting results done through e-Voting system of NSDL.