



# **Frequently Asked Questions (FAQs)**

## **on**

### **e-Voting system of NSDL**

#### **(For creditors)**



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

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| <b>Q.1</b> | <b>I know about voting by ‘Postal ballot’/ Voting in general meeting. What is e-Voting?</b>   |
| Ans.       | e-Voting is voting through an electronic system where Creditors can vote on resolutions of companies requiring Creditors consent. The need for e-Voting arises when a company wishes to pass a resolution by conducting meetings which requires Creditors consent.  |
| <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>  |
| 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 system of NSDL is certified by Standardization Testing and Quality Certification (STQC) Directorate, Department of Information Technology, Ministry of Communications & IT, Government of India. |



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| <b>Q.4</b> | <b>How will I benefit from the e-Voting system?</b>  |
| Ans.       | <p>(i) Ease of operation. NSDL e-Voting platform (<a href="https://www.evoting.nsdl.com">https://www.evoting.nsdl.com</a>) is available online 24X7. You can exercise your Voting rights anytime, anywhere using your laptop or mobile.</p> <p>(ii) Direct login for creditors for particular meeting.</p> <p>(iii) Ample time to vote till the end of voting cycle.</p> <p>(iv) Elimination of possibility of postal ballots getting lost in-transit.</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.       | No, NSDL e-Voting system is available for all the shareholders/creditors – those holding shares in Demat form with NSDL or other depository and also those shareholders holding shares in physical form and also for the creditors.  |
| <b>Q.6</b> | <b>How do I register for e-Voting facility?</b>  |
| Ans.       | <p>The user ID &amp; Passwords are sent by Issuer / R&amp;T Agent / NSDL to creditors through email or post / courier.</p> <p>*In case creditors, USER-ID is the combination of (Even No+Unique ID)</p>  |
| <b>Q.7</b> | <b>How will I login to e-Voting system of NSDL?</b>  |



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| Ans.        | 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/creditors’ section. A new screen will open. You will have to enter your User ID, Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be able to see the e-Voting page. Click on EVEN of company during the remote e-Voting period to cast vote or click on VC/OAVM link for joining meeting & voting during the meeting. |
| <b>Q.8</b>  | <b>Where should I contact for any technical issues related to login?</b>  |
|             | 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  |
| <b>Q.9</b>  | <b>Is there any fee or charges to be paid by creditors for using NSDL e-voting system??</b>   |
| Ans.        | No. NSDL does not levy any fee or charge to the creditors for using the e-Voting system.  |
| <b>Q.10</b> | <b>Is there any User manual to understand the login and voting process?</b>   |
| Ans.        | Yes, NSDL has facilitated separate user manuals for prompt referral of the shareholders (which can be referred by creditors as well) and Issuers. These are available for download at <a href="https://www.evoting.nsdl.com">https://www.evoting.nsdl.com</a>   |
| <b>Q.11</b> | <b>What are the eligibility criteria for creditors to cast vote in e-voting for general meeting of a company?</b>   |
| Ans.        | The creditors having outstanding amount receivable as on the cut-off date as decided by the company shall be eligible to cast vote in e-voting and for  |



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|             | meeting of a company.   |
| <b>Q.12</b> | <b>Once I cast my vote on e-Voting System, can I modify my vote before the closing of e-Voting cycle?</b>   |
| Ans.        | No. Vote once cast is treated as final and cannot be modified as per prevailing provisions of the Companies (Management and Administration) Rules, 2014.  |
| <b>Q.13</b> | <b>Voting on selective resolutions is permitted in Postal Ballots/General Meetings. Is the same available in the e-Voting system as well?</b>   |
| Ans.        | Yes. Since a creditor 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.  |
| <b>Q.14</b> | <b>Can I reuse the password received for the first time by me for e-Voting?</b>   |
| Ans.        | No. The e-Voting system will force the creditor to change the password during the first login. Thereafter the creditor has to set a password of his/her own choice and remember it. As a matter of good practice, it is recommended that the password is not shared with anyone and that it should be changed periodically.   |
| <b>Q.15</b> | <b>How can I reset my Password?</b>   |
| Ans.        | If a creditor who are registered in the NSDL e-Voting system but has forgotten the USER ID [Login ID] or Password or both then they can use the “Forgot User Details/Password” or “Physical User Reset Password” option available on the NSDL e-Voting website using Unique ID allotted to them, PAN and email id and reset the Password. The relevant communication would be received from NSDL in the email id of the person. |



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|             | In case of any difficulties please send a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> by providing the information about the particulars of the demat account, Folio No, PAN, address etc. or contact toll free no at 1800 1020 990 /1800 224 430  |
| <b>Q.16</b> | <b>Will I be able to log in to the e-Voting system and vote on resolutions before the voting start date?</b>   |
| 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.   |
| <b>Q.17</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 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> |
| <b>Q.18</b> | <b>How will I know if e-Voting website is secure?</b>  |
| Ans.        | User visiting the website through a secure connection 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 will see a lock icon in the Address   |



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|  | <p>bar. Secure connections use certificates to identify the website and to encrypt the users connection. One can also click the lock icon in the Address bar to see more information about the secured website. NSDL e-Voting system has been fortified with number of best in world class security practices to keep the sensitive corporate information utmost secured.</p> |
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