

INSTRUCTIONS FOR E-VOTING

The Company is providing facility for remote e-voting by electronic means and the business may be transacted through such voting. Members are requested to follow the instructions below to cast their vote through e-voting:

1. User ID and Password for e-voting is provided in the table above. Please note that the Password is an initial password.
2. Launch internet browser by typing the URL <https://www.evoting.nsdl.com>
3. Click on "Shareholder - Login".
4. Put User ID and password as initial password noted in step (1) above and Click Login. If you are already registered with NSDL for e-voting then you can use your existing user ID and password. If you forgot your password, you can reset your password by using "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com
In case Shareholders are holding shares in demat mode, USER-ID is the combination of (DPID + ClientID). In case Shareholders are holding shares in physical mode, USER-ID is the combination of (Even No.+Folio No.)
5. Password Change Menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof.
6. Home page of remote "e-Voting" opens. Click on e-Voting: Active Voting Cycles.
7. Select "EVEN" of **West Coast Paper Mills Ltd.** Members can cast their vote online from **August 28, 2017 (9:00 am) till August 30, 2017 (5:00 pm)**. **[E-Voting shall not be allowed beyond said time]**.
8. Now you are ready for "e-Voting" as "Cast Vote" page opens.
9. Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm", when prompted.
10. Upon confirmation, the message "vote cast successfully" will be displayed.
11. Institutional shareholders (i.e., other than Individuals, HUF, NRI etc.) are also required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority Letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail csnaman@ngjoshiandco.com with a copy marked to evoting@nsdl.co.in. You can also forward the documents at the Company's e-mail ID: co.sec@westcoastpaper.com.
12. Once the vote on a resolution is cast by the shareholder he/she shall not be allowed to change it subsequently.
13. In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and remote e-voting user manual for members available at the Downloads section of <https://www.evoting.nsdl.com> or contact NSDL at the following toll free no.: 1800 - 222-990.

Please note the followings:

1. **Mr. Naman Gurumurthi Joshi**, Company Secretaries, N.G. Joshi & Co., Bangaluru has been appointed as the Scrutinizer for providing facility to the members of the Company to Scrutinize the Voting & remote e-voting process in a fair and transparent manner.
2. The voting rights of members/ beneficial owners shall be in proportion to their shares of the paid up equity share capital of the Company as on the **cut-off** date of **24th August 2017**. Any person, who acquires shares of the Company and become member of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. **24th August 2017**, may obtain the login ID and password by sending a request at evoting@nsdl.co.in or co.sec@westcoastpaper.com.
3. The facility for voting through Polling Paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through Polling Paper.
4. A member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be entitled to cast their vote again at the AGM.
5. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communications.

WEST COAST PAPER MILLS LIMITED