



# WEST COAST PAPER MILLS LTD.,

Registered & Works Office : Post Box No. 5, Bangur Nagar, Dandeli-581 325

Dist Uttar Kannada (Karnataka) - India

CORPORATE IDENTITY NO : L02101KA1955PLC001936 website : www.westcoastpaper.com

Ph : (08284) 231391 - 395 (5 lines) Fax : 08284-231225 (Admn. Office) 230443 (Works Office)

GSTN:29AAACT4179N1Z0



ZZP:PBN:108:SHARE:08:

March 11, 2022

To:

BSE Limited  
Corporate Services  
Floor 25, P.J.Towers,  
Dalal Street  
MUMBAI – 400 001

To:

National Stock Exchange of India Ltd.  
Listing Department  
Exchange Plaza  
Bandra-Kurla Complex,  
Bandra [East]  
MUMBAI-400 051

Dear Sirs,

**SCRIP CODE : BSE- 500444 / NSE - WSTCSTPAPR**

**Sub: Regulation 30 of the SEBI (LODR) Regulations 2015- Postal Ballot Notice.**

In continuation with our letter dated 22.02.2022, we enclose herewith Notice of Postal Ballot dated 10.02.2022 for seeking shareholders approval through Postal Ballot by means of e-voting on special resolution for appointment of Shri Ashok Kumar Garg (DIN:07633091) as an Independent Director of the Company, details mentioned in the enclosed notice.

Please take the same on record.

Thanking you,

Yours faithfully,  
For WEST COAST PAPER MILLS LTD.

Brajmohan Prasad  
Company Secretary  
M. No : F7492

Encl: a.a.



Corporate Office : 31, Chowringhee Road, Kolkata - 700 016  
Phone : (033) 2265 6271-78 (8 lines), Fax : (033) 2226 5242,  
Email : wcpm.sale@westcoastpaper.com



## WEST COAST PAPER MILLS LIMITED

Regd. Office: P B No 5, Bangur Nagar, Dandeli - 581 325, Uttara Kannada, Karnataka  
CIN: L02101KA1955PLC001936, GST No. 29AAACT4179N1Z0, Phone: (08284) 231391-395 (5 Lines),  
Fax : (08284) 231225, E-mail: co.sec@westcoastpaper.com, Website:www.westcoastpaper.com

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### NOTICE OF POSTAL BALLOT AND E-VOTING

(Notice pursuant to Section 108 and 110 of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014)

<b>Voting commence on</b>	<b>From 9.00 A.M., on Monday, March 14, 2022</b>
<b>Voting ends on</b>	<b>Till 5.00 P.M., on Tuesday, April 12, 2022</b>

**Notice** is hereby given that, pursuant to Section 108 and 110 of the Companies Act, 2013 (“**Companies Act**”), read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification or re-enactment thereof for the time being in force), Regulation 44 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”), Secretarial Standards on General Meeting (“**SS-2**”) issued by the Institute of Company Secretaries of India, including any statutory modifications, amendments, or re-enactments thereof for the time being in force and other applicable laws and regulations, it is proposed to transact the appended special business and seek approval by the members of West Coast Paper Mills Limited as Special Resolution through Postal Ballot only by means of e-voting (“**Postal Ballot**”). Explanatory Statement pursuant to the provisions of Section 102(1) of the Companies Act, 2013, is attached herewith as **Annexure-I**, for your information.

The Board of Directors at its meeting held on February 10, 2022, has appointed Shri Naman G Joshi (Membership No. F8389), Practicing Company Secretary, N.G.Joshi & Co., as the Scrutinizer for conducting the postal ballot process in a fair and transparent manner.

The members may note that the Ministry of Corporate Affairs (“**MCA**”) vide its General Circular nos. 14/2020 dated 8 April 2020, 17/2020 dated 13 April 2020, 22/2020 dated 15 June 2020, 33/2020 dated 28 September 2020, 39/2020 dated 31 December 2020, 10/2021 dated 23 June 2021 and 20/2021 dated 8 December 2021 (“**MCA Circulars**”), in relation to the extension of framework provided in the MCA Circulars up to 30 June 2022. In view of the current extraordinary circumstances due to outbreak of COVID-19 pandemic requiring social distancing, has allowed the companies to take all decisions requiring members approval, other than the items of ordinary business or business where any person has a right to be heard, through the mechanism of postal ballot/e-voting in accordance with the provisions of the Companies Act and the Rules made thereunder, without holding a general meeting that requires the physical presence of members at a common venue.

In accordance with the MCA Circulars and applicable provisions of SEBI LODR, this Postal Ballot Notice is being sent only through e-mail to members who have registered e-mail ID with the Company / Depositories. The Members who have not registered their e-mail IDs with the Company / Depositories can access the Postal Ballot Notice on the website of the Company [www.westcoastpaper.com](http://www.westcoastpaper.com). Members who would like to obtain pdf copy on their e-mail IDs may write an e-mail to [co.sec@westcoastpaper.com](mailto:co.sec@westcoastpaper.com). Pursuant to the MCA Circulars, the Company has not printed the Postal Ballot Notice and hence no hard copies of the Postal Ballot Notice will be sent. Voting through physical ballot papers will not be allowed. The communication of assent / dissent of the members will only take place through the remote e-voting facility being offered by the Company instead of physical ballot forms.

The Company has entered into an agreement with Link Intime India Pvt. Limited for availing Electronic Voting facility in compliance with the provisions of Section 108 of the Companies Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014.

In compliance with the provisions of Sections 108 and 110 of the Companies Act read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 as amended from time to time and Regulation 44 of the SEBI LODR Regulations read with SS-2, the Company is providing e-voting facility to all Members to enable them to cast their votes electronically. Members are requested to follow the procedure as stated in the notes and instructions for casting votes by e-voting. The voting period shall **commence from 9.00 A.M. onwards on Monday, March 14, 2022 till 5.00 P.M. on Tuesday, April 12, 2022**. The e-voting module will be disabled / blocked after the business hours i.e. 5.00 P.M., on Tuesday, April 12, 2022 for voting by the Members.

The voting rights of Shareholders shall be in proportion to their shares of the paid-up equity share capital of the Company as **on Tuesday, the March 08, 2022 i.e., "Cut Off date"**, only those members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date will be entitled to cast their votes by e-voting.

The Scrutinizer will submit his report to the Chairman or any one of the Directors of the Company, after completion of scrutiny of Postal Ballot (e-voting) in a fair and transparent manner. The result of the Postal Ballot (e-voting) will be announced within 2 (two) working days from the closure of e-voting and will be displayed at the registered office of the Company as well as at the Notice Board of Corporate Office of the Company and communicated to BSE Limited and National Stock Exchange of India Limited where the equity shares of the Company are listed. The result of the Postal Ballot will also be displayed on the Company's website i.e. [www.westcoastpaper.com](http://www.westcoastpaper.com) and on the website of Link Intime India Pvt. Limited i.e. [www.linkintime.co.in](http://www.linkintime.co.in).

**SPECIAL BUSINESS:**

**Appointment of Shri Ashok Kumar Garg (DIN: 07633091) as an Independent Director of the Company**

To consider and, if thought fit, to pass, with or without modifications, the following resolution as **Special Resolution:**

“**RESOLVED THAT** pursuant to the provisions of Section 149, 150, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 (“**Companies Act**”) and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) and Regulation 17 and 25 of SEBI(Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”), **Shri Ashok Kumar Garg (DIN: 07633091)** was appointed as an Additional Director w.e.f., February 10, 2022, pursuant to the approval of the Board of Directors on the basis of recommendation of the Nomination and Remuneration Committee, under the category of Non-Executive Director of the Company, applicable provisions of Section 161 of the Companies Act, and the articles of association of the Company, qualifies for being appointed as an Independent Director and in respect of whom the Company has received a notice in writing under Section 160 of the Companies Act, be and is hereby appointed as an Independent Director of the Company not liable to retire by rotation and to hold office for 3 (Three) consecutive years with effect from February 10, 2022 to February 09, 2025.”

“**RESOLVED FURTHER THAT** the Board of Directors and/or the Company Secretary, be and are hereby severally authorized to settle any question, difficulty or doubt, that may arise in giving effect to this resolution and to do all such acts, deeds and things as may be necessary, expedient and desirable for the purpose of giving effect to this resolution.”

By Order of the Board  
For **West Coast Paper Mills Limited**  
**Brajmohan Prasad**  
**Company Secretary**  
**M.No.F7492**

Place : Dandeli  
Date : February 10, 2022

Notes :

1. An Explanatory Statement pursuant to Section 102 and 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, setting out the material facts and reasons for the resolutions in respect of the businesses set out above is annexed hereto.

2. In compliance with provisions of Section 108 and Section 110 and other applicable provisions of the Act read with the Management and Administration Rules and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to offer e-voting facility to all the Members of the Company. For this purpose, the Company has entered into an agreement with Link Intime India Private Limited for facilitating e-voting to enable the Members to cast their votes electronically.
3. The resolutions, if passed by the requisite majority, shall be deemed to have been passed on the last date specified by the Company for e-voting i.e. April 12, 2022. Further, resolutions passed by the Members through e-voting are deemed to have been passed effectively at a general meeting.
4. As required by Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 read with the MCA Circulars and the SEBI Listing Regulations, the details pertaining to this Postal Ballot will be published in one English national daily newspaper circulating throughout India (in the English language) and one Kannada daily newspaper circulating in Uttara Kannada District, Karnataka (in vernacular language, i.e. Kannada).
5. All documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company during office hours on all working days, except Saturdays and holidays, between 10:00 Hrs. and 12:00 Hrs. up to the date of the declaration of result of the Postal Ballot.
6. Instructions for shareholders to vote electronically is attached as **Annexure-II**.

#### **Annexure-I**

#### **ANNEXURE TO THE NOTICE**

#### **STATEMENT OF MATERIAL FACTS PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013**

It is required under Section 149(4) of the Companies Act, 2013 ("**Companies Act**") to appoint Independent Directors and maximum tenure as per Section 149(10) of the Act is upto 5 consecutive years. **Shri Ashok Kumar Garg (DIN: 07633091)** was appointed as an Additional Director with effect from February 10, 2022 pursuant to the provisions of Section 161 of the Companies Act, by the Board of Directors on the basis of recommendation of the Nomination and Remuneration Committee of the Company, subject to the approval of the shareholders.

Pursuant to the provisions of Section 161 of the Companies Act, Shri Ashok Kumar Garg will hold office upto the date of the ensuing Annual General Meeting. However, in terms of Regulation 17 (1) (c) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, approval of Shareholders of the Company is required to be obtained for appointment of an Independent Director, at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier, Therefore under the provisions of Section 110 of the Companies Act, the Board of Directors of the Company in their meeting held on 10 February 2022, decided to seek approval of Shareholders through this Postal Ballot for appointment of **Shri Ashok Kumar Garg (DIN: 07633091)** as Independent Director of the Company.

The Company has also received from **Shri Ashok Kumar Garg (DIN: 07633091)**, (i) consent to act as Director, if appointed in writing Form DIR 2 pursuant to the Rule 8 of the Companies (Appointment and Qualification of Directors) Rules, 2014, (ii) disclosure in Form DIR 8 pursuant to Rule 14 (1) of the Companies (Appointment and Qualification of Director) Rules, 2014 to the effect that he is not disqualified under sub-Section (2) of Section 164 of the Companies Act, (iii) declaration to the effect that he meets the criteria of independence as prescribed under Section 149 of the Companies Act read with Rules and under SEBI LODR Regulations.

In the opinion of the Board of Directors, Shri Ashok Kumar Garg fulfils the conditions specified in the Companies Act, Rules and SEBI LODR Regulations for his appointment as an Independent Director of the Company. He possesses the appropriate skills, experience, knowledge required for the discharge of his duties as an Independent Director. His vast knowledge and varied experience will be of immense value to the Company. Accordingly, the Board of Directors of the Company considers that the appointment of Shri Ashok Kumar Garg would be of immense benefit to the Company.

The Board of Directors of the Company intend to appoint **Shri Ashok Kumar Garg (DIN: 07633091)** as Independent Director under Section 149 of the Companies Act and Regulation 25 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 to hold office for 3 (three) consecutive years not liable to retire by rotation with effect from February 10, 2022. The Company has received notice in writing from member proposing the candidature of **Shri Ashok Kumar Garg (DIN: 07633091)** for the office of Independent Director under the provisions of Section 160 of the Companies Act

Your directors feel that, continued appointment/association of **Shri Ashok Kumar Garg (DIN: 07633091)**, in view of his skills, leading experience of running large enterprise, strategic planning, risk management and knowledge would be of immense benefit to the Company and it is desirable to avail his services as Independent Director.

In the opinion of the Board, **Shri Ashok Kumar Garg (DIN: 07633091)** fulfills the conditions specified in the Companies Act and Rules made thereunder and he is Independent from the management.

The brief profile of **Shri Ashok Kumar Garg (DIN: 07633091)**, as required under Regulation 36(3) of SEBI LODR Regulations, is provided as 'Exhibit A' to this Notice.

**Shri Ashok Kumar Garg (DIN: 07633091)** is interested in the resolution set out in the Notice with regard to appointment, and his relatives may be deemed to be interested in the said resolution to the extent of their shareholdings, if any, in the Company.

Save and except the above, none of the other Directors or Key Managerial Personnel of the Company or Relatives of Director and Key Managerial Personnel are in any way concerned or interested in the said resolution.

Letter of appointment of **Shri Ashok Kumar Garg (DIN: 07633091)** setting out the terms and conditions is available for inspection by the members at the Registered Office of the Company.

Pursuant to Regulation 25 of SEBI LODR Regulations, the appointment of Shri Ashok Kumar Garg is subject to the approval of the members by way of special resolution and thus the Board of Directors recommends the special resolution as set out in this Postal Ballot for your approval.

#### “Exhibit A”

##### Details of Director seeking appointment

**Pursuant to the requirements of Regulation 36 (3) of the SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 and Secretarial Standard on General Meeting issued by the Institute of Company Secretaries of India**

Sl. No.	Nature of Information	Information
1.	Name	Shri Ashok Kumar Garg
2.	Age	63 Years
3.	DIN	07633091
4.	Nationality	Indian
5.	Director of Company since	February 10, 2022
6.	Remuneration last drawn, (including sitting fees, if any) / Remuneration proposed to be paid	Nil
7.	Experience and Expertise in specific functional areas	39 years of experience of cross functional banking experience in Retail, SME, wholesale segment, Financial Consultant and Advisor
8.	Qualifications	M.Com, LL.B, CAIIB

9.	Terms and Conditions of appointment / re-appointment	As per Explanatory Statement to Notice of Postal Ballot
10.	Relationships between Directors inter-se	None
11.	Directorship in other Listed entities	None
12.	Membership of Committee of the Board in other Listed entities	None
13.	No. of shares held in the Company including shareholding as a beneficial owner	Nil
14.	Listed entities from which the Director has resigned in the past three years	None
15.	Number of meetings of the Board attended during the Financial Year	Nil
16.	Skills and capabilities required for the role and the manner in which the proposed Director meets such requirements	Company requires a person having vast knowledge in Finance and good experience of management, administration and proposed Director meets such requirements.
17.	<p><b>Brief resume :</b></p> <p>An alumnus of Shri Ram College of Commerce (SRCC), Delhi and an Ex Executive Director of Bank of Baroda, Mr Ashok Kumar Garg is currently associated with various renowned Companies engaged in rendering Financial Services / Asset Management Business as Director / Adviser.</p> <p>Mr Garg has been a Passionate, Compliance focused and Results driven career banker with more than 39 years of cross functional banking experience covering Global Markets, Treasury, Wholesale Credit, Retail, MSME, Rural and Agri business, Recovery and NPA resolution, Marketing and Wealth Management etc across four global jurisdictions; India, New York, Uganda and London.</p> <p>Besides being Whole time Director of Bank of Baroda, he served as Chairman and Director of Bank of Baroda (Kenya) Ltd., Bank of Baroda (Guyana) Ltd., Bank of Baroda (Trinidad &amp; Tobago) Limited. In addition, held directorship positions at BOB Financial Solutions Ltd., India First Life Insurance Company Limited, Uganda Securities Exchange Ltd, Uganda, Institute of Banking and Finance Limited, Uganda and Neighborhood Housing Services Limited, New York, USA.</p> <p>Transformed business in Bank of Baroda and created new milestones by leveraging new age Technology, Digital and Fintech, introduction of innovative products to enhance</p>	



customer experience, formulating forward looking people and Marketing strategy, Building Human Capital, Cost Optimization, adherence to robust Risk Management & Governance framework and created culture of Learning and Compliance.

Liaised with global financial regulators, Government authorities, financial governing bodies and peers in banking industry to formulate and implement best practices.

He served as Executive Director , Bank of Baroda ( August, 2016 to June, 2018), Chief Executive, Bank of Baroda-US Operations, New York ( November, 2013 to August, 2016) and Managing Director, Bank of Baroda (Uganda) Limited, Kampala( September, 2012 to November, 2013). Financial Controller -Bank of Baroda- U K Operations, London (February 2000 to May 2003)

He holds a Master's Degree in Commerce & a Bachelor's Degree in Law from Delhi University. He is also a Certified Associate of Indian Institute of Banking & Finance (CAIIB).

By Order of the Board  
For **West Coast Paper Mills Limited**  
**Brajmohan Prasad**  
**Company Secretary**  
**M.No.F7492**

Place : Dandeli  
Date : February 10, 2022

## Annexure-II

### Remote e-Voting Instructions for shareholders

Pursuant to SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode can vote through their demat account maintained with Depositories and Depository Participants only.

Login method for Individual shareholders holding securities in demat mode/ physical mode is given below:

<b>Type of shareholders</b>	<b>Login Method</b>
<b>Individual Shareholders holding securities in demat mode with NSDL</b>	<ul style="list-style-type: none"><li>• If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsd.com">https://eservices.nsd.com</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section. A new screen will open. You will have to enter your User ID and Password.</li><li>• After successful authentication, you will be able to see e-Voting services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period.</li><li>• If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsd.com">https://eservices.nsd.com</a> Select “Register Online for IDeAS “Portal or click at <a href="https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</a></li><li>• Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsd.com/">https://www.evoting.nsd.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’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</li></ul>

<p><b>Individual Shareholders holding securities in demat mode with CDSL</b></p>	<ul style="list-style-type: none"> <li>• Existing user of who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>• After successful login of Easi / Easiest the user will be also able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. NSDL, KARVY, LINK INTIME, CDSL. Click on e-Voting service provider name to cast your vote.</li> <li>• If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi./Registration/EasiRegistration">https://web.cdslindia.com/myeasi./Registration/EasiRegistration</a></li> <li>• Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP where the E Voting is in progress.</li> </ul>
<p><b>Individual Shareholders (holding securities in demat mode) &amp; login through their depository participants</b></p>	<ul style="list-style-type: none"> <li>• You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility.</li> <li>• Once login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</li> </ul>
<p><b>Individual Shareholders holding securities in Physical mode &amp; evoting service Provider is LINKINTIME.</b></p>	<ol style="list-style-type: none"> <li>1. Open the internet browser and launch the URL: <a href="https://instavote.linkintime.co.in">https://instavote.linkintime.co.in</a></li> </ol> <p>► Click on “Sign Up” under ‘SHARE HOLDER’ tab and register with your following details: -</p> <ol style="list-style-type: none"> <li>A. User ID: Shareholders/ members holding shares in physical form shall provide Event No + Folio Number registered with the Company.</li> <li>B. PAN: Enter your 10-digit Permanent Account Number (PAN) (Members who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.</li> </ol>

	<p><b>C.</b> DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)</p> <p><b>D.</b> Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company.</p> <ul style="list-style-type: none"> <li>• Shareholders/ members holding shares in physical form but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above</li> </ul> <p>▶ Set the password of your choice (The password should contain minimum 8 characters, at least one special Character (@!#\$%&amp;*), at least one numeral, at least one alphabet and at least one capital letter).</p> <p>▶ Click "confirm" (Your password is now generated).</p> <p>2. Click on 'Login' under 'SHARE HOLDER' tab.</p> <p>3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on 'Submit'.</p> <p>4. After successful login, you will be able to see the notification for e-voting. Select 'View' icon.</p> <p>5. E-voting page will appear.</p> <p>6. Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).</p> <p>7. After selecting the desired option i.e. Favour / Against, click on 'Submit'. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.</p>
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### **Institutional shareholders:**

Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <https://instavote.linkintime.co.in> and register themselves as 'Custodian / Mutual Fund / Corporate Body'. They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the 'Custodian / Mutual Fund / Corporate Body' login for the Scrutinizer to verify the same, also can send the same to scrutinizer at email ID : [csnaman@ngjoshiandco.com](mailto:csnaman@ngjoshiandco.com).

### **Individual Shareholders holding securities in Physical mode & e-voting service Provider is LINKINTIME, have forgotten the password:**

- Click on 'Login' under 'SHARE HOLDER' tab and further Click 'forgot password?'
- Enter User ID, select Mode and Enter Image Verification (CAPTCHA) Code and Click on 'Submit'.

- In case shareholders/ members is having valid email address, Password will be sent to his / her registered e-mail address.
- Shareholders/ members can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc. as mentioned above.
- The password should contain minimum 8 characters, at least one special character (@!#\$%&\*), at least one numeral, at least one alphabet and at least one capital letter.

**Individual Shareholders holding securities in demat mode with NSDL/ CDSL have forgotten the password:**

- Shareholders/ members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.
  - It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
  - For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
  - During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular “Event”.

**Helpdesk for Individual Shareholders holding securities in demat mode:**

In case shareholders/ members holding securities in demat mode have any technical issues related to login through Depository i.e. NSDL/ CDSL, they may contact the respective helpdesk given below:

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	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
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022-23058738 or 22-23058542-43.

**Helpdesk for Individual Shareholders holding securities in physical mode/ Institutional shareholders & e-voting service Provider is LINKINTIME.**

In case shareholders/ members holding securities in physical mode/ Institutional shareholders have any queries regarding e-voting, they may refer the Frequently Asked Questions (‘FAQs’) and InstaVote e-Voting manual available at <https://instavote.linkintime.co.in>, under Help section or send an email to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 –4918 6000.

**InstaVote Support Desk**  
**Link Intime India Private Limited**