



# 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



ZZS:PB:131:SHARE:07  
February 27, 2025

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,

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

**Sub: Notice of Postal Ballot.**

In continuation with our letter No. ZZS:PB:102:SHARE:07, dated February 15, 2025 regarding intimation of Cut-off date, we enclose herewith Notice of Postal Ballot dated 13.02.2025 for seeking shareholders approval through Postal Ballot by means of remote e-Voting for Special Resolution i.e., 1) Re-appointment of Shri Vinod Balmukand Agarwala (DIN:01725158), as Independent Director of the Company, details mentioned in the enclosed notice.

Notice is being sent to the shareholders through email and also will be published on the website of the Company i.e., www.westcoastpaper.com.

The voting through remote e-Voting shall commence on Tuesday, March 04, 2025 (9.00 A.M.) and ends on Wednesday, the April 02, 2025 (5.00 P.M.).

Please take the above 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, Uttar Kannada, Karnataka

**CIN:** L02101KA1955PLC001936, **GST No.** 29AAACT4179N1ZO,

**Phone:** (08284) 231391-395 (5 Lines), **Fax :** (08284) 231225,

**E-mail:** [co.sec@westcoastpaper.com](mailto:co.sec@westcoastpaper.com), **Website:** [www.westcoastpaper.com](http://www.westcoastpaper.com)

### 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>e-Voting commence on</b> | From 9.00 A.M. on Tuesday, 4 <sup>th</sup> March 2025   |
| <b>e-Voting ends on</b>     | Till 5.00 P.M. on Wednesday, 2 <sup>nd</sup> April 2025 |

**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 (“**Companies Management Rules**”), 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, act, rules, 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 remote e-voting (“**Postal Ballot**”). Explanatory Statement pursuant to the provisions of Section 102(1) of the Companies Act setting out the material facts and reason/ rationale relating to the resolution mentioned in this Notice, is attached herewith as **Annexure-I**, for your information.

The Board of Directors at its meeting held on 13<sup>th</sup> February 2025, had 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, 20/2021 dated 8 December 2021, 03/2022 dated 5 May 2022, 11/2022 dated 28 December 2022, 09/2023 dated 25 May 2023 and 09/2024 dated 19 September 2024 (“**MCA Circulars**”), in relation

to the extension of framework provided in the MCA Circulars up to 30 September 2025 and 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.

SEBI vide its circular no. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 3<sup>rd</sup> October 2024 on compliance with the provisions of the SEBI LODR Regulations, inter-alia has relaxed the applicability of Regulation 44(4) of the SEBI LODR Regulations for general meetings (in electronic mode) till 30<sup>th</sup> September 2025.

In accordance with the MCA Circulars and applicable provisions of SEBI LODR Regulations, this Postal Ballot Notice is being sent only through electronic mode i.e. 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 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 MUFG Intime India Pvt. Ltd., (formerly known as Link Intime India Pvt. Limited) (“LIPL”) 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 Rules.

In compliance with the provisions of Sections 108 and 110 of the Companies Act read with Rule 20 and 22 of the Companies Management Rules as amended from time to time and Regulation 44 of the SEBI LODR Regulations read with SS-2, the Company is providing remote 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 e-Voting period shall **commence from 9.00 A.M. onwards on Tuesday, 4<sup>th</sup> March 2025, till 5.00 P.M. on Wednesday, 2<sup>nd</sup> April 2025**. The e-Voting module will be disabled / blocked after the business hours i.e. 5.00 P.M. on Wednesday, 2<sup>nd</sup> April 2025 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 **Friday, 21<sup>st</sup> February 2025 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 and in his absence, to any one of the Directors of the Company, after completion of scrutiny of Postal Ballot (e-Voting) in a fair and transparent manner. The results of the Postal Ballot (e-Voting) along with the Scrutinizer’s Report 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 LIPL i.e. [www.linkintime.co.in](http://www.linkintime.co.in).

#### **SPECIAL BUSINESS:**

1. **Re-appointment of Shri Vinod Balmukand Agarwala (DIN:01725158), as an Independent Director of the Company.**

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

“**RESOLVED THAT** pursuant to the provisions of Sections 149, 150, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 (**the “Act”**) and the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 25 of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**“SEBI LODR Regulations”**) (including any statutory modification(s) or re-enactment thereof for the time being in force), the provisions of Articles of Association of the Company and based on, the recommendations of the Nomination and Remuneration Committee and the Board of Directors of the Company, approval of the members be and is hereby accorded for the re-appointment of **Shri Vinod Balmukand Agarwala (DIN:01725158)** as an Independent Director, who has submitted a declaration that he meets the criteria for independence as provided under Section 149 (6) of the Act along with the Rules framed there under and Regulation 16 (1) (b) of the SEBI LODR Regulations and is eligible for re-appointment under the provisions of the Act, the Rules made thereunder and the SEBI LODR Regulations, and in respect of whom the Company has received a notice in writing under Section 160 (1) of the Act proposing his

candidature for the office of a Director for re-appointment as an Independent Director of the Company, not liable to retire by rotation, for second term of 3 (three) consecutive years, commencing from 26<sup>th</sup> May 2025 to 25<sup>th</sup> May 2028.”

“**RESOLVED FURTHER THAT** pursuant to the Regulation 17(1A) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”) and all applicable provisions of the Companies Act, 2013 (“**the Act**”) and Rules made thereunder and on the basis of recommendation and approval of the Nomination and Remuneration Committee in its meeting held on 8<sup>th</sup> January 2025 and that of the Board of Directors of the Company, in its meeting held on 13<sup>th</sup> February 2025, Shri Vinod Balmukand Agarwala (DIN: 01725158), was Re-appointed as an Independent Director of the Company with effect from 26<sup>th</sup> May 2025, who is above the age of 75 (Seventy Five) years, be and is hereby approved to continue to hold the office of Director with effect from 26<sup>th</sup> May 2025 to 25<sup>th</sup> May 2028.”

“**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:13<sup>th</sup> February 2025

Notes :

1. An Explanatory Statement pursuant to Section 102 and 110 of the Companies Act, 2013 ( the “**Act**”) read with the Companies (Management and Administration) Rules, 2014 (“**Companies Management Rules**”), setting out the material facts and reasons for the resolution in respect of the business 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 Companies Management Rules and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR Regulations**”), 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 LIPL for facilitating e-Voting to enable the Members to cast their votes electronically.

3. The resolution, 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. 2<sup>nd</sup> April 2025. Further, resolution 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 Rules read with the MCA Circulars and the SEBI LODR 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. Members may note that SEBI, vide Circular Nos. SEBI/HO/ MIRSD/MIRSD\_RTAMB/P/ CIR/2021/655 dated November 03, 2021 & SEBI/HO/MIRSD/MIRSD\_RTAMB/P/ CIR/2021/ 687 dated December 14, 2021, has prescribed the common and simplified norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination. SEBI vide Circular No. SEBI/ HO/MIRSD/MIRSD-PoD-1/P/ CIR/2023/37 dated March 16, 2023 has mandated all holders of physical securities in listed companies to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio number(s). The Company has already sent letters to members who hold shares in physical form to furnish the above-mentioned details which are not registered in their respective folio number(s).
7. In terms of SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/ 2020/242 dated 9th December 2020 in respect of e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account(s) maintained with Depositories and Depository Participants. Shareholders are advised to update the details of their mobile number and email Id in their demat accounts in order to access e-Voting facility.
8. 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

##### Item No.1

It is required under Section 149(4) read with Schedule IV of the Companies Act, 2013 (“**Act**”) to appoint Independent Directors and maximum tenure as per Section 149(10) of the Act is up to 5 (five) consecutive years, but shall be eligible for re-appointment on passing of a special resolution by the Company for another term up to 5 consecutive years.

In terms of Regulation 17(1A) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**SEBI LODR**”) listed entities are required to pass a special resolution and provide a justification in the explanatory statement annexed to the notice, for appointing or continuing the directorship of any person who has attained the age of 75 (seventy-five) years, as a non-executive director of a company.

**Shri Vinod Balmukand Agarwala (DIN: 01725158)** was appointed as an Non-Executive Independent Director of the Company not liable to retire by rotation, for the period of 3 (three) consecutive years in the 67<sup>th</sup> Annual General Meeting (AGM) held on 17<sup>th</sup> August 2022. His existing term/tenure will expire on 25<sup>th</sup> May 2025. Who is above the age of 75 (Seventy Five) years.

The Board of Directors in their meeting held on 13<sup>th</sup> February 2025, on the basis of report of performance evaluation and recommendation of the Nomination and Remuneration Committee, have re-appointed **Shri Vinod Balmukand Agarwala (DIN:01725158)**, as an Independent Director of the Company not liable to retire by rotation and to continue to hold office for further period of 3 (three) consecutive years w.e.f., 26<sup>th</sup> May 2025 to 25<sup>th</sup> May 2028 subject to approval of members of the Company through Postal Ballot.

**Shri Vinod Balmukand Agarwala (DIN:01725158)** is Chairman of the Nomination and Remuneration Committee and has been effectively performing his duties and providing valuable guidance to the Company in key strategic matters from time to time.

The Company has also received from **Shri Vinod Balmukand Agarwala (DIN: 01725158)**, (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 Act read with Rules made thereunder and the SEBI LODR Regulations, (iv) certificate of Indian Institute of Corporate Affairs, as required under the Companies(Appointment and Qualification of Directors) Rules, 2014.

The Board of Directors is of the opinion that **Shri Vinod Agarwala's**, rich knowledge and diverse experience is a valuable asset to the Company which adds value and enriched point of view during Board discussions and decision making. He is also a person of integrity who possesses required expertise and his association as Non-executive Independent Director will be beneficial to the Company and recommends the re-appointment of Shri Vinod Balmukand Agarwala (DIN: 01725158) as Non-executive Independent Director of the Company for the Second term i.e. up to 25<sup>th</sup> May 2028.

In the opinion of the Board, **Shri Vinod Balmukand Agarwala (DIN:01725158)** fulfills the conditions specified in the Act and Rules made thereunder and the proposed director is Independent of the Management.

The brief profile of **Shri Vinod Balmukand Agarwala (DIN:01725158)** as required under Regulation 36(3) of SEBI LODR Regulations, is provided as '**Exhibit A**' to this Notice.

**Shri Vinod Balmukand Agarwala (DIN:01725158)** is interested in the resolution set out at Item No.1 of the Notice with regard to his re-appointment and relatives of the said Director 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 Vinod Balmukand Agarwala (DIN:01725158)** 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 Vinod Balmukand Agarwala** is subject to the approval of the members by way of special resolution and thus the Board of Directors has only recommended the resolution as set out at Item No.1 of this Notice for your approval.

**“Exhibit A”****Details of Director seeking appointment/ re-appointment****Pursuant to the requirements of Regulation 36 (3) of the Securities Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard on General Meeting (SS-2) issued by the Institute of Company Secretaries of India**

|     |  |  |
|-----|--|--|
| 1.  | Name   | Shri Vinod Balmukand Agarwala  |
| 2.  | DIN  | 01725158   |
| 3.  | Age  | 76 years   |
| 4.  | Nationality  | Indian   |
| 5.  | Category   | Non-Executive, Independent Director  |
| 6.  | Date of first appointment on the Board   | 26 <sup>th</sup> May 2022  |
| 7.  | Remuneration last drawn, (including sitting fees, if any) / Remuneration proposed to be paid | Rs.3.50 Lakh sitting fees paid during the Financial Year (upto 13 <sup>th</sup> February 2025) for attending Board and Committee Meetings of the Company / He will be paid sitting fees for attending Board and its Committees Meetings.       |
| 8.  | Experience/ Expertise in specific functional areas   | B.Sc., LL.B. and Advocate on Record, Supreme Court of India, Solicitor, High Court of Bombay and Solicitor England and Wales. He has a vast legal experience. Presently acting as Arbitrator of BSE Ltd. and as Director in various companies. |
| 9.  | Qualifications   | B.Sc., LL.B.   |
| 10. | Terms and Conditions of appointment / re-appointment   | As per Item No.1 of the Explanatory Statement  |
| 11. | Relationships between Directors, Manager and Key Managerial Personnel of the Company         | There is no relationship with other Directors, Manager and Key Managerial Personnel's  |

|     |  |  |
|-----|--|--|
| 12. | Directorship in other Listed entities  | IRIS Business Services Limited   |
| 13. | Chairmanship / Membership of Committee of the Board in other Listed entities   | IRIS Business Services Limited<br>1.Nomination and remuneration committee - Member<br>2. Audit Committee - Member  |
| 14. | No. of shares held in the Company  | NIL  |
| 15. | Listed entities in which the director has resigned in the past three years   | 1.GTL Infrastructure Limited<br>2.Technocraft Industries (India) Limited<br>3.Supreme Infrastructure India Limited |
| 16. | Number of meetings of the Board attended during the Financial Year 2024-25   | 4 (Four)   |
| 17. | Brief resume/skills and capabilities   | He has rich knowledge and diverse experience in Legal field and expertise in management, administration            |
| 18. | <p><b>Brief profile:</b><br/>Shri Vinod Agarwala, B.Sc., LL.B. and Advocate on Record, Supreme Court of India, Solicitor, High Court of Bombay and Solicitor England and Wales. He has a vast legal and leadership experience ranging over 5 decades. He, also acted for Government of Maharashtra Committee set up for trans harbour link Project chaired by Late Mr.J.R.D.Tata and Unit Trust of India (UTI). Presently acting as Arbitrator of BSE Ltd. and Director in IRIS Business Services Limited and other Private Limited Companies.</p> |  |

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

Place : Dandeli  
Date : 13<sup>th</sup> February 2025

## Annexure-II

### REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access e-Voting facility.

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

#### Individual Shareholders holding securities in demat mode with NSDL

##### METHOD 1 - Individual Shareholders registered with NSDL IDeAS facility

###### Shareholders who have registered for NSDL IDeAS facility:

- a) Visit URL: <https://eservices.nsd.com> and click on “Beneficial Owner” icon under “Login”.
- b) Enter User ID and Password. Click on “Login”
- c) After successful authentication, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- d) Click on “MUFG Intime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

OR

###### Shareholders who have not registered for NSDL IDeAS facility:

- a) To register, visit URL: <https://eservices.nsd.com> and select “Register Online for IDeAS Portal” or click on <https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp>
- b) Proceed with updating the required fields.
- c) Post successful registration, user will be provided with Login ID and password.
- d) After successful login, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- e) Click on “MUFG Intime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

##### METHOD 2 - Individual Shareholders directly visiting the e-voting website of NSDL

- a) Visit URL: <https://www.evoting.nsd.com>
- b) Click on the “Login” tab available under ‘Shareholder/Member’ section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
  - a) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
  - b) Click on “MUFG Intime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

## **Individual Shareholders holding securities in demat mode with CDSL**

### **METHOD 1 – Individual Shareholders registered with CDSL Easi/ Easiest facility**

#### **Shareholders who have registered/ opted for CDSL Easi/ Easiest facility:**

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or [www.cdslindia.com](http://www.cdslindia.com).
- b) Click on New System Myeasi Tab
- c) Login with existing my easi username and password
- d) After successful login, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., LINKINTIME, for voting during the remote e-voting period.
- e) Click on “Link InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**OR**

#### **Shareholders who have not registered for CDSL Easi/ Easiest facility:**

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Registration/EasiestRegistration>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided username and password.
- d) After successful login, user able to see e-voting menu.
- e) Click on “Link InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

### **METHOD 2 - Individual Shareholders directly visiting the e-voting website of CDSL**

- a) Visit URL: <https://www.cdslindia.com>
- b) Go to e-voting tab.
- c) Enter Demat Account Number (BO ID) and PAN No. and click on “Submit”.
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) After successful authentication, click on “Link InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

## **Individual Shareholders holding securities in demat mode with Depository Participant**

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL / CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, user shall navigate through “e-voting” option.
- c) Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.

- d) After successful authentication, click on “MUFG Intime/ Link InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**Login method for shareholders holding securities in physical mode /  
Non-Individual Shareholders holding securities in demat mode**

Shareholders holding shares in physical mode / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register for InstaVote as under:

- a) Visit URL: <https://instavote.linkintime.co.in>

**Shareholders who have not registered for INSTAVOTE facility:**

- b) Click on “**Sign Up**” under ‘SHARE HOLDER’ tab and register with your following details:

**A. User ID:**

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.

CDSL demat account – User ID is 16 Digit Beneficiary ID.

Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company.

**B. PAN:**

Enter your 10-digit Permanent Account Number (PAN)

(Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

**C. DOB/DOI:**

Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

**D. Bank Account Number:**

Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

*\*Shareholders holding shares in **NSDL form**, shall provide ‘D’ above*

*\*\*Shareholders holding shares in **physical form** but have not recorded ‘C’ and ‘D’, shall provide their Folio number in ‘D’ above*

- ❖ Set the password of your choice  
(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).
- ❖ Enter Image Verification (CAPTCHA) Code
- ❖ Click “Submit” (You have now registered on InstaVote).

### **Shareholders who have registered for INSTAVOTE facility:**

- c) Click on “**Login**” under ‘SHARE HOLDER’ tab.
  - A. User ID: Enter your User ID
  - B. Password: Enter your Password
  - C. Enter Image Verification (CAPTCHA) Code
  - D. Click “Submit”
  
- d) Cast your vote electronically:
  - A. After successful login, you will be able to see the “Notification for e-voting”.
  - B. Select ‘View’ icon.
  - C. E-voting page will appear.
  - D. 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).
  - E. 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.

### **Guidelines for Institutional shareholders (“Custodian / Corporate Body/ Mutual Fund”)**

#### **STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration**

- a) Visit URL: <https://instavote.linkintime.co.in>
- b) Click on “**Sign Up**” under “Custodian / Corporate Body/ Mutual Fund”
- c) Fill up your entity details and submit the form.
- d) A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to [insta.vote@linkintime.co.in](mailto:insta.vote@linkintime.co.in).
- e) Thereafter, Login credentials (User ID; Organisation ID; Password) is sent to Primary contact person’s email ID. (You have now registered on InstaVote)

#### **STEP 2 – Investor Mapping**

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on “**Investor Mapping**” tab under the Menu Section
- c) Map the Investor with the following details:
  - A. ‘Investor ID’ –
    - i. NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID *i.e., IN00000012345678*
    - ii. CDSL demat account – User ID is 16 Digit Beneficiary ID.
  - B. ‘Investor’s Name - Enter Investor’s Name as updated with DP.
  - C. ‘Investor PAN’ - Enter your 10-digit PAN.
  - D. ‘Power of Attorney’ - Attach Board resolution or Power of Attorney. File Name for the Board resolution/Power of Attorney shall be – DP ID and Client ID and send the same

in pdf format to the scrutinizer at email ID: [csnaman@ngjoshiandco.com](mailto:csnaman@ngjoshiandco.com). Further, Custodians and Mutual Funds shall also upload specimen signature card.

*\*File Name for the Board resolution/ Power of Attorney shall be – DP ID and Client ID or 16 Digit Beneficiary ID. Further, Custodians and Mutual Funds shall also upload specimen signatures.*

E. Click on Submit button. (The investor is now mapped with the Custodian / Corporate Body/ Mutual Fund Entity). The same can be viewed under the “Report Section”.

### **STEP 3 – Voting through remote e-voting**

The corporate shareholder can vote by two methods, during the remote e-voting period.

#### **METHOD 1 - VOTES ENTRY**

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on “**Votes Entry**” tab under the Menu section.
- c) Enter the “**Event No.**” for which you want to cast vote.  
Event No. can be viewed on the home page of InstaVote under “On-going Events”.
- d) Enter “**16-digit Demat Account No.**” for which you want to cast vote.
- e) 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).
- f) 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.

**OR**

#### **METHOD 2 - VOTES UPLOAD**

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will be able to see the “Notification for e-voting”.
- c) Select “**View**” icon for “**Company’s Name / Event number**”.
- d) E-voting page will appear.
- e) Download sample vote file from “**Download Sample Vote File**” tab.
- f) Cast your vote by selecting your desired option ‘Favour / Against’ in the sample vote file and upload the same under “**Upload Vote File**” option.
- g) Click on ‘Submit’. ‘Data uploaded successfully’ message will be displayed.  
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

#### **Helpdesk:**

**Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:**

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 – 4918 6000.

## Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

| 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 : 022 - 4886 7000                                      |
| 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 toll free no. 1800 22 55 33 |

## Forgot Password:

### Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on “**Login**” under ‘SHARE HOLDER’ tab.
- Click “**forgot password?**”
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on “SUBMIT”.

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

#### **User ID:**

*NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.*

*CDSL demat account – User ID is 16 Digit Beneficiary ID.*

*Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company.*

In case Custodian / Corporate Body/ Mutual Fund has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on ‘Login’ under “Custodian / Corporate Body/ Mutual Fund” tab
- Click “**forgot password?**”
- Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA).
- Click on “SUBMIT”.

*In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. The password should contain a minimum of 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 has forgotten the password:**

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at above mentioned 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”.

**InstaVOTE**

Team InstaVote

MUFG Intime India Private Limited  
Formerly Link Intime India Private Limited