

e-Voting User Manual for Security Holders to vote

# User Manual on

## e-Voting system for Shareholders

The screenshot shows the CDSL eVoting System website. The browser address bar displays <https://www.evotingindia.co.in/evotefhome.jsp>. The website features a navigation menu with links for About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. The main content area includes a section titled "Purpose of www.evotingindia.com" with a list of benefits: eliminating paper, facilitating electronic voting, enabling convenient voting, eliminating postal delays, and increasing participation. A table lists "On Going" voting events with columns for Sr. No., EVSN, Company Name, Start Date, and End Date. A sidebar on the right contains icons for Shareholders, Custodian / Corporate, Issuer / RTA, and Scrutinizer. The footer contains copyright information for 2013 and site update details.

Sr. No.	EVSN	Company Name	Start Date	End Date
1	140314002	Company14	14-Mar-2014 15:02 Hrs	14-Apr-2014 17:00 Hrs
2	140318001	VICTORY LIMITED	19-Mar-2014 12:25 Hrs	18-Apr-2014 16:00 Hrs
3	140319001	VICTORY LIMITED	19-Mar-2014 14:45 Hrs	18-Apr-2014 17:00 Hrs
4	140314001	Company14	19-Mar-2014 12:00 Hrs	18-Apr-2014 17:00 Hrs
5	140327003	NEWLOOK	27-Mar-2014 12:20 Hrs	26-Apr-2014 17:00 Hrs

<https://www.evotingindia.co.in/homepage.jsp>

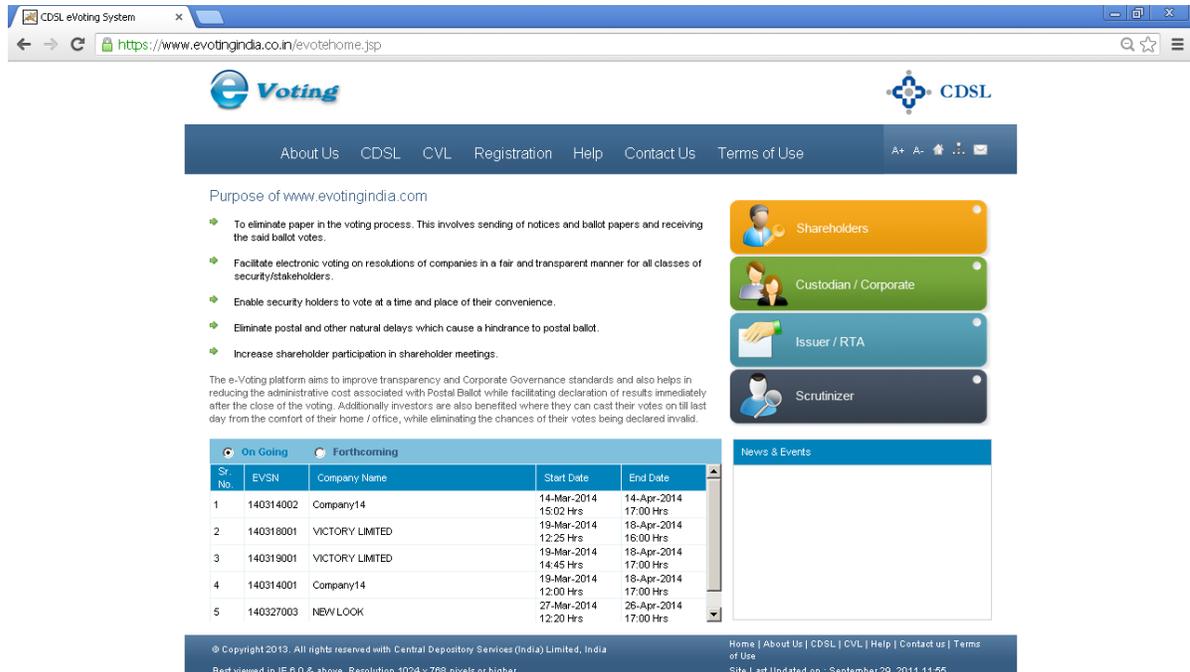
**For Security holders to cast their votes**

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## 1. Login to e-Voting

Double click on the Internet Explorer Icon  located on the desktop and launch the web browser. Type the following address in the address bar [www.evotingindia.co.in](https://www.evotingindia.co.in) and click on “Enter (↵)” key.



Purpose of www.evotingindia.com

- To eliminate paper in the voting process. This involves sending of notices and ballot papers and receiving the said ballot votes.
- Facilitate electronic voting on resolutions of companies in a fair and transparent manner for all classes of security/stakeholders.
- Enable security holders to vote at a time and place of their convenience.
- Eliminate postal and other natural delays which cause a hindrance to postal ballot.
- Increase shareholder participation in shareholder meetings.

The e-Voting platform aims to improve transparency and Corporate Governance standards and also helps in reducing the administrative cost associated with Postal Ballot while facilitating declaration of results immediately after the close of the voting. Additionally investors are also benefited where they can cast their votes on till last day from the comfort of their home / office, while eliminating the chances of their votes being declared invalid.

On Going		Forthcoming		
Sr. No.	EVSN	Company Name	Start Date	End Date
1	140314002	Company14	14-Mar-2014 15:02 Hrs	14-Apr-2014 17:00 Hrs
2	140318001	VICTORY LIMITED	19-Mar-2014 12:25 Hrs	18-Apr-2014 16:00 Hrs
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5	140327003	NEWLOOK	27-Mar-2014 12:20 Hrs	26-Apr-2014 17:00 Hrs

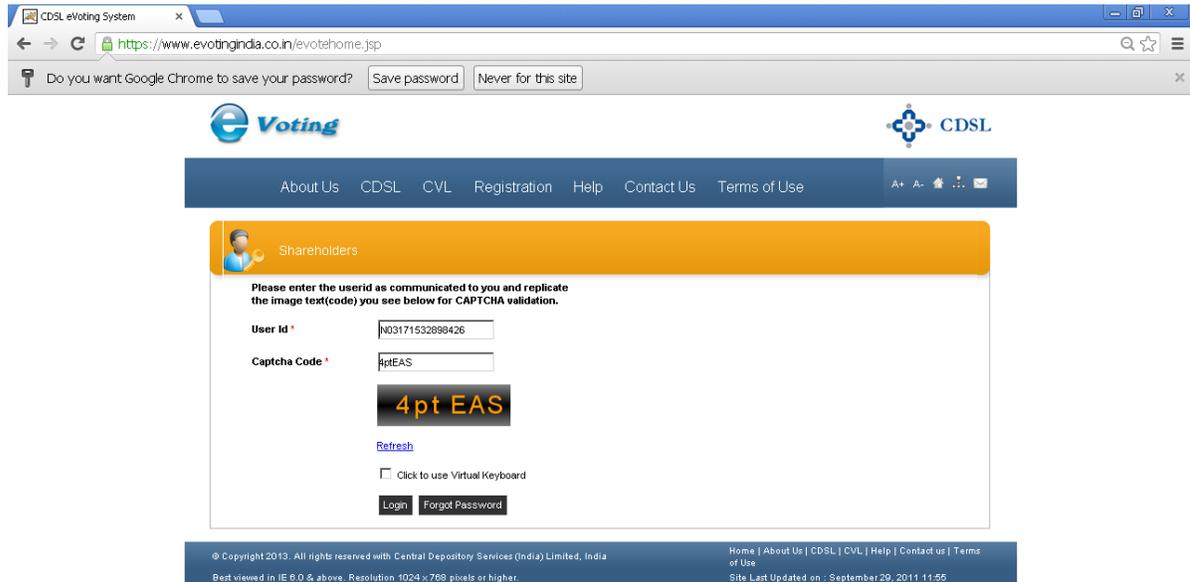
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<https://www.evotingindia.co.in/homepage.jsp>

## e-Voting User Manual for Security Holders to vote

Click on SHAREHOLDERS and enter your User id (For NSDL :- 8 Character DP ID followed by 8 Digits Client ID / For CDSL :- 16 digits beneficiary ID / For Members holding shares in Physical Form - Folio Number registered with the Company) & then enter the Captcha Code as displayed and click on Login as shown below:



The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features the 'eVoting' logo and the CDSL logo. A navigation menu includes links for 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Shareholders' and contains a login form. The form instructions state: 'Please enter the userid as communicated to you and replicate the image text(code) you see below for CAPTCHA validation.' The 'User Id' field contains 'N03171532898426' and the 'Captcha Code' field contains '4ptEAS'. Below the captcha field is a 'Refresh' link and a checkbox for 'Click to use Virtual Keyboard'. At the bottom of the form are 'Login' and 'Forgot Password' buttons. The footer contains copyright information for 2013 and the site last updated date of September 29, 2011.

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e-Voting User Manual for Security Holders to vote  
Enter your PAN & at least one detail amongst Bank Account Number and DOB or Date Of Inc. has to be mentioned. Kindly provide your details as available on the demat account / folio number provided, then click on submit.

The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features the 'eVoting' logo and the CDSL logo. A navigation menu includes 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Shareholders' and displays a message: 'CAPTCHA validation was successful. Kindly enter other login details to proceed.' Below this message are four input fields: 'User Id' (containing 'N03171532898426'), 'PAN' (containing 'ANIPS6800P'), 'Bank Account Number', and 'DOB or Date Of Inc.' (containing '01/01/1982' with a '(dd/mm/yyyy)' placeholder). A red note below the fields states: 'Atleast one detail amongst Bank Account Number and DOB or Date Of Inc. has to be mentioned. Kindly provide your details as available on the demat account number provided.' A 'Submit' button is located at the bottom of the form. The footer contains copyright information for 2013 and the site's last update date of September 20, 2011.

## e-Voting User Manual for Security Holders to vote

The system will mandate for demat account holder to change their initial password. Password should be minimum 8 characters long. Enter the password of your choice which you wish to keep for e-Voting purpose. Confirm the Password and then click on Submit.

The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features the 'e-Voting' logo and the CDSL logo. A navigation menu includes 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Change Password' and contains a form with the following fields and elements:

- Please enter following details to login.**
- User Id:**
- New Password:**
- Confirm Password:**
- Submit** button

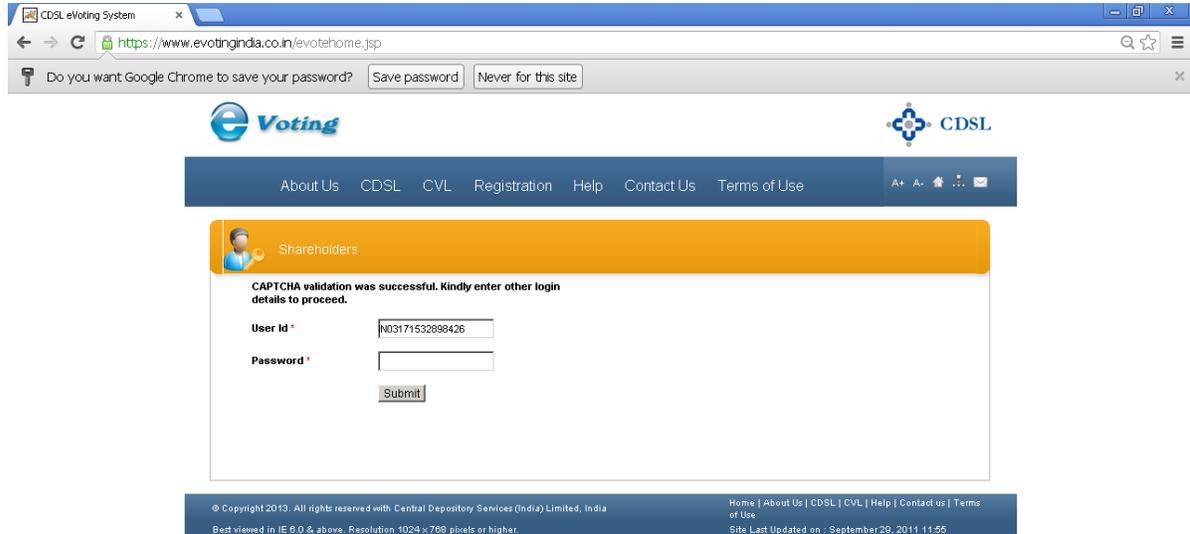
At the bottom of the page, there is a footer with the following text:

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## e-Voting User Manual for Security Holders to vote

If you are holding shares in Demat form and had logged on to [www.evotingindia.co.in](http://www.evotingindia.co.in) and casted your vote earlier for EVSN of any company, then your existing password is to be used. So after you enter the User ID and Captcha Code and click on Login you will directed directly to the screen shown below to enter your password.



The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evotehome.jsp>. The page features the 'eVoting' logo and 'CDSL' branding. A navigation menu includes 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Shareholders' and displays a message: 'CAPTCHA validation was successful. Kindly enter other login details to proceed.' Below this message are two input fields: 'User Id \*' containing the value 'N03171532898426' and 'Password \*'. A 'Submit' button is located below the password field. The footer contains copyright information for 2013, a list of navigation links, and a note that the site is best viewed in IE 8.0 and above with a resolution of 1024x768 pixels or higher. The site was last updated on September 29, 2011, at 11:55.

## e-Voting User Manual for Security Holders to vote

The System will check the EVSN for which you are eligible to vote on the day you have logged in. Click on the EVSN for which you wish to vote for.

Investor Voting Screen

Click an EVSN. A new screen will open, wherein you shall be able to cast your vote(s) into the e-Voting system.

EVSN	Company	Start Date	End Date	Holding Date
<a href="#">149331001</a>	USER MANUAL	31-Mar-2014 14:20 Hrs	30-Apr-2014 17:00 Hrs	24-Mar-2014

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# e-Voting User Manual for Security Holders to vote

## 2. Casting your Vote

Investor Voting Screen

Please cast your Vote here.  
Votes will be considered only if the number of securities are entered in the boxes provided for under **Yes** or **No** (or **Abstain**, if available).  
The number of securities entered **cannot be more than the total securities held by you**.  
If you do not wish to vote now, click on **Submit** **without entering anything in the boxes provided**.  
You can vote for any one of the resolutions and the remaining resolutions, anytime before the end of the voting period.  
Please check your votes carefully before you click on **Submit**.  
Once you click on **Submit**, your vote for all the resolutions you have selected will be recorded and cannot be changed.  
Leaving a resolution selection blank implies that, you have not voted for that resolution.  
The total number of securities mentioned is as on the record date decided by the company.  
In order to view the Resolution File, click the link for **Resolution File** below.

[Click here to print](#)

**Company** USER MANUAL [Resolution file](#)  
**EVSN** 140331001  
**Voting Period** From 31-Mar-2014 14:20 Hours to 30-Apr-2014 17:00 Hours  
**User Id** IN03171532898426 : SHAJIL S  
**Total number of securities held in your demat account / folio** 123456789012

Reso. No.	Resolution Description	Choice	Reset
1	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to issue Equity Shares, ADRs, GDRs, FCCBs or any other Securities as detailed under item NO.1 of the Postal Ballot Notice dated June 11, 2009.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	<a href="#">Reset</a>
2	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to create, offer, issue and allot up to 20,00,000 Share Warrants on a preferential basis to detailed under item NO.2 of the Postal Ballot Notice dated June 11, 2009.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	<a href="#">Reset</a>

[Submit](#)

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### To cast your vote:

1. Read the Resolution Description carefully. In case you want to refer to the entire resolution file, click on “**Resolution file**” link
2. The total number of securities you hold is already mentioned in the system. Select whether you assent or dissent for a resolution.
3. Repeat the voting process for all the resolutions on which you want to vote.
4. You can either vote on all the resolutions in one login or vote partially on certain resolutions.
5. Click on Submit.

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You will see a dialog box stating Are you sure, you wish to Confirm your vote?

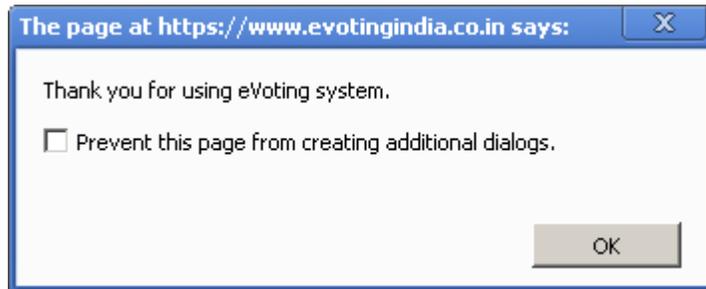
If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.

Once you ‘CONFIRM’ your vote on the resolution, you will not be allowed to modify your vote.

Once you confirm below a dialog box as shown below would be displayed.



If you wish to take print out of voting done by you then click on OK and you can take out the print out. If you do not wish to take print out then click on Cancel then a dialog box as shown below would be displayed.



Click **OK** again.

You will be directed to your login home page you can vote for the remaining resolutions or you can re-login later to cast your vote for the remaining resolutions till the expiry of the voting period. The resolutions against which you have cast your vote will not be available for voting but would contain a message in the Choice field as shown in the screen below.

## e-Voting User Manual for Security Holders to vote

Print Voting Status

Welcome user IN03163740433054 [Home](#) [Change Password](#) [Feedback](#) [Logout](#)

Voting Status for EVSN 140331001 as on 31-03-2014 15:08:08



**Company** USER MANUAL  
**EVSN** 140331001  
**Voting Period** From 31-Mar-2014 14:20 Hours to 30-Apr-2014 17:00 Hours  
**User Id** IN03163740433054 : NANDAHUMARAN MOORKATH-DR.  
**Total number of securities held in your demat account /folio** 123456789012

Reso. No.	Resolution Description	Choice
1	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to issue Equity Shares, ADRs, GDRs, FCCBs or any other Securities as detailed under item NO.1 of the Postal Ballot Notice dated June 11,2009.	<input checked="" type="radio"/> I/We assent to the Resolution (For / Yes / Favour)
2	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to create, offer, issue and allot up to 20,00,000 Share Warrants on a preferential basis to detailed under item NO.2 of the Postal Ballot Notice dated June 11, 2009.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)

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Select the decision for the resolution for which you have not voted as yet and click on Submit. The following screen would be displayed.

Click on OK if you wish to confirm your vote.

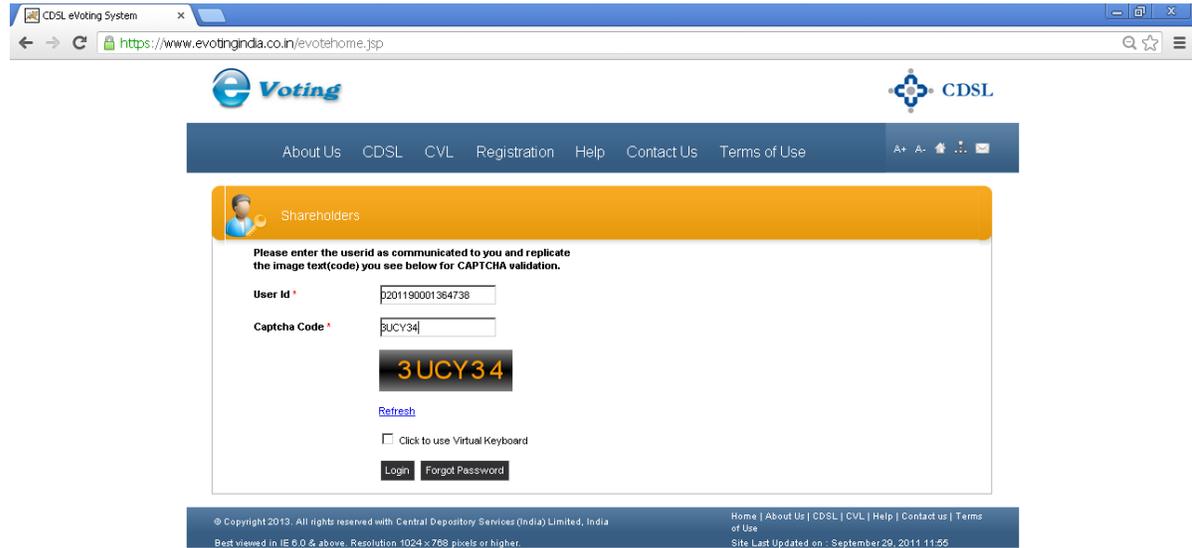
The user can re-login after casting his/her vote with the user id and password provided to them any number of times.

If you do not wish to vote after logging in you can simply Logout.

### 3. Reset Password

For Demat Account Holders - If you have forgotten your password to login to the e-Voting system and wish to vote on resolutions proposed by your company. The Forgot Password would enable you to login.

After you select Enter the User ID and Captcha Code click on Forgot Password.



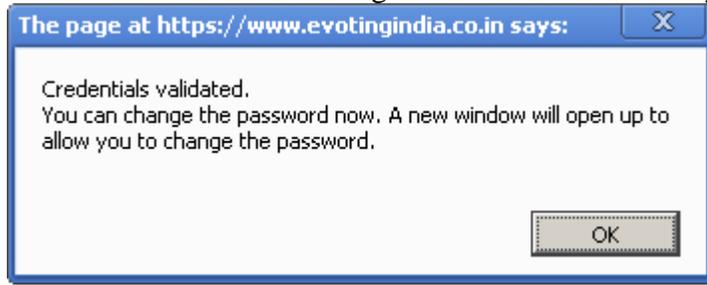
The screenshot displays the 'Forgot Password' interface on the CDSL e-Voting System. The page title is 'Shareholders' and the instruction reads: 'Please enter the userid as communicated to you and replicate the image text(code) you see below for CAPTCHA validation.' The form includes a 'User Id' field with the value '0201190001364738' and a 'Captcha Code' field with the value '3UCY34'. A 'Refresh' link is provided below the captcha image. There is a checkbox for 'Click to use Virtual Keyboard' and two buttons: 'Login' and 'Forgot Password'. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 29, 2011.

After you click on Forgot Password, Enter your PAN and any one detail from Email id, Mobile No, Bank Account Number or DOB or Date of Inc. Please note if your Email id, Mobile No. is uploaded in the Master file by the Company / RTA then you will be able to enter details in this field otherwise this fields will not be editable. After entering the details click on submit.

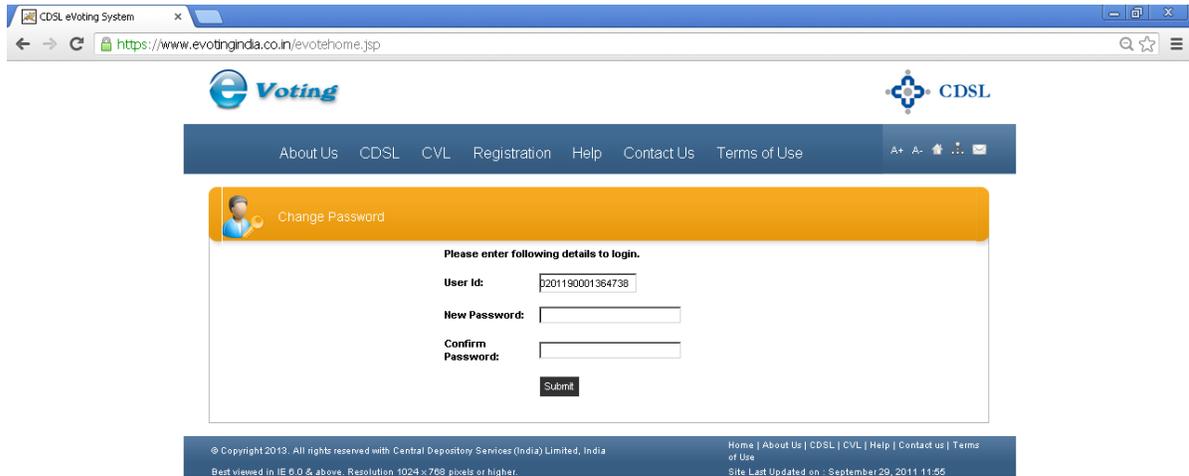
If you enter your email ID the re-set password will be come to your email id, If you enter your Mobile no. then an SMS will come informing you about the re-set password.

In case your Email id and Mobile No. is not editable then you can enter either your Bank Account Number or DOB or Date of Inc. Once you enter this details click on submit a dialog box as shown below would be displayed.

## e-Voting User Manual for Security Holders to vote



Click on OK you will be directed to the change password screen as shown below. Enter the New Password of your choice and confirm the same.



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