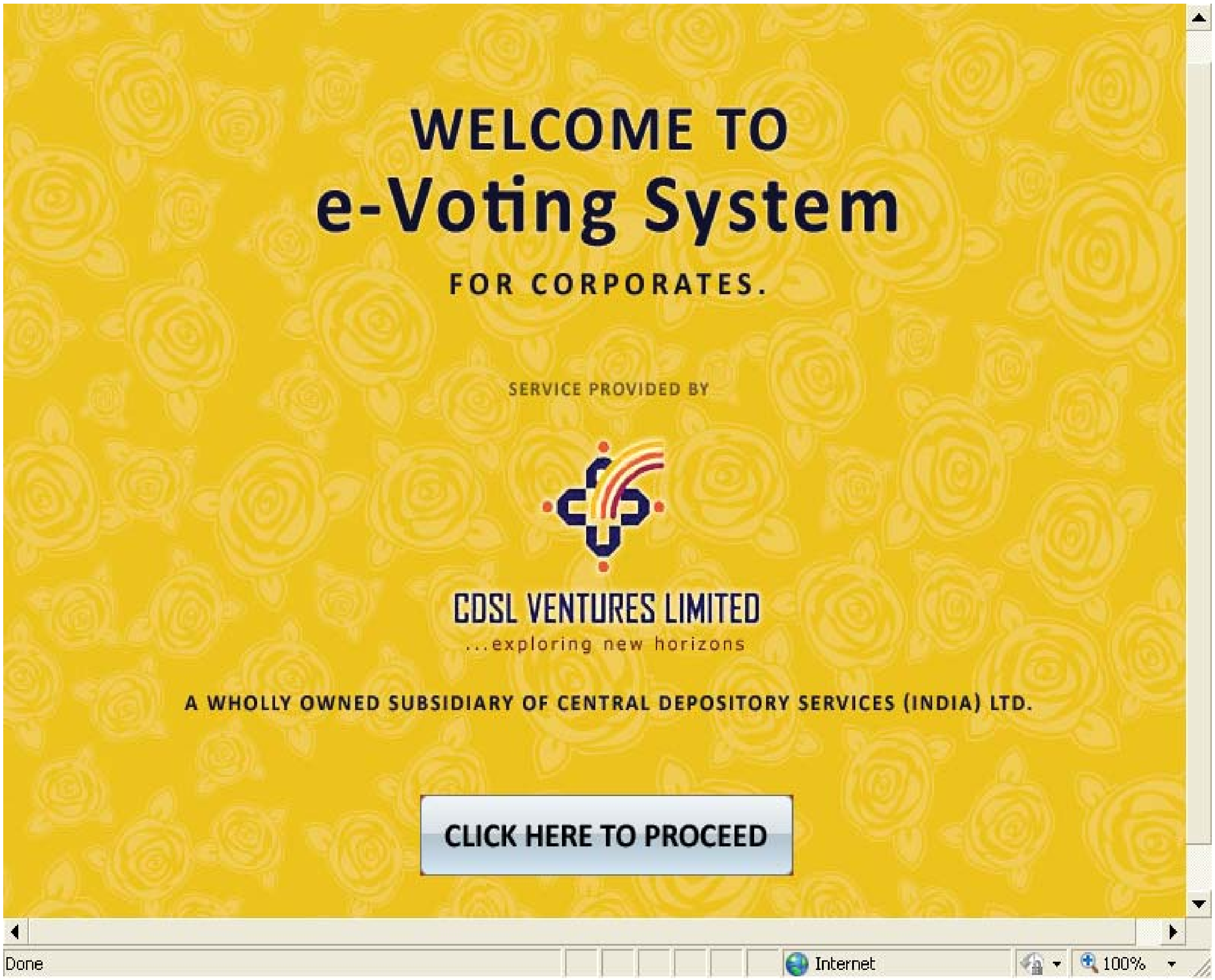
User Manual on

e-Voting System for Corporates



For Shareholders to cast their votes

Table of Contents

1. Introduction

Indian stock markets have recently seen a phenomenal growth in volumes as well as in number of investors. Today, between the two depositories there are more than 1.60 crore Beneficial Owners Accounts. Most of these account holders are retail investors. These investors by virtue of their equity holding are the ultimate owners of the companies issuing the equity. The legislature provides for their participation in the overall management of the companies by exercising the voting right in the relevant meetings of the shareholders of the companies.

To increase the participation of retail investors in the decision-making process of companies, the Ministry of Corporate Affairs notified the Companies (Passing of the Resolution by Postal Ballot) Rules, 2001. However, due to the large number of shareholders, this option also has received a limited response. A more convenient means for exercising the voting rights will help to increase shareholder participation in the decision-making process. Rule 2(b) of The Companies (Passing of the Resolution by Postal Ballot) Rules, 2001 defines postal ballot as:

> "Postal Ballot" includes voting by share holders by postal or electronic mode instead of voting personally by presenting for transacting businesses in a general meeting of the company.

Also, the proposed Companies Bill, 2009, has provision for offering electronic voting facility to shareholders for resolutions placed at General Meetings. Thus, **e-Voting** system can be used not only for electronic voting for postal ballot, but also at General Meetings, once the Companies Bill is passed.

In order to facilitate the Companies to enable electronic voting CDSL Ventures Limited (CVL), a wholly owned subsidiary of Central Depository Services (India) Limited has developed an internet based **"e-Voting"** platform, which will enable shareholders / stakeholders to cast their vote on the resolutions tabled at the respective meetings.

2. Benefits

The benefits of **e-Voting** can be summarized as under:

To Companies/RTA's

- The voting process will be faster and cost efficient.
- Reduce administrative cost of postal voting as there will be no need to get the physical votes back, no verification of signature and counting of ballot votes. Also, cost associated with storing of physical ballot votes will be saved.
- Counting of votes will be accurate.
- The results of the voting can be declared faster.
- This will provide regulators an ability to reduce the time provided for postal ballot for sending the notice and completing the entire process.

To Shareholders/Stakeholders:

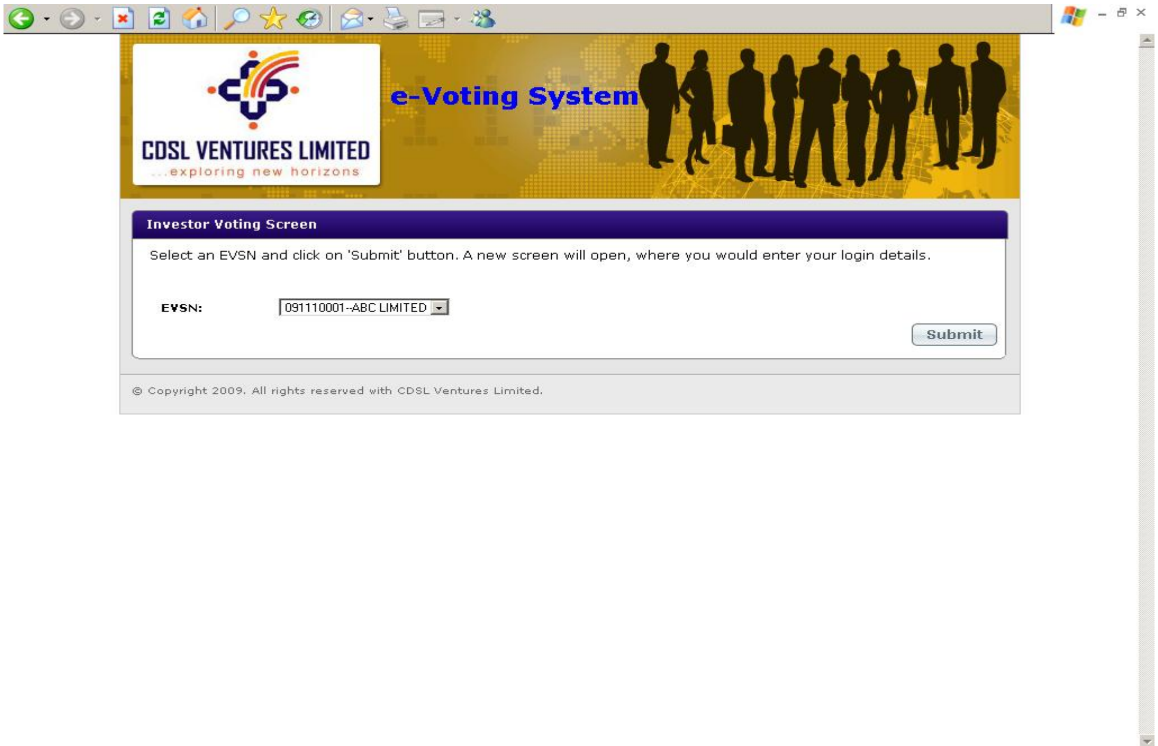
- Access to the decision making process made easier.
- Ease of voting.
- Invalid votes cannot be cast.
- Transparent process will enhance Corporate Governance and provide comfort to the shareholders / stakeholders towards the Management & Company.
- Impersonation not possible.

The below given user manual describes the process to be followed by the Shareholders for voting on the e-Voting system.

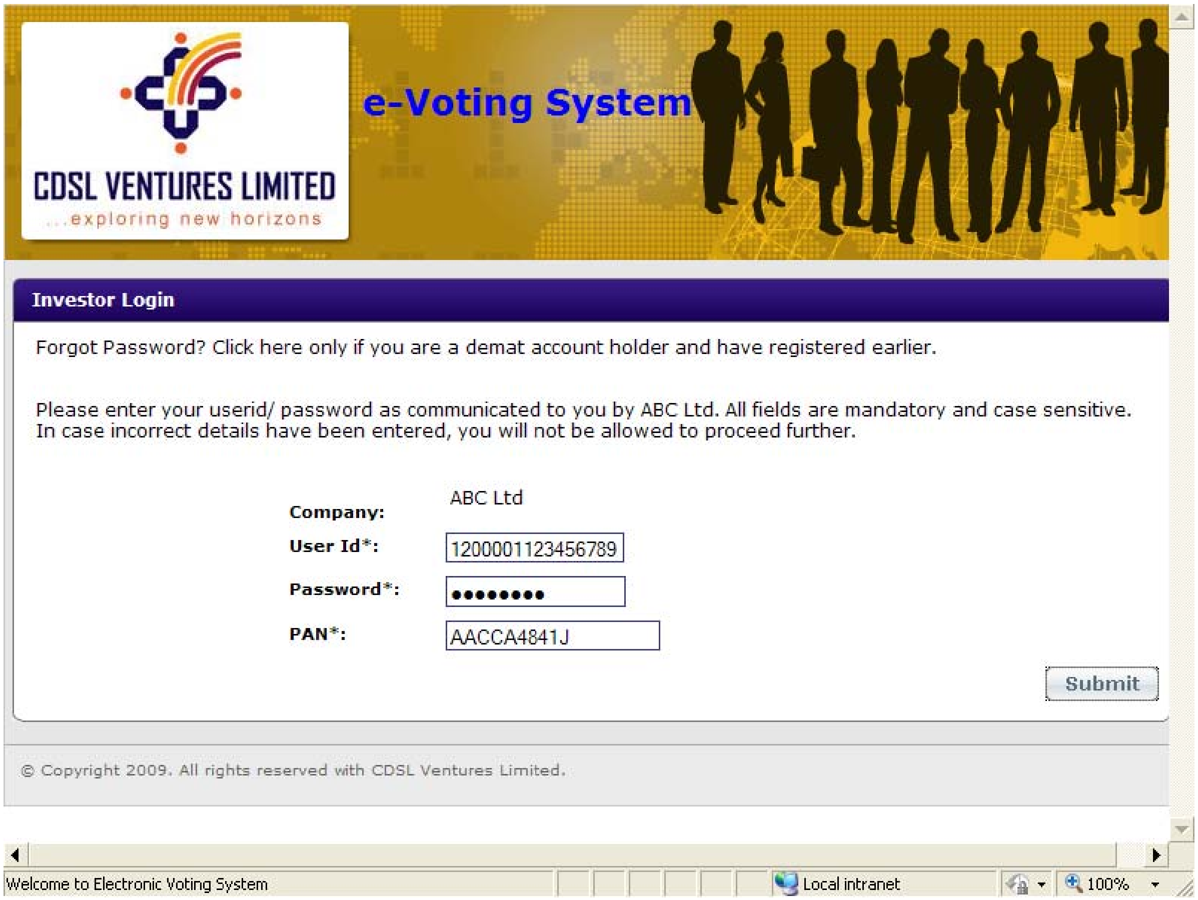
3. Login to e-Voting

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.com** and click on "**Enter (↵)**" key.

Click on CLICK HERE TO PROCEED and select the company for which you have to vote for along with the Electronic Voting Sequence Number (EVSN) on the next page. The EVSN would have been communicated to you by the Company alongwith the notice of voting.



Select the relevant EVSN from the drop down menu and click on **submit.** A new window shall popup with the following details.



In the User Id field:

a. CDSL demat account holders will enter their 16 digit demat account number

b. NSDL demat account holder will enter their 8 character DPID and 8 digit demat account number.

c. Shareholders holding shares in physical form will have to enter their folio number.

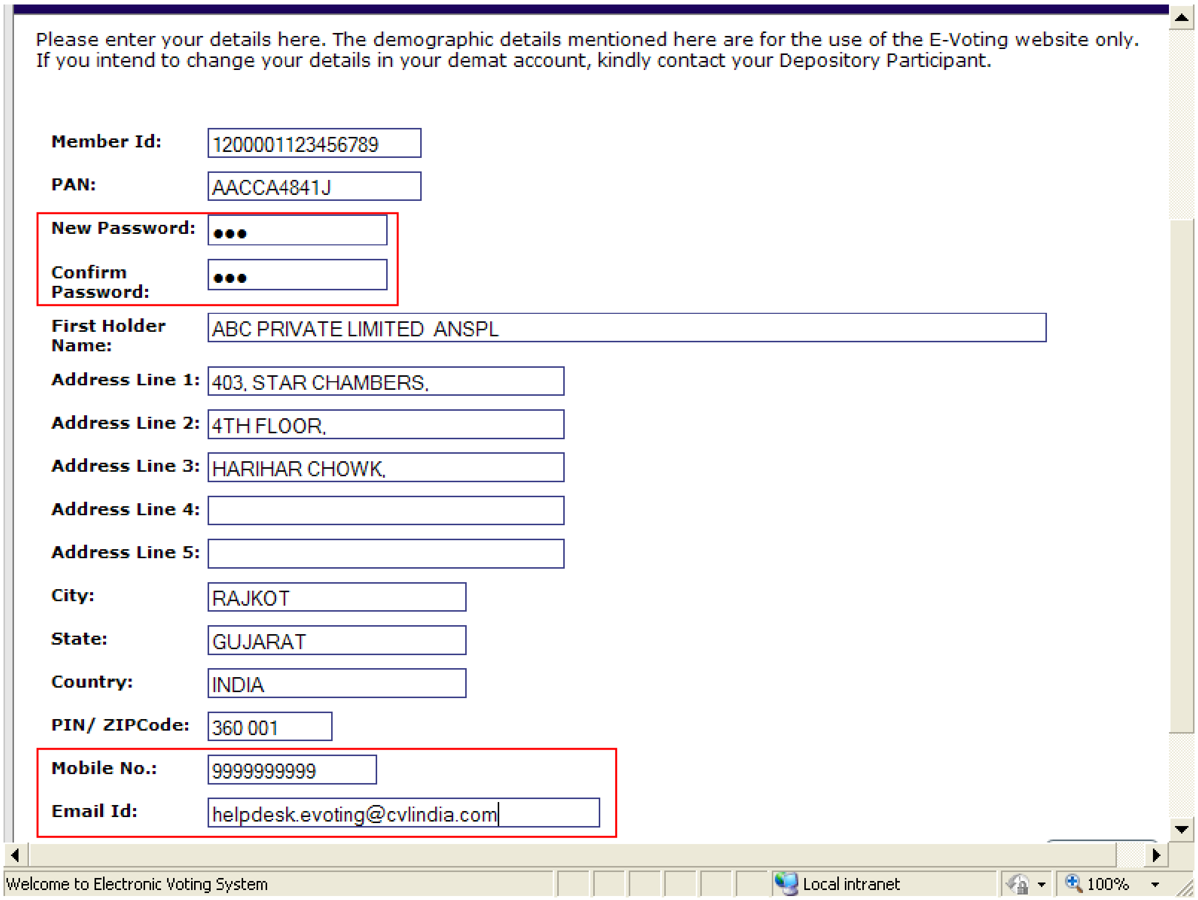
In the password field: enter the password printed in the Password PIN Mailer sent to you along with the notice of voting. If you have logged in previously and changed your password, please enter the changed password.

In the PAN field: demat account holders (both CDSL & NSDL) will enter their Permanent Account Number (PAN). Shareholders holding securities in physical form will enter the default number provided by the company for this voting.

Click on **Submit**.

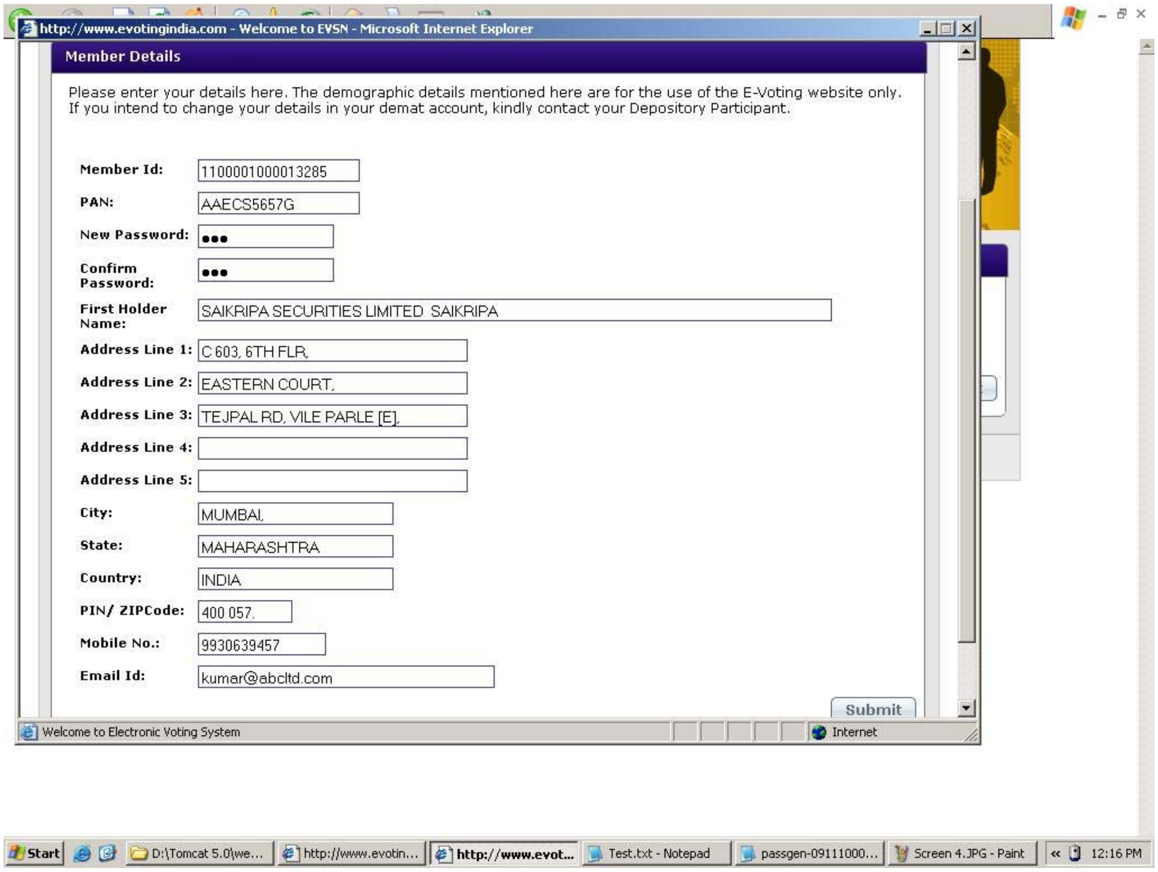
4. Updating Demographic Details

If you are a shareholder having shares in the physical form you will be taken directly to the voting screen as shown on page no. 10. For demat account holders, the following screen will be displayed:


Please enter your details here. The demographic details mentioned here are for the use of the E-Voting website only. If you intend to change your details in your demat account, kindly contact your Depository Participant.

Member Id:	1200001123456789
PAN:	AACCA4841J
New Password:	●●●
Confirm Password:	●●●
First Holder Name:	ABC PRIVATE LIMITED ANSPL
Address Line 1:	403, STAR CHAMBERS,
Address Line 2:	4TH FLOOR,
Address Line 3:	HARIHAR CHOWK,
Address Line 4:	
Address Line 5:	
City:	RAJKOT
State:	GUJARAT
Country:	INDIA
PIN/ ZIPCode:	360 001
Mobile No.:	9999999999
Email Id:	helpdesk.evoting@cvlindia.com

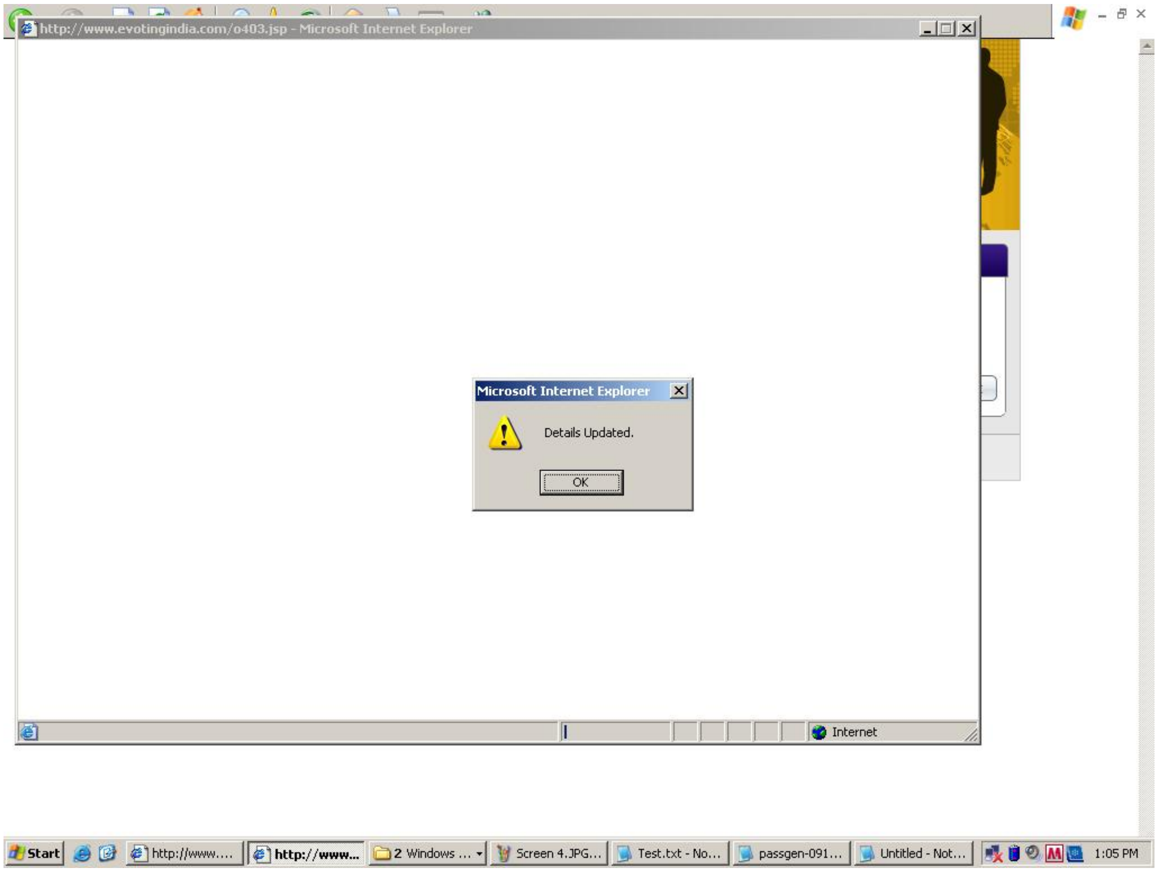
Welcome to Electronic Voting System   Local intranet   100%



Check **your personal details** and change them if necessary. Please enter your mobile number and email address. This will enable e-Voting site to communicate to you more effectively on all future e-Voting in which you are entitled to vote and also for change of password, if you have forgotten your password.

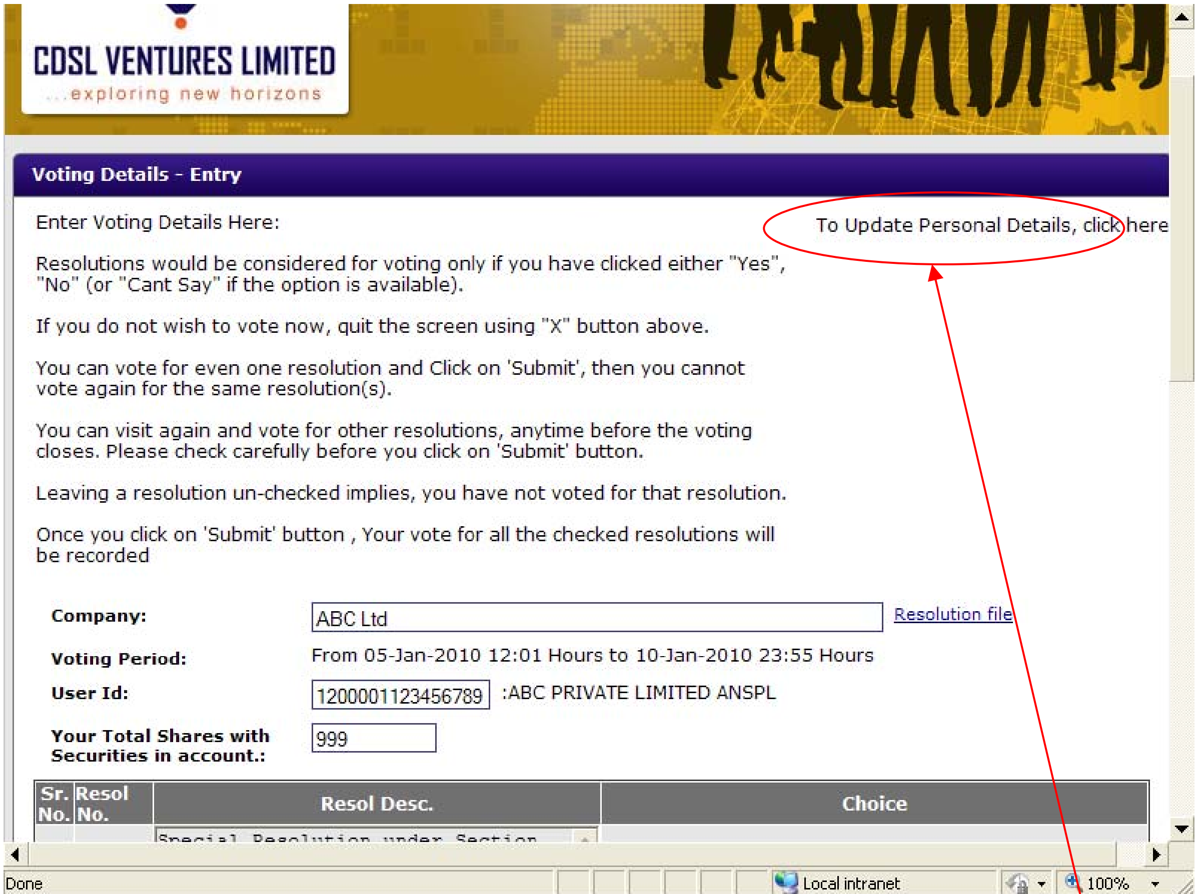
Please note that demographic details mentioned here are for the use of e-Voting site only. If you intend to update the details in your demat account, please contact your Depository Participant.

Enter the **new password** and click on S**ubmit**. The following box would appear.



Once you have changed your password at the first login your details are registered on e-Voting site and this login and password should be used for voting in future on all resolutions of companies in which you are entitled to vote, provided the company opts for e-Voting.

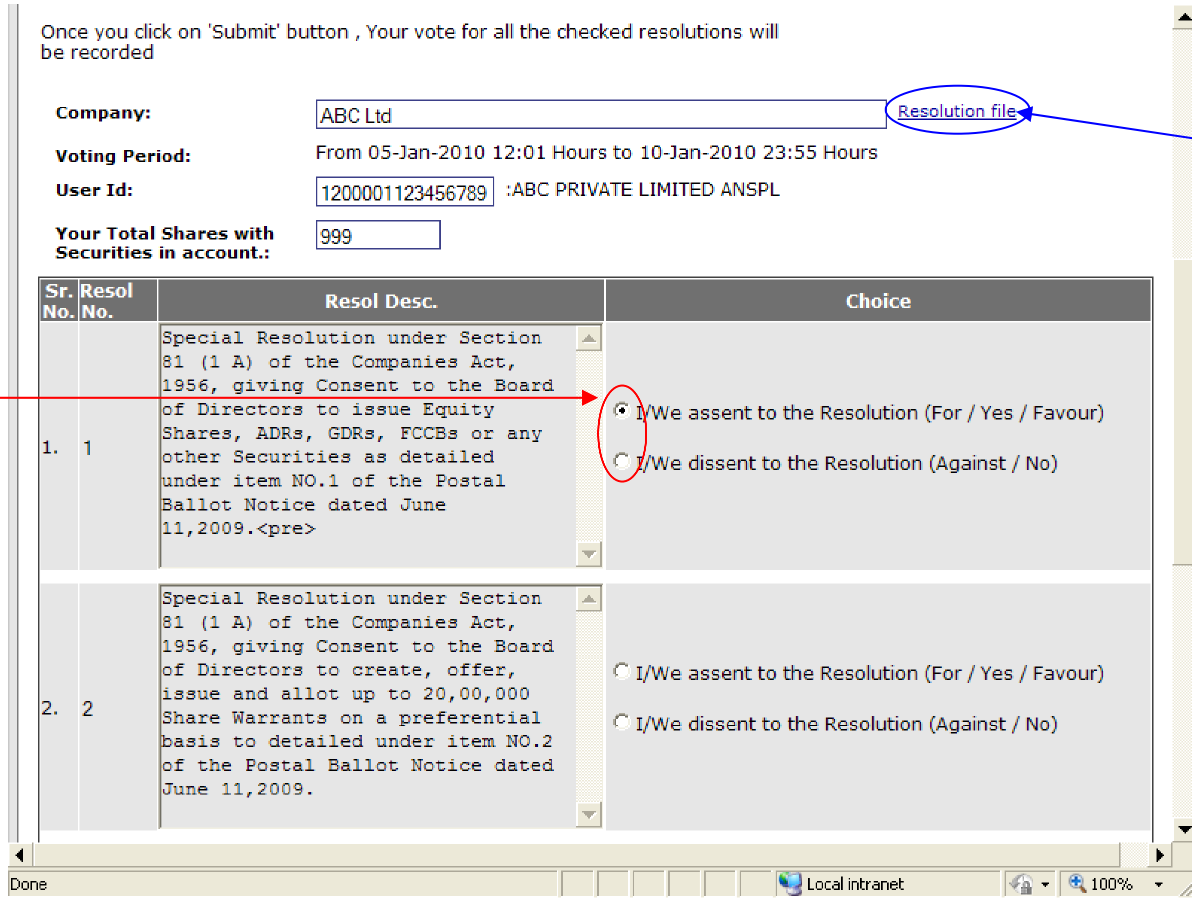
A confirmation message stating the details have been updated would be displayed. Click on **OK** and the voting screen as shown below would show up.



If any of the contact details need to be updated click on **To update your personal details click here** and the Personal Details screen would be displayed.

Click on **Save** if the changes have to be updated or **Cancel** if you want to discard the changes. You will be taken to the page where you would have to cast your vote.

5. Casting your Vote



Once you click on 'Submit' button , Your vote for all the checked resolutions will be recorded

Company: ABC Ltd Resolution file

Voting Period: From 05-Jan-2010 12:01 Hours to 10-Jan-2010 23:55 Hours

User Id: 1200001123456789 :ABC PRIVATE LIMITED ANSPL

Your Total Shares with Securities in account.: 999

Sr. No.	Resol No.	Resol Desc.	Choice
1.	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.<pre>	I/We assent to the Resolution (For / Yes / Favour) I/We dissent to the Resolution (Against / No)
2.	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.	I/We assent to the Resolution (For / Yes / Favour) I/We dissent to the Resolution (Against / No)

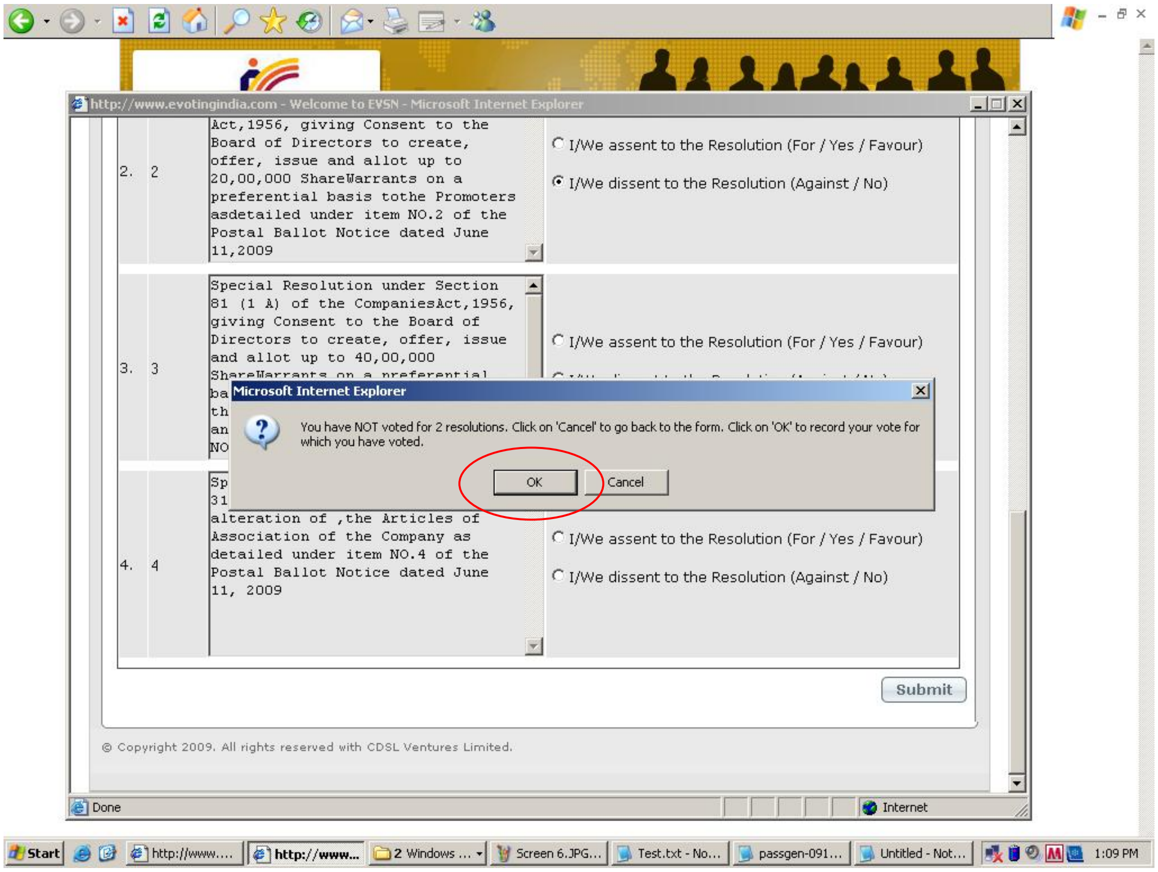
Done Local intranet 100%

To cast your vote:

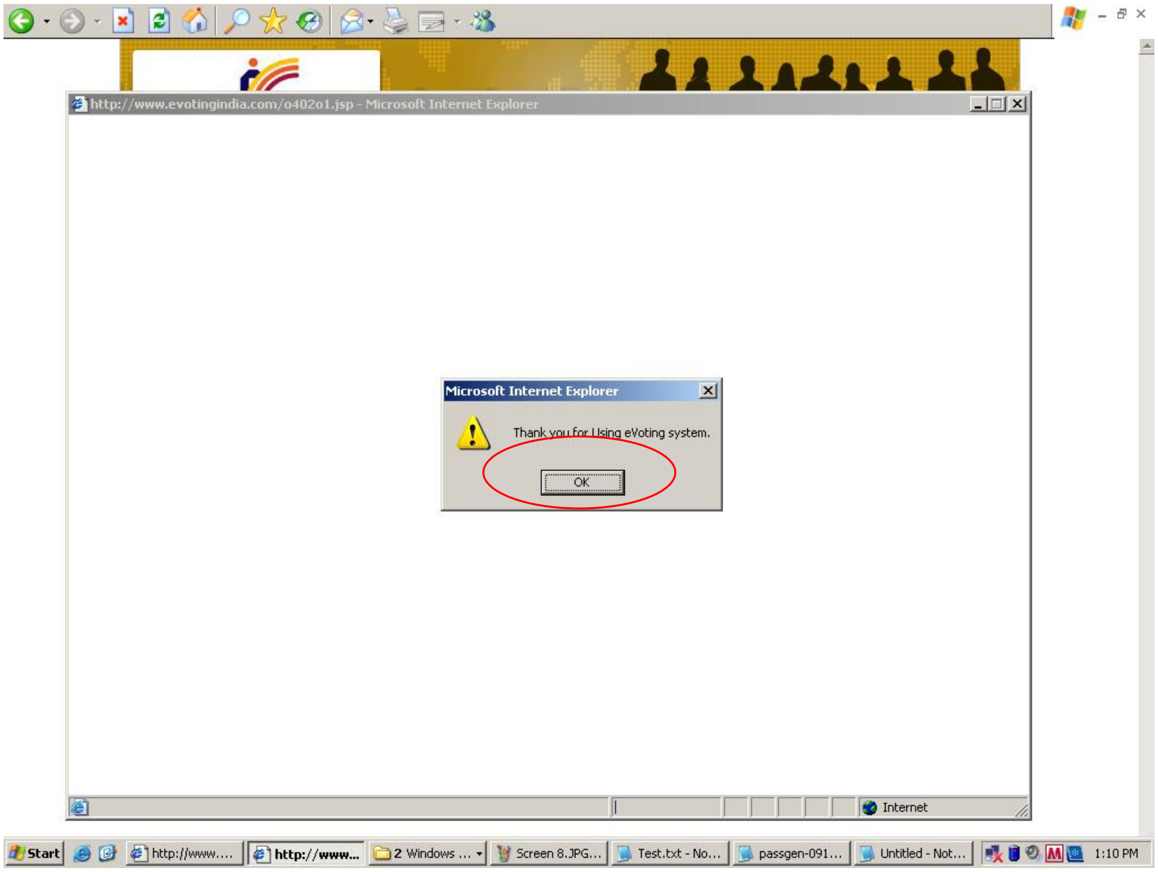
1. Read the Resolution Description carefully. In case you want to refer to the entire resolution file, click on "**Resolution file**" link
2. Click on **the circle** next to the resolution to cast your vote depending on your choice if you want to vote for or against a resolution.
3. Repeat the voting 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

Please note that once you have voted, the **response for that resolution cannot be changed.**

You will see a dialog box as provided below.

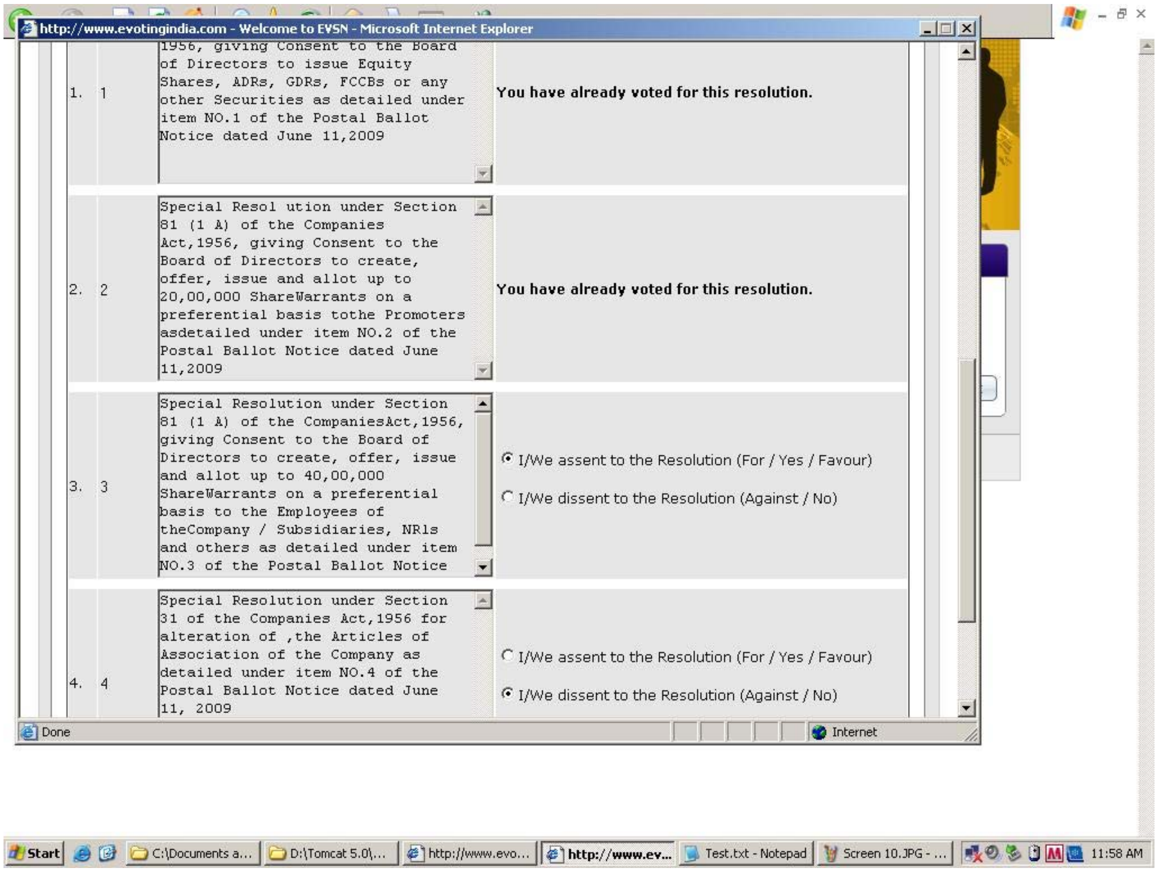


Click on and a dialog box as shown below would be displayed.

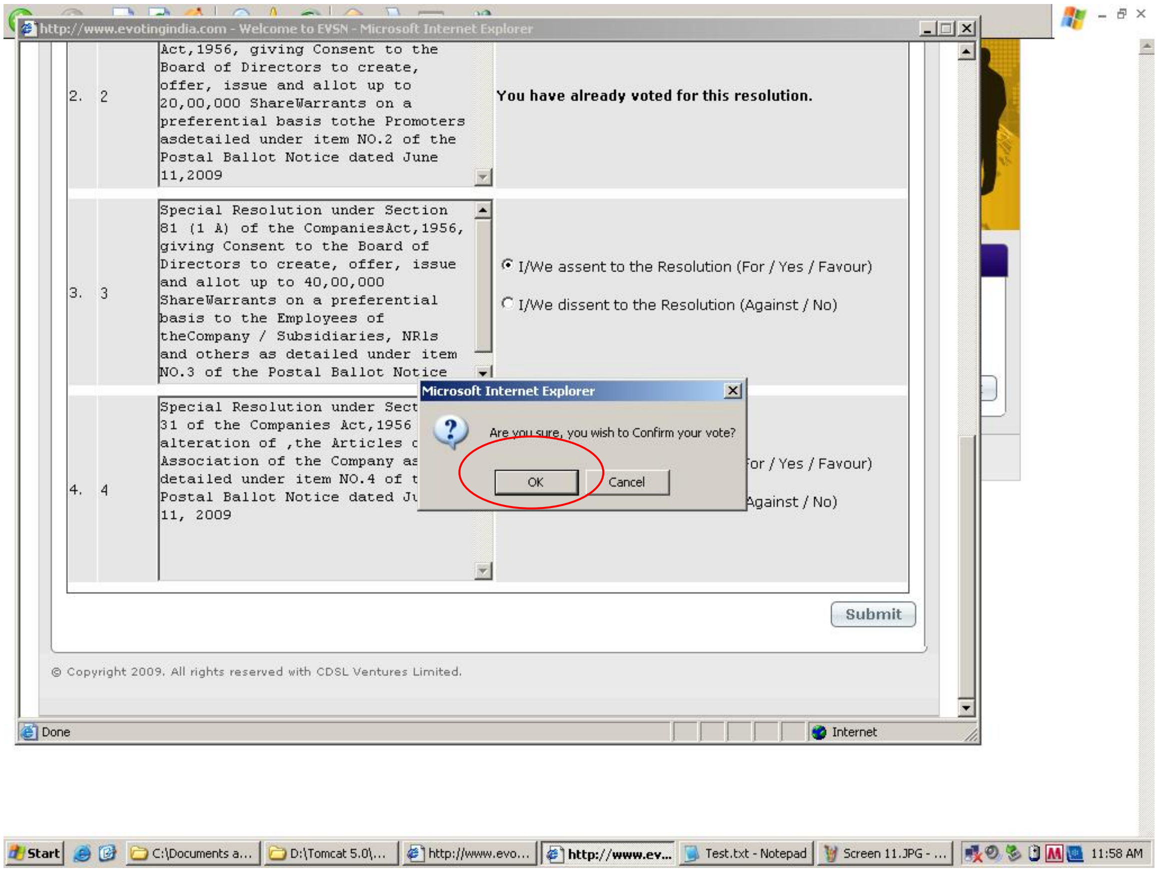


Click **OK** again.

You can re-login 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.

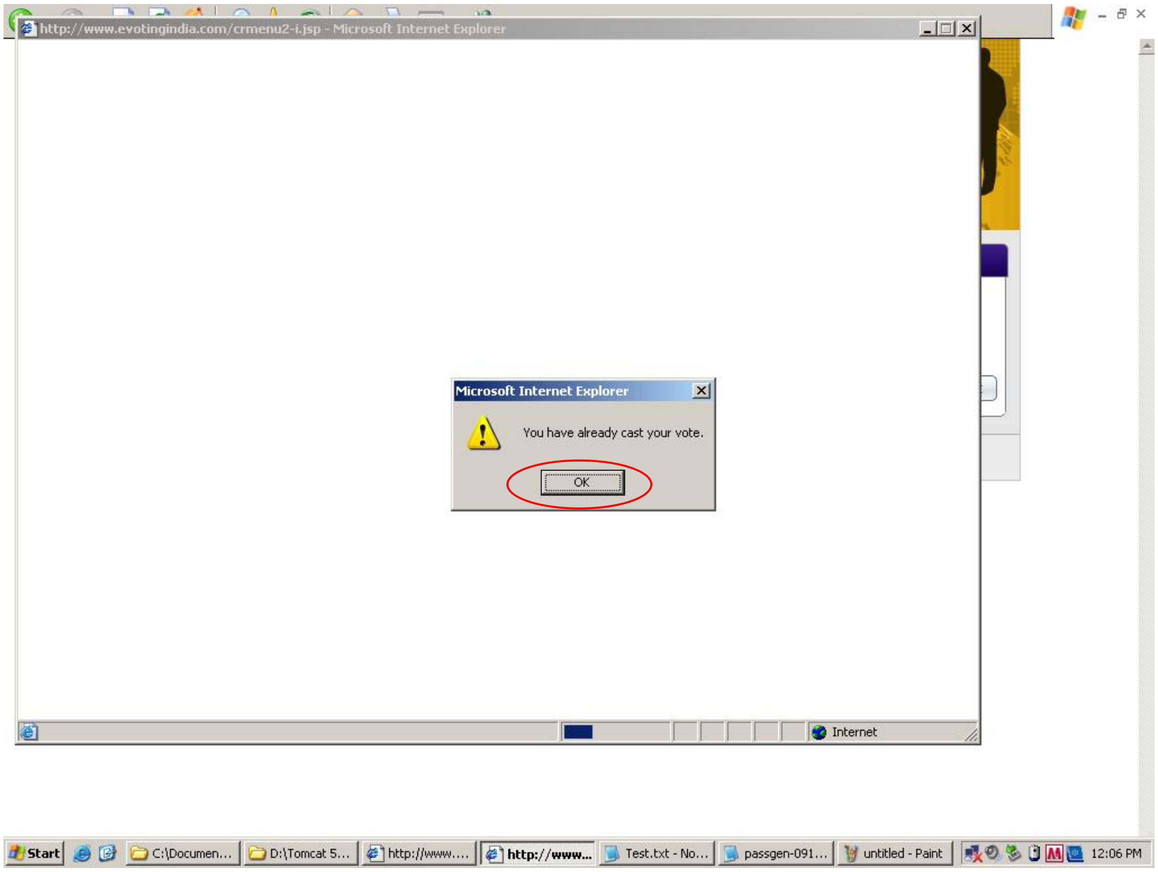


Select the decision for the resolution for which you have not voted as yet and click on Submit. The following screen would be displayed.



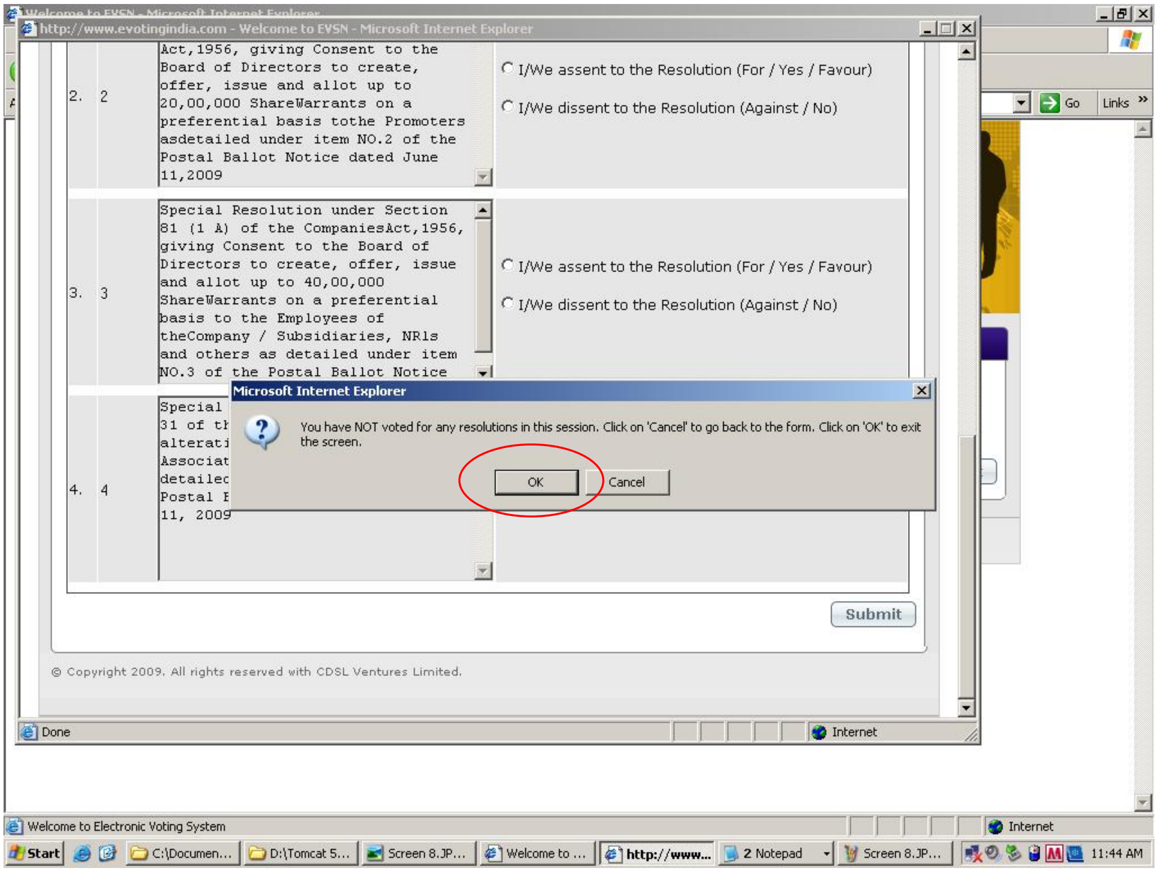
Click on **OK** if you wish to confirm your vote and then you will be logged out.

If the user tries to re-login after casting his/her vote with the user id and password provided to them for any of the resolutions as shown below, they will not be permitted to login again and a dialog box as shown below would popup.



Click on **OK** and you will be taken back to the page for selecting the EVSN.

If you do not wish to vote after logging in simply click on Submit and you would a dialog box as shown below.



Click on **OK** and you will be logged out.

****