

CSFB.2025-26/278

September 23, 2025

**BSE Limited  
Listing Compliance  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai 400 001  
Maharashtra**

**National Stock Exchange of India Limited  
The Listing Department,  
Exchange Plaza,  
Bandra Kurla Complex,  
Mumbai - 400 051  
Maharashtra**

Scrip Code: 544120, 951995 &amp; 953739

Symbol: CAPITALSFB

**Subject: Postal Ballot Notice – Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Respected Sir/Madam,

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find attached the Postal Ballot Notice, seeking approval of the members of the Company, by way of remote e- voting process, for the following matters:

1. To approve the appointment of Mr. Bhavdeep Sardana (DIN: 03516261) as a Non – Executive Non – Independent Director on the Board of the Bank with effect from August 04, 2025.

In compliance with the MCA Circulars, this Postal Ballot Notice is being sent only by electronic mode to those members whose names appear on the Register of Members / List of Beneficial Owners as on Friday, September 19, 2025 (“Cut-Off Date”) received from the Depositories and whose e-mail address is registered with the Company/RTA/Depositories. The Company has engaged the services of MUFG Intime India Private Limited to provide remote e-voting facility to its Members.

The remote e-voting period commences from 9.00 a.m. (IST) on Wednesday, September 24, 2025 and ends at 5.00 p.m. (IST) on Thursday, October 23, 2025.

The Postal Ballot Notice is also available on the official website of the Company at [www.capitalbank.co.in](http://www.capitalbank.co.in)

Request you to please take the same on your records.


Thanking you,

Yours faithfully

**For Capital Small Finance Bank Limited**

**Amit Sharma  
Company Secretary & Compliance Officer  
Membership No. F10888**

**Capital Small Finance Bank Limited**

Regd. & Head Off.: 'MIDAS Corporate Park', 3rd Floor, 37, G.T. Road, Jalandhar-144 001, INDIA  
Tel.: 0181-5051111, 5052222 | Fax : 0181-5053333 | e-mail : mail@capitalbank.co.in | www.capitalbank.co.in  
 [www.facebook.com/capitalbankindia](http://www.facebook.com/capitalbankindia) | CIN : L65110PB1999PLC022634

# Capital Small Finance Bank

## CAPITAL SMALL FINANCE BANK LIMITED

Registered Office: MIDAS Corporate Park, 3<sup>rd</sup> Floor, 37, G.T Road,  
Jalandhar -144001, Punjab INDIA

Ph.: +91 181 5051111, 5052222; Fax: +91 181 5053333

CIN: L65110PB1999PLC022634

E-mail: [cs@capitalbank.co.in](mailto:cs@capitalbank.co.in) | Website: [www.capitalbank.co.in](http://www.capitalbank.co.in)

### POSTAL BALLOT NOTICE

*[Notice pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014 and the MCA Circulars]*

Dear Member(s),

NOTICE is hereby given that pursuant to provisions of Sections 108 & 110 and other applicable provisions, if any, of the Companies Act, 2013, (“**Act**”) read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (“**Rules**”), Secretarial Standard on General Meetings (“**SS-2**”) issued by the Institute of Company Secretaries of India, General Circulars Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 05, 2020 and subsequent circulars issued in this regard, the latest being 09/2024 dated September 19, 2024 issued by the Ministry of Corporate Affairs (hereinafter collectively referred to as “**MCA Circulars**”), SEBI Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/ 2024/133 dated October 3, 2024, Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“**Listing Regulations**”) and any other applicable rules / regulations / guidelines / circulars / notifications [including any statutory modification(s), amendment(s) thereto or re-enactment(s) thereof for the time being in force], the resolution appended below is proposed for approval of the Members of Capital Small Finance Bank Limited (“**Bank**”), through Postal Ballot via remote e-voting (“**e-voting**”).

An Explanatory Statement pursuant to Sections 102(1) and other applicable provisions, if any, of the Act, read with Rules setting out the material facts relating to the resolution proposed in this Postal Ballot Notice (“**Notice**”) is annexed, for your consideration.

The Board of Directors has appointed Mr. Bunny Sehgal, Proprietor of B. Sehgal and Associates (Membership No. : F11407 and COP No. : 15161), Practising Company Secretary as the “Scrutinizer”, to scrutinize the postal ballot e-voting process in a fair and transparent manner pursuant to Rule 22(5) of the Companies (Management and Administration) Rules, 2014 and he has communicated his willingness to be appointed and will be available for the said purpose. The Scrutinizer’s decision on the validity of the votes cast in the Postal Ballot shall be final.

The Bank has engaged the services of MUG Intime India Private Limited (formerly Link Intime India Private Limited (“**Registrar and Transfer Agent**” or “**RTA**”) as the agency to provide e-voting facility.

The e-voting period commences from 09.00 a.m. (IST) on Wednesday, September 24, 2025, and ends at 05.00 p.m. (IST) on Thursday, October 23, 2025. Members are requested to peruse the proposed resolution along with the Explanatory Statement, carefully read the instructions in the Notes to this Notice and cast their vote electronically by indicating Assent (For) or Dissent (Against) for the said Resolution not later than 05:00 p.m. (IST) on Thursday, October 23, 2025 (the last day to cast vote electronically).

The resolution, if passed by the requisite majority, shall be deemed to have been passed on the last date for e-voting i.e. Thursday, October 23, 2025. Further, resolution passed by the Members through e-voting are deemed to have been passed effectively at a general meeting.

The Scrutinizer will submit his report, after the completion of scrutiny, to the Company Secretary as authorized by the Chairman of the Bank. The results of e-voting will be announced within 48 hours i.e. on or before Saturday, October 25, 2025, and will be displayed on the Bank's website at [www.capitalbank.co.in](http://www.capitalbank.co.in) and the website of MUFG Intime India Private Limited (formerly Link Intime India Private Limited) at <https://instavote.linkintime.co.in>. The results along with the Scrutinizer's Report would be intimated to the Stock Exchanges (BSE Limited and National Stock Exchange of India Limited, where the equity shares of the Bank are listed) within stipulated time period as prescribed in this regard.

In compliance of MCA Circulars, the Bank will send Notice only by e-mail to all its Members, who have registered their e-mail addresses with the RTA of the Bank or Depository / Depository Participants. Hard copy of Notice along with Postal Ballot Forms and pre-paid business envelope will not be sent to the Members for this Postal Ballot. If your e-mail address is not registered with the Bank / RTA / Depositories, please follow the process provided in the Notes to receive this Notice.

#### **SPECIAL BUSINESS:**

#### **ITEM NO. 1: TO APPROVE THE APPOINTMENT OF MR. BHAVDEEP SARDANA (DIN: 03516261) AS A NON – EXECUTIVE NON – INDEPENDENT DIRECTOR ON THE BOARD OF THE BANK WITH EFFECT FROM AUGUST 04, 2025**

To consider and, if thought fit, to pass, the following resolution as an **Ordinary Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Section 149, 152, 160 and other applicable provisions, if any, of the Companies Act, 2013 (“Act”) read with rules made thereunder including the Companies (Appointment and Qualifications of Directors) Rules, 2014, Regulation 17 and other applicable provisions of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), Section 10A and other applicable provisions of the Banking Regulation Act, 1949 [including any statutory modification(s), amendment(s) thereto or re-enactment(s) thereof for the time being in force], the rules, circulars, guidelines issued by the Reserve Bank of India (“RBI”) from time to time, the Articles of Association of the Bank and on the recommendation of the Board of Directors of the Bank (hereinafter referred to as the “Board”, which expression includes a Committee of the Board), Mr. Bhavdeep Sardana (DIN: 03516261), who was appointed as an Additional Director (Non – Executive Non – Independent Director) by the Board w.e.f. August 04, 2025 in terms of provisions of Section 161(1) of the Act and in respect of whom the Board has received the recommendation from the Nomination and Remuneration Committee regarding his appointment as director, be and is hereby appointed as a Non – Executive Non – Independent Director of the Bank, liable to retire by rotation, with effect from August 04, 2025.

**RESOLVED FURTHER THAT** the consent of the Members be and is hereby accorded for a remuneration of ₹ 9,00,000 (Rupees Nine Lakh only) per annum (in addition to the payment of sitting fees and reimbursement of expenses incurred for attending meetings of the Board and its Committees) to Mr. Bhavdeep Sardana during his tenure as Non – Executive Non – Independent Director on the Board of the Bank, payable with effect from August 04, 2025.

**RESOLVED FURTHER THAT** Board of the Bank, be and is hereby authorized, wherever required including the power to delegate the authority to any Director(s) / Official(s) of the Bank to sign / execute all such applications, agreements, documents, instruments and writings as deemed necessary, file / submit requisite forms and documents with statutory / regulatory authorities including RBI, Stock Exchange(s) i.e. BSE Limited and National Stock Exchange of India Limited, Securities and Exchange Board of India, Registrar of Companies, with power to alter and vary the terms and conditions of the said appointment including remuneration and settle all questions,

difficulties or doubts that may arise in this regard and to sign and deliver on behalf of the Bank all deeds, documents, declarations, undertakings, clarification, submissions and other writings, as applicable to any authority and to do all such other acts and things as may be required in this regard to give effect to this resolution.”

**By Order of the Board of Directors  
For Capital Small Finance Bank Limited**

**Place:** Jalandhar  
**Date:** August 14, 2025

**Sd/-  
Amit Sharma  
Company Secretary  
Membership No: F10888**

**Registered Office:**  
MIDAS Corporate Park  
3rd Floor, 37, G.T Road  
Jalandhar -144001, Punjab INDIA  
CIN: L65110PB1999PLC022634  
Ph.: +91 181 5051111, 5052222  
FAX: +91 181 5053333  
E-mail: [cs@capitalbank.co.in](mailto:cs@capitalbank.co.in)  
Website: [www.capitalbank.co.in](http://www.capitalbank.co.in)

**NOTES:**

1. The Explanatory Statement pursuant to Section 102(1) of the Act read with Rule 22 of the Companies (Management and Administration) Rules, 2014, setting out all material facts and reasons relating to the resolution in respect of the Special Business set out is annexed herewith.
2. Members may note that as required under the provisions of Section 108, 110 and other applicable provisions, if any, of the Act and the rules made thereunder as applicable in this regard and Regulation 44 of the Listing Regulations, the Bank has engaged the services of MUFG Intime India Private Limited (formerly Link Intime India Private Limited) to provide e-voting facility to Members of the Bank.
3. The Board of Directors has appointed Mr. Bunny Sehgal, Proprietor of B. Sehgal and Associates (Membership No. : F11407 and COP No. : 15161), Practising Company Secretary as the “Scrutinizer”, to scrutinize the postal ballot e-voting process in a fair and transparent manner.
4. The Postal Ballot Notice is being sent by e-mail to all the Members of the Bank, whose names appear on the Register of Members/List of Beneficial Owners as received from the National Securities Depository Limited (“NSDL”)/Central Depository Services (India) Limited (“CDSL”) as on Friday, September 19, 2025 (“Cut-off Date”) and who have registered their email addresses in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings with the Bank’s RTA. It is however, clarified that all the persons who are Members of the Bank as on the Cutoff Date and who may not have received notice due to non-registration of e-mail id shall also be entitled to vote in relation to the resolution specified in this Notice. Physical copies of this Postal Ballot Notice along with postal ballot forms and pre- paid business reply envelopes are not being sent to Members for this Postal Ballot.
5. Dispatch of the Notice shall be deemed to be completed on the day on which Bank or MUFG Intime India Private Limited (formerly Link Intime India Private Limited) sends out the Postal Ballot Notice by e-mail to the Members of the Bank.
6. Postal Ballot Notice is also available on the website of the Bank i.e. [www.capitalbank.co.in](http://www.capitalbank.co.in) and can also be downloaded by accessing website of the MUFG Intime India Private Limited (formerly Link Intime India Private Limited) at <https://instavote.linkintime.co.in> and at the relevant sections of the websites of the BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com).
7. As required by Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 read with the MCA Circulars and the Listing Regulations, the details pertaining to this Postal Ballot will be published in one English national daily newspaper circulating throughout India (in English language) and one Punjabi daily newspaper circulating in Jalandhar, Punjab (in vernacular language i.e. Punjabi).
8. The remote e-voting period commences from Wednesday, September 24, 2025 [9:00 a.m. (IST)] and ends on Thursday, October 23, 2025 [5:00 p.m. (IST)]. During this period, Members holding shares as on Friday, September 19, 2025, may cast their vote electronically. The e-voting module shall be disabled by MUFG Intime India Private Limited (formerly Link Intime India Private Limited) for voting after Thursday, October 23, 2025 [5:00 p.m. (IST)]. Once the vote on a resolution is cast by the Member, he/she shall not be allowed to change it subsequently or cast vote again. The voting rights of the Members shall be in proportion to their shares in the total paid-up equity share capital of the Bank subject to the provisions of the Banking Regulation Act, 1949, as on the Cut-off Date i.e. Friday, September 19, 2025.

9. All relevant documents, if any, referred to in this Notice requiring the approval of the Members shall be available for inspection by the Members. Members who wish to inspect the documents are requested to send an e-mail to [cs@capitalbank.co.in](mailto:cs@capitalbank.co.in) mentioning their Name, Client ID and DP ID.

10. Members are advised to update their mobile number and email id correctly in their demat accounts to access remote e-voting facility. Members whose e-mail ids are not registered with the depositories are requested to register their e-mail address with the Depository Participant with whom they are maintaining their demat account by following the procedure prescribed by the Depository Participant. Members who hold shares in physical form are requested to provide their email addresses to MUFG Intime India Private Limited (formerly Link Intime India Private Limited) by sending an e-mail at [rnt.helpdesk@in.mpms.mufg.com](mailto:rnt.helpdesk@in.mpms.mufg.com). These Members may also cast their vote by following the e-voting process given in this Notice.

11. Brief profile and other additional information of the proposed appointee pursuant to Regulation 36(3) of the Listing Regulations and relevant provisions of Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India is furnished as annexure to the Notice.

12. To exercise vote by using e-voting facility, please carefully follow the instructions given under the heading "E-Voting Instructions" of Notice.

13. The Scrutinizer will submit his report to the Company Secretary as authorized by the Chairman of the Bank after completion of the scrutiny of votes cast through e-voting. The result of the voting by postal ballot will be announced within 48 hours i.e. on or before Saturday, October 25, 2025 by the Company Secretary of the Bank. The result of the Postal Ballot will be posted on the Bank's website ([www.capitalbank.co.in](http://www.capitalbank.co.in)) and website of MUFG Intime India Private Limited (formerly Link Intime India Private Limited) (<https://instavote.linkintime.co.in>) immediately after the declaration of result and the same will also be communicated to BSE Limited and the National Stock Exchange of India Limited within stipulated time period as prescribed in this regard. The Scrutinizer's decision on the validity of e-voting will be final.

## E-Voting Instructions

The login method for shareholders holding securities in demat mode/ physical mode is given below:

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

I. Individual Shareholders holding securities in demat mode with NSDL:

### METHOD 1 - If registered with NSDL IDeAS facility

**Users who have registered for NSDL IDeAS facility:**

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

OR

**User not registered for IDeAS facility:**

- a) To register, visit URL: <https://eservices.nsdl.com> and select “Register Online for IDeAS Portal” or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
- b) Enter 8-character DP ID, 8-digit Client ID, Mobile no, Verification code & click on “Submit”.
- c) Enter the last 4 digits of your bank account / generate ‘OTP’
- d) Post successful registration, user will be provided with Login ID and password. Follow steps given above in points (a-d).

Shareholders/ Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.



### METHOD 2 - By directly visiting the e-voting website:

- a) Visit URL: <https://www.evoting.nsdl.com>
- b) Click on the “Login” tab available under ‘Shareholder/Member’ section.

- c) Enter User ID (i.e., your 16-digit demat account no. held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) 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.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Bank’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**METHOD 3 - NSDL OTP based login:**

- a) Visit URL: <https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp>
- b) Enter your 8 - character DP ID, 8 - digit Client Id, PAN, Verification code and generate OTP.
- c) Enter the OTP received on your registered email ID/ mobile number and click on login.
- d) 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.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Bank’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**II. Individual Shareholders holding securities in demat mode with CDSL:**

**METHOD 1 – CDSL Easi/ Easiest facility:**

**Users who have registered for Easi/Easiest facility**

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

**OR**

**Users not registered for 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 for registration.
- c) Post successful registration, user will be provided username and password. Follow steps given above in points (a-c).

**METHOD 2 - By directly visiting the e-voting website of CDSL**

- a) Visit URL: <https://www.cdslindia.com>
- b) Go to e-voting tab.
- c) Enter 16-digit 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) Post successful authentication, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime. Click on “MUFG InTime” or “evoting link displayed alongside Bank’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**III. 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.  
Post successful authentication, click on “MUFG InTime” or “evoting link displayed alongside Bank’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

**B. Login method for Individual shareholders holding securities in physical form/ Non-Individual Shareholders holding securities in demat mode is given below:**

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 and vote on InstaVote as under:

STEP 1: LOGIN / SIGNUP to InstaVote

Shareholders registered for INSTAVOTE facility:

- a) Visit URL: <https://instavote.linkintime.co.in> & click on “Login” under ‘SHARE HOLDER’ tab.
- b) Enter details as under:

1. User ID: Enter User ID
  2. Password: Enter existing Password
  3. Enter Image Verification (CAPTCHA) Code
  4. Click “Submit”.
- (Home page of e-voting will open. Follow the process given under "Steps to cast vote for Resolutions")

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is Event No + Folio no, registered with the Company

Shareholders not registered for INSTAVOTE facility:

- a) Visit URL: <https://instavote.linkintime.co.in> & click on “Sign Up” under ‘SHARE HOLDER’ tab & register with details as under:

1. User ID: Enter User ID
2. PAN: Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Bank shall use the sequence number provided to you, if applicable).
3. DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP/Bank - in DD/MM/YYYY format)
4. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Bank.
  - o Shareholders holding shares in **NSDL form**, shall provide 'D' above
  - o Shareholders holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above
5. 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).
6. Enter Image Verification (CAPTCHA) Code.
7. Click "Submit" (You have now registered on InstaVote).  
Post successful registration, click on "**Login**" under 'SHARE HOLDER' tab & follow steps given above in points (a-b).

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is <u>Event No + Folio no.</u> , registered with the Company

#### STEP 2: Steps to cast vote for Resolutions through InstaVote

- A. Post successful authentication and redirection to InstaVote inbox page, you will be able to see the "Notification for e-voting".
- B. Select 'View' icon. E-voting page will appear.
- C. 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).
- D. After selecting the desired option i.e. Favour / Against, click on 'Submit'.
- E. 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.

NOTE: Shareholders may click on "Vote as per Proxy Advisor's Recommendation" option and view proxy advisor recommendations for each resolution before casting vote. "Vote as per Proxy Advisor's Recommendation" option provides access to expert insights during the e-Voting process. Shareholders may modify their vote before final submission.

Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently.

#### **C. 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:
  - 1) ‘Investor ID’ – Investor ID for NSDL demat account is 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678; Investor ID for CDSL demat account is 16 Digit Beneficiary ID.
  - 2) ‘Investor’s Name - Enter Investor’s Name as updated with DP.
  - 3) ‘Investor PAN’ - Enter your 10-digit PAN.
  - 4) ‘Power of Attorney’ - Attach Board resolution or Power of Attorney.

NOTE: 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.

- D. 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 – Steps to cast vote for Resolutions through InstaVote**

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.”.
- 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). After selecting the desired option i.e. Favour / Against, click on ‘Submit’.
- f) 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.  
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

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

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will see “Notification for e-voting”.
- c) Select “View” icon for “Bank’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).

**D. Helpdesk:**

**Helpdesk for Individual shareholders holding securities in physical form/ 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@in.mpms.mufg.com](mailto:enotices@in.mpms.mufg.com) or contact on: - Tel: 022 – 4918 6000.

**Helpdesk for 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.

<u>Login type</u>	<u>Helpdesk details</u>
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending 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 request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

**E. 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 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.

**General Instructions - Shareholders**

- ❖ 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".

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

The following Statement sets out all material facts relating to the Special Business proposed in this Postal Ballot Notice:

### **ITEM NO. 1 : TO APPROVE THE APPOINTMENT OF MR. BHAVDEEP SARDANA (DIN: 03516261) AS A NON – EXECUTIVE NON – INDEPENDENT DIRECTOR ON THE BOARD OF THE BANK WITH EFFECT FROM AUGUST 04, 2025**

The Members are hereby informed that, based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors of the Bank, at its meeting held on July 24, 2025, appointed Mr. Bhavdeep Sardana (DIN: 03516261) as an Additional Director (Non–Executive, Non–Independent) of the Bank with effect from August 04, 2025, in terms of the provisions of Sections 149, 152 and 161 of the Act read with the applicable Rules thereunder.

In accordance with Section 161(1) of the Act and Regulation 17(1C) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), the tenure of Mr. Sardana as an Additional Director shall extend up to the date of the next General Meeting or for a period of three months from the date of his appointment, whichever is earlier, unless regularised by the Members.

The Board of Directors, after due consideration of the recommendation of the Nomination and Remuneration Committee and upon undertaking a “fit and proper” assessment in accordance with the Guidelines issued by the Reserve Bank of India (“RBI”), expressed its satisfaction with the eligibility and suitability of Mr. Sardana and approved his appointment as a Non–Executive, Non–Independent Director of the Bank liable to retirement by rotation pursuant to Section 152 of the Act.

In terms of the approval of the Board, Mr. Sardana shall be entitled to receive a remuneration of ₹ 9,00,000/- (Rupees Nine Lakh only) per annum, in addition to sitting fees and reimbursement of expenses incurred for attending meetings of the Board and/or its Committees, during his tenure as a Director of the Bank with effect from August 04, 2025.

It is further informed that, pursuant to Section 10A(2A) of the Banking Regulation Act, 1949 and the applicable RBI circulars, including the circular dated April 26, 2021 on “Corporate Governance in Banks – Appointment of Directors and Constitution of Committees of the Board”, a Director, after holding office continuously for eight years, may be considered for re-appointment only after a minimum cooling-off period of three years. Accordingly, the appointment of Mr. Sardana shall be for a term of eight (8) years commencing from August 04, 2025.

Mr. Sardana has furnished:

- his consent to act as a Director in terms of Section 152 of the Act;
- a declaration confirming that he is not disqualified from being appointed as a Director under Section 164 of the Act; and
- all requisite disclosures under the provisions of the Act, the Listing Regulations, the Banking Regulation Act, 1949, and the applicable RBI guidelines.

Further, a notice under Section 160(1) of the Act has been received from Mr. Sardana proposing his candidature for appointment as a Director of the Bank.

The brief profile and other requisite details of Mr. Sardana, as mandated under Regulation 36(3) of the Listing Regulations and Secretarial Standard – 2 (“SS-2”), are annexed hereto as Annexure–1 to this Notice.

The Board of Directors is of the considered opinion that the extensive knowledge, expertise and experience of Mr. Sardana will be of significant value to the Bank and accordingly recommends the resolution set out at Item No. 1 of this Notice for the approval of the Members, by way of an Ordinary Resolution, through Postal Ballot.

**Except Mr. Bhavdeep Sardana and his relatives, none of the other Directors, Key Managerial Personnel of the Bank and their relatives (as defined in the Act) are directly or indirectly, concerned or interested (financially or otherwise) in the resolution set out at Item No. 1 of the Notice.**

**By Order of the Board of Directors  
For Capital Small Finance Bank Limited**

**Place:** Jalandhar  
**Date:** August 14, 2025

**Sd/-  
Amit Sharma  
Company Secretary  
Membership No: F10888**

**BRIEF PROFILE AND OTHER INFORMATION OF DIRECTOR BEING APPOINTED, AS SET OUT IN THIS NOTICE, IN TERMS OF THE REGULATION 36(3) OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015 AND THE SECRETARIAL STANDARD ON GENERAL MEETINGS (SS-2) ISSUED BY THE INSTITUTE OF THE COMPANY SECRETARIES OF INDIA**

<b>Name</b>	<b>Mr. Bhavdeep Sardana (DIN : 03516261)</b>
<b>Age</b>	50 years 5 months
<b>Date of first appointment on the Board</b>	August 04, 2025
<b>Qualification</b>	Bachelors in Science (Hons) in Chemistry with Chemical Engineering, Master of Business Administration
<b>Brief Resume including experience</b>	<p>Specialization: Agriculture &amp; Rural Economy and Management</p> <p>Brief profile of Mr. Bhavdeep Sardana (DIN: 03516261) is stated as under :</p> <ul style="list-style-type: none"> <li>✓ Mr. Bhavdeep Sardana holds the position of Sr. V.P. &amp; CEO in The Sukhjit Starch &amp; Chemicals Limited, listed on NSE &amp; BSE, engaged in manufacturing of Starches &amp; Derivatives having manufacturing facilities in Punjab, HP, West Bengal &amp; Telangana with annual turnover of around 1500 cr.</li> <li>✓ He holds the position of CEO in The Sukhjit Agro Industries, Himachal Pradesh. A unit of The Sukhjit Starch &amp; Chemicals Limited.</li> <li>✓ He is Director in Sukhjit Mega Food Park &amp; Infra Ltd. Phagwara, Punjab. A Mega Food Park project sanctioned by Government of India, providing food processing facilities and related infrastructure.</li> <li>✓ He has around 30 years of vast experience in Commercial, Administrative, Operations and Management fields in the Agro based food industries.</li> <li>✓ Mr. Bhavdeep Sardana heads the operational, administrative, business management &amp; commercial functions of the Agro based food processing Industry, including the sales of company's products to big corporates &amp; MNCs. He also takes care of the liaisoning work with various State Government and Central Government Departments, for the company.</li> <li>✓ He further has following affiliations: <ul style="list-style-type: none"> <li><b>Government Affiliations –</b></li> <li>Member, Punjab State Planning Board. Government of Punjab.</li> </ul> </li> </ul>

	<p>Member, Punjab State Council for Agricultural Education. Government of Punjab.</p> <p>Member, Food Processing Advisory Committee. Government of Punjab.</p> <p>Invited as Champion of Change by NITI Aayog for Government of India's New India by 2022 first Initiative where he was asked to help ideate on agricultural transformation for the Prime Minister.</p> <p><b>Corporate Affiliations</b></p> <p>Former Chairman; Confederation of Indian Industry (CII) - Punjab State.</p>
<b>Nature of his expertise in specific functional areas</b>	<ul style="list-style-type: none"> <li>➤ Agriculture &amp; Rural Economy</li> <li>➤ Management</li> </ul>
<b>Other Directorships</b>	<ul style="list-style-type: none"> <li>➤ Director in Sukhjit Mega Food Park &amp; Infra Limited</li> <li>➤ Independent Director in Kuantum Papers Limited</li> <li>➤ Independent Director in Avon Cycles Limited</li> <li>➤ Director in Sukhmani Ventures Private Limited</li> <li>➤ Director in Scott Industries Limited</li> </ul>
<b>Name of the listed entities from which the person has resigned in the past three years</b>	Nil
<b>Directorships held in other public companies (excluding foreign and section 8 companies)</b>	<ul style="list-style-type: none"> <li>➤ Director in Sukhjit Mega Food Park &amp; Infra Limited</li> <li>➤ Independent Director in Kuantum Papers Limited</li> <li>➤ Independent Director in Avon Cycles Limited</li> <li>➤ Director in Scott Industries Limited</li> </ul>
<b>Membership / Chairmanship of Committees of other Board</b>	<p><b>Kuantum Papers Limited</b></p> <ul style="list-style-type: none"> <li>➤ Chairman of Nomination and Remuneration Committee</li> <li>➤ Chairman of Stakeholder Relationship Committee</li> <li>➤ Member of Audit Committee</li> <li>➤ Member of Corporate Social Responsibility Committee</li> <li>➤ Member of Risk Management Committee</li> </ul> <p><b>Avon Cycles Limited</b></p> <ul style="list-style-type: none"> <li>➤ Chairman of Corporate Social Responsibility Committee</li> <li>➤ Member of Audit Committee</li> <li>➤ Member of Nomination and Remuneration Committee</li> </ul>
<b>Terms and conditions of appointment or re-appointment</b>	As specified in Item No. 1
<b>Details of remuneration sought to be paid</b>	As specified in Item No. 1

<b>Remuneration last drawn</b>	NA
<b>Remuneration sought to be paid</b>	Remuneration of ₹ 9,00,000/- (Rupees Nine Lakh only) per annum (in addition to the payment of sitting fees and reimbursement of expenses incurred for attending meetings of the Board and its Committees) is proposed to be given to Mr. Bhavdeep Sardana during his tenure as Non – Executive Non – Independent Director on the Board of the Bank with effect from August 04, 2025.
<b>Shareholding in the Bank</b>	1,28,391 equity Shares (0.28%) along with his spouse as on August 14, 2025.
<b>Relationship with other Directors, Manager and other Key Managerial Personnel of the Bank</b>	None
<b>In case of independent Director, the skills and capabilities required for the role and the manner in which the proposed person meets such requirement</b>	NA
<b>The number of Meetings of the Board attended during the year till date (upto August 14, 2025 in FY 2025-26)</b>	Post his appointment on the Board of Directors as Additional Director w.e.f. August 04, 2025, Mr. Bhavdeep Sardana was eligible to attend 1 meeting and he attended the same.

Whilst considering the appointment of Mr. Bhavdeep Sardana (DIN 03516261) as a Non – Executive and Non – Independent Director, the NRC and the Board reviewed and confirmed that:

- He is a fit and proper person to be appointed as a Director of the Bank.
- He is not disqualified from being appointed as a Director of the Bank, in terms of Section 164 of the Act and has given his consent to act as a Director of the Bank. In the opinion of the Board, he fulfils the conditions relating to his appointment as prescribed under the relevant provisions of the Act, the relevant rules notified thereunder, the SEBI Listing Regulations, in this regard from time to time
- He is not debarred from holding the office of Director by virtue of any order by SEBI or any other authority; and
- He has the requisite qualification, skills, experience and expertise in functional areas viz. Agriculture & Rural Economy and Management.

**By Order of the Board of Directors  
For Capital Small Finance Bank Limited**

**Place:** Jalandhar  
**Date:** August 14, 2025

**Sd/-**  
**Amit Sharma**  
**Company Secretary**  
**Membership No: F10888**

**Registered Office:**  
MIDAS Corporate Park 3rd Floor 37 G.T.  
Jalandhar, Punjab, India, 144001

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