



# LIKHITHA INFRASTRUCTURE LIMITED

CIN : L45200TG1998PLC029911

Date: February 10, 2022

To  
**BSE Limited,**  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Fort,  
Mumbai-400 001  
**Scrip Code: 543240**

To  
**National Stock Exchange of India Limited,**  
Exchange Plaza, Plot No. C/1,  
G Block, Bandra Kurla Complex,  
Mumbai-400 051  
**Scrip Symbol: LIKHITHA**

Dear Sir/Madam,

**Sub: Notice of Postal Ballot**

In line with the SEBI (Listing Obligations and Disclosure Requirements) Regulation 2015, we enclose herewith Notice of Postal Ballot dated February 07, 2022, seeking approval of Members for “Re-Appointment of Mr. Srinivasa Rao Gaddipati (DIN: 01710775), as a Managing Director of the Company.

**Date of events relevant to Postal Ballot are as below:**

SL.NO	PARTICULARS	DATES
1	Date of Completion of dispatch of Notice (by electronic means) to members whose names appear in the Register of Members/List of Beneficial Owners as received from Depositories as on Friday, February 04, 2022	Wednesday 09 <sup>th</sup> February, 2022
2	Date of Commencement of e-Voting	Friday 11 <sup>th</sup> February, 2022
3	Date of Ending of e-Voting (“Last Date”)	Saturday 12 <sup>th</sup> March, 2022
4	Results of Postal Ballot	On or before Tuesday, March 15, 2022

Postal Ballot Notice, along with the Explanatory Statement, is uploaded on the website of the Company at [www.likhitha.co.in](http://www.likhitha.co.in)

This is for your information and records.

Thanking you,

for Likhitha Infrastructure Limited

**Likhitha Gaddipati**  
**Whole Time Director cum Chief Financial Officer**  
**DIN: 07341087**





Likhitha Infrastructure Limited  
Corporate Identity Number (CIN): L45200TG1998PLC029911  
Registered Office: 8-3-323, 9th Floor, Vasavi's MPM Grand, Ameerpet 'X' roads, Yellareddy  
Guda, Hyderabad TG 500073 IN.  
Website : [www.likhitha.co.in](http://www.likhitha.co.in) Email: [cs@likhitha.in](mailto:cs@likhitha.in)  
Contact Details: +91 8121005455

**POSTAL BALLOT NOTICE**

[Pursuant to Section 110 of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014]

**Dear Shareholder(s),**

Notice is hereby given, pursuant to Section 110 of the Companies Act, 2013 (“**the Act**”) read with Companies (Management and Administration) Rules, 2014 (“**the Rules**”) read with Ministry of Corporate Affairs (“**MCA**”) General Circular No. 14/2020 dated April 8, 2020, the General Circular No. 17/2020 dated April 13, 2020, the General Circular No. 22/2020 dated June 15, 2020, and the General Circular No. 20/2021 dated December 8, 2021 dated issued by the Ministry of Corporate Affairs (hereinafter collectively referred to as “**MCA Circulars**”), (including any statutory modification or re-enactment thereof for the time being in force, and as amended from time to time), and pursuant to other applicable laws and regulations thereof for the time being in force and other relevant statutory requirements and rules, to transact the Special Business as set out in this Notice are proposed for consideration by the Members of “Likhitha Infrastructure Limited” for passing by means of Postal Ballot by voting through electronic means (‘remote e-voting’).

The Members' consideration and approval are sought for the Resolution specified hereto. The Statement to be annexed to notice under Section 102 (1) of the Act setting out the material facts and reasons for the resolutions is also appended herewith and is being sent to the members for consideration.

M/S VCAN & Associates, Practicing Company Secretaries, have been appointed by the Board of Directors of your Company as Scrutiniser for conducting the Postal Ballot, through the e-voting process, in a fair and transparent manner. They have communicated their willingness to be appointed and will be available for the said purpose. The Scrutinizer's decision on the validity of the Postal Ballot shall be final.

In accordance with the MCA Circulars, the Company has made arrangements for the shareholders to register their e-mail addresses. Therefore, those shareholders who have not yet registered their e-mail addresses are requested to register the same by following the procedure set out in the notes to this Postal Ballot Notice.

In accordance with the MCA Circulars, a physical copy of the Postal Ballot Notice and Postal Ballot Forms and pre-paid business reply envelope has not been sent to the shareholders for this Postal Ballot. shareholders are required to communicate their assent or dissent through the remote e-voting system only.

The Company has engaged Central Depository Services (India) Limited (CDSL) for providing e-voting facility through its e-voting platform of CDSL [www.evotingindia.com](http://www.evotingindia.com) to the members. Members desiring to opt for e-voting are requested to read and follow the instructions on e-voting enumerated in the notes to this notice.

The voting through Postal Ballot/e-voting will commence on 11<sup>th</sup> February 2022 at 9.00 a.m. (IST) and end at 5:00 p.m. (IST) on 12<sup>th</sup> March 2022.

During this period, members of the Company holding equity shares either in physical form or in dematerialised form, as on the cut-off date, i.e., Friday, February 4, 2022, may cast their vote electronically. The Results of the Postal Ballot/E-voting will be declared within two working days from the conclusion of remote e-voting. The Results declared along with the Scrutinizer's Report shall be placed on the Company's website at [www.likhitha.co.in](http://www.likhitha.co.in) and on the website of CDSL, i.e. [www.evotingindia.com](http://www.evotingindia.com) and communicated to BSE Ltd. ([www.bseindia.com](http://www.bseindia.com)) and National Stock Exchange of India Ltd. ([www.nseindia.com](http://www.nseindia.com)).

The Notice is also available on the Company's website at [www.likhitha.co.in](http://www.likhitha.co.in) and the Central Depository Services (India) Limited (CDSL) website, i.e. [www.evotingindia.com](http://www.evotingindia.com).

**APPROVAL FOR REAPPOINTMENT OF MR. SRINIVASA RAO GADDIPATI (DIN: 01710775) AS MANAGING DIRECTOR OF THE COMPANY.**

*To consider and if thought fit, to pass with or without modification(s), the following Resolution(s) as an Ordinary Resolution:*

**“RESOLVED THAT** pursuant to the provisions of sections 196, 197, 203 and other applicable provisions, if any, of the Companies Act, 2013 (Act), read with Schedule V (as amended from time to time) to the said Act and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, and pursuant to the recommendation of Nomination and Remuneration Committee and as approved by the Board, consent of the Members be and is hereby accorded for reappointment of Mr. Srinivasa Rao Gaddipati (DIN: 01710775) as Managing Director for a period of five years with effect from February 12, 2022, at such remuneration and on such terms and conditions as set out in the Explanatory Statement annexed to the Notice, with liberty to the Board of Directors (hereinafter referred to as “the Board” which term shall be deemed to include Nomination and Remuneration Committee of the Board) to alter and vary the terms and conditions of the said re-appointment and / or remuneration as it may deem fit and as may be acceptable to Mr. Srinivasa Rao Gaddipati, subject to the same not exceeding the limits specified under Section 197 read with Schedule V of the Companies Act, 2013 or any statutory modification(s) or re-enactment thereof.”

**“RESOLVED FURTHER THAT** Ms. Likhitha Gaddipati, Whole Time Director cum Chief Financial Officer be and is hereby authorized to do all such acts and take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

**By order of the Board  
For Likhitha Infrastructure Limited**

**Sd/-  
Likhitha Gaddipati  
Whole-Time Director cum Chief Financial Officer  
DIN: 07341087**

**Place:** Hyderabad

**Date:** February 7, 2022

**EXPLANATORY STATEMENT AS PER SECTION 102(1) AND SECTION 110 OF THE COMPANIES ACT, 2013.**

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Approval for re-appointment of Mr. Srinivasa Rao Gaddipati (01710775) as Managing Director of the Company.

**Mr. Srinivasa Rao Gaddipati** is one of the promoters of the Company and has been instrumental in the growth of the Company and responsible for all day to day activities. Since inception, he has been responsible for developing business ideas/ plans and taking decisions at all times. Under his leadership, the Company has achieved a turnover of more than ₹ 1,900,000,000/- (Rupees One Ninety Crore Only) during the financial year 2020-21. His presence is essential for the growth of the Company.

Considering his experience in the Company and Knowledge, business skills, managerial experience, and expertise and for the smooth and efficient running of the Company's administrative affairs, the Board thinks that it is apt to appoint Mr. Srinivasa Rao Gaddipati as Managing Director for five (5) years w.e.f. February 12, 2022, on the overall remuneration and terms as set-out here-in-below:

**Broad particulars of the terms of remuneration payable to Mr. Srinivasa Rao Gaddipati are as under:  
Remuneration:**

- a) Salary not exceeding ₹ 2,40,00,000/- (Rupee Two Crores Forty Lakhs Only) per annum
- b) In addition to the salary above, he shall be entitled to the following perquisites and allowances.
  - i. Rent free furnished accommodation or house rent allowance in lieu thereof including watch and ward
  - ii. Reimbursement of expenses for gas, electricity and water
  - iii. Reimbursement of medical expenses
  - iv. Personal accident insurance premium and medical insurance premium for self and family
  - v. Leave travel concession for self and his family including dependents
  - vi. Company's contribution towards pension scheme, superannuation, or provident fund as per Company's policy.
  - vii. Gratuity payable as per the rules of the Company
  - viii. Encashment of un-availed leave as per the rules of the Company
  - ix. All other payments like perquisites and allowances agreed by the Board of Directors from time to time.

Perquisites shall be evaluated as per the provisions of Income Tax Act, 1961 or any rules thereunder or any statutory modification(s) or re-enactment thereof; in the absence of any such regulations, perquisites and allowances shall be evaluated at actual cost.

- c) **Reimbursement of expenses:** Expenses incurred for travelling, boarding and lodging during business trips, use of a car(s) on Company's business and communication expenses at residence, shall be paid/reimbursed at actuals and not considered as perquisites.
- d) **Minimum remuneration:** Notwithstanding anything to the contrary herein contained, wherein any financial year during the currency of the tenure of the Director, the Company does not have profits or its profits are inadequate, the Company will pay salary, perquisites, allowances and remuneration as a percentage of profits not exceeding the maximum limits as prescribed under Section II, Part II of Schedule V of the Act as amended from time to time as minimum remuneration to Mr. Srinivasa Rao Gaddipati.
- e) **Aggregate remuneration:** The aggregate of remuneration and perquisites/benefits, payable to Mr. Srinivasa Rao Gaddipati, individually or to all Whole-time Directors of the Company taken together, shall not exceed during any financial year 5% / 10% of profits of the Company calculated in accordance with the provisions of Section 198 of the Companies Act, 2013.

Mr. Srinivasa Rao Gaddipati satisfies all the conditions set out in Part-I of Schedule V of the Act and conditions set out under sub-section (3) of Section 196 of the Act for being eligible for his re-appointment. He is not disqualified from being appointed as Director in terms of Section 164 of the Act.

The above may be treated as a written memorandum setting out the terms of re-appointment of Mr. Srinivasa Rao Gaddipati under Section 190 of the Act. A brief profile of Mr. Srinivasa Rao Gaddipati and the information under Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and applicable Secretarial Standards are enclosed as Annexure.

Pursuant to the recommendation of the Nomination and Remuneration Committee, the Board recommends the resolution in relation to the re-appointment of Mr. Srinivasa Rao Gaddipati as Managing Director of the Company for the approval by the shareholders of the Company by way of an Ordinary Resolution.

Mr Srinivasa Rao Gaddipati is interested in the resolution set out in the Postal Ballot Notice, as the same relates to his reappointment and remuneration payable to him. Ms. Likhitha Gaddipati, Mrs. Sri Lakshmi Gaddipati and Mr. Kutumba Rao Gaddipati, being associated with Mr. Srinivasa Rao Gaddipati, are deemed to be interested in the resolution. The relatives of Mr. Srinivasa Rao Gaddipati may also be considered to be interested in the resolution to the extent of their shareholding interest, if any, in the Company.

Save, and except the above, none of the other Directors / Key Managerial Personnel of the Company / their relatives is in any way concerned or interested, financially or otherwise, in the resolution.

The Board recommends the resolution outlined in this notice for members' approval through Postal Ballot through Special Resolution.

#### ANNEXURE - I

#### Details of Mr. Srinivasa Rao Gaddipati as per Secretarial Standard II issued by the Institute of Company Secretaries of India

A	Name	Mr. Srinivasa Rao Gaddipati
B	Brief Resume	Mr. Srinivasa Rao Gaddipati is the company's Managing Director and has been associated with the Company since inception. He has vast technical experience of over three decades in the Oil & Gas infrastructure business. He has been the guiding force behind the successful execution of our business strategies over the years.
C	Age	58 years
D	Experience in the specified functional area	Over three decades of experience in Engineering & Construction activities
E	Date of appointment on present Board of the Company	Since Incorporation, i.e., August 6, 1998
F	Directorships held in other companies	<ul style="list-style-type: none"> <li>• Veriedge Technologies Private Limited</li> <li>• GSR Ujwala Foundation</li> </ul> Except for Likhitha Infrastructure Limited, Mr Srinivasa Rao Gaddipati does not hold directorship in any other listed company.
G	Memberships/Chairmanships of Committees in other companies	Nil
H	No of Shares of ₹ 10/- each held	1,42,51,250
I	Remuneration proposed to be paid.	As per the resolution in this Notice, read with the explanatory statement thereto.
J	Terms and conditions of appointment	As per the draft letter of appointment, setting out the terms and conditions available for inspection by the members at the Registered Office of the Company.

K	Relationship between directors inter se [as per section 2(77) of Companies Act, 2013 and Companies (Specification of Definitions Details) Rules,2014]	Mrs Sri Lakshmi Gaddipati: Spouse Mrs Likhitha Gaddipati: Daughter Ms Lohitha Gaddipati: Daughter Mr. Kutumba Rao Gaddipati: Brother Mrs Kasturi Gaddipati: Mother
	Last drawn remuneration and number of Board meetings attended	Last drawn Remuneration is ₹ 36,000,000 (Three Crores Sixty Lakhs only) for the F.Y 2020-2021 and he attended 5 Board meetings in F.Y 2021-2022.

**By order of the Board  
For Likhitha Infrastructure Limited**

**Sd/-  
Likhitha Gaddipati  
Whole-Time Director cum Chief Financial Officer  
DIN: 07341087**

**Place:** Hyderabad

**Date:** February 7, 2022

**Notes:**

1. A Statement under Section 102(1) of the Act read with the Rules, setting out all material facts relating to the resolution mentioned in this Postal Ballot Notice is attached.
2. In accordance 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 of February 4, 2022 (“Cut-Off Date”) received from the Depositories and whose e-mail address is registered with the Company / Depositories. Physical copies of the Postal Ballot Notice along with postal ballot forms and pre-paid business reply envelopes are not being sent to members for this Postal Ballot.
3. This Postal Ballot Notice will also be available on the Company's website at [www.likhitha.co.in](http://www.likhitha.co.in), websites of National Stock Exchange of India Limited [www.nseindia.com](http://www.nseindia.com), website of Bombay Stock Exchange [www.bseindia.com](http://www.bseindia.com)
4. In accordance with the MCA Circulars, the Company has made necessary arrangements for the members to register their e-mail addresses. Members who have not recorded their e-mail address are requested to write the same (i)with the Depository Participant(s) where they maintain their Demat accounts if the shares are held in electronic form.
5. Members would cast their votes and convey their assent or dissent to the proposed resolution only through the remote e-voting process. Members whose names appear on the Register of Members / List of Beneficial Owners as on the Cut-Off Date will only be considered eligible for e-voting. After the Cut-Off Date, a person who becomes a member should treat this notice for information purposes only.
6. Voting rights of a Member / Beneficial Owner (in case of electronic shareholding) shall be in proportion to his/her/its shareholding in the paid-up equity share capital of the Company as on the Cut-Off Date.

7. Pursuant to Sections 108, 110 and other applicable provisions of the Act and the Rules made thereunder, the MCA Circulars and Regulation 44 of the Listing Regulations read with circular of SEBI on e-Voting Facility provided by Listed Entities, the Company is providing the facility to the members to exercise their right to vote on the proposed resolution electronically. The Company has engaged the services of CDSL as the agency to provide an e-voting facility. The instructions for e-voting are supplied as part of this Postal Ballot Notice, which the members are requested to read carefully before casting their vote.
8. The e-voting period commences at 9:00 a.m. (IST) on February 11, 2022, and ends at 5:00 p.m. (IST) on March 12, 2022. Members desiring to exercise their vote should cast their vote during this period to be eligible for being considered.
9. The resolution, if approved, shall be deemed to have been passed on the last date of e-voting, i.e. March 12, 2022.
10. The Company does not have any shares in physical form. Therefore, the instructions required for the shareholder who holds the shares in physical form are not provided.
11. All documents referred to in this Postal Ballot Notice will be available for inspection electronically until the last voting date. Members seeking to inspect such documents can send an email to [cs@likhitha.co.in](mailto:cs@likhitha.co.in)

## **PROCEDURE FOR 'E-VOTING':**

### **I. E-VOTING FACILITY:**

- i. Pursuant to the provisions of Section 108 and other applicable provisions of the Act read with the Rules and Regulation 44 of Listing Regulations, as amended, read with circular dated December 9, 2020 of SEBI on e-Voting Facility provided by Listed Entities, the Company is providing e-voting facility of CDSL to its members to exercise their right to vote on the proposed resolution by electronic means.
- ii. The e-voting facility will be available during the following period: · Commencement of e-voting: 9:00 a.m. (IST) on February 11, 2022 · End of e-voting: 5:00 p.m. (IST) on March 12, 2022 The remote e-voting will not be allowed beyond the aforesaid date and time and the remote e-voting module shall be forthwith disabled.
- iii. The manner of voting by
  - (i) individual shareholders holding shares of the Company in demat mode,
  - (ii) Shareholders other than individuals holding shares of the Company in demat mode,
  - (iii) Shareholders holding shares of the Company in physical mode, and
  - (iv) Shareholders who have not registered their e-mail address, is explained in the instructions given hereinbelow.

### **II. INFORMATION AND INSTRUCTIONS RELATING TO E-VOTING:**

- i. Once the Shareholder has exercised the vote, whether partially or otherwise, the Shareholder shall not be allowed to change it subsequently or cast the vote again.

### **III. INFORMATION AND INSTRUCTIONS FOR E-VOTING BY INDIVIDUAL SHAREHOLDERS HOLDING SHARES OF THE COMPANY IN DEMAT MODE:**

As per circular of SEBI on e-Voting Facility provided by Listed Entities, dated February 4, 2022, all “individual shareholders holding shares of the Company in demat mode” can cast their vote, by way of a single login credential, through their demat accounts / websites of Depositories / Depository Participants. The procedure to login and access e-voting, as implemented by the Depositories / Depository Participant(s), is given below:

### **LOGIN METHOD FOR E-VOTING :**

Type of shareholders	Login Method
<p>Individual Shareholders holding securities in Demat mode with <b>CDSL</b></p>	<ol style="list-style-type: none"> <li>1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or visit <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on Login icon and select New System Myeasi.</li> <li>2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the user can visit the e-Voting service providers' website directly.</li> <li>3) If the user is not registered for Easi/Easiest, option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page or click on <a href="https://evoting.cdslindia.com/Evoting/EvotingLogin">https://evoting.cdslindia.com/Evoting/EvotingLogin</a> The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</li> </ol>
<p>Individual Shareholders holding securities in demat mode with <b>NSDL</b></p>	<ol style="list-style-type: none"> <li>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsd.com">https://eservices.nsd.com</a> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> <li>2) If the user is not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsd.com">https://eservices.nsd.com</a>. Select "Register Online for IDeAS" "Portal or click at <a href="https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsd.com/">https://www.evoting.nsd.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with</li> </ol>

	NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting
Individual Shareholders (holding securities in demat mode) login through their <b>Depository Participants</b>	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

**Important note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

**Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL**

<b>Login type</b>	<b>Helpdesk details</b>
Individual Shareholders holding securities in Demat mode with <b>CDSL</b>	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022- 23058738 and 22-23058542-43.
Individual Shareholders holding securities in Demat mode with <b>NSDL</b>	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30

(i) Login method for e-Voting and joining virtual meetings for **Physical shareholders and shareholders other than individual holding in Demat form.**

- 1) The shareholders should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- 2) Click on “Shareholders” module.
- 3) Now enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company
- 4) Next enter the Image Verification as displayed and Click on Login.

- 5) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

<b>For Physical shareholders and other than individual shareholders holding shares in Demat</b>	
PAN	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.</li> </ul>
Dividend Bank Details <b>OR</b> Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.</p> <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.</li> </ul>

- (ii) After entering these details appropriately, click on “SUBMIT” tab.
- (iii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach ‘Password Creation’ menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (iv) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (v) Click on the EVSN for the relevant <Company Name> on which you choose to vote.
- (vi) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (vii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (viii) After selecting the resolution, you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (ix) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (x) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.

- (xi) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xii) **Additional Facility for Non – Individual Shareholders and Custodians –For Remote Voting only.**
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves in the “Corporates” module.
  - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
  - Alternatively Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; [cs@likhitha.in](mailto:cs@likhitha.in) (designated email address by company) , if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

**PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.**

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to **Company/RTA email id**.
2. For Demat shareholders -, Please update your email id & mobile no. with your respective Depository Participant (DP)
3. For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository .

If you have any queries or issues regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at 022- 23058738 and 022-23058542/43.

In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com) , under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

**Place: Hyderabad**  
**Date; 7<sup>th</sup> February 2022**

**By order of the Board**  
**Sd/-**  
**Likhitha Gaddipati**  
**Whole-Time Director cum Chief Financial Officer**  
**DIN: 07341087**