



To,

Date: 17th March, 2026

**National Stock Exchange of India Ltd.**

Exchange Plaza,  
Bandra Kurla Complex,  
Bandra (E),  
Mumbai- 400051

**Ref: MAITREYA**

**Sub: - Intimation of Notice of Postal ballot**

Dear Sir/Ma'am,

Pursuant to Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("**Listing Regulations**"), as amended from time to time, we hereby enclose a copy of the Postal Ballot Notice, dated March 10, 2026, along with the Explanatory Statement ("**Postal Ballot Notice**"), dispatched today, for seeking the approval of the Members of Maitreya Medicare Limited ("**the Company**") on items of Special Businesses as mentioned in the said Postal Ballot Notice.

1. To consider and approve '**Maitreya Medicare Limited – Employee Stock Option Scheme 2026**'.

The schedule of events for the Postal Ballot is as given under:

<b>Cut-off date (for dispatch and e-voting)</b>	Friday, March 13, 2026
<b>Completion date of sending of Postal Ballot Notice through e-mail</b>	Tuesday, March 17, 2026
<b>E-voting start date/time</b>	Wednesday, March 18, 2026 (09:00 A.M. IST)
<b>E-voting end date/time</b>	Friday, April 17, 2026 (05:00 P.M. IST)

The Postal Ballot Notice along with e-voting instructions has been made available on the website of the Company at <https://www.maitreyahospitals.com/>

We request you to kindly take the above information on your records.

**Maitreya Medicare Limited**

Address : Nr. Someshwara Char Rasta, UM Road, Surat, Gujarat - 395007.  
Ph. : 0261-2299000 | Reception : +91 82382 29900 | Email : maitreymedicare@gmail.com  
CIN : L24290GJ2019PLC107298



Thanking You,

Yours Faithfully,

For **Maitreya Medicare Limited**

**Kashish Surana**  
**Company Secretary & Compliance Officer**  
**ACS- 76674**

**Encl.:** As Above

**Maitreya Medicare Limited**

Address : Nr. Someshwara Char Rasta, UM Road, Surat, Gujarat - 395007.

Ph. : 0261-2299000 | Reception : +91 82382 29900 | Email : maitreymedicare@gmail.com

CIN : L24290GJ2019PLC107298



## POSTAL BALLOT NOTICE

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

**To,  
The Member(s),**

NOTICE is hereby given that pursuant to the provisions of Section 110, 108 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act"), read with Rule 20 (as applicable) and Rule 22 of the Companies (Management and Administration) Rules, 2014 ("the Rules"), General Circular No. 14/2020 dated April 8, 2020, read with other relevant circulars including General Circular No. 9/2024 dated September 19, 2024 issued by the Ministry of Corporate Affairs (the "MCA Circulars"), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), Secretarial Standards on General Meetings ("SS-2") issued by the Institute of Company Secretaries of India and other applicable laws and regulations, if any, including any statutory modification or reenactment(s) thereof for the time being in force that the resolutions appended below are proposed as a special businesses to be passed by the members of Maitreya Medicare Limited (the "**Company**") through postal ballot by way of remote voting by electronic means ("E-voting"/ "Remote e-voting"). The explanatory statement pertaining to the proposed resolutions setting out the material facts concerning the resolutions and the reasons thereof is annexed hereto with this Postal Ballot Notice for your consideration.

The statement, pursuant to the provisions of Section 102(1) and other applicable provisions of the Act read with the Rules, setting out all material facts relating to the resolutions proposed in this Postal Ballot Notice is also attached.

In accordance with the relevant MCA Circulars, members whose e-mail ID is not registered with the Registrar & Share Transfer Agent ("RTA") or Depository Participant, are requested to kindly follow procedure mentioned at serial no. 8 of the Notes for the registration of their respective e-mail ID to get soft copy of the notice and procedure for Postal Ballot / e-voting which will enable the members for e-voting for this Postal Ballot.

For the purpose of postal ballot / e-voting process, the Company has engaged the services of M/s. MUFG Intime India Private Limited, the Registrar and Share Transfer Agent of the Company.



Further, the Board of Directors in compliance with Rule 22(5) of the Rules, has appointed Mr. Jaisal Mohatta, Partner of JDM and Associates LLP, Practicing Company Secretaries (C.P. No.-16090), as the Scrutinizer ("**Scrutinizer**") for conducting the postal ballot / e-voting process in a fair and transparent manner.

The Scrutinizer will submit his report to the Chairman of the Company (the "**Chairman**") or to any other person authorized by the Chairman after completion of scrutiny of the evoting for declaration of results. The result of the postal ballot shall be declared on or before April 21, 2026 and communicated to the stock exchanges, RTA and shall also be displayed on the Company's website, viz., <https://www.maitreyahospitals.com/> and the website of e-voting agency, at [enotices@in.mpms.mufg.com](mailto:enotices@in.mpms.mufg.com)

### **SPECIAL BUSINESS:**

#### **1. To consider and approve 'Maitreya Medicare Limited – Employee Stock Option Scheme 2026'**

To consider and if thought fit, to pass with or without modification(s), the following resolution as a Special Resolution:

**"RESOLVED THAT** pursuant to the provisions of Section 62(1)(b) and all other applicable provisions, if any, of the Companies Act, 2013 read with Rules framed there under (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), the Memorandum and Articles of Association of the Company, Securities and Exchange Board of India (Share Based Employee Benefits and Sweat Equity) Regulations, 2021, as amended from time to time [**"SEBI (SBEB and Sweat Equity) Regulations"**] and subject to such other approvals, permissions and sanctions as may be necessary and subject to such conditions and modifications as may be prescribed or imposed while granting such approvals, permissions and sanctions, which may be accepted by the Board of Directors of the Company (hereinafter referred to as the "**Board**" which term shall be deemed to include any Committee, including the Nomination and Remuneration Committee, which the Board has constituted to exercise its powers, including the powers, conferred by this resolution), approval and consent of the Shareholders of the Company ("**Shareholders**") be and is hereby accorded to the 'Maitreya Medicare Limited-Employees Stock Option Scheme 2026' ("ESOS 2026") / ("**Plan/Scheme**") and to the Board to create, offer, issue, reissue, grant (permitted under applicable laws) in terms of the ESOS 2026, equity shares on exercise of options, issue fresh options, re-issue options that may have lapsed/cancelled/surrendered, already approved under the ESOS 2026,



**not exceeding 10,16,400 (Ten Lakhs Sixteen Thousand Four Hundred Only) employee stock options (“Options”), in one or more tranches,** from time to time, to such person(s) who are in the employment or service of the Company or any of its Subsidiary(ies) or Associate Company(ies) on exclusive basis, whether in or outside India, including any Director, whether whole-time or not (other than employees/ Directors who are Promoters or belonging to the promoter group, Independent Directors and Directors holding directly or indirectly more than ten (10%) percent of the outstanding equity shares of the Company), subject to their eligibility as may be determined under the scheme, at such price or prices, and on such terms and conditions, as may be determined by the Board / Committee in accordance with the provisions of the Scheme, SEBI (SBEB and Sweat Equity) Regulations and in due compliance with other applicable laws and regulations.”

**“RESOLVED FURTHER THAT** the Board / Committee is hereby authorised to facilitate the allotment of the equity shares as per the terms of the ESOS 2026 upon exercise of options from time to time in accordance with the ESOS 2026 and the shares so allotted shall rank pari passu in all respects with the existing equity shares of the Company.”

**“RESOLVED FURTHER THAT** the Board / Committee be and is hereby also authorised at any time to modify, change, vary, alter, amend, suspend or terminate the ESOS 2026 subject to consent of the members by way of a special resolution to the extent required under the applicable laws and regulations and to do all such acts, deeds, matters and things as it may in its absolute discretion deem fit, for such purpose and also to settle any issues, questions, difficulties or doubts that may arise in this regard without being required to seek any further consent or approval of the Shareholders and further to execute all such documents, writings and to give such directions and/or instructions as may be necessary or expedient to give effect to such modification, change, variation, alteration, amendment, suspension or termination of the Scheme and do all other things incidental and ancillary thereof.”

**“RESOLVED FURTHER THAT** in case of any corporate action(s) such as rights issue, bonus issue, split or consolidation of shares, merger/ amalgamation or sale of division/undertaking or other re-organization etc. requisite adjustments which may include adjustments to the number of options in the ESOS 2026 shall be appropriately made, in a fair and reasonable manner in accordance with ESOS 2026.”

**“RESOLVED FURTHER THAT** in case the equity shares of the Company are either sub-divided or consolidated, then the number of shares to be allotted and the price of



acquisition payable by the option grantees under the ESOS 2026 shall automatically stand augmented or reduced, as the case may be, in the same proportion as the present face value of Rs. 10/- (Rupees Ten) per equity share bears to the revised face value of the equity shares of the Company after such sub-division or consolidation, without affecting any other rights or obligations of the option grantees.”

**“RESOLVED FURTHER THAT** the Company shall confirm to the accounting policies prescribed from time to time under the SEBI (SBEB and Sweat Equity) Regulations, and any other applicable laws and regulations to the extent relevant and applicable to the ESOS 2026.”

**“RESOLVED FURTHER THAT** the Board / Committee be and is hereby also authorized to take necessary steps for listing of the equity shares allotted under the ESOS 2026 on the Stock Exchanges, where the equity shares of the Company are listed as per the provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**“SEBI Listing Regulations”**) with the concerned Stock Exchanges and other applicable laws, guidelines, rules and regulations.”

**“RESOLVED FURTHER THAT** the Board / Committee be and is hereby also authorised to appoint a Merchant Banker who shall be involved or concerned in the exercise, issue and re-issue of options under the ESOS 2026 and such Merchant Banker will be remunerated by way of commission, brokerage, fees or the like.”

**“RESOLVED FURTHER THAT** any Director of the Company, and Company Secretary of Company, be and are hereby severally authorized on behalf of the Company to sign deeds, documents, letters and such other papers as may be necessary, desirable and expedient, as they may in their absolute discretion deem fit or necessary or desirable for such purpose, and make all necessary filings including but not limited to making applications to any regulatory/ governmental authority/ third parties, as may be required, and to the Stock Exchanges to seek their in-principle and final approval for the listing and trading of equity shares allotted pursuant to ESOS 2026, in accordance with the provisions of SEBI (SBEB and Sweat Equity) Regulations/ SEBI Listing Regulations, applicable provisions under the Act and the rules framed thereunder and other applicable laws, and to do all such acts, deeds, matters and things as may be required to be done to give effect to the afore-said resolution and with power on behalf of the Company to settle any questions, difficulties or doubts that may arise in this regard



without requiring the Board to secure any further consent or approval of the members of the Company.”

“**RESOLVED FURTHER THAT** all actions taken by the Board / Committee in connection with the above and all incidental and ancillary things done are hereby specifically approved and ratified.”

**For & on behalf of the Board of Directors  
Maitreya Medicare Limited**

**Date: 10/03/2026**

**Place: Surat**

**Kashish Surana  
(Company Secretary & Compliance Officer)  
ACS - 76674**

**Registered Office**

**Sai Palace, Nr. Someshwara Char Rasta,**

**Um Road, Surat – 395007**

**CIN: L24290GJ2019PLC107298**

**Website: <https://www.maitreyahospitals.com/>**

**Tel: 0261 229 9000**



## **NOTES:**

1. The Explanatory Statement pursuant to Section 102 read with Section 110 of the Act read with Rule 20 and 22 of the Rules, each as amended, setting out the material facts relating to the aforesaid Resolutions and the reasons thereof, is annexed hereto and forms part of this Notice. The details pursuant to Regulation 36(3) of the Listing Regulations and relevant clauses of SS-2 (Secretarial Standards on General Meetings), in respect of the persons seeking appointment/re-appointment as Independent Director, through this Postal Ballot is furnished as Annexure I in the Explanatory Statement of this Notice. Details pursuant to Regulation 23 of the Listing Regulations read with Industry Standards Forum note on minimum information to be provided to the Audit Committee and Shareholders (RPT Industry Standards), for approval of related party transactions, is furnished as Annexure II of the Explanatory Statement forming part of this Notice.
2. Pursuant to MCA Circulars, the Postal Ballot Notice is being sent ONLY in electronic form to all those members whose names appear in the Register of Members/List of Beneficial Owners as received by the Company from the Depositories/ MUFG Intime India Private Limited, the Company's Registrar and Share Transfer Agent ("**RTA**") as on Friday, March 13, 2026, ("**Cut-off date**") and whose e-mail IDs are registered with the RTA/Company/Depository Participants. Accordingly, physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope are not being sent to the members for this Postal Ballot and no physical ballot forms will be accepted. The communication of the assent or dissent of the members would only take place through e-Voting system.
3. For members who have not registered their e-mail IDs, please follow the instructions given in note No. 8. Any person who is not a member as on the Cut-off Date should treat this Postal Ballot Notice for information purposes only. It is however clarified that those members who may not have received this Notice due to non-registration of their e-mail addresses with the RTA / Depositories / Depository Participants shall be entitled to vote in relation to the aforementioned resolutions in accordance with the process specified in this Notice.
4. In compliance with Regulation 44 of the Listing Regulations, Sections 108 and 110 of the Act read rule 20 and 22 of the Rules, the SS-2 and the MCA Circulars, the manner of voting on the proposed resolutions is restricted only to e-Voting i.e., by casting votes electronically instead of submitting postal ballot. For this purpose, the Company has



engaged services of M/s. MUFG Intime India Private Limited the Registrar and Share Transfer Agent of the Company for facilitating e-voting to enable the Members to cast their votes electronically.

5. A copy of this Postal Ballot Notice is also available on the Company's website at <https://www.maitreyahospitals.com/> the website of the Stock Exchanges i.e. The National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com) respectively, and on website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
6. Subject to receipt of requisite number of votes, the resolutions shall be deemed to have been passed on the last date of e-Voting i.e. Friday, 17<sup>th</sup> April, 2026. Further, Resolutions passed by the members through postal ballot shall be deemed to have been passed as if it were passed at a general meeting of the members convened in this regard.
7. The Board has appointed **Mr. Jaisal Mohatta**, Partner of **JDM and Associates LLP**, Company Secretaries in Whole-time Practice (Membership No. ACS 35017, COP No. 16090), as Scrutinizer for conducting the Postal Ballot through e-Voting process in a fair and transparent manner.

After completion of scrutiny of the votes, the Scrutinizer will submit his report to the Chairman or any person authorised by the Chairman. The results of the voting conducted through postal ballot (through e-Voting process) along with the Scrutinizer's report shall be declared by the Chairman or such person as authorized within two working days from the conclusion of the e-Voting, i.e. on or before Tuesday, April 21, 2026. The results will be intimated to NSE, where the equity shares of the Company are listed and be made available on their respective websites. Additionally, it will also be uploaded on the Company's website at <https://www.maitreyahospitals.com/>, the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and be displayed on the Notice Board of the Company at its registered office.

8. Members who have not registered/updated their e-mail IDs so far are requested to register/update the same to receive the Postal Ballot Notice as per the following procedure:

<b>Physical Holding</b>	Provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and reverse), Permanent
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	Account Number ("PAN") (self-attested scanned copy), AADHAR (self-attested scanned copy) by email to <a href="mailto:enotices@in.mpms.mufig.com">enotices@in.mpms.mufig.com</a> and copy to the Company at <a href="mailto:cs@maitreyamedicareltd.com">cs@maitreyamedicareltd.com</a> .
<b>Demat Holding</b>	Provide demat account details (CDSL – 16 digit beneficiary ID or NSDL- 16 digit DPID + CLID), Name of shareholder, client master or copy of consolidated account statement, PAN(self-attested scanned copy), AADHAR (self-attested scanned copy) by email to <a href="mailto:enotices@in.mpms.mufig.com">enotices@in.mpms.mufig.com</a> and copy to the Company at <a href="mailto:cs@maitreyamedicareltd.com">cs@maitreyamedicareltd.com</a> .

In case of any queries, for registering email address, members may write to [enotices@in.mpms.mufig.com](mailto:enotices@in.mpms.mufig.com) or [cs@maitreyamedicareltd.com](mailto:cs@maitreyamedicareltd.com)

For permanent registration of their e-mail address, members can register their e-mail address, in respect of electronic holdings with their concerned Depository Participant (DP) and in respect of physical holdings with the Company's RTA, MUFG Intime India Private Limited.

In case of any queries in this regard, Members are requested to write to the RTA a [enotices@in.mpms.mufig.com](mailto:enotices@in.mpms.mufig.com)

Those members who have already registered their e-mail addresses are requested to get their e-mail addresses validated with their DPs/RTA to enable servicing of notices/ documents/annual reports and other communications electronically to their email address in future.

9. After dispatch of the Postal Ballot Notice through email, advertisement shall be published in Financial Express (English newspaper) and in Financial Express (Gujarati Newspaper), each having wide circulation in the district where the registered office of the Company is situated and the same will also be uploaded on the Company's website at <https://www.maitreyahospitals.com/>.



10. Voting rights is one vote per equity share, registered in the name of the members. Voting rights shall be reckoned on the paid-up value of equity shares registered in the name of the members as on the cut-off date i.e. Friday, March 13, 2026.
11. Once the vote on the resolution is cast, the members shall not be allowed to change it subsequently.
12. Relevant documents referred to in this Postal Ballot Notice will be made available for inspection from the date of commencement of the e-Voting period i.e. Wednesday, March 18, 2026 upto the last date of e-Voting i.e. Friday, April 17, 2026. Shareholders seeking to inspect such documents can send an email to [cs@maitreyamedicareltd.com](mailto:cs@maitreyamedicareltd.com).



## **THE INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER: -**

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated November 11, 2024, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

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

### **Login method for Individual shareholders holding securities in demat mode:**

Individual Shareholders holding securities in demat mode with NSDL

#### **METHOD 1 - NSDL OTP based login**

- a) Visit URL: <https://eservices.nsd.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 Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

#### **METHOD 2 - NSDL IDeAS facility**

Shareholders registered for IDeAS facility:

- a) Visit URL: <https://eservices.nsd.com> and click on "Beneficial Owner" icon under "IDeAS Login Section".
- b) Enter IDeAS User ID, Password, Verification code & click on "Log-in".
- 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 Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.



Shareholders not registered for IDeAS facility:

- To register, visit URL: <https://eservices.nsd.com> and select "Register Online for IDeAS Portal" or click on <https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp>
- Enter 8-character DP ID, 8-digit Client ID, Mobile no, Verification code & click on "Submit".
- Enter the last 4 digits of your bank account / generate 'OTP'
- 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 3 - NSDL e-voting website**

Shareholders registered for IDeAS facility:

- Visit URL: <https://www.evoting.nsd.com>
- Click on the "Login" tab available under 'Shareholder/Member' section.
- 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 & click on "Login".
- 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.
- Click on "MUFG InTime" or "evoting link displayed alongside Company's Name" and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Individual Shareholders holding securities in demat mode with CDSL

**METHOD 1 - CDSL e-voting page**

- Visit URL: <https://www.cdslindia.com>.
- Go to e-voting tab.
- Enter 16-digit Demat Account Number (BO ID) and PAN No. and click on "Submit".
- System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- 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 Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

## **METHOD 2 - CDSL Easi/ Easiest facility:**

Shareholders registered for Easi/ Easiest facility:

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or Visit URL: [www.cdslindia.com](http://www.cdslindia.com), click on “Login” and select “My Easi New (Token)”.
- 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 Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Shareholders not registered for Easi/ Easiest facility:

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Home/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Home/EasiestRegistration>.
- b) Proceed with updating the required fields for registration.
- c) Post successful registration, user will be provided username and password on the registered email id. Follow steps given above in points (a-c).

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

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

- a) Login to DP website
- b) After Successful login, user shall navigate through “e-voting” option.
- c) Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.
- d) Post successful authentication, click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.



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

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

### STEP 1: LOGIN / SIGNUP on 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:

- User ID: Enter User ID
- Password: Enter existing Password
- Enter Image Verification (CAPTCHA) Code
- 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 <b>Event No + Folio no.</b> , 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:

- User ID: Enter User ID
- PAN: Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.
- DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP/Company - in DD/MM/YYYY format)
- Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company.
  - Shareholders, holding shares in **NSDL form**, shall provide ‘point 4’ above.
  - Shareholders, holding shares in **CDSL form**, shall provide ‘point 3’ or ‘point 4’ above.
  - Shareholders, holding shares in **physical form** but have not recorded ‘point 3’ and ‘point 4’, shall provide their Folio number in ‘point 4’ above

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 <b>Event No + Folio no.</b> , registered with the Company



- E. 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).
- F. Enter Image Verification (CAPTCHA) Code.
- G. 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).

## 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.

**Non-Individual Body corporate shareholders** shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at registered email address with a copy marked to RTA at enotices@in.mpms.mufg.com and the company at registered email address.

## **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 "Company's Name / Event number".  
d) E-voting page will appear.  
e) Download sample vote file from "Download Sample Vote File" tab.  
f) Cast your vote by selecting your desired option 'Favour / Against' in the sample vote file and upload the same under "Upload Vote File" option.  
g) Click on 'Submit'. 'Data uploaded successfully' message will be displayed.  
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

**NOTE: Non-Individual Body corporate shareholders** shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at registered email address with a copy marked to RTA at [enotices@in.mpms.mufig.com](mailto:enotices@in.mpms.mufig.com) and the company at registered email address.

## HELPDESK:

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

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

### Individual Shareholders holding securities in demat mode:

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

Login type	Helpdesk details
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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

### Forgot Password:

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

Individual 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.
- Further Click on "**forgot password?**"
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on "SUBMIT".

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 + Follo no, registered with the Company

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

- Click on 'Login' under "Custodian / Corporate Body/ Mutual Fund" tab
- Further Click on "**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".