माझगांव डॉक शिपबिल्डर्स लिमिटेड
(भारत सरकार का उपक्रम)
Mazagon Dock Shipbuilders Ltd.
(Formerly Mazagon Dock Limited)
(A Govt. of India Undertaking)
CIN : U35100MH1934GOI002079
डॉकयार्ड रोड, माझगांव, मुंबई - 400 010
Dockyard Road, Mazagon, Mumbai - 400 010
Certified - ISO 9001-2015

संदर्भ क्रमांक
Ref. No.

दिनांक
Date

23 Dec 2022

To
BSE Limited
Phiroze Jeejeebhoy Towers
Dalal Street,
Mumbai– 400 001
Scrip Code: **543237**

To
National Stock Exchange of
India Limited
Exchange Plaza, C-1, Block G
Bandra Kurla Complex
Bandra (E), Mumbai – 400 051
NSE Symbol: MAZDOCK

Sub: Intimation under Regulation 30 of SEBI (Listing Obligations and Disclosures Requirements) Regulations, 2015 –Postal Ballot Notice.

Dear Sir,

1. We are enclosing herewith a Postal Ballot Notice (including instruction for E-voting and a statement under section 102(1) of the Companies Act,2013) seeking approval of members through e-voting in respect of the following matter:

   a) Appointment of Shri Anurag Bajpai, JS (DIP) (DIN:08948155) as a Part-time Official Director of the Company.

2. The Calendar of events for aforementioned Postal Ballot is also attached.

This is for your kind information.

Thanking You,
Yours Faithfully,
For MAZAGON DOCK SHIPBUILDERS LIMITED

VIJAYALAKSHMI KAMAL KUMAR
Digitally signed by VIJAYALAKSHMI KAMAL KUMAR
Date: 2022.12.23 14:03:51 +05'30'

(Vijayalakshmi Kumar)
Company Secretary

Encl: as above

फोन +91(22) 2376 2000 फैक्स (Design) +91(22) 2373 8159 (Proj-C) +91(22) 2373 8147 वेबसाईट : www.mazagondock.in
Phone +91(22) 2376 3000 Fax (Material) +91(22) 2373 8151 (East Yd.) +91(22) 2373 8333 Website : www.mazagondock.in
+91(22) 2376 4000 (Finance) +91(22) 2373 8338

IRQS
A DEPARTMENT OF INDIAN REGISTER OF SHIPPING

MAZAGON DOCK SHIPBUILDERS LIMITED
(A Govt. of India Enterprise)
Corporate Identity Number: L35100MH1934GOI002079
Registered and Corporate Office: Dockyard Road, Mumbai - 400010, Maharashtra, India

Phone: 23762012, E-mail: investor@mazdock.com Website: https://.mazagondock.in

Calendar events of Postal Ballot

S.No	Event	Date
1	Cut-off Date (for sending Notice and eligibility of e-voting)	Friday 23 December 2022
2	Date of completion of dispatch of Postal Ballot Notice	Saturday 24 December 2022
3	Start of e-voting (date & time)	Monday 26 December 2022, 9.00 A.M.
4	End of e-voting (date & time)	Wednesday 25 January 2023, 5.00 P.M.
5	Date of submission of Scrutinizer's Report On or before	On or before Friday 27 January 2023
6	Date of submission of results of Postal Ballot On or before	On or before Friday 27 January 2023

MAZAGON DOCK SHIPBUILDERS LIMITED
(A Govt. of India Enterprise)
Corporate Identity Number: L35100MH1934GOI002079

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POSTAL BALLOT NOTICE & REMOTE E-VOTING

NOTICE is hereby given that pursuant to and in compliance with the provision of Section 110 read with Section 108 and other applicable provisions, if any, of the Companies Act, 2013, (the "Act"), Rule 20 & 22 of the Companies (Management and Administration) Rules, 2014, (including any statutory modification(s) or reenactment(s) thereof for the time being in force), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI LODR Regulations"/ "Listing Regulations"), Secretarial Standards on General Meetings issued by The Institute of Company Secretaries of India ("SS-2"), as amended and in accordance with the circulars issued by the Ministry of Corporate Affairs ("MCA") for holding general meetings / conducting postal ballot process through e-voting vide General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 02/2021 dated January 13, 2021,10/2021 dated June 23, 2021 20/2021 dated December 08, 2021, 02/2022 dated May 5, 2022 ("MCA Circulars"), in view of the COVID 19 pandemic, it is proposed to seek the consent of Members of Mazagon Dock Shipbuilders Limited ("the Company") to transact the business as set out hereunder by passing Ordinary Resolution by way of Postal Ballot through remote voting by electronic means ("remote e-voting"). The Explanatory Statement pursuant to Section 102 of the Act setting out material facts concerning the business under Item No 1, is annexed hereto. The relevant details, pursuant to Regulations 26(4) and 36(3) of the SEBI Listing Regulations and Secretarial Standards on General Meetings (SS-2) issued by the Institute of Company Secretaries of India, relating to the resolution mentioned in this Postal Ballot Notice is annexed hereto.

SPECIAL BUSINESS:

Item No. 1:

To approve the appointment of Shri Anurag Bajpai, JS (DIP) (DIN: 08948155) as Part-Time Official Director (Government Nominee Director) and in this regard to consider and if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution

ORDINARY RESOLUTION:

"RESOLVED THAT pursuant to Sections 152, 161 of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014 Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and other applicable provisions, if any of the Companies Act, 2013, (including any statutory modifications or re-enactment thereof), provisions of regulation 17(1C) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulation 2015(as amended) and provisions of the Articles of Association of the Company, Shri. Anurag Bajpai, JS (DIP) (DIN: 08948155) who has been appointed as Part-Time Official Director (Government Nominee Director) by the Government of India, Ministry of Defence, vide letter No. 8(32)/2019-D(Coord/DDP) dated 10 November 2022 on the Board of the Company with effect from 10 November 2022 be and is hereby appointed as Part-Time Official Director (Government Nominee Director) of the Company, not liable to retire by rotation subject to further orders and on terms & conditions as determined by the Government of India".

BY ORDER OF THE BOARD
Mazagon Dock Shipbuilders Limited

(Vijayalakshmi Kumar-A12334)
COMPANY SECRETARY

Dockyard Road
Mumbai 400 010
Dated: 22 December 2022

Notes:

1. In view of the threat posed by COVID-19 pandemic and in terms of the requirements specified in the said Ministry of Corporate Affairs (MCA) Circulars, the Company is sending this Notice in electronic form, to all its Members who have registered their e-mail addresses with the Company, their Registrars and Transfer Agent or Depository/Depository Participants and the communication of assent/dissent of the Members will be accepted through remote e-voting system only. If your email address is not registered with the Company/Depositories, please register the same at alankit_mdl@alankit.com as required.
2. The Explanatory Statement setting out all material facts as required under Section102 of the Companies Act, 2013 in respect of the resolution contained in the above Notice is appended and forms part of the Notice.
3. This Postal Ballot is accordingly being initiated in compliance with the MCA Circulars. As per the MCA circulars, a physical copy of the Notice along with the Postal Ballot Form and prepaid business reply envelope will not be sent to the Members for this Postal Ballot.
4. Government of India, Ministry of Defence, vide letter No. 8(32)/2019-D(Coord/DDP) dated 10 November 2022 has appointed Shri, Anurag Bajpai, JS (DIP) (DIN: 08948155) as Part-Time Official Director (Government Nominee Director) with effect from 10 November 2022, As per section 152 of the Companies Act, 2013 and Regulation 17(1C) of the SEBI (LODR) Regulations, 2015 as amended, the appointment of every Director is to be approved by the Shareholders within three months from the date of appointment of the Director. As the next Annual General Meeting is not scheduled within three months from 10 November 2022, the approval of the shareholders is being sought by postal ballot as per the provisions of the Companies Act and Rules made thereunder.
5. The Board of Directors has appointed Ms, Ragini Chokshi, partner of Ragini Chokshi & Co.,, Practicing Company Secretaries as Scrutinizer to scrutinize e voting process in a fair and transparent manner.
6. The Company has engaged the services of National Securities and Depositories Limited (NSDL) as the agency to provide remote e-voting facility. In accordance with the MCA Circulars, Members can vote only through the remote e-voting process. Accordingly, the Company is pleased to provide remote e-voting facility to all its members to cast their votes electronically. Members are requested to read the instructions in the notes in this Postal Ballot Notice so as to cast their vote electronically not later than 5:00 p.m. IST on 25 January 2023, (the last day to cast vote electronically) to be eligible for being considered.

7. The E-voting facility shall commence on **Monday, 26 December, 2022** at 9.00 A.M. and end on **Wednesday, 25 January, 2023** at 5.00 P.M. The resolution, if passed by requisite majority, shall be deemed to have been passed on the last date of e-voting i.e. on **Wednesday, 25 January, 2023.**

8. Members would be able to cast their votes to the proposed resolution only through remote e-voting process. A person whose name is recorded in the Register of Members of the Company or in the Register of Beneficial owners maintained by the Depositories as on **Friday, 23 December, 2022**, ("cut-off date") only shall be entitled to avail the facility of remote e-voting. Members are requested to read the instructions carefully before exercising the vote and complete the E-voting on or before 5.00 p.m. on **Wednesday, 25 January, 2023**.

9. Any person who acquires the shares of the Company and holding shares as on the cut-off date i.e., 23 December, 2022 may obtain the User-ID and password by sending request at www.evoting.nsdl.com.

10. The Scrutinizer will submit their report, after the completion of scrutiny, to the Chairman & Managing Director of the Company or any person authorized by them. The results of remote e-voting will be announced on or before 27 January, 2023 and will be displayed on the Company's website: https://mazagondock.in and will also be communicated to the Stock Exchanges, where the shares of the Company are listed. The Company will also display the results of the Postal Ballot at its Registered Office.

11. The documents, if any, referred to in the statement will be available for inspection at the Registered Office of the Company during the working hours on all working days from the date of dispatch of the Notice till 25 January, 2023.

12. Registrar and Transfer Agents: **The Address of the Registrar and Transfer Agents of the** Company is as follows:

Alankit Assignments Limited (Unit: Mazagon Dock Shipbuilders Limited)
Alankit Heights, 4E/2, Jhandewalan Extension, New Delhi - 110055
Phone: 011-42541100, 42541957; Fax: 011-23552001
Email : alankit_mdl@alankit.com

STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

The following statement sets out all material facts relating to special business mentioned in the accompanying notice.

Item No. 1

Shri, Anurag Bajpai, JS (DIP) (DIN: 08948155) was appointed as **Part-Time Official Director (Government Nominee Director)** with effect from 10 November 2022, vide Government of India, Ministry of Defence, letter No. 8(32)/2019-D(Coord/DDP) dated 10 November 2022.

Pursuant to the provisions of Section 152, 161 of the Companies Act, 2013 and the Rules made thereunder and Regulation 17(1C) of the SEBI (LODR) Regulations, 2015 as amended, every director of the Company has to be appointed by the shareholders of the Company within three months from the date of appointment of the Director. As the next Annual General Meeting is not scheduled within three months from 10 Nov 2022, approval of the shareholders as per the provisions of the Companies Act, 2013 and Rules made thereunder is sought by postal ballot for appointment of Shri, Anurag Bajpai, JS (DIP) (DIN: 08948155) as Part-Time Official Director (Government Nominee Director) with effect from 10 November 2022, not liable to retire by rotation under section 152 of the Companies Act, 2013 and on same terms and conditions as determined by Government of India. Shri Anurag Bajpai is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013.

Other particulars as per Reg. 36(3) of SEBI (LODR) Regulations, 2015 are provided as under:

- Disclosure of relationship between directors inter se: Nil
- Directorship held in other listed Companies: 2

S.No	Name of the Listed Company	Designation
1	Bharat Dynamics Limited	Government Nominee Director
2	Bharat Electronic Limited	Government Nominee Director

- Membership/Chairmanship in other listed Companies: Nil
- Shareholding in Mazagon Dock Shipbuilders Limited: Nil

The Ministry of Defence (Administrative Ministry) appoints the Government Nominee Directors and they are not entitled to any remuneration or sitting fees.

None of the Directors, Key Managerial Personnel of the Company or their relatives except Shri Anurag Bajpai, is in any way, concerned or interested, financially or otherwise, in the resolution. The Board of Directors recommends the Ordinary Resolution for your approval.

BY ORDER OF THE BOARD
Mazagon Dock Shipbuilders Limited

Dockyard Road
Mumbai 400 010 dated: 22 December, 2022

(Vijayalakshmi Kumar-A12334)
Company Secretary

Additional information on Directors being appointed/re-appointed as required under Regulation 36 of SEBI (ListingObligations and Disclosure Requirements) Regulations, 2015

Name of the Director	Shri. Anurag Bajpai , JS(DIP)
DIN	08948155
Date of Birth	13.07.1970 (52 yrs)
Designation	Part-Time Official Director (Government Nominee Director)
Date of Appointment	10 November 2022
Disclosure of relationship between directors of KMP of the Company inter se	Nil
Other Directorship along with Listed entities from which the person has resigned in the past three years.	5
Membership / Chairmanship in other listed Companies	Nil
Shareholding in Mazagon Dock Shipbuilders Limited	Nil
Qualification	Post Graduate in Economics, Financial Management and Mass Communication
Brief Resume including qualification and experience	Shri Anurag Bajpai belongs to 1994 batch of Indian Forest Service. He has been trained at Indira Gandhi National Forest Academy, Dehradun. A Post Graduate in Economics, Financial Management and Mass Communication, has got international exposure in forestry, environment policy, energy, women empowerment and global governance in various countries including Indonesia, South Korea, Germany, United Kingdom, Italy, Denmark, Belgium, Malaysia, Bahrein and Brazil. He has worked in Food and Agriculture Organization (FAO), Rome on a Project for 3 months. He has travelled across 32 countries and gained experience in policy planning and administration. In Govt. of India, Shri Anurag Bajpai was instrumental in bringing reforms in the process of forestry clearance within the legal framework and formulated first Wind Energy Policy of India. He has been

	instrumental in Skill Development, Education, Infrastructure Development and Women Empowerment. He served as Asstt. Inspector General of Forest, Dy. Secretary and Director in M/o Environment, Forest & Climate Change, M/o Tribal Affairs and M/o Minority Affairs respectively in his previous terms. In his parent cadre i.e. Manipur, he has held various senior positions right from Divisional Forest Officer onwards and gained administrative experience. He served in Forest & Environment Department and Deptt. of Textiles, Commerce and Industries. Before joining the Deptt of Defence Production in MoD, Govt. of India as Joint Secretary, he was Addl. Principal Chief Conservator of Forests in Forest Department and CEO of Mission for Economic Empowerment of Traditional Artisan & Craftsmen (MEETAC) in Deptt. of Commerce and Industries in Manipur.
Terms and conditions of appointment or re-appointment	He was appointed w.e.f. 10 Nov 2022 pursuant to Government of India, Ministry of Defence, letter No. 8(32)/2019-D(Coord/DDP) dated 10 November 2022 subject to further orders and on terms & conditions as determined by the Government of India

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

The remote e-voting period begins on Monday, 26 December, 2022 at 9:00 A.M. and ends on Wednesday, 25 January, 2023 at 5:00 P.M. The remote e-voting module shall be disabled by NSDL for voting thereafter. The Members, whose names appear in the Register of Members / Beneficial Owners as on the record date (cut-off date) i.e. Friday 23 December,2022, may cast their vote electronically. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, being 23 December 2022.

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, 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 in their demat accounts in order to access e-Voting facility.

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

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	1. Existing **IDeAS** user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the **"Beneficial Owner"** icon under **"Login"** which is available under **'IDeAS'** section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added 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 i.e. NSDL** and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period. 2. If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select **"Register Online for IDeAS Portal"** or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com

	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 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 i.e. NSDL** and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period. 4. Shareholders/Members can also download NSDL Mobile App "**NSDL Speede**" facility by scanning the QR code mentioned below for seamless voting experience. **NSDL Mobile App is available on** App Store Google Play  
Individual Shareholders holding securities in demat mode with CDSL	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 users to login Easi / Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password. 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. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly. 3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click

	on login & New System Myeasi Tab and then click on registration option. 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 www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & 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.
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. 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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

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. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

   Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at https://eservices.nsdl.com with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	**Your User ID is:**
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12****** then your user ID is IN300***12******.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12********** then your user ID is 12**********
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
   a) If you are already registered for e-Voting, then you can user your existing password to login and cast your vote.

   b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial

password', you need to enter the 'initial password' and the system will force you to change your password.

c) How to retrieve your 'initial password'?

(i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.

(ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**

6. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:
   a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
   b) **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
   c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
   d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically on NSDL e-Voting system.

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle.

2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period.

3. Now you are ready for e-Voting as the Voting page opens.

4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.

5. Upon confirmation, the message "Vote cast successfully" will be displayed.

6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.

7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to mail@csraginichokshi.com with a copy marked to evoting@nsdl.co.in. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on **"Upload Board Resolution / Authority Letter"** displayed under **"e-Voting"** tab in their login.

2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.

3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request to evoting@nsdl.co.in

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide 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 alankit_mdl@alankit.com
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to alankit_mdl@alankit.com. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode**.
3. Alternatively shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.