



MELSTARR

Date: 30/11/2024

The General Manager

Corporate Relationship Department Limited
BSE Limited Exchange
Phiroze Jeejeebhoy Towers
Dalal Street, Fort,
Mumbai 400 001
BSE Scrip Code: 532307

The Manager

National Stock Exchange of India
Plaza, C/1, Block G
Bandra - Kurla Complex,
Bandra (East
Mumbai 400 051
NSE Symbol: MELSTAR

Dear Sirs,

Sub: Notice of 37th Annual General Meeting ('AGM') of the Company

Pursuant to Regulation 30 of the Listing Regulations, we enclose herewith Notice of 37th AGM of the Company scheduled to be held Monday, 23rd December 2024 At 12.00 P.M through VC/OVAM at Unit No. 1302, 13th floor, "Raheja Centre", The Free Press Journal Marg, Nariman Point, Mumbai – 400 021 (Deemed Venue). The said Notice forms part of the Annual Report for the financial year 2023-24.

The same is also available on the Company's website at www.melstarrtech.com

You are requested to take the same on record.

Thanking you,

Yours Truly

For Melstar Information Technologies Limited

Meenakshi Ramandasani
Company Secretary
M. No. A47336

Melstar Information Technologies Limited

CIN: L99999MH1986PLC040604

Registered Office:

Unit No. 1302, 13th floor, "Raheja Centre", The Free Press Journal Marg, Nariman Point, Mumbai – 400 021

Email: cs@melstarrtech.com; Mobile +91 9321030069

NOTICE OF 37th ANNUAL GENERAL MEETING

Notice is hereby given that the **37th Annual General Meeting (AGM)** of the members of **Melstar Information Technologies Limited** will be held on Monday, December 23, 2024 at 12.00 Noon **through – Video Conferencing (VC) or other Audio-Visual Means (OVAM)** to transact the following businesses:

ORDINARY BUSINESS:

1. To consider and adopt the Audited Financial Statement of the Company for the financial year ended **March 31, 2024** together with the Reports of the Board of Directors and the Auditors thereon, and in this regard, pass the following resolutions as an **Ordinary Resolution**:

“RESOLVED THAT the Audited Financial Statement of the Company for the financial year ended **March 31, 2024** together with the reports of the Board of Directors and Auditors thereon laid before this meeting, be and are hereby considered and adopted.”

2. To appoint a Director in place of Mr. Vineet Govardhan Shah (DIN: 01761772) who retires by rotation at this AGM and being eligible, offers himself for re-appointment and, in this regard, to consider and if thought fit, to pass, the following resolution as an **Ordinary Resolution**:

“RESOLVED THAT in accordance with the provisions of Section 152 and other applicable provisions of the Companies Act, 2013 and the Articles of Association of the Company, Mr. Vineet Govardhan Shah (DIN: 01761772), Director who retires by rotation at this meeting, be and is hereby appointed as a Director of the Company, liable to retire by rotation.”

3. To appoint the Auditors and to fix their remuneration and in this regard, to consider and, if thought fit, to pass the following resolutions as an **Ordinary Resolution**:

“RESOLVED THAT pursuant to the provisions of section 139 and 142 of the Companies Act, 2013 read with Companies (Audit and Auditors) Rules, 2014 (including any statutory modification or amendment thereto or re-enactment thereof for the time being in force) and all other applicable laws, if any, on the basis of the recommendation made by Audit Committee and proposed by the Board of Directors, M/s. C K S P And Co LLP, Chartered Accountant (Firm Registration No 131228W/W100044), be and are hereby appointed as the Statutory Auditors of the Company, for the second term of five consecutive years to hold office from the conclusion of this Annual General Meeting till the conclusion of the 42nd Annual General Meeting of the Company, on such remuneration as shall be fixed by the Board of Directors.”

SPECIAL BUSINESSES

4. Appointment of Mr. Tarun Kashyap (DIN: 07358671) as an Executive Director of the Company.

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

“RESOLVED THAT pursuant to the provisions of sections 196, 197, 198 and 203 and other applicable provisions of the Companies Act, 2013 and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 read with Schedule V of the Companies Act, 2013 (including any statutory modification or re-enactment thereof for the time being in force) and pursuant to Regulation 17(6) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) and re-enactment thereof for the time being in force) and approval of the Board of Directors at their meeting held on November 14, 2024 and the relevant provisions of the Articles of Association of the Company and all applicable guidelines as applicable from time to time, consent of the members of the Company be and is hereby accorded for appointment of Mr. Tarun Kashyap (DIN: 07358671), Director as the Executive Director of the Company for a period of Five (5) years with effect from November 14, 2024, on the terms and conditions including remuneration as set out hereunder with liberty to the Board of Directors (hereinafter referred to as “the Board” which term shall be deemed to include any Committee of the Board constituted to exercise its powers, including the powers conferred by this Resolution) to alter and vary the terms and conditions of appointment.

Nature of Duties	The Executive Director shall, devote his whole time and attention to the business and operations of the Company and carry out such duties as may be entrusted to him by the Board from time to time and separately communicated to him and exercise such powers as may be assigned to him, subject to superintendence, control and directions of the Board in connection with and in the best interests of the business of the Company and the business of any one or more of its subsidiaries and/or associated companies, including performing duties as assigned by the Board from time to time by serving on the boards of such companies.
Salary inclusive of all allowances and terms	A. Rs.1,00,000/- per month B. Other Terms and Conditions are as follows: 1. He shall not be entitled to any sitting fees for attending the meetings of the Board of Directors or any Committee thereof. 2. He shall be free to resign his office by giving two-month advance notice in writing to the Company. 3. Company can terminate his employment by giving two-month advance notice in writing to

	the Company. 4. The term of office of Mr. Tarun Kashyap as an Executive Director of the Company shall be subject to retirement by rotation.
Term of Appointment	5 years w.e.f. November 14, 2024

“RESOLVED FURTHER THAT Mr. Tarun Kashyap in the event ceasing to be the Director of the Company at any time during the aforesaid period of service, he shall cease to be the Executive Director and Key Managerial Personnel of the Company and terms and conditions including remuneration, if any, shall forthwith stand terminated.”

“RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to revise, enhance, pay, alter and vary from time to time the terms and conditions of the appointment and/or remuneration in such manner as may be agreed to by the Board of Directors within the maximum amounts payable to the Directors in terms of the provisions of the Companies Act, 2013 (including any statutory modification(s) or re-enactment thereof for the time being in force).”

“RESOLVED FURTHER THAT the Board of Directors be and is hereby authorized to do all such acts, deeds and things and execute all such documents, instruments and writings as may be required and to delegate all or any of its powers herein conferred to any Committee of Directors or Director(s) to give effect to the aforesaid resolutions and to do all such acts, deeds and things and execute all such documents, instruments and writings as may be required to give effect to the aforesaid resolution.”

5. For making investments / extending loans and giving guarantees or providing securities in connection with loans to Persons / Bodies Corporate

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

“**RESOLVED THAT** pursuant to the provisions of Section 186 of the Companies Act, 2013 (“the Act”) read with the Companies (Meetings of Board and its Powers) Rules, 2014 and other applicable provisions, if any, of the Act (including any modification or re-enactment thereof for the time being in force) and subject to such approvals, consents, sanctions and permissions as may be necessary, consent of the Members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as “the Board”, which term shall be deemed to include, unless the context otherwise requires, any committee of the Board or any officer(s) authorized by the Board to exercise the powers conferred on the Board under this resolution), to (i) give any loan to any person or other body corporate; (ii) give any guarantee or provide any security in connection with a loan to any other body corporate or person and (iii) acquire by way of subscription, purchase or otherwise, the securities of any other body corporate, as they may in their absolute discretion deem beneficial and in the interest of the Company, subject however that the aggregate of the loans and investments so far made in and the amount for which guarantees or securities have so far been provided to all persons or bodies corporate along with the additional investments, loans, guarantees or securities proposed to be made or given or provided by the Company, from time to time, in future, shall not exceed a sum of Rs. 1000 Crores (Rupees One Thousand Crores only) over and above the limit of 60% of the paid-up share capital, free reserves and securities premium account of the Company or 100% of free reserves and securities premium account of the Company, whichever is more, as prescribed under Section 186 of the Companies Act, 2013.

RESOLVED FURTHER THAT the Board of Directors (or a Committee thereof constituted for this purpose) be and is hereby authorized to take all such steps as may be necessary, proper and expedient to give effect to this Resolution.”

Registered Office:

Unit No. 1302, 13th floor, “Raheja Centre”, The Free Press Journal Marg, Nariman Point, Mumbai – 400 021

Place: Mumbai

Date: November 14, 2024

By the Order of the Board

For **Melstar Information Technologies Limited**

Sd/-

Meenakshi Ramandasani

Company Secretary

Membership No. A47336

Notes:

1. The Ministry of Corporate Affairs ("MCA") has vide its General Circular No. 2/2022 dated May 05, 2022 read with General Circular Nos. 21/2024 dated December 14, 2024, 02/2024 dated January 13, 2024, 0/2020 dated May 05, 2020, 17/2020 dated April 13, 2020 and 14/2020 dated April 08, 2020 (collectively referred to as "MCA Circulars") permitted the holding of the 37th Annual General Meeting ("AGM") through Video Conferencing (VC) / Other Audio Visual Means (OAVM), without the physical presence of the Members at a common venue. Accordingly, in compliance with the provisions of the Companies Act, 2013 ("the Act"), the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") and MCA Circulars, the AGM of the Company is being held through VC / OAVM.
2. In accordance with the Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India ("ICSI") read with Clarification/ Guidance on applicability of Secretarial Standards - 1 and 2 dated April 15, 2020, issued by the ICSI, the proceedings of the AGM shall be deemed to be conducted at the Registered Office of the Company which shall be the deemed venue of the AGM.
3. As the AGM shall be conducted through VC/OAVM, the facility for appointment of Proxy by a Member is not available for this AGM and hence the Proxy Form and Attendance Slip including Route Map are not annexed to this Notice.
4. However, Institutional/Corporate Members are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and cast their votes through e-voting. Institutional/Corporate Members are requested to send a certified true copy of the Board Resolution authorising its representatives to attend and vote at the AGM, pursuant to Section 113 of the Act, to the Scrutiniser at prakash@sapandassociates.in with a copy marked to cs@melstarrtech.com;
5. Annual Report and AGM Notice is available at the website of the Company at www.metstarrtech.com in the Investor section.
6. The Register of Members and the Share Transfer Books of the Company will remain closed from Tuesday, December 17, 2024 to Monday, December 23, 2024 (both days inclusive).
7. Members desirous of making nomination as permitted under Section 72 of the Companies Act, 2013 in respect of the physical shares held by them in the Company, can make nominations in Form SH-13, which can be procured from the Registrar and Share Transfer Agent M/s Bigshare Services Private Limited (RTA). The Members holding shares in demat form may contact their respective depository participants for such nominations.
8. Members who hold shares in physical form in multiple folios in identical names or joint accounts in the same order of names are requested to send the share certificates to the Company's Registrars and Transfer Agents, M/s. Bigshare Services Private Limited (RTA), for consolidation into a single folio.
9. The Board of Directors of the Company has appointed Mr. Prakash Shenoy (Membership No. F12625), Partner, M/s. SAP & Associates, Company Secretaries failing which Mrs. Sapna

Chourasia (Membership No. F12597), Partner, M/s. SAP & Associates, Company Secretaries, as the Scrutinizer for conducting the voting process through electronic means in a fair and transparent manner.

10. The final remote e-voting results of the AGM of the Company shall be declared within 48 hours from the conclusion of the Annual General Meeting. The final results along with the scrutinizers report shall be placed on the Company's website www.metstarrtech.com immediately after the result is declared by the Chairman.
11. In terms of Sections 108 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 as amended, the Company is providing the e-voting facility to its Members holding shares in physical or dematerialized form, as on the Cut- Off Date, being Monday December 16, 2024, to exercise their right to vote by electronic means on any or all of the businesses specified in the accompanying Notice (the "Remote e-voting"). The remote e-voting commences on Friday, December 20, 2024 at 09.00 a.m. and ends on Sunday, the December 22, 2024 at 5:00 p.m. Detail of the process and manner of Remote e-voting along with the User ID and Password is being sent to all the Members along with the Notice.
12. In accordance with the provisions of the Act, read with the Rules made thereunder, MCA Circulars and SEBI Circulars, the Notice of the Annual General Meeting along with the Annual Report 2023-24 is being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company/Depositories and whose names appear in the Register of Members of the Company or Register of Beneficial Owners maintained by the Depositories as on Friday, November 22, 2024.
13. Re-appointment of a Director: At the ensuing Meeting, Mr. Vineet Goverdhan Shah, Director of the Company retires by rotation under the provision of the Companies Act, 2013 and being eligible, offers himself for re-appointment. The details pertaining to Mr. Vineet Goverdhan Shah pursuant to the requirements of Regulation 36(3) of the Listing Regulations are furnished in the Corporate Governance Report forming part of this Annual Report.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE ACT

Item No 4: Appointment of Mr.Tarun Kashyap (DIN: 07358671) as an Executive Director of the Company.

The Board of Directors at their meeting held on November 14, 2024 has appointed Mr. Tarun Kashyap as an Executive Director of the Company.

He is results-driven aviation professional with 12+ years of experience in flight simulation, flying training, and business development. Proven track record of driving growth, profitability, and operational excellence. He has expertise in Operations Management, Business Management, Strategic Planning, Sales & Business Development, Commercial Management, Training Program Implementation, Relationship Management and Regulatory Compliances.

He has done MBA in Marketing and Sales from Amity University, Bachelor of Arts from Mewar University and pursuing M.com from Sikkim Manipal University and LL.B. From Mewar University. He has Commercial Pilot License from Flight Safety International.

He has Professional Experience in following sectors:

- Aviation Consultant (FTO, ATO & Business Jet Charters) (2018-Present)
- Pier Seven Aviation FZC (Sharjah, UAE)
- Chief Operating Officer (Sep-Nov 2021)
- Safety Manager (2019-2021)
- Head – Business Development & Operations (2018-2021)
- Knots Aviation Inc. (2012-2018)
- Head – Marketing and Business Development

He has achieved 75% annual sales growth in FY 2019-20 in Pier Seven Aviation FZC (Sharjah, UAE).

Introduced 30 minute turnaround time for customer queries, Added 22 new airline & 7 ATO customers, Trained 300 initial pilots on Airbus A320 and Increased simulator utilization from 2,800 to 7,000 hours per annum.

Therefore, the Board of Directors in its meeting held on November 14, 2024 has recommended the appointment of Mr. Tarun Kashyap as an Executive Director who shall be liable to retire by rotation. Mr. Tarun Kashyap, who hold office upto the date of forthcoming annual general meeting and is eligible to be appointed as director and consequently, Executive Director of the Company with terms and conditions as mentioned in the resolution.

Mr. Tarun Kashyap duties and remuneration details are as follows:

Nature of Duties	The Executive Director shall, devote his whole time and attention to the business and operations of the Company and carry out such duties as may be entrusted to him by the Board from time to time and separately communicated to him and exercise such powers as may be assigned to him, subject to superintendence, control and directions of the Board in connection with and in the best interests of the business of the Company and the business of any one or more of its subsidiaries and/or associated companies, including performing duties as assigned by the Board from time to time by serving on the boards of such companies.
Salary inclusive of all allowances and terms	A. Rs.1,00,000/- per month B. Other Terms and Conditions 1. He shall not be entitled to any sitting fees for attending the meetings of the Board of Directors or any Committee thereof. 2. He shall be free to resign his office by giving two-month advance notice in writing to the Company. 3. Company can terminate his employment by giving two-month advance notice in writing to the Company.

	4. The term of office of Mr. Tarun Kashyap as an Executive Director of the Company shall be subject to retire by rotation.
Term of Appointment	5 years w.e.f. November 14, 2024

Mr. Tarun Kashyap is not disqualified from being appointed as Director in terms of Section 164 of the Act and has given his consent to act as an Executive Director in compliance with applicable provisions of the Companies Act, 2013.

A Brief resume of Mr. Tarun Kashyap is provided as per Annexure 1. The Board considers that his association would be immense benefit to the Company, and it is desirable to avail services of Mr. Tarun Kashyap as an Executive Director who will work along with Mr. Vineet Goverdhan Shah, Managing Director of the Company.

Except Mr. Tarun Kashyap along with his relatives, being an appointee, none of the Directors or Key Managerial Personnel of the Company or their relatives is concerned or interested, financially or otherwise, in the resolution as set out at Item No. 4 of the this Notice.

The Board recommends the passing of the Ordinary resolution set out at Item No. 4 for the approval of Members.

Item No.5: For making investments / extending loans and giving guarantees or providing securities in connection with loans to Persons / Bodies Corporate

The Company has been making investments in, giving loans and guarantees to and providing securities in connection with loans to various persons and bodies corporate (including its subsidiary) from time to time, in compliance with the applicable provisions of the Companies Act, 2013 (Act) . The provisions of Section 186 of the Act read with the Companies (Meetings of Board and its Powers) Rules, 2014, as amended to date, provides that no company is permitted to, directly or indirectly, (a) give any loan to any person or other body corporate; (b) give any guarantee or provide security in connection with a loan to any other body corporate or person; and (c) acquire by way of subscription, purchase or otherwise, the securities of any other body corporate, exceeding sixty percent of its paid-up share capital, free reserves and securities premium account or one hundred per cent of its free reserves and securities premium account, whichever is more. Further, the said Section provides that where the giving of any loan or guarantee or providing any security or the acquisition as provided under Section 186(2) of the Act, exceeds the limits specified therein, prior approval of Members by means of a Special Resolution is required to be passed at a general meeting.

The Company was under Corporate Insolvency Resolution Process ("CIRP") with effect from October 3, 2019 under the provisions of Insolvency and Bankruptcy Code, 2016 ("IBC") by an Order passed by Hon'ble National Company Law Tribunal, Mumbai Bench ('NCLT'). The NCLT vide its order dated November 1, 2023 has approved the Resolution Plan submitted by M/s. Shivasons Solutions India Private Limited under Section 31 of the IBC, which has been implemented in phase wise manner. The powers of the Board of Directors of the Company and its Committees remained suspended from the initiation of CIRP till Board of the Company has been re-constituted i.e. July 3, 2024.

As per the latest audited Balance Sheet of the Company as on 31st March 2024, sixty per cent of the paid-up share capital, free reserves and securities premium account amounts to Rs.8.56 Crores while one hundred per cent of its free reserves and securities premium account amounts to Rs.0 Crores. Therefore, the maximum limit available to the Company under Section 186(2) of the Act for making investments or giving loans or providing guarantees / securities in connection with a loan, as the case may be, is Rs.8.56 Crores.

In view of the above and considering the long term business plans of the Company, which requires the Company to make sizeable loans / investments and issue guarantees / securities to persons or bodies corporate, from time to time, prior approval of the Members is being sought for enhancing the said limits. Hence, the Special Resolution at Item No.5 of the Notice, notwithstanding the fact that the same exceeds the limits provided under Section 186 of the Act.

The Directors recommend the Special Resolution as set out at Item No. 5 of the accompanying Notice, for Members' approval.

None of the Directors or Key Managerial Personnel of the Company and their relatives is concerned or interested, financially or otherwise, in the Special Resolution.

Annexure 1

Details of Directors seeking appointment [pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard 2 on General Meetings]

Details	Mr. Tarun Kashyap (DIN: 07358671)	Mr. Vineet Govardhan Shah, (DIN: 01761772)
Age	41 years	43 years
Qualification	• MBA in Marketing and Sales from Amity University, • Bachelor of Arts from Mewar University • Pursuing M.com from Sikkim Manipal University • LL.B. From Mewar University. • License of Commercial Pilot from Flight Safety International.	B.com, Diploma in Business Management
Brief Resume (including expertise in specific functional areas)	He is results-driven aviation professional with 12+ years of experience in flight simulation, flying training, and business development. Proven track record of driving growth, profitability, and operational excellence. He has expertise in Operations Management, Business Management, Strategic Planning, Sales & Business Development, Commercial Management, Training Program Implementation, Relationship Management	Mr. Vineet Shah is a visionary with over 15 years of expertise in finance, management, and sales and marketing. Throughout his successful 20-year career, he has invested in the

	and Regulatory Compliances.	diverse projects, and the development of tech-based infrastructure services. Mr. Shah has a rich and varied background in sales and marketing, having successfully managed projects in the past. His strategic investments and extensive experience have enabled him to transform the company successfully.
Terms and conditions of appointment	Appointment as an Executive Director for a period of five years with effect from November 14, 2024, liable to retire by rotation	Appointment as a non-independent Managing Director for five years with effect from July 3, 2024, liable to retire by rotation
Details of remuneration last drawn	Nil	Nil
Remuneration proposed to be paid	Apart from the reimbursement of expenditure incurred for attending meetings of the Board and committees as applicable, he will be paid Rs. 1 lac per month	Apart from the reimbursement of expenditure incurred for attending meetings of the Board and committees as applicable, no other remuneration will be paid by the Company to Mr.Vineet Govardhan Shah
Date of First appointment on the Board	November 14, 2024,	July 3, 2024
Shareholding in the	Nil	Nil

Company as on the date of this Notice (including as a beneficial owner)		
Relationship with other directors / Key Managerial Personnel	None	None
Number of Board Meetings attended during the financial year 2024-25	1	3
Directorship held in other Public companies (excluding Private and Section 8 Companies)	Nil	Nil
Membership/ Chairmanship held in committees of other Public companies (excluding Private and Section 8 Companies)	None	None
Listed entities from which the Director has resigned in the past three years	None	None

Registered Office:

Unit No. 1302, 13th floor, "Raheja Centre", The Free Press Journal Marg, Nariman Point, Mumbai – 400 021

Place: Mumbai

Date: November 14, 2024

By the Order of the Board

For **Melstar Information Technologies Limited**

Sd/-

Meenakshi Ramandasani

Company Secretary

Membership No. A47336

THE INTRUCTIONS OF SHAREHOLDERS FOR REMOTE E-VOTING ARE AS UNDER:

- i. The voting period begins on Friday, December 20, 2024 at 9:00 A.M. (IST) and ends on Sunday, December 22, 2024 at 5:00 P.M. (IST). During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of Wednesday, December 16, 2024 may cast their vote electronically. The e-voting module shall be disabled by Bigshare for voting thereafter.
- ii. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- iii. Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020**, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- iv. In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 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.

1. Pursuant to above said SEBI Circular, Login method for e-Voting and joining virtual meetings **for Individual shareholders holding securities in Demat mode** is given below:

Type of shareholders	Login Method
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 URL for users to login to Easi/Easiest is https://web.cdslindia.com/myeasitoken/home/login or visit CDSL website www.cdslindia.com and click on login icon &

New System Myeasi Tab and then use your existing my easi username & password.

- 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 **BIGSHARE** the e-Voting service provider and you will be re-directed to **i-Vote** website 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 i.e. **BIGSHARE**, so that the user can visit the e-Voting service providers' website directly. For joining the meeting click on "**VIEW EVENT DETAILS (CURRENT)**" under '**EVENTS**' option, Select event for which you are desire to attend the AGM under the dropdown option, click on the option **VOTE NOW** on right hand side top corner, you need to click on "VC/OAVM" link placed beside of "**VIDEO CONFERENCE LINK**" option.

2) If the user is not registered for Easi/Easiest, option to register is available at <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration>

3) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a link <https://evoting.cdslindia.com/Evoting/EvotingLogin> 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. Click on **BIGSHARE** and you will be re-directed to **i-Vote** website for casting your vote during the remote e-voting period.

Individual Shareholders holding securities in demat mode with **NSDL**

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: <https://eservices.nsdl.com> 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 BIGSHARE and you will be re-directed to i-Vote website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2) If the user is 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 name BIGSHARE and you will be redirected to i-Vote 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 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. 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

Login type	Helpdesk details
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 022-23058738 and 22-23058542-43.
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

2. Login method for e-Voting for shareholder other than individual shareholders holding shares in Demat mode & physical mode is given below:

- You are requested to launch the URL on internet browser: <https://ivote.bigshareonline.com>
- Click on “**LOGIN**” button under the ‘**INVESTOR LOGIN**’ section to Login on E-Voting Platform.
- Please enter you ‘**USER ID**’ (User id description is given below) and ‘**PASSWORD**’ which is shared separately on you register email id.
 - Shareholders holding shares in **CDSL demat account should enter 16 Digit Beneficiary ID** as user id.
 - Shareholders holding shares in **NSDL demat account should enter 8 Character DP ID followed by 8 Digit Client ID** as user id.
 - Shareholders holding shares in **physical form should enter Event No + Folio Number** registered with the Company as user id.

***Note** If you have not received any user id or password please email from your registered email id or contact i-vote helpdesk team. (Email id and contact number are mentioned in helpdesk section).*

- Click on **I AM NOT A ROBOT (CAPTCHA)** option and login.

NOTE: If Shareholders are holding shares in demat form and have registered on to e-Voting system of <https://ivote.bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user id and password to login.

- If you have forgotten the password: Click on ‘**LOGIN**’ under ‘**INVESTOR LOGIN**’ tab and then Click on ‘**Forgot your password?**’
- Enter “**User ID**” and “**Registered email ID**” Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on ‘**Reset**’.

(In case a shareholder is having valid email address, Password will be sent to his / her registered e-mail address).

Voting method for shareholders on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.
- Click on **“VIEW EVENT DETAILS (CURRENT)”** under **‘EVENTS’** option on investor portal.
- Select event for which you are desire to vote under the dropdown option.
- Click on **“VOTE NOW”** option which is appearing on the right hand side top corner of the page.
- Cast your vote by selecting an appropriate option **“IN FAVOUR”**, **“NOT IN FAVOUR”** or **“ABSTAIN”** and click on **“SUBMIT VOTE”**. A confirmation box will be displayed. Click **“OK”** to confirm, else **“CANCEL”** to modify. Once you confirm, you will not be allowed to modify your vote.
- Once you confirm the vote you will receive confirmation message on display screen and also you will receive an email on your registered email id. During the voting period, members can login any number of times till they have voted on the resolution(s). Once vote on a resolution is casted, it cannot be changed subsequently.
- Shareholder can **“CHANGE PASSWORD”** or **“VIEW/UPDATE PROFILE”** under **“PROFILE”** option on investor portal.

3. Custodian registration process for i-Vote E-Voting Website:

- You are requested to launch the URL on internet browser: <https://ivote.bigshareonline.com>
- Click on **“REGISTER”** under **“CUSTODIAN LOGIN”**, to register yourself on Bigshare i-Vote e-Voting Platform.
- Enter all required details and submit.
- After Successful registration, message will be displayed with **“User id and password will be sent via email on your registered email id”**.

NOTE: If Custodian have registered on to e-Voting system of <https://ivote.bigshareonline.com> and/or voted on an earlier event of any company then they can use their existing user id and password to login.

- If you have forgotten the password: Click on **‘LOGIN’** under **‘CUSTODIAN LOGIN’** tab and further Click on **‘Forgot your password?’**
- Enter **“User ID”** and **“Registered email ID”** Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on **‘RESET’**.

(In case a custodian is having valid email address, Password will be sent to his / her registered e-mail address).

Voting method for Custodian on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.

Investor Mapping:

- First you need to map the investor with your user ID under **“DOCUMENTS”** option on custodian portal.
- Click on **“DOCUMENT TYPE”** dropdown option and select document type power of attorney (POA).

- Click on upload document “**CHOOSE FILE**” and upload power of attorney (POA) or board resolution for respective investor and click on “**UPLOAD**”.

Note: The power of attorney (POA) or board resolution has to be named as the “**InvestorID.pdf**” (Mention Demat account number as Investor ID.)

- Your investor is now mapped and you can check the file status on display.

Investor vote File Upload:

- To cast your vote select “**VOTE FILE UPLOAD**” option from left hand side menu on custodian portal.
- Select the Event under dropdown option.
- Download sample voting file and enter relevant details as required and upload the same file under upload document option by clicking on “**UPLOAD**”. Confirmation message will be displayed on the screen and also you can check the file status on display (Once vote on a resolution is casted, it cannot be changed subsequently).
- Custodian can “**CHANGE PASSWORD**” or “**VIEW/UPDATE PROFILE**” under “**PROFILE**” option on custodian portal.

Helpdesk for queries regarding e-voting:

Login type	Helpdesk details
Shareholder's other than individual shareholders holding shares in Demat mode & Physical mode.	In case shareholders/ investor have any queries regarding E-voting, you may refer the Frequently Asked Questions ('FAQs') and i-Vote e-Voting module available at https://ivote.bigshareonline.com , under download section or you can email us to ivote@bigshareonline.com or call us at: 1800 22 54 22.

4. Procedure for joining the AGM through VC/ OAVM:

For shareholder other than individual shareholders holding shares in Demat mode & physical mode is given below:

- The Members may attend the AGM through VC/ OAVM at <https://ivote.bigshareonline.com> under Investor login by using the e-voting credentials (i.e., User ID and Password).
- After successful login, **Bigshare E-voting system** page will appear.
- Click on “**VIEW EVENT DETAILS (CURRENT)**” under ‘**EVENTS**’ option on investor portal.
- Select event for which you are desire to attend the AGM under the dropdown option.
- For joining virtual meeting click on the option **VOTE NOW** on right hand side top corner.
- For joining virtual meeting, you need to click on “**VC/OAVM**” link placed beside of “**VIDEO CONFERENCE LINK**” option.
- Members attending the AGM through VC/ OAVM will be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013.

The instructions for Members for e-voting on the day of the AGM are as under:-

- The Members can join the AGM in the VC/ OAVM mode 15 minutes before the scheduled time of the commencement of the meeting. The procedure for e-voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- Only those members/shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM.
- Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

Helpdesk for queries regarding virtual meeting:

In case shareholders/ investor have any queries regarding virtual meeting, you may refer the Frequently Asked Questions ('FAQs') available at <https://ivote.bigshareonline.com>, under download section or you can email us to ivote@bigshareonline.com or call us at: 1800 22 54 22.