

Date: July 02, 2025

To,

The Manager
Listing Department
National Stock Exchange (NSE)
Exchange Plaza, 5th Floor
Plot No. C/1, G-Block
Bandra-Kurla Complex
Bandra (E), Mumbai - 400 051
Symbol: SAGILITY

The Manager
Listing Department
Bombay Stock Exchange (BSE)
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai - 400 001
Scrip Code:544282

Dear Sir/Ma'am,

Subject: Postal Ballot Notice

With reference to our letter dated June 26, 2025 and pursuant to Regulation 30 and other applicable regulations of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("Listing Regulations") we are enclosing herewith a copy of the Postal Ballot Notice ("Notice") along with the Explanatory Statement pursuant to the applicable provisions of the Companies Act, 2013, read with the Listing Regulations for seeking approval of the Members for the resolutions forming part of the Notice.

In compliance with the provisions of the General Circular nos.14/2020 dated April 08, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 05, 2020, read with other relevant circulars issued in this regard, the latest being General Circular No. 09/2024 dated September 19, 2024 (collectively the "MCA Circulars"), the aforesaid Notice is being sent only through electronic mode to those members whose names appear on the List of Beneficial Owners as on the Cut-off date being Friday, June 27, 2025, on their registered email address.

Further, please find below the schedule of events for Postal Ballot:

Cut-off date/Benpos date for sending notice to the shareholders	June 27, 2025
Commencement of e-voting	09.00 a.m. on Thursday, July 03,2025
Conclusion of e-voting	05.00 p.m. on Friday, August 01, 2025
Scrutinizers Report	on or before August 05, 2025
Declaration of results	on or before August 05, 2025

The details are also being made available on the Company's website <https://sagilityhealth.com/>

This is for your kind information and record.

Thanking You,

For Sagility India Limited

Satishkumar Sakharayapattana Seetharamaiah
Company Secretary & Compliance Officer
M. No. A16008
Encl: a/a

Sagility India Limited

(Formerly Sagility India Private Limited)

Registered Office - No. 23 & 24, AMR Tech Park, Building 2A, First Floor Hongasandara Village, Off Hosur Road, Bommanahalli, Bengaluru – 560068, Karnataka, India
Corporate Identification Number: L72900KA2021PLC150054
Tel. No.: 080-71251500, Website: www.sagilityhealth.com



NOTICE OF POSTAL BALLOT OF SAGILITY INDIA LIMITED
(Formerly Sagility India Private Limited)

Registered Office - No. 23 & 24, AMR Tech Park, Building 2A, First Floor Hongasandara Village,
Off Hosur Road, Bommanahalli, Bengaluru – 560068, Karnataka, India
Corporate Identification Number: L72900KA2021PLC150054
Tel. No.: 080-71251500, Website: www.sagilityhealth.com

[Pursuant to Sections 108 and 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014, as amended]

REMOTE E-VOTING STARTS ON	REMOTE E-VOTING ENDS ON
Thursday, July 03, 2025 at 9:00 a.m. (IST)	Friday, August 01, 2025 at 5:00 p.m. (IST)

Dear Member(s),

NOTICE IS HEREBY GIVEN pursuant to the provisions of Sections 108 and 110 and all other applicable provisions, if any, of the Companies Act, 2013 (**'Act'**), read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 (**'Rules'**), Regulation 44 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**'SEBI Listing Regulations'**), Secretarial Standards on General Meetings issued by the Institute of Company Secretaries of India (**'SS-2'**), and any other applicable laws, rules and regulations as amended, Sagility India Limited (**'Company'**) hereby seeks your approval in respect of the special business as stated in this notice via postal ballot (**'Notice'**) by way of remote e-voting only (**'Postal Ballot'** or **'e-voting'**).

In compliance with the Circulars issued by the Ministry of Corporate Affairs (**'MCA'**) no. 09/2024 dated September 19, 2024, read with other relevant circulars, including the general circular nos. 09/2023 dated September 25, 2023, 11/2022 dated December 28, 2022, 3/2022 dated May 05, 2022, 20/2020 dated May 05, 2020, 17/2020 dated April 13, 2020 and 14/2020 dated April 08, 2020, and (collectively referred to as **'MCA Circulars'**), this Postal Ballot Notice is being sent by email only, to the members of the Company (**'Members'**) whose e-mail addresses are registered with the Depository Participants (**'DP'**)/ Depository/ Registrar & Share Transfer Agent of the Company. Further, the assent/ dissent of the Members on the resolution proposed in this Postal Ballot Notice will be considered only through the remote e-voting system.

Detailed Explanatory Statement as required in terms of Section 102 and 110 of the Act read with the rules framed thereunder, setting out the material facts and the reasons/rationale thereof concerning the resolution and instructions for e-voting are annexed and forms part of this Postal Ballot Notice (**'Notice'**).

SPECIAL BUSINESS:

1. To approve change of name of the Company and consequent alteration in the Memorandum of Association and Articles of Association of the Company

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

"RESOLVED THAT pursuant to the provisions of Section(s) 4, 5, 13, 14, 15 and all other applicable provisions, if any, of the Companies Act, 2013 (the **"Act"**), read with Rule 29 of the Companies (Incorporation) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and any other applicable law(s), regulation(s), rule(s) or guideline(s), the enabling provisions of the Memorandum of Association and the Articles of Association of the Company and Regulation 45 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**"Listing Regulations"**), and subject to the approval of Central Government (power delegated to Registrar of Companies (**"ROC"**)) and other regulatory authorities, as may be applicable, approval of the members be and is hereby accorded to change the name of the Company from **"SAGILITY INDIA LIMITED"** to **"SAGILITY LIMITED"**, as made available by the Registrar of Companies, Central Registration Centre, Ministry of Corporate Affairs.

RESOLVED FURTHER THAT the existing Name Clause of the Memorandum of Association of the Company be amended and substituted with the following clause:

- I. The name of the Company is "SAGILITY LIMITED".

RESOLVED FURTHER THAT in accordance with Section 14 of the Companies Act, 2013, the Articles of Association of the Company be amended to the extent of replacing the existing name of the Company with the new name of the Company, wherever applicable.

RESOLVED FURTHER THAT the name "SAGILITY INDIA LIMITED" wherever appearing in any of the documents/records of the Company be substituted by the new name "SAGILITY LIMITED" in accordance with the provisions of applicable laws.

RESOLVED FURTHER THAT Mr. Sarvabhoman Doraiswamy Srinivasan, Group Chief Financial Officer and Mr. Satishkumar Sakharayapattana Seetharamaiah, Company Secretary and Compliance Officer of the Company be and are hereby individually authorized to file all the necessary forms and / or returns and make an application to the ROC and / or to Central Government, stock exchanges and / or any other statutory authorities, to act, represent and/or appear before any statutory authorities for and on behalf of the Company, to delegate all or any of the aforesaid powers in favour of any person(s) / official(s) etc., within statutory limits, to settle any question, doubt or difficulty which may arise in this regard and to do all such acts, deeds, matters and things as may be considered necessary, expedient, usual or proper to give effect to this Resolution."

NOTES & INSTRUCTIONS:

1. The Explanatory Statement pursuant to the provisions of Sections 102 and 110 of the Act read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 setting out the material facts and other relevant information relating to the aforesaid Resolution is annexed hereto and forms part of this Notice.
2. As per the provisions of Sections 108 and 110 of the Act read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and in terms of SEBI Master circular no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated November 11, 2024, members are provided the facility to cast their vote on resolution set forth in this Postal Ballot Notice ('**Notice**'), through remote e-voting facility ('**remote e-voting**') only.
3. As per the MCA Circulars, physical copies of the Postal Ballot Notice, Postal Ballot form and pre-paid business reply envelope are not being sent to members for this Postal Ballot. Members are requested to provide their assent or dissent through remote e-voting only. The Company has engaged the services of MUFG Intime India Private Limited to provide remote e-voting facility to its Members, to enable them to cast their vote on the aforesaid Resolution electronically.
4. The Cut-off-date for the purpose of reckoning the voting rights and sending the Notice is **Friday, June 27, 2025 ('Cut-off date')**. Only those members whose names are recorded in the Register of Members or in the Register of Beneficial Owners maintained by the depositories as on the Cut-off date (including those members who may not have received this Notice due to non-registration of their email ID) shall be entitled to vote by way of remote e-voting in accordance with the process laid down in this Notice. A person who is not a member/ beneficial owner as on the Cut-off date, should treat this Notice for information purpose only.
5. In terms of SEBI Master circular no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated November 11, 2024 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.
6. A copy of this Postal Ballot Notice is also available on the website of the Company at <https://www.sagilityhealth.com/>, the relevant section of the website of BSE at www.bseindia.com and NSE at www.nseindia.com and on the website of MUFG Intime India Private Limited <https://instavote.linkintime.co.in/>, in compliance with the MCA Circulars.

The remote e-voting facility will be available during the following period:

Commencement of remote e-voting: From 09.00 A.M. (IST) on Thursday, July 03, 2025

End of remote e-voting: Upto 05.00 P.M. (IST) on Friday, August 01, 2025

The remote e-voting will not be allowed beyond the aforesaid date & time, and the e-voting module shall be forthwith disabled by MUFG Intime India Private Limited upon expiry of aforesaid period. Once the vote on the resolution is casted by the member, he/ she shall not be allowed to change it subsequently.

7. The voting rights of members for remote e-voting shall be in proportion to the paid-up value of their shares in the equity share capital of the Company as at close of business hours on the Cut-off date.
8. All the shareholders including large shareholders (shareholders holding 2% or more shareholding), Promoters, Institutional Investors, are encouraged to cast their vote on resolution set forth in this Notice.

9. Members are requested to carefully read the instructions in connection with remote e-voting as appended to this Notice.

10. The Board of Directors has appointed Mr. Rupesh Agarwal, Managing Partner, Chandrasekaran Associates (FRN: P1988DE002500; Peer Review Certificate No.: 6689/2025), in his absence Mr. Shashikant Tiwari, Partner, Chandrasekaran Associates, in his absence Mr. Lakhan Gupta, Partner, Chandrasekaran Associates, Company Secretaries, as the Scrutinizer to scrutinize the remote e-voting process in a fair and transparent manner and they have communicated their willingness to be appointed and will be available for the said purpose.

11. The Scrutinizer, after scrutinizing the remote e-voting, shall make a report of the votes cast in favour or against, if any, and submit the same to the Chairman or any other person authorised by the Chairman. The Chairman or the Authorized Person shall declare the voting results within two working days from the conclusion of e-voting i.e., on or before 5.00 P.M. (IST) on Tuesday, August 05, 2025 on the website of the Company (www.sagilityhealth.com) and on the website of MUFG Intime India Private Limited <https://instavote.linkintime.co.in/>. The results shall simultaneously be communicated to the Stock Exchanges viz. NSE and BSE. The result of the Postal Ballot will also be displayed at the registered office as well as the corporate office of the Company.

The resolution, if passed by the requisite majority, shall be deemed to have been passed as if the same has been passed at a general meeting of the members convened in that behalf. The resolution, if approved by the requisite votes of shareholders by means of postal ballot, shall be deemed to have been passed on the last date of e-voting, i.e. Friday, August 01, 2025.

12. The vote in this postal ballot can't be exercised through proxy.

13. In case shareholders/ members have any queries regarding remote e-Voting, they may refer the Frequently Asked Questions ('FAQs') and InstaVote e-Voting manual available at <https://instavote.linkintime.co.in>, under Help section or send an email to enotices@in.mpms.mufg.com or contact Mr. Rajiv Ranjan or Mr. Ashish Upadhyay from MUFG Intime India Private Limited at +91 22 4918 6000.

14. All documents referred to in the Notice and explanatory statement, will be available for inspection electronically, without any fee, by the members from the date of circulation of this Notice up till the date of end of remote e-voting facility i.e., Friday, August 01, 2025. Members seeking to inspect such document(s) can send an email to investorservices@sagilityhealth.com

**By Order of the Board of Directors
For Sagility India Limited**

Sd/-

**Satishkumar Sakharayapattana Seetharamaiah
Company Secretary & Compliance Officer**

ACS – 16008

Correspondence Address: - No. 23 & 24, AMR Tech Park, Building 2A,
First Floor Hongasandara Village, Off Hosur Road,
Bommanahalli, Bengaluru – 560068, Karnataka, India

Date: June 26, 2025

Place: Bengaluru

EXPLANATORY STATEMENT
[Pursuant to Sections 102 and 110 of the Companies Act, 2013]

The following Explanatory Statement sets out the material facts relating to the Special Business mentioned under Item No. 1 of the accompanying Notice.

Item No. 1: To approve change of name of the Company and consequent alteration in the Memorandum of Association and Articles of Association of the Company

The Board of Directors, by way of circular resolution passed on June 26, 2025, approved the proposal to change the name of the Company from 'Sagility India Limited' to 'Sagility Limited', along with the corresponding amendments to the Memorandum of Association and Articles of Association, subject to the approval of the shareholders by way of a special resolution.

The proposed change is part of a strategic initiative to align the Company's identity with its evolving business vision and global aspirations. The new name is intended to reflect the Company's broader market presence, diversified operations, and commitment to innovation and international growth. The proposed name has been reserved with the Ministry of Corporate Affairs, and the Company has received the name approval letter dated 18 June 2025 from the Registrar of Companies, Central Registration Centre.

The members may further note that there is no proposal to change the objects of the Company.

The proposed change in name will not affect the Company's legal status, constitution, turnover, operations, or activities, nor will it impact any rights or obligations of the Company, its members, or stakeholders. The Company has complied with Regulation 45 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, to the extent applicable, and has obtained a certificate from a Practicing Chartered Accountant, a copy of which is annexed.

The draft of the revised Memorandum of Association and Articles of Association reflecting the said change is available for inspection electronically, without any fee, by the members from the date of circulation of this Notice till the date of end of remote e-voting facility.

None of the Directors or Key Managerial Personnel (KMP) of the Company, nor their relatives, have any financial or other interest in Resolution No. 1 as set out in this Notice except to the extent of their shareholding, if any.

In view of the above, the Board of Directors recommends the resolution at Item No. 1 of this Notice for approval by shareholders by way of a Special Resolution by remote e-voting.

By Order of the Board of Directors
For Sagility India Limited

Sd/-

Satishkumar Sakharayapattana Seetharamaiah
Company Secretary & Compliance Officer

ACS – 16008

Correspondence Address: - No. 23 & 24, AMR Tech Park, Building 2A,
First Floor Hongasandara Village, Off Hosur Road, Bommanahalli,
Bengaluru – 560068, Karnataka, India

Date: June 26, 2025

Place: Bengaluru

Mayur M. Jain & Co.

Chartered Accountants

Add: 2001/02, Oriental Arcade, 'A' Wing,
Opp. Voltas House, Dr. B.A. Road,
Lalbaug, Mumbai: 400012

Mayur M. Jain
B.Com, C.A.

Email: mayur2511@gmail.com
Tel: +91 9820396110

CERTIFICATE

To,

**The Board of Directors
Sagility India Limited**

No. 23 & 24, AMR Tech Park, Building 2A,
First Floor Hongasandara Village, Off Hosur Road, Bommanahalli,
Bengaluru – 560068, Karnataka, India

Subject: Certification of Compliance for Change of Name of the Company

We, Mayur M. Jain & Co., Practicing Chartered Accountant, hereby certify that Sagility India Limited has complied with the requirements prescribed under Regulation 45 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, for the proposed change of name from 'Sagility India Limited' to 'Sagility Limited'.

Based on our examination and according to the information and explanation given to us, pursuant to the requirement of provisions of regulation 45 of SEBI (Listing obligations and Disclosure Requirements) Regulations, 2015, we do hereby confirm that:

1. A period of at least one year has elapsed since the last name change of the Company.
2. The Company is proposing the change of name to encompass all the current activities of the Company and the new name does not reflect any specific business activity, therefore clause 45 (1) (b) and 45 (1) (c) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended from time to time, are not applicable

Further, the Company has obtained name availability approval from the Ministry of Corporate Affairs (MCA) dated June 18, 2025 and has complied with all applicable provisions of the Companies Act, 2013, and relevant SEBI regulations.

This certificate is issued for submission to the Stock Exchange(s) and other regulatory authorities as required.


Place: Mumbai

Date: 23 June 2025

UDIN: 25153084BMIMBM8952



**For Mayur M. Jain & Co.
Chartered Accountants**


**(Mayur M. Jain)
Proprietor
(M.No. 153084)**

REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, 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 e-Voting facility.

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

Individual Shareholders holding securities in demat mode with NSDL

METHOD 1 - Individual Shareholders registered with NSDL IDeAS facility

Shareholders who have registered for NSDL IDeAS facility:

- a) Visit URL: <https://eservices.nsdl.com> and click on “Beneficial Owner” icon under “Login”.
- b) Enter User ID and Password. Click on “Login”
- c) 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.
- 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.

OR

Shareholders who have not registered for NSDL IDeAS facility:

- a) To register, visit URL: <https://eservices.nsdl.com> and select “Register Online for IDeAS Portal” or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
- b) Proceed with updating the required fields.
- c) Post successful registration, user will be provided with Login ID and password.
- d) After successful login, you will be able to see e-Voting services under Value added services.
- e) Click on “Access to e-Voting” under e-Voting services.
- f) 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 - Individual Shareholders directly visiting the e-voting website of NSDL

- a) Visit URL: <https://www.evoting.nsdl.com>
- b) Click on the “Login” tab available under ‘Shareholder/Member’ section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- e) Click on “MUFG InTime” or “evoting link displayed alongside 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 – Individual Shareholders registered with CDSL Easi/ Easiest facility

Shareholders who have registered/ opted for CDSL Easi/ Easiest facility:

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or www.cdslindia.com.
- b) Click on New System Myeasi Tab
- c) Login with existing my easi username and password
- d) After successful login, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime, for voting during the remote e-voting period.
- e) Click on “Link InTime/ 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.

OR

Shareholders who have not registered for CDSL Easi/ Easiest facility:

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration/>
<https://web.cdslindia.com/myeasitoken/Registration/EasiestRegistration>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided username and password.
- d) After successful login, user will be able to see e-voting menu.
- e) Click on “Link InTime / 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 - Individual Shareholders directly visiting the e-voting website of CDSL

- a) Visit URL: <https://www.cdslindia.com>
- b) Go to e-voting tab.
- c) Enter Demat Account Number (BO ID) and PAN No. and click on “Submit”.
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account.
- e) After successful authentication, click on “Link InTime / 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 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) After successful authentication, click on “Link InTime / 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.

Non - Individual Shareholders holding securities in demat mode

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

- a) Visit URL: <https://instavote.linkintime.co.in>

Shareholders who have not registered for INSTAVOTE facility:

b) Click on “**Sign Up**” under ‘SHARE HOLDER’ tab and register with your following details:

A. User ID:

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.
CDSL demat account – User ID is 16 Digit Beneficiary ID.

B. 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.

C. DOB/DOI:

Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP /
Company - in DD/MM/YYYY format)

D. Bank Account Number:

Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

**Shareholders holding shares in DEMT form, shall provide ‘D’ above*

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).

Enter Image Verification (CAPTCHA) Code

Click “Submit” (You have now registered on InstaVote).

Shareholders who have registered for INSTAVOTE facility:

c) Click on “**Login**” under ‘SHARE HOLDER’ tab.

- A. User ID: Enter your User ID
- B. Password: Enter your Password
- C. Enter Image Verification (CAPTCHA) Code
- D. Click “Submit”

d) Cast your vote electronically:

- A. After successful login, you will be able to see the “Notification for e-voting”.
- B. Select ‘View’ icon.
- C. E-voting page will appear.
- D. 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).
- E. After selecting the desired option i.e., Favour / Against, click on ‘Submit’.
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.

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.
- 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:
 - A. ‘Investor ID’ –
 - i. NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID *i.e.*, IN00000012345678
 - ii. CDSL demat account – User ID is 16 Digit Beneficiary ID.
 - B. ‘Investor’s Name’ - Enter Investor’s Name as updated with DP.
 - C. ‘Investor PAN’ - Enter your 10-digit PAN.
 - D. ‘Power of Attorney’ - Attach Board resolution or Power of Attorney.

**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.*

- E. 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 – Voting through remote e-voting

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.**” for which you want to cast vote.
- 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).
- f) After selecting the desired option *i.e.* Favour / Against, click on ‘Submit’.
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.

OR

METHOD 2 - VOTES UPLOAD

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will be able to see the “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).

Helpdesk:

Non- Individual Shareholders holding securities in demat mode :

Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at enotices@in.mpms.mufg.com 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
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 : 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 a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

Forgot Password:

Non- Individual Shareholders holding securities in demat mode:

Non- Individual Shareholders holding securities in demat mode who have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

Click on “**Login**” under ‘SHARE HOLDER’ tab.

Click “**forgot password?**”

Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).

Click on “SUBMIT”.

In case 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, Bank Account Number (last four digits) 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.*

User ID:

NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.

CDSL demat account – User ID is 16 Digit Beneficiary ID.

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

Click on ‘Login’ under “Custodian / Corporate Body/ Mutual Fund” tab

Click “**forgot password?**”

Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA).

Click on “SUBMIT”.

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%&), at least one numeral, at least one alphabet and at least one capital letter.*

Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at above mentioned depository/ depository participants website.

- ❖ It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- ❖ During the voting period, shareholders/ members can login any number of times till they have voted on the resolution(s) for a particular “Event”.