

September 29, 2025

The General Manager  
**BSE Limited**  
Corporate Relationship Department  
Phiroze Jeejeebhoy Towers  
Dalal Street  
Mumbai- 400 001

The Manager  
**National Stock Exchange of India Limited**  
Listing Department  
Exchange Plaza  
5<sup>th</sup> Floor, Plot No. C-1, Block-G  
Bandra- Kurla Complex, Bandra(E)  
Mumbai- 400 051

**BSE Scrip Code: 532281**

**NSE Scrip Code: HCLTECH**

**Sub: Postal Ballot Notice - Disclosure under Regulation 30 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Dear Sirs,

Enclosed please find a copy of the Postal Ballot Notice dated September 26, 2025 sent to the shareholders on September 29, 2025 for seeking approval on the following matter via Special Resolution:

- Appointment of Mr. Amitabh Kant (DIN: 00222708) as an Independent Director of the Company.

The Postal Ballot Notice has been sent by electronic mode to those members whose names appear in the Register of Members and the Register of Beneficial Owners maintained by the Company and the Depositories respectively, as on September 24, 2025 ("Cut-off date") and whose e-mail addresses are registered with the Company and the Depositories.

The Postal Ballot Notice is available on the website of the Company at [www.hcltech.com](http://www.hcltech.com) as well as on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

The Company has engaged the services of National Securities Depositories Limited ("NSDL") for the purpose of providing e-voting facility to its members. The remote e-voting will commence from 9:00 a.m. (IST) on Tuesday, September 30, 2025 and shall end at 5:00 p.m. (IST) on Wednesday, October 29, 2025.

This is for your information and records.

Thanking You,  
Yours truly,

For **HCL Technologies Limited**

**Manish Anand**  
**Company Secretary**  
Encl: a/a

**HCL TECHNOLOGIES LIMITED**

**Corporate Identity Number:** L74140DL1991PLC046369

**Registered Office:** 806, Siddharth, 96, Nehru Place, New Delhi – 110 019

**Corporate Office:** Plot No.: 3A, Sector 126, Noida – 201 304, U.P., India

**Website:** [www.hcltech.com](http://www.hcltech.com); **E-mail ID:** [investors@hcltech.com](mailto:investors@hcltech.com)

**Telephone:** + 91 11 26436336

**POSTAL BALLOT NOTICE**

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

To,  
The Members,

**NOTICE** is hereby given pursuant to and in compliance with the provisions of Section 110 read with Section 108 and other applicable provisions, if any, of the Companies Act, 2013 ('**Act**'), Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 ('**Rules**') and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('**SEBI LODR Regulations**'), read with the General Circular No. 3/2025 dated September 22, 2025 and other circulars issued in this regard, by the Ministry of Corporate Affairs ('**MCA**') (collectively referred to as '**MCA Circulars**'), the Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India ('**Secretarial Standard-2**'), and other applicable laws, rules and regulations, (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), to the members of HCL Technologies Limited ('**Company**') through Postal Ballot, for voting via remote e-voting process only ('**remote e-voting**'), to seek their approval for the following Special Business :

- **Appointment of Mr. Amitabh Kant (DIN: 00222708) as an Independent Director of the Company.**

Pursuant to the MCA Circulars and Section 110 of the Act read with the Rules made thereunder, the Company is sending this Postal Ballot Notice ('**Notice**') along with the Explanatory Statement pursuant to Section 102 of the Act setting out all material facts relating to the resolution mentioned in the Notice and instructions for remote e-voting to all those members whose names appear in the Register of Members of the Company or in the Register of Beneficial Owners maintained by National Securities Depository Limited ('**NSDL**') and Central Depository Services (India) Limited ('**CDSL**') (collectively referred to as '**Depositories**') as on Wednesday, September 24, 2025 ('**Cut-off date**') and whose e-mail addresses are registered with the Company or the Depositories.

### Special Business:

#### **Appointment of Mr. Amitabh Kant (DIN: 00222708) as an Independent Director 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 Sections 149, 150, 152, Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 (**'Act'**), the Companies (Appointment and Qualification of Directors) Rules, 2014, applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**'SEBI LODR Regulations'**), including any statutory modification(s) or re-enactment(s) thereof for the time being in force, the Articles of Association of the Company, and based on the recommendations of the Nomination and Remuneration Committee, Mr. Amitabh Kant (DIN: 00222708), who in terms of Section 161 of the Act was appointed as an Additional Director (Non-Executive Independent) of the Company with effect from September 8, 2025 by the Board of Directors of the Company (**'Board'**), and who meets the criteria of independence as required under Section 149(6) of the Act and Regulation 16(1)(b) of the SEBI LODR Regulations, and in respect of whom the Company has received a notice in writing in terms of Section 160(1) of the Act proposing his candidature for the office of a Director, and he being eligible for appointment as a Non-Executive Independent Director, be and is hereby appointed as a Non-Executive Independent Director of the Company for a term of five consecutive years commencing from September 8, 2025 to September 7, 2030 (both days inclusive), and he will not be liable to retire by rotation."

**"RESOLVED FURTHER THAT** the Board (which term shall be deemed to include any committee of the Board), be and is hereby authorized to do all such acts, deeds, matters and things as may be necessary, proper and/or expedient to give effect to this resolution."

### **EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013**

The charter of the Nomination and Remuneration Committee (**'NRC'**), inter-alia, provides succession planning of Directors and recommending the Board of Directors of the Company (**'Board'**) to consider appointing such candidates who fulfill the desired attributes required to serve on the Board. Considering recent retirement of an Independent Director and taking into account the optimum Board size, the NRC recommended the appointment of Mr. Amitabh Kant as a Non-Executive Independent Director of the Company.

Based on the recommendations of the NRC and pursuant to the provisions of Sections 149, 152 and 161 of the Companies Act, 2013 (**'Act'**), the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**'SEBI LODR Regulations'**) and the Articles of the Association of the Company, the Board, in its meeting held on September 8, 2025,

appointed Mr. Amitabh Kant (DIN: 00222708) as an Additional Director to hold office as a Non-Executive Independent Director of the Company, not liable to retire by rotation, for a term of five consecutive years commencing from September 8, 2025 to September 7, 2030 (both days inclusive), subject to approval of members of the Company.

The NRC, while recommending the appointment of Mr. Amitabh Kant, has taken into consideration core competencies and skills that are required for an Independent Director in the context of the Company's business. In the opinion of the Board, Mr. Amitabh Kant is a person of integrity, and considering his extensive experience & exposure, at a country level, in driving economic growth & innovation, policy making & implementation, digital transformation, branding, and understanding of global business dynamics, his appointment as a Non-Executive Independent Director of the Company would be in the interest of the Company. His presence will add significant value and strength to the Board.

Mr. Amitabh Kant is independent of the management. He fulfils the conditions specified in the Act, Companies (Appointment and Qualification of Directors) Rules, 2014 (**'Appointment Rules'**), and the SEBI LODR Regulations for his appointment as a Non-Executive Independent Director of the Company. Further, in terms of Section 160(1) of the Act, the Company has received a notice in writing proposing his candidature for appointment as a Non-Executive Independent Director of the Company.

The Company has received from Mr. Amitabh Kant (i) consent in writing to act as an Independent Director, (ii) confirmation that he is not disqualified under Sections 164(1) and 164(2) of the Act, and (iii) a declaration that he meets the criteria of independence as provided under Section 149(6) of the Act and Regulations 16(1)(b) and 25(8) of the SEBI LODR Regulations. He has confirmed that he has not been debarred or disqualified by virtue of any order passed by Securities and Exchange Board of India / Ministry of Corporate Affairs or any such statutory authority from being appointed or continuing as director of companies. He has also confirmed that he is in compliance with Rules 6(1) and 6(2) of Appointment Rules with respect to the registration with the data bank of Independent Directors maintained by the Indian Institute of Corporate Affairs.

It is proposed to appoint Mr. Amitabh Kant as a Non-Executive Independent Director on the Board of the Company for a term of five consecutive years, not liable to retire by rotation, commencing from September 8, 2025 to September 7, 2030.

A draft letter of appointment containing terms and conditions of his appointment is available for inspection by any member electronically and is placed on website of the Company at [www.hcltech.com](http://www.hcltech.com).

None of the Directors or the Key Managerial Personnel of the Company and their relatives, except Mr. Amitabh Kant and his relatives, are in any way concerned or interested, financially or otherwise in this Resolution.

The Board recommends the Resolution as set out in the Notice for approval of the members as a Special Resolution.

A brief profile of Mr. Amitabh Kant and the information as required under SEBI LODR Regulations and Secretarial Standard-2 issued by the Institute of Company Secretaries of India are given hereunder.

### **Brief Profile of Mr. Amitabh Kant**

Amitabh Kant, aged 69 years, is a governance reformer and a public policy change agent. He was recently India's G20 Sherpa. His leadership as Sherpa during India's G20 Presidency (2022-2023) culminated in the unanimous adoption of the historic New Delhi Leaders' Declaration, which galvanized global consensus around pressing issues, including driving global growth, promulgating India's model of digital public infrastructure, and advocating ambitious reforms in climate finance, geopolitics, and technology.

Beyond his G20 role, Amitabh Kant's illustrious career spans key senior positions in the Government of India, where he spearheaded initiatives that reshaped the nation's economic landscape. His journey in public service includes serving as the Chief Executive Officer (CEO) of National Institution for Transforming India (NITI Aayog) with Prime Minister of India as its Chairman. In his 6+ years as the CEO, Mr. Kant has driven transformative policies and initiatives that have reshaped India's development trajectory—a highlight of which is the Aspirational Districts Program, a groundbreaking effort to uplift India's most underdeveloped districts through strategic competition, focused governance, and targeted interventions.

Mr. Kant also spearheaded the Department for Industrial Policy and Promotion in India (DIPP) and was the CEO of the Delhi-Mumbai Industrial Corridor Development Corporation (DMICDC) and Secretary, Tourism Government of Kerala. During his tenure in Kerala, Mr. Kant conceptualized the 'God's Own Country' campaign, reviving Kerala's local culture and cuisine, which significantly boosted tourism and elevated the state's profile on the global tourism map. This initiative laid the foundation for the 'Incredible India' campaign, which he later spearheaded during his tenure as Joint Secretary in the Ministry of Tourism.

Amitabh Kant is a true thought leader and has been a driving force behind numerous reforms and initiatives that have revolutionized India's landscape. Initiatives like Startup India, Make in India, Incredible India, Ease of Doing Business reforms, and the Production Linked Incentive (PLI) Schemes have left an indelible mark on the nation.

Mr. Kant is a recipient of the prestigious Order of the Rising Sun, Gold and Silver Star (2023), conferred by the Government of Japan, the Sir Edmund Hillary Fellowship, conferred by the Prime Minister of New Zealand, and is a Chevening Scholar and recipient of One Globe Award for leadership in Transforming Governance for the 21st Century. He has authored six books and an extensive body of articles on critical policy issues impacting India and the global community. In the dynamic and ever-changing realm of global governance, Amitabh Kant stands as an unwavering beacon of leadership, innovation, and transformative change,

not only for India but for the world. His journey is a testament to the power of visionary leadership and public policy in shaping the future of nations and the global community.

**Additional Details of Mr. Amitabh Kant as required under the SEBI LODR Regulations and Secretarial Standard-2 Issued by the Institute of Company Secretaries of India**

<b>Name of Director</b>	Mr. Amitabh Kant
<b>Date of Birth</b>	March 1, 1956
<b>Age</b>	69 years
<b>Date of first Appointment on the Board</b>	September 8, 2025
<b>Qualifications</b>	Post Graduation from Jawaharlal Nehru University
<b>Nature of expertise in specific functional area</b>	Extensive experience & exposure, at a country level, in driving economic growth & innovation, policy making & implementation, digital transformation, branding, and understanding of global business dynamics.
<b>Past Remuneration</b>	Not Applicable as he has been appointed as Director with effect from September 8, 2025.
<b>Number of Board Meetings attended during the financial year</b>	Post his appointment, no Board meeting has been held till the date of this Notice.
<b>Terms and conditions of appointment / re-appointment including Remuneration to be paid</b>	<p>Appointment as an Non-Executive Independent Director for a term of five consecutive years, not liable to retire by rotation.</p> <p>He will be entitled for sitting fee for attending the Board/Committee meetings, as approved by the Board. He would also be entitled for profit related Commission as may be approved, in terms of the provisions of the Act and the SEBI LODR Regulations. The said commission shall be within the overall limits of remuneration payable to all Non-Executive Directors under the Act, not exceeding 1% of the net profits of the Company during any financial year.</p>
<b>Number of shares held in the Company including shares held as a Beneficial Owner</b>	Nil

<b>Relationship with other Directors / KMPs</b>	None
<b>Directorships held in other Companies</b>	None
<b>Committee Membership/ Chairpersonship held in other Listed Companies</b>	None
<b>Resignation from Listed Companies in the past three years</b>	None
<b>The skills and capabilities required for the role and the manner in which the proposed Director meets such requirements</b>	Refer Explanatory Statement

By Order of the Board of Directors  
For HCL Technologies Limited

Date: September 26, 2025  
Place: Noida, U.P

**Corporate Office Address:**  
Plot No.: 3A, Sector 126,  
Noida – 201 304, U.P., India

Sd/-  
**Manish Anand**  
**Company Secretary**  
**Membership No: F-5022**

#### **NOTES:**

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ('Act') setting out material facts and reasons in respect of the Special Business, the relevant details pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('**SEBI LODR Regulations**') and the Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India ('**Secretarial Standard-2**'), in respect of Director seeking appointment have been provided above and forms part of this Notice.
2. Pursuant to the provisions of Section 110 of the Act read with the rules made thereunder and with the MCA Circulars, your Company has an option to seek the approval of the members through Postal Ballot for the above-mentioned resolution, instead of getting the same passed at a General Meeting of the members. Accordingly, if the resolution is approved by the requisite majority by the members through Postal Ballot, it shall be deemed to have been passed at the General Meeting of the members.



3. Pursuant to Rule 22(5) of the Rules, the Board of Directors of the Company at its meeting held on September 8, 2025, has appointed M/s. Nityanand Singh & Co., Company Secretaries (Membership No. FCS 2668; CP No. 2388), as the Scrutinizer to conduct the Postal Ballot through remote e-voting process in a fair and transparent manner.
4. In compliance with the MCA Circulars, the Notice of the Postal Ballot is being sent by electronic mode only to those members whose names appears in the Register of members/ List of Beneficial Owners maintained by the Company/Depositories, as at the close of business hours on the Cut-off date and whose e-mail addresses are registered with the Company/Depositories.

For members who have not registered their e-mail addresses, please follow the instructions given under Note number 6 below.

Members whose names appear in the Register of Members/ List of Beneficial Owners as on the Cut-off date are entitled to vote on the Resolution as set forth in the Notice. A person who is not a member as on the Cut-off date should treat the Notice for information purposes only.

Members may please note that the Notice will also be available on the Company's website at [www.hcltech.com](http://www.hcltech.com), websites of the Stock Exchanges i.e. BSE Limited ('**BSE**') and National Stock Exchange of India Limited ('**NSE**') at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com), respectively, and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com), the agency appointed for facilitating remote e-voting.

5. As per the MCA Circulars, physical copies of the Notice and Postal Ballot Form, are not being sent to members for this Postal Ballot. In compliance with the MCA Circulars, Sections 108 and 110 of the Act and the Rules made thereunder read with Regulation 44 of the SEBI LODR Regulations and Secretarial Standard-2, the Company is offering remote e-voting facility to seek the approval of members of the Company for the resolution proposed in the Notice. For this purpose, the Company has entered into an agreement with NSDL for facilitating remote e-voting to enable the members to cast their votes electronically. Members are requested to provide their assent or dissent through remote e-voting only.
6. For Members who have not registered their e-mail addresses, may register the same as under:

<b>For shares held in Physical form</b>	The members holding shares in physical form would need to send the Form ISR-1 duly signed by the registered member(s) along with the requisite documents mentioned in the Form to Registrar and Share Transfer Agent of the Company at:
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	M/s. MUFG Intime India Private Limited (Unit: HCL Technologies Limited) C-101, Embassy 247, L.B.S. Marg, Vikhroli (W), Mumbai- 400 083 Email: <a href="mailto:rnt.helpdesk@in.mpms.mufig.com">rnt.helpdesk@in.mpms.mufig.com</a> Telephone no: +91 8108116767
<b>For shares held in Dematerialized form</b>	The members holding shares in electronic mode are requested to register/update their e-mail ID with the Depository Participant with whom their respective demat accounts are maintained.

7. Facility to exercise voting rights through electronic means will be available during the following period:

**Commencement of remote e-voting:** From 09:00 A.M. (IST) on Tuesday, September 30, 2025

**End of remote e-voting:** At 05:00 P.M. (IST) on Wednesday, October 29, 2025

Thereafter, the remote e-voting module shall be disabled by NSDL. Once the vote on the resolution has been cast, the member shall not be allowed to change it subsequently or cast the vote again.

8. The voting rights of the members shall be in proportion to their share of the paid-up equity share capital of the Company held as on the Cut-off date.
9. The Scrutinizer upon completion of scrutiny of the votes cast through remote e-voting shall submit his report to the Chairperson (or to such other person duly authorized by the Chairperson). The result of remote e-voting will be announced by the Chairperson, or any other person duly authorized by Chairperson, on or before 5:00 P.M (IST) on Friday, October 31, 2025. The result of the remote e-voting shall be displayed on the notice board of the Company at its Registered Office and its Corporate Office. The result will also be placed on the Company's website at [www.hcltech.com](http://www.hcltech.com) and on the NSDL's website at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and will also be intimated to the NSE and the BSE.
10. The resolution, if passed by the requisite majority, shall be deemed to have been passed on the last date of remote e-voting i.e. on Wednesday, October 29, 2025.
11. All relevant documents referred to in the Notice and the Explanatory Statement shall be made available on request for electronic inspection from 10:00 A.M. to 5:00 P.M. (IST), on all working days, from the date of dispatch until the last date of remote e-voting.

Members seeking to inspect such documents can send an e-mail to [investors@hcltech.com](mailto:investors@hcltech.com) mentioning the Folio number/ Demat Account number.

12. Members of the Company including Institutional Investors are encouraged to vote on the resolution proposed in the Notice.
13. As per Regulation 40(1) of the SEBI LODR Regulations, as amended and read with SEBI Master Circular no. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/91 dated June 23 2025, all requests for transfer, transmission and transposition of securities, issue of duplicate share certificates, claim from 'Unclaimed Suspense Account', renewal/exchange of securities certificates etc. shall be processed only in dematerialized form. In view of the above we urge the members holding shares in physical form to have their shares dematerialized.

However, for the purpose of ease of doing business and securing the rights of the investors, SEBI vide its circular no. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 2, 2025 has decided to open a special window only for re-lodgement of transfer deeds, which were lodged prior to the deadline of April 1, 2019 and rejected/returned/not attended to, due to deficiency in the documents/process/or otherwise, for a period of six months from July 7, 2025 till January 6, 2026. The members are requested to kindly note and take the necessary actions at the earliest.

14. Effective April 1, 2024, SEBI has mandated that the shareholders, who hold shares in physical mode and whose folios are not updated with any of the KYC details viz., (i) Permanent Account Number (PAN) (ii) Contact Details (iii) Mobile Number (iv) Bank Account Details and (v) Signatures, shall be eligible to get dividend only in electronic mode after furnishing all the aforesaid details in entirety.

If a security holder updates the above details after payment of dividend(s), then the dividend(s) so not paid would be released automatically once the said details are updated.

As per Section 72 of the Act and the SEBI Circulars, members holding shares in physical mode may submit their nomination by submitting Forms SH-13 & SH-14 and submit Forms ISR-1, ISR-2, ISR-3 for updating the KYC details. The formats for Nomination and updation of KYC details are available in the investors section of the website of the Company at [www.hcltech.com](http://www.hcltech.com), and the same are also available on the website of the Registrar and Share Transfer Agent ('RTA') of the Company at [rnt.helddesk@in.mpms.mufig.com](mailto:rnt.helddesk@in.mpms.mufig.com) -> Resources -> Downloads->KYC->Formats for KYC.

## 15. Voting through electronic means

The way to vote electronically on NSDL remote e-voting system consists of '**Two Steps**' which are mentioned below:

### Step 1: Access to NSDL remote e-voting system





#### A) Login method for remote 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.	<p><b>A. E-voting website of NSDL</b></p> <ol style="list-style-type: none"><li>1. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com">https://www.evoting.nsdl.com</a> either on a personal computer or on a mobile phone.</li><li>2. Once the home page of e-voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.</li><li>3. A new screen will open. You will need to enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.</li><li>4. After successful authentication, you will be redirected to NSDL website wherein you can see e-voting page.</li><li>5. Click on options available against Company name or e-voting service provider - NSDL and you will be redirected to e-voting website of NSDL to cast your vote during the remote e-voting period.</li></ol> <p><b>B. NSDL IDeAS facility</b></p> <p>If you are already registered, follow the below steps:</p> <ol style="list-style-type: none"><li>1. Visit the e-Services website of NSDL. Open web browser by typing the following URL: <a href="https://eservices.nsdl.com/">https://eservices.nsdl.com/</a> either on a Personal Computer or on a mobile.</li></ol>

	<ol style="list-style-type: none"> <li>2. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under "IDeAS" section.</li> <li>3. A new screen will open. You will need to enter your User ID and Password. After successful authentication, you will be able to see e-voting services.</li> <li>4. Click on "Access to e-voting" appearing on the left hand side under e-voting services and you will be able to see e-voting page.</li> <li>5. Click on options available against Company name or e-Voting service provider – NSDL and you will be re-directed to NSDL e-voting website to cast your vote during the remote e-voting period.</li> </ol> <p><b>C. Remote E-voting website of NSDL</b></p> <ol style="list-style-type: none"> <li>1. Visit the remote e-voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a personal computer or on a mobile. Once the home page of remote 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 held 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 remote e-voting website of NSDL for casting your votes during the remote e-voting period.</li> <li>2. Members can also download NSDL Mobile App 'NSDL Speede' facility by scanning the QR code mentioned below for seamless voting experience.</li> </ol>
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	<p><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> <li>1. Users who have opted for CDSL Easi/Easiest facility, can login through their existing User ID and Password. Option will be made available to reach for the remote e-voting page without any further authentication. The users to login Easi/Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then use your existing Myeasi Username &amp; Password.</li> <li>2. After successful login the Easi/Easiest user will be able to see the remote e-voting option for eligible companies where the remote e-voting is in progress as per the information provided by the Company. On clicking the remote e-voting option, the user will be able to see remote e-voting page of the remote e-voting service provider for casting votes during the remote e-voting period. Additionally, there are also links provided to access the system of all remote e-voting service providers, so that the user can visit the remote e-voting service providers' website directly.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on Login &amp; New System Myeasi Tab and then click on registration option.</li> <li>4. Alternatively, the user can directly access remote e-voting page by providing Demat Account Number and PAN No. from the remote e-voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered mobile number &amp; e-mail as recorded in the Demat Account. After successful authentication, user will be able to see the</li> </ol>

	remote e-voting option where the remote e-voting is in progress and able to directly access the system of all remote e-voting Service Providers.
Individual Shareholders (holding securities in demat mode) login through their depository participants	<ol style="list-style-type: none"> <li>1. You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for remote e-voting facility.</li> <li>2. Upon logging in, you will be able to see remote e-voting option. Click on remote e-voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see remote e-voting feature.</li> <li>3. Click on Company name or remote e-voting service provider i.e. NSDL and you will be redirected to e-voting website of NSDL for casting your votes during the remote e-voting period.</li> </ol>

**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 relating to login through Depositories 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 <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022 - 4886 7000.
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800-21-09911.

**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?

- a. 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.
- b. Once the home page of e-voting system is launched, click on the icon 'Login' which is available under 'Shareholder/Member' section.
- c. 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.
- d. Alternatively, if you are registered for NSDL e-services i.e. IDeAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDeAS login. Once you log-in to NSDL e-services after using your log-in credentials, click on e-voting and you can proceed to Step 2 i.e. cast your votes electronically.
- e. Your User ID details are given below:

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is:</b>
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***



4. Password details for shareholders other than Individual shareholders are given below:
  - a) If you are already registered for e-voting, then you can use your existing Password to login and cast your votes.
  - 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 e-mail ID is registered in your demat account or with the Company, your 'initial password' is communicated to you on your e-mail ID. Trace the e-mail sent to you from NSDL from your mailbox. Open the e-mail 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 e-mail ID is not registered, please follow steps mentioned below in process for those shareholders whose e-mail IDs are not registered
5. 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](http://www.evoting.nsdl.com).
  - b) '**Physical User Reset Password?**' (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://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.com](mailto:evoting@nsdl.com) 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.
6. After entering your Password, tick on Agree to 'Terms and Conditions' by selecting on the check box.
7. Now, you will have to click on 'Login' button.
8. After you click on the 'Login' button, Home page of e-voting will open.

## **Step 2: Cast your votes electronically on NSDL e-voting system.**

### **How to cast your votes 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 is in active status.
2. Select 'EVEN' of Company for which you wish to cast your votes during the remote e-voting period.
3. Now you are ready for e-voting as the voting page opens.
4. Cast your votes by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your votes 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 votes on the resolution, you will not be allowed to modify your votes.

### **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 [officenns@gmail.com](mailto:officenns@gmail.com) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). 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 remote 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](http://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](http://www.evoting.nsdl.com) or call on 022 - 4886 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager, National Securities Depository Ltd., 3rd Floor, Naman Chamber, Plot C-32, G-Block, Bandra Kurla Complex, Bandra East, Mumbai, Maharashtra - 400051 at the designated email address: [evoting@nsdl.com](mailto:evoting@nsdl.com).

**Process for those shareholders whose e-mail IDs are not registered with the depositories for procuring User ID and Password and registration of e-mail IDs for remote e-voting for the resolution set out in the 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 e-mail to [investors@hcltech.com](mailto:investors@hcltech.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 [investors@hcltech.com](mailto:investors@hcltech.com). If you are an Individual shareholder 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, the members may send a request to [evoting@nsdl.com](mailto:evoting@nsdl.com) for procuring User ID and Password for e-voting by providing above mentioned documents.

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