

UNITECH LIMITED

CIN: L74899DL1971PLC009720

Regd. Office: Basement, 6 Community Centre, Saket, New Delhi – 110017

Corporate Office: 13th Floor, Unitech Signature Towers, Tower-B, South City-1, Gurugram – 122 007

Tel.: 011-26857338 E-mail: share.dept@unitechgroup.com | Web: www.unitechgroup.com

Notice of 52nd Annual General Meeting

NOTICE is hereby given that 52nd Annual General Meeting (AGM) of the Members of the Company will be held on Friday, the **29th September, 2023 at 11:00 a.m.** through Video Conference (VC)/ Other Audio-Visual Means (OAVM) to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and adopt:

- (i) the Audited Standalone Financial Statements of the Company for the Financial Year ended 31st March, 2023, together with Reports of the Board of Directors and Auditors' thereon.
- (ii) the Audited Consolidated Financial Statements of the Company for the Financial Year ended 31st March, 2023, together with the Report of Auditors' thereon.

SPECIAL BUSINESS

2. To consider and, if thought fit, to pass with or without modification(s) the following resolution as an Ordinary Resolution:

“Resolved that pursuant to provisions of section 148 and other applicable provisions, if any, of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 including any statutory modification(s) or re-enactment(s) thereof, for the time being in force and any other applicable law, the remuneration as mentioned below payable to M/s Pant S. & Associates, Cost Accountants (Firm Registration No. 101402), the Cost Auditors appointed by the Board of Directors of the Company, to conduct the Audit of the cost accounting records for the financial years 2022-23 and 2023-24, be and is hereby ratified.

Company	Financial Year	Annual Fee (in INR)
Unitech Limited	FY 2022-23 & FY 2023-24	1,50,000/- for each financial year

Resolved further that the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things as may be necessary, expedient and desirable for the purpose of giving effects to this resolution.”

By order of the Board

Sd/-

Anuradha Mishra
Company Secretary

Place: Gurugram
Dated: 29th August, 2023

Explanatory Statement in respect of Special Business pursuant to section 102 of the Companies Act, 2013

In compliance of section 148 of the Companies Act, 2013, read with rule 4 of Companies (Cost Records and Audit) Rules, 2014, Unitech Limited is required to get the audit of cost records conducted by a Cost Accountant in consonance with the cost auditing standards as prescribed by the Institute of Cost Accountants of India (ICMAI). Accordingly, all those Companies, specified in item (B) of rule 3 and whose overall annual turnover from their products and services during the immediately preceding financial year is Rs. 100 crore or more and the aggregate turnover of the individual product or products or service or services for which cost records are required to be maintained under rule 3 is Rupees Thirty five crore or more, are mandatorily required to get their cost records audited through a qualified Cost Accountant.

The Members of the Audit and Risk Management Committee in its meeting held on 28.02.2023 recommended the name of M/s Pant S. & Associates, Cost Accountants (Firm Registration No. 101402) for appointment as Cost Auditors of the Company for the financial years from 2017-18 to 2021-22 at a remuneration of Rs. 1, 50,000/- for each Financial Year.

The Board of Directors, on the recommendation of the Audit and Risk Management Committee, in its meeting held on 28.02.2023 approved the appointment of M/s Pant S. & Associates, as the Cost Auditors to conduct the cost audit of the Company for the financial years from 2017-18 to 2021-22 at the aforementioned remuneration which was subsequently ratified by the shareholders in the Annual General Meeting held on 31st March, 2023.

In furtherance to the above, the Members of the Audit and Risk Management Committee in its meeting held on 13.07.2023 recommended the name of M/s Pant S. & Associates, for appointment as Cost Auditors of the Company for the financial years 2022-23 and 2023-24 also at a fee of Rs. 1,50,000/- for each financial year.

Further, the Board of Directors in its meeting held on 13.07.2023, on the recommendation of the Audit and Risk Management Committee, approved the appointment of M/s Pant S. & Associates, Cost Accountants (Firm Registration No.101402) as the Cost Auditors of the Company to conduct the cost audit for the financial years 2022-23 and 2023-24 at a fee of Rs. 1,50,000/- for each financial year.

In accordance with the provisions of section 148 of the Companies Act read with rule 14 of Companies (Audit and Auditors) Rules, 2014, the remuneration payable to the Cost Auditors has to be ratified by the Members of the Company.

Accordingly, consent of the Members is sought for passing an ordinary resolution as set out at Item No. 2 of the Notice for ratification of the remuneration payable to Cost Auditors as mentioned.

None of the Directors and Key Managerial Personnel of the Company is in any way concerned or interested in the resolution set out at Item No. 2. The Board of Directors recommends the Ordinary Resolution for approval of the Members.

By order of the Board

Sd/-
Anuradha Mishra
Company Secretary

Place: Gurugram
Dated: 29th August, 2023

Notes:

1. In view of various Circulars issued by Ministry of Corporate Affairs (MCA), in relation to convening of General Meetings of the Companies, including, (i) General Circular No. 19/2021 dated 8th December, 2021, (ii) General Circular No. 21/2021 dated 14th December, 2021, and (iii) General Circular No. 2/2022 dated 5th May, 2022, allowing the Companies whose AGMs were/are due in the year 2021 and 2022 to conduct AGMs on or before 31st December, 2022 in accordance with the requirements laid down in Para 3 and para 4 of the General Circular No. 20/2020 dated 5th May, 2020. Further, General Circular No 10/2022 dated 28.12.2022 issued by Ministry of Corporate Affairs and SEBI Circular No SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated 05.01.2023, allow Companies whose AGMs are due in the year 2023, to conduct their AGM on or before 30th September, 2023 through Video Conference (VC) or Other Audio Visual Means (OAVM).
2. In terms of the above MCA and SEBI Circulars, the 52nd Annual General Meeting (AGM) of the Members of the Company is being held through Video Conferencing (VC)/ Other Audio-Visual Means (OAVM). Hence, the Members can attend and participate in the AGM through VC/ OAVM facility provided by NSDL. The instructions for participation by Members are given in the subsequent paragraphs. The Members can join the AGM through VC/ OAVM mode 15 minutes before and after the schedule time of the commencement of the meeting by following the procedure mentioned in the Notice. The facility for participation at the AGM through VC/ OAVM will be made available for 1,000 members on first-come-first-serve basis. This will not include large shareholder (shareholder holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, Auditors, Secretarial Auditors etc. who are allowed to attend the AGM without restriction on account of first-come-first-serve basis.
3. Since this AGM is being held pursuant to the MCA and SEBI Circulars through VC/ OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for this meeting. Hence, the formats for proxy form and attendance slip are not annexed to this Notice. However, the Body Corporates are entitled to appoint authorized representatives through Board Resolution/ Power of Attorney/ Authority Letter, etc. to attend the AGM through VC/ OAVM and cast their votes through e-voting.
4. The attendance of the 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.
5. The Members are requested to:-
 - (i) Quote their Folio/ Client ID & DPID Nos. in all correspondence with the Registrar and Share Transfer Agent (RTA)/ Company.
 - (ii) Register their e-mail IDs/ PAN/ Bank Account Details with RTA/ Company/ respective Depository Participants (DP).
 - (iii) Note that in case of joint holders attending the meeting, only such joint holder whose name is first in the Register of Member will be entitled to vote.
6. **25th August, 2023** has been fixed as the cut-off date for the purpose of ascertaining the entitlement of Members for sending annual report and other related documents, through electronic means.
7. The Register of Members and the Share Transfer Books of the Company shall remain closed from **23rd September, 2023 to 29th September, 2023** (both days inclusive) for the purpose of 52nd AGM.
8. Securities and Exchange Board of India (SEBI), vide its Circular dated 16th March, 2023, has made it mandatory to furnish PAN, KYC details and nomination by shareholder(s) holding shares in physical mode. In view of the Circular *ibid*, Folios, wherein any one of the said details/documents are not found available on or after 1st October, 2023, shall be frozen and the shareholder shall be (i) eligible to lodge grievance or avail service request to the Registrar & Share Transfer Agent (RTA) only after furnishing the complete documents/ details as aforesaid, (ii) eligible for any payment including dividend, interest or redemption payment only through electronic mode with effect from 1st April, 2024 and an intimation from the RTA/ Company to the shareholders that the such payment is due and shall be made electronically upon complying with the above requirements and (iii) referred by the RTA/ listed Company to the administrative

- authority under the Benami Transactions (Prohibitions) Act, 1988 and/ or Prevention of Money Laundering Act, 2002, if the Folios continue to remain frozen as on 31st December, 2025.
9. Keeping in view the above statutory requirements, shareholders holding shares in physical mode are requested to furnish valid PAN, KYC details and nomination details immediately to the Company/ RTA in the requisite forms. Shareholders who have not yet dematerialized their shares are also advised to get their shares converted into de-mat form/ electronic form to get inherent benefits of dematerialization, since transfer of physical shares, except for transmission and transposition, has been discontinued with effect from 01-04-2019, in terms of SEBI Regulations. Members may contact the Company or Company's Registrar and Share Transfer Agent (RTA), Alankit Assignments Limited, for any assistance in this regard. The Company has already intimated its security holders about folios which are incomplete with regard to PAN, KYC details etc. in compliance with above SEBI circular dated 16th March, 2023.
 10. The Ministry of Corporate Affairs (MCA) has notified provisions relating to unpaid/ unclaimed dividend under sections 124 and 125 of the Companies Act, 2013 and Investor Education and Protection Fund (Accounting, Audit, Transfer and Refund) Rules, 2016. As per these Rules, as amended, dividends which were not encashed/ claimed by the Members for a period of seven consecutive years have been transferred to the Investor Education and Protection Fund (IEPF) Authority. The shares in respect of which dividends have not been claimed for seven consecutive years have also been transferred to the demat account of IEPF Authority. Shareholders whose dividend/ shares are transferred to the IEPF Authority can now claim their dividend/ shares from the Authority by following the prescribed refund procedure. The details of shares transferred to IEPF is available at the website of the Company.
 11. In compliance of the MCA and SEBI Circulars, the Notice calling the AGM and financial statements/ Annual Report for the financial year 2022-23 is being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company or with the Depository Participant(s). The said documents as circulated to the Members of the Company will also be made available on the Company's website. The Notice of 52nd AGM can also be accessed from the websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com, respectively. The AGM Notice is also available at the website of NSDL i.e. www.evoting.nsdl.com.
 12. Manner of registering/ updating email addresses:
 - (i) Members holding shares in physical mode, who have not registered/ updated their email addresses with the Company, are requested to register/ update the same by submitting the form ISR-1 available on Company's website under web link <http://www.unitechgroup.com/investor-relations/shareholder-service-request.asp> to RTA at rta@alankit.com with a copy marked to the Company at share.dept@unitechgroup.com.
 - (ii) Members holding shares in dematerialized mode are requested to register/ update their email addresses with the Depository Participants with whom they maintain their demat account.
 13. The Register of Directors and Key Managerial Personnel, their shareholding maintained under section 170 of the Companies Act, 2013, the Register of Contracts or Arrangements, in which the Directors are interested, maintained under section 189 of the Companies Act, 2013 will be available for inspection in electronic mode during the AGM.
 14. Since the AGM will be held through VC/ OAVM, the route map is not annexed with this Notice.
 15. Mr. Praveen Dua, Proprietor of M/s PD & Associates, Company Secretaries (Certificate of Practice No. 2139) has been appointed as the Scrutinizer to supervise the remote e-voting and e-voting process in a fair and transparent manner.
 16. The Chairman shall, at the 52nd AGM, allow voting with the assistance of Scrutinizer, by use of electronic mode for all those Members who will attend the said meeting via VC/ OAVM but have not cast their votes through remote e-voting facility.
 17. The Scrutinizer shall, after the conclusion of the meeting, process and prepare the result after unblocking the votes cast through remote e-voting. The Scrutinizer shall submit a consolidated report of the votes cast in favour or against, if any, not later than 48 hours of conclusion of the meeting to the Chairman or a person authorized, who shall countersign the same. The Chairman or any person authorized by him shall declare the result of voting forthwith.
 18. The result declared along with the report of the Scrutinizer shall be placed at the website of the Company and that of e-voting agency (NSDL) at www.evoting.nsdl.com, besides forwarding the same to BSE Limited and National Stock Exchange of India Limited.
 19. The resolutions, if passed by the requisite majority, shall be deemed to have been passed on the day of the 52nd AGM.

20. Members desirous of seeking/ obtaining any information/ clarifications concerning the accounts and operations of the Company or intending to express their views or raise any query are requested to write to the Company from their registered email ID on or before **19th September, 2023** mentioning their names, de-mat account number/ folio number, PAN and mobile number at share.dept@unitechgroup.com. The same will be suitably replied to by the Company. However, it is requested to raise the queries in short and in a precise manner to enable the Company to appropriately answer the same. Only those Members who have registered themselves as speakers will be allowed to express their views and/ or ask questions during the AGM. The Company reserves the right to restrict the number of speakers as well as speaking time depending upon the availability of time at the AGM.

21. Instructions for remote e-voting and joining the 52nd AGM are as under:

- (i) Pursuant to the provisions of section 108 of the Companies Act, 2013, read with rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, and regulation 44 of the SEBI LODR, the Members are provided with facility to cast their vote electronically, through the e-voting services provided by NSDL on resolutions proposed to be considered at the 52nd AGM.
- (ii) The remote e-voting period commences on **26th day of September, 2023 at 9.00 a.m. and ends on 28th day of September, 2023 at 5.00 p.m.** During this period, Members of the Company holding shares as on the cut-off date i.e. on **22nd September, 2023** may cast their votes by remote e-voting. Remote e-voting shall not be allowed beyond the said date and time and the remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Member through remote e-voting, the Member shall not be allowed to change it subsequently or cast the vote again.
- (iii) The facility for e-voting shall also be made available during the conduct of 52nd AGM via VC/ OAVM and the Members attending the meeting via VC/ OAVM who have not already cast their votes by remote e-voting shall be able to exercise their right to vote at the meeting. The procedure for e-voting on the day of AGM is same as for remote e-voting.
- (iv) The Members who have cast their vote by remote e-voting prior to the 52nd AGM may also attend/ participate in the AGM but shall not be entitled to cast their vote again.
- (v) The voting rights of members shall be in proportion to their shares in the paid-up equity share capital of the Company, as on the cut-off date.

- (vi) Any person, who acquires shares of the Company and becomes member of the Company after dispatch of the Notice electronically or whose email id is not registered with the Company/RTA/respective DP and holding shares as on the cut-off date i.e. **22nd September 2023** may obtain the login ID and password by sending a request at evoting@nsdl.co.in or rta@alankit.com.
- (vii) A person, whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the depositories as on the cut-off date for e-voting shall be entitled to avail the facility of remote e-voting or voting at the 52nd AGM electronically. A person who is not a Member as on the cut-off date should treat this Notice for information purpose only.
- (viii) The details of the process and manner for remote e-voting are explained herein below:

Step 1: Access to NSDL e-voting system at <https://www.evoting.nsdl.com/>

Step 2: Cast your vote electronically and join General Meeting on NSDL e-voting system.





Details on Step 1 are mentioned below:

A. Login method for e-voting and joining virtual meeting for individual shareholder holding securities in demat mode:

In terms of SEBI Master Circular dated 11th July, 2023 on e-voting facility provided by listed companies, individual shareholder 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 shareholder holding securities in demat mode is given below:

Type of Shareholders	Login Method
Individual Shareholder holding securities in de-mat mode with NSDL	1. Existing IDeAS user can visit the e-Services website of NSDL viz. https://eservices.nsdl.com either on a Personal Computer or on a Mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-voting services under Value added services. Click on " Access to e-voting " under e-voting services and you will be able to see e-voting page.

	<p>Click on Company's name or e-voting service provider i.e. NSDL and you will be redirected to e-voting website of NSDL for casting your vote during the remote e-voting period or joining virtual meeting and voting during the meeting.</p> <p>2. If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com. Select "Register Online for IDeAS Portal" or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</p> <p>3. Visit the e-voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsd.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 de-mat 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 e-voting website of NSDL for casting your vote during the remote e-voting period or joining virtual meeting & voting during the meeting.</p> <p>4. Shareholder/Members can also download NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience.</p> <p style="text-align: center;">NSDL Mobile App is available on</p> <p style="text-align: center;">  App Store  Google Play </p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div>
<p>Individual Shareholder holding securities in de-mat mode with CDSL</p>	<ol style="list-style-type: none"> 1. Users who have opted for CDSL Easi/ Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi /Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password. 2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the e-voting is in progress as per the information provided by company. On clicking the e-voting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly. 3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option. 4. Alternatively, the user can directly access e-Voting page by providing De-mat Account Number and PAN No. from e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the De-mat Account. After successful authentication, user will be able to see the e-Voting option where the e-voting is in progress and also able to directly access the system of all e-Voting Service Providers.

Individual Shareholder (holding securities in de-mat mode) login through their depository participants	You can also login using the login credentials of your de-mat account through your Depository Participant registered with NSDL/CDSL for e-voting facility. Upon logging in, you will be able to see e-voting option. Click on e-voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-voting feature. Click on company name or e-voting service provider i.e. NSDL and you will be redirected to e-voting website of NSDL for casting your vote during the remote e-voting period or joining virtual meeting & voting during the meeting.
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Important Note: Members who are unable to retrieve User ID/ password are advised to use “Forget User ID” and “Forget Password” option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL:

Login type	Helpdesk details
Individual Shareholder holding securities in de-mat 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 and 022-2499 7000.
Individual Shareholder holding securities in de-mat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cDSLindia.com or contact at toll free no. 1800 22 55 33.

B. Login Method for e-voting and joining virtual meeting for Shareholders other than Individual Shareholder holding securities in de-mat mode and Shareholder holding securities in physical mode.

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

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

Alternatively, if you are registered for NSDL e-services i.e. IDEAS, you can login at <https://eservices.nsdl.com> with your existing IDEAS login. Once you login to NSDL e-services after using your login credentials, click on e-voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat or Physical	User ID
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*****.
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*****
For Members holding shares in Physical Form	EVEN Number followed by Folio Number registered with the company For example, if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for Shareholder other than Individual Shareholder are given below:

- (i) If you are already registered for e-voting, then you can use your existing password to login and cast your vote.
- (ii) 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.
- (iii) How to retrieve your ‘initial password’?
 - (a) If your email ID is registered in your demat account or with the company, your ‘initial password’ is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. 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'.

- (b) If your email ID is not registered, please follow steps mentioned below in process for those shareholder whose email ids are not registered.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - (i) 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.
 - (ii) Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - (iii) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and registered address etc.
 - (iv) Members can also use the OTP (One Time Password) based login for casting the votes on the e-voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-voting will open.

Step 2: Cast your vote electronically and join General Meeting 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 and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join Meeting".
3. Now you are ready for e-voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.

6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for Shareholder:

1. Institutional Shareholder (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 csduapraveen@gmail.com with a copy marked to evoting@nsdl.co.in. Institutional Shareholder can also upload their Board Resolution/ Power of Attorney/ Authority Letter etc. by clicking on **"Upload Board Resolution/Authority Letter"** displayed under **"e-voting"** tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholder and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call at 022-4886 7000 and 022-2499 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager at evoting@nsdl.co.in.

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

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to the RTA at email id rta@alankit.com.
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement,

PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to the RTA at rta@alankit.com.

3. Alternatively shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.

Instructions for members for attending AGM and e-voting on the day of AGM:

1. Members will be provided with a facility to attend the AGM through VC/OAVM through NSDL e-voting system. Members may access by following the steps mentioned above for access to NSDL e-voting system. After successful login, you can see link of **"VC/OAVM link"** placed under **"Join meeting"** menu against company name. You are requested to click on VC/OAVM link placed under Join General Meeting menu. The link for VC/OAVM will be available in Shareholder/ Member login where the **EVEN** of Company will be displayed. Please note that the members who do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the remote e-voting instructions mentioned in the notice to avoid last minute rush.

2. The procedure for e-voting on the day of AGM is the same as the instruction mentioned for remote e-voting.
3. Only those Members who will be participating in the AGM through VC/ OAVM facility and have not cast 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 at the AGM.
4. Members who have voted through remote e-voting will be eligible to attend the AGM but shall not be eligible for voting in the AGM.
5. Members are encouraged to join the Meeting through Laptops for better experience.
6. Further, Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
7. Please note that participants connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/ Video loss due to fluctuation in their respective network. It is, therefore, recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid sudden faults.