Vaxtex Cotfab Limited
CIN: L35105GJ2005PLC076930
306, Sarthik Complex, Nr, Iscon Cross Road, Satellite, Ahmedabad – 380015
+917249058261
cs.vaxtex@gmail.com
www.vaxtexcotfabltd.com

NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the 21st (Twenty One) Annual General Meeting (AGM) of the Members of **Vaxtex Cotfab Limited** (the Company) will be held on Wednesday, September 30, 2026 at 02:00 P.M. through Video Conferencing ("VC')/Other Audio-Visual Means ("OVAM") in compliance with the applicable provisions of Companies Act, 2013 and the rules notified there under (Deemed Venue: At 306, Sarthik Complex, Iscon Temple, Cross Road, Satellite, Ahmedabad, Jodhpur Charrasta, Ahmedabad, Ahmadabad City, Gujarat, India, 380015.), to transact the following business:

ORDINARY BUSINESS:

1. **To consider and adopt the Audited Financial Statements of the Company for the Financial Year ended 31st March, 2026 together with the Reports of the Board of Directors and Auditors thereon.**

SPECIAL BUSINESS:

2. **Appointment of Mrs. Ansuiya Pareek (DIN: 10120917) as a Woman Non-Executive - 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 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") read with Schedule IV to the Act and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s), amendment(s) or re-enactment thereof for the time being in force), Regulation 17 and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Articles of Association of the Company and based on the recommendation of the Nomination and Remuneration Committee and the Board of Directors, the consent of the Members of the Company be and is hereby accorded for the appointment of Mrs. Ansuiya Pareek (DIN: 10120917) as a Woman Non-Executive - Independent Director of the

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Company, who has submitted a declaration confirming that he meets the criteria of independence as prescribed under Section 149(6) of the Companies Act, 2013 and Regulation 16(1)(b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and who is eligible for appointment, as an Independent Women Director of the Company, not liable to retire by rotation, for a term of five (5) years, commencing from September 05, 2026 to September 04, 2031.

RESOLVED FURTHER THAT the Board of Directors of the Company (which term shall include any Committee thereof duly constituted for this purpose) be and is hereby authorised to determine, revise and approve the terms and conditions of the re-appointment, including payment of sitting fees and reimbursement of expenses, in accordance with the provisions of the Companies Act, 2013, the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable laws, as may be in force from time to time.

RESOLVED FURTHER THAT any Director of the Company and/or the Company Secretary be and are hereby severally authorised to file the necessary e-forms and returns with the Registrar of Companies and other statutory authorities, issue the letter of appointment, make necessary entries in the statutory registers and records of the Company and to do all such acts, deeds, matters and things and execute all such documents, instruments and writings as may be necessary, proper or expedient for giving effect to this Resolution, including settling any question, difficulty or doubt that may arise in connection therewith."

3. **Reversal of resolutions passed earlier at the Extra-Ordinary General Meeting ("EOGM") held on February 27, 2026, and to take all necessary consequential actions in this regard**.

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

"**RESOLVED THAT** pursuant to the applicable provisions of the Companies Act, 2013 and the rules made thereunder, and Members approvals, consents and permissions, the Board of Directors of the Company hereby considers and approves the reversal/withdrawal of the

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resolutions passed at the Extra-Ordinary General Meeting ("EOGM") of the Company held on February 27, 2026, being:

Resolution No. 1 of (02/2025-26) EOGM relating to the increase in the Authorized Share Capital of the Company;

*"**RESOLVED THAT** pursuant to the provisions of Section 13, Section 61(1)(a) read with Section 64 and other applicable provisions, if any, of the Companies Act, 2013, read with the Companies (Share Capital & Debentures) Rules, 2014, including any statutory modification(s) thereof, and the Articles of Association of the Company, the consent of the members of the Company be and is hereby accorded to increase the authorized share capital of the Company from the existing Rs. 19,00,00,000 (Rupees Nineteen Crores only) divided into 19,00,00,000 (Nineteen Crores) Equity Shares of Rs. 1/- each to Rs. 500,00,00,000/- (Rupees Five Hundred Crores only) divided into 500,00,00,000 (Five Hundred Crore) Equity Shares of Rs. 1/- each by creating additional 481,00,00,000 (Four Hundred and Eighty-One Crore) Equity shares of Rs. 1each ranking pari-passu in all respects with the existing Equity shares of the Company.*

***RESOLVED FURTHER THAT** the existing Clause V of the Memorandum of Association of the Company be substituted with the following clause:*

V. The Authorised share capital of the Company is Rs.500,00,00,000/- (Rupees Five Hundred Crores only) divided into 500,00,00,000 (Five Hundred Crores) Equity Shares of Rs. 1/- each.

***RESOLVED FURTHER THAT** for the purpose of giving effect to above resolution, any of the Directors or Key Managerial Personnel (KMP) of the Company be and are hereby severally authorised to do all such acts, deeds, matters and things as may be deemed necessary, desirable or expedient and to file, sign, verify and execute all such forms (including e-forms), papers or documents, as may be required and do all such acts, deeds, matters and things as may be necessary and incidental for giving effect to the aforementioned resolution."*

RESOLVED FURTHER THAT the Board of Directors be and is hereby authorised to take all such steps and actions, and to execute and file all such applications, forms, documents, deeds and writings with the Registrar of Companies and/or any other statutory, regulatory or governmental authority, as may be necessary or expedient to give effect to this resolution.

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RESOLVED FURTHER THAT Any Director/Company Secretary of the Company, be and is hereby severally/jointly authorised to do all such acts, deeds, matters and things as may be necessary, desirable or incidental for giving effect to this resolution, including making necessary filings and submissions with the Registrar of Companies and other authorities and to settle any questions or difficulties that may arise in this regard.”

By Order of the Board of Directors
For Vaxtex Cotfab Limited

Sd/-
Amay Vatsalya
Whole-time Director
Din: 09330694

Date: September 05, 2026
Place: Ahmedabad

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NOTES:

1. The Statement pursuant to Section 102 of the Companies Act, 2013, as amended (‘Act’), setting out the material facts concerning the business with respect to Item Nos. 3 to 6 forms part of this Notice.

2. **Pursuant to the Circular issued by Ministry of Corporate Affairs (MCA Circulars')** Circular No. 14/2020 dated 08.08.2020, Circular No.17/2020 dated 13.04.2020, Circular No. 20/2020 dated 05.05.2020, Circular No. 02/2021 dated 13.01.2021, Circular No. 2/2022 dated 05.05.2022, Circular No. 3/2022 dated 05.05.2022, Circular No. 10/2022 and Circular No. 11/2022 dated 28.12.2022, Circular No. 09/2023 dated 25.09.2023 and **Pursuant to the Circular issued by Securities & Exchange Board of India ('SEBI Circular’),** Circular No. SEBI/HO/CFD/CMD/1/CIR/P/2020/79 dated 12.05.2020, Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated 13.05. 2022, Circular No. SEBI/HO/CFD/ PoD-2/CIR/2023/4 dated 05.01.2023 and Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated 07.10.2023 and all other relevant circulars issued from time to time, physical attendance of the Members to the EGM/AGM venue is not required and general meeting be held through video conferencing (VC) or other audio-visual means (OAVM). Hence, Members can attend and participate in the ensuing EGM/AGM through VC/OAVM.

3. The Members can join the AGM in the VC/OAVM mode 15 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available to atleast 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without restriction on account of first come first served basis.

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4. The Notice calling the AGM has been uploaded on the website of the Company at www.vaxtexcotfabltd.com. The Notice can also be accessed from the websites of the Stock Exchange i.e. NSE Limited at www.nseindia.com. The AGM Notice is also disseminated on the website of Big Share (agency for providing the Remote e-Voting facility and e-voting system during the AGM) i.e. https://ivote.bigshareonline.com

5. Corporate Members intending to send their authorised representatives to attend the Meeting are requested to send a duly certified copy of Board Resolution on the letterhead of the Company, signed by one of the Directors or Company Secretary or any other authorised signatory, authorising their representatives to attend and vote on their behalf at the Meeting. Signature on the resolution should match with the Specimen Signature.

6. The Company has appointed M/S NVB and Associates, Practicing Company Secretaries as Scrutinizer to scrutinize the e-voting process.

7. The result of the e-voting shall be published by the Company Secretary of the Company on or before Thursday, October 01, 2026.

8. Members desiring any information on the accounts of the Company are requested to write to the Company at least seven days before the date of the Meeting to enable the Company to keep the information ready at the Meeting.

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Members who hold shares in dematerialized form are requested to write their Client ID and DP ID Nos. and those who hold shares in physical form are requested to write their Folio No. while login for attending the Meeting.

9. The Register of Members and Share Transfer Books of the Company shall remain closed from Thursday, September 24, 2026 to Saturday, September 26, 2026 (both days inclusive) for the purpose of the Annual General Meeting of the Company.

10. The e-voting period begins on Sunday, September 27, 2026 at 10.00 a.m. and ends on Tuesday, September 29, 2026 at 5.00 p.m. During this period, shareholders of the Company, holding shares as on the cut-off date i.e. Wednesday, September 23, 2026 may cast their vote electronically. The e-voting module shall be disabled by Big Share for voting thereafter.

11. The members who have cast their vote by remote e-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again. In case vote is cast by both the modes, then vote cast by remote e-voting prior to the meeting shall prevail. The Members attending the meeting, who have not cast their vote through remote e-voting shall be able to exercise their voting rights during the meeting also.

12. The voting rights of members shall be in proportion to their share of the paid-up equity share capital of the Company as on the Cut-off Date i.e. Wednesday, September 23, 2026.

13. All documents referred to in this notice are open for inspection at the Registered Office of the Company between 10:00 am to 5:00 pm on any working day till the date of AGM.

14. The facility for voting will also be made available at the AGM and the members attending the AGM who have not already cast their votes by remote e-voting shall be able to exercise their right at the AGM. Members who have cast their votes by remote e-voting prior to AGM may attend the AGM but shall not be entitled to cast their vote again.

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15. Pursuant to proviso to Regulation 40(1) of the Regulations, effective 1st April 2019, the Company is not permitted to process requests for transfer of securities, other than transmission or transposition of names in physical form. So, persons holding shares in physical form are requested to take actions for dematerialization of their holdings to ensure hassle free transactions in the shares.

16. Members may avail nomination facility in respect of their holdings. Those holding shares in physical form may obtain the nomination form from the RTA. Those holding shares in demat form may approach their DP for registering the nominations.

17. 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 Act.

18. Since the AGM will be held through VC/OAVM, the Route Map and attendance slip is not annexed with this Notice.

    In accordance with SEBI circular no. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 2, 2025, shareholders of the company are hereby informed that a special window has been opened from July 07, 2025 to January 06, 2026, for re-lodgement of transfer deeds. Shareholders are to note that this window is only for re-lodgement of transfer deeds, which were lodged prior to the deadline of April 01, 2019 for transfer of physical shares, and rejected/ returned/not attended to due to deficiency in the documents/process/or otherwise.

    Shareholders who fall under the above category and wish to re-lodge their transfer requests are hereby advised to initiate the necessary process within the stipulated time frame.

19. SEBI has introduced Online Dispute Resolution ("ODR") portal for dispute resolution in addition to the existing SEBI Complaints Redress System ("SCORES") platform, which can be utilised by the investors and the Company for dispute resolution. The SMART ODR Portal can be accessed at: https://smartodr.in/login.

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

Item No. 2

APPOINTMENT OF MRS. ANSUIYA PAREEK (DIN: 10120917) AS AN INDEPENDENT WOMEN DIRECTOR OF THE COMPANY

The Nomination and Remuneration Committee (‘**NRC**’) oversees the succession planning for the Board of Directors (‘**Board**’) of the Company and towards this reviewed the profiles of suitable prospects and based on discussions held with relevant stakeholders, identified Mrs. Ansuiya Pareek (DIN: 10120917) as a suitable candidate to be inducted as Independent Women Director on the Board of the Company.

Based on the recommendations of the NRC, the Board of the Company, in terms of Section 149 of the Companies Act, 2013 (‘Act’), appointed Mrs. Ansuiya Pareek (DIN: 10120917) (Independent Women Director) on the Board of the Company effective from September 05, 2026 to September 04, 2031, subject to the approval of the members.

Further, based on the recommendations of the NRC and subject to the approval of the Members, the Board, in accordance with the provisions of Section 149 read with Schedule IV to the Act and other applicable provisions of the Act, and Regulation 16 and other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘**SEBI Listing Regulations**’), appointed Mrs. Ansuiya Pareek (DIN: 10120917) as (Independent Women Director) of the Company, not liable to retire by rotation, for a term of 5 (five) years.

The Board noted that the background, qualification, experience, skills, attributes and personality is in coherence with the criteria, role and capabilities identified by the NRC and that the Directors are eligible for appointment as an Independent Director.

Further, the directors have confirmed that he is independent of the Management of the Company and that they are not aware of any circumstance or situation which exists or may be

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reasonably anticipated that could impair or impact the ability to discharge their duties as an Independent Director of the Company.

The Company has received notice along with requisite deposit from a member in writing proposing their candidature to the office of directorship.

Sr. No.	Particular	
1.	**Name**	Ansuiya Pareek
2.	**Age (in Year)**	36
3.	**DIN**	10120917
4.	**Qualification**	M.Com
5.	**Date of First appointment on the Board**	September 05, 2026
6.	**Terms and Conditions of Appointment**	NA
7.	**No. of Board Meetings attended during the year**	**NA**
8.	**Skill and expertise**	Mrs. Ansuiya Pareek is an accomplished professional with a strong academic background in Commerce. She holds both a Master of Commerce (M.Com) and a Bachelor of Commerce (B.Com) degree, equipping her with deep expertise in financial and corporate disciplines.
9.	**Background Details/Experience**	Mrs. Ansuiya Pareek is an accomplished professional with a strong academic background in Commerce. She holds both a Master of Commerce (M.Com) and a Bachelor of Commerce (B.Com) degree, equipping her with deep expertise in financial and corporate disciplines. She brings to the Board extensive knowledge and hands-on experience in Accounts, Taxation, Corporate Laws, Governance, and Regulatory Compliance. Her professional insights and

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		analytical skills significantly strengthen the Company's corporate governance framework and ensure adherence to statutory and regulatory standards. As an Independent Director, Mrs. Pareek plays a vital role in upholding transparency, accountability, and ethical practices within the Company. Her contributions enhance stakeholder confidence and support the Board in driving sustainable growth while maintaining the highest standards of compliance and governance.
10.	**Past remuneration**	**NA**
11.	**Recognition and Awards**	**NA**
12.	**Job profile Suitability**	**NA**
13.	**Remuneration proposed**	**NA**
14.	**Pecuniary relationship directly or indirectly with the Company or relationship with the managerial personnel**	No inter-se relationship between the director and other members of the Board and Key Managerial Personnel of the Company
15.	**Shareholding**	NIL
16.	**List of Directorship held in other Companies**	NA
17.	**Membership / Chairmanship of Committees of other Boards**	NA

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	as on date of Postal Ballot Notice	
18.	**Listed entities from which the Director has resigned in the past three years**	**NA**
19.	**Compliance Confirmations**	-Consent in Form DIR-2 -DIR-8 (non-disqualification) -Declaration of Independence -Declaration of no SEBI debarment
20.	**Terms of Appointment Availability for Inspection**	At the Registered Office
21.	**Approval Required**	Special Resolution by Members

Memorandum of Interest

None of the Director(s) and/or Key Managerial Personnel of the Company or their respective relatives, except Ansuiya Pareek to whom the resolution relates, are concerned or interested in the Resolution mentioned in the Notice.

Ansuiya Pareek, has not been debarred or disqualified from being appointed or continuing as director of the company.

The Board recommends the Resolution No. 02 of the Notice for approval of the members by way of a Special Resolution.

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Item No. 3

REVERSAL OF RESOLUTIONS PASSED AT THE EXTRA-ORDINARY GENERAL MEETING HELD ON FEBRUARY 27, 2026

The Members of the Company, at the Extra-Ordinary General Meeting ("EOGM") held on February 27, 2026, had approved, inter alia, the following resolution to be reversed:

1. **Resolution No. 1 of (02/2025-26)** relating to the increase in the Authorized Share Capital of the Company;

Upon further consideration of the aforesaid matters and the present requirements of the Company, it is considered appropriate to reverse the aforesaid resolutions and restore, to the extent applicable and legally permissible, the relevant provisions of the MOA and AOA to the position prevailing prior to the passing of the said resolutions.

Accordingly, the approval of the Members is sought for reversal of the aforesaid resolutions and for taking all consequential actions, including making necessary applications, filings, amendments, corrections and submissions with the Registrar of Companies and/or such other statutory, regulatory or governmental authorities as may be required.

The Board of Directors considers the proposed resolution to be in the best interests of the Company and recommends the same to the Members for their approval.

None of the Directors, Key Managerial Personnel of the Company or their respective relatives is, in any way, concerned or interested, financially or otherwise, in the proposed resolution, except to the extent of their respective shareholding, if any, in the Company.

The resolution set out at Item No. 3 of the accompanying Notice is accordingly placed before the Members for their approval as a Special Resolution.

By Order of the Board of Directors

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For VAXTEX COTFAB LIMITED

Sd/-
Amay Vatsalya
Whole-time Director
Din: 09330694

Date: September 05, 2026
Place: Ahmedabad

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Bigshare i-Vote E-Voting System

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

i. The voting period begins on <Date and Time> and ends on <Date and Time>. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of <Record Date> may cast their vote electronically. The e-voting module shall be disabled by Bigshare for voting thereafter.

ii. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.

iii. Pursuant to SEBI Circular No. **SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020,** under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

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

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders**, **by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby,

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not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

iv. In terms of **SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020** on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

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

Type of shareholders	**Login Method**
Individual Shareholders holding securities in Demat mode with **CDSL**	1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi/Easiest is https://web.cdslindia.com/myeasitoken/home/login or visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then use your existing my easi username & password. 2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of **BIGSHARE** the e-Voting service provider and you will be re-directed to **i-Vote** website for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. **BIGSHARE**, so that the user can visit the e-Voting service providers' website directly.

	3) If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration 4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a link https://evoting.cdslindia.com/Evoting/EvotingLogin The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress, and also able to directly access the system of all e-Voting Service Providers. Click on **BIGSHARE** and you will be re-directed to **i-Vote** website for casting your vote during the remote e-voting period.
Individual Shareholders holding securities in demat mode with **NSDL**	1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsdl.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name **BIGSHARE** and you will be re-directed to **i-Vote** website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS "Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen

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	will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name **BIGSHARE** and you will be redirected to **i-Vote** website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting 4) For OTP based login you can click on https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp. You will have to enter your 8-digit DP ID,8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page with all e-Voting Service Providers. Click on **BIGSHARE** and you will be re-directed to **i-vote (E-voting website)** for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
Individual Shareholders (holding securities in demat mode) login through their **Depository Participants**	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

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

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with **CDSL**	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free No. 1800 22 55 33.
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.com or call at 022- 48867000.

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

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

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

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

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

- If you have forgotten the password: Click on '**LOGIN**' under '**INVESTOR LOGIN**' tab and then Click on '**Forgot your password**?
- Enter "**User ID"** and "**Registered email ID**" Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on '**Reset**'.
  (In case a shareholder is having valid email address, Password will be sent to his / her registered e-mail address).

<u>Voting method for shareholders on i-Vote E-voting portal:</u>

- After successful login, **Bigshare E-voting system** page will appear.
- Click on "**VIEW EVENT DETAILS (CURRENT)**" under '**EVENTS**' option on investor portal.
- Select event for which you are desire to vote under the dropdown option.
- Click on **"VOTE NOW"** option which is appearing on the right hand side top corner of the page.
- Cast your vote by selecting an appropriate option "**IN FAVOUR**", "**NOT IN FAVOUR**" or "**ABSTAIN**" and click on "**SUBMIT VOTE**". A confirmation box will be displayed. Click "**OK**" to confirm, else "**CANCEL**" to modify. Once you confirm, you will not be allowed to modify your vote.
- Once you confirm the vote you will receive confirmation message on display screen and also you will receive an email on your registered email id. During the voting period,

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members can login any number of times till they have voted on the resolution(s). Once vote on a resolution is casted, it cannot be changed subsequently.

- Shareholder can "**CHANGE PASSWORD**" or "**VIEW/UPDATE PROFILE**" under "**PROFILE**" option on investor portal.

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

- You are requested to launch the URL on internet browser: https://ivote.bigshareonline.com
- Click on "**REGISTER**" under "**CUSTODIAN LOGIN**", to register yourself on Bigshare i-Vote e-Voting Platform.
- Enter all required details and submit.
- After Successful registration, message will be displayed with **"User id and password will be sent via email on your registered email id"**.
  NOTE: If Custodian have registered on to e-Voting system of https://ivote.bigshareonline.com and/or voted on an earlier event of any company then they can use their existing user id and password to login.
- If you have forgotten the password: Click on '**LOGIN**' under '**CUSTODIAN LOGIN**' tab and further Click on '**Forgot your password**?
- Enter "**User ID"** and "**Registered email ID**" Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on '**RESET**.
  (In case a custodian is having valid email address, Password will be sent to his / her registered e-mail address).

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

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

Investor Mapping:

- First you need to map the investor with your user ID under "**DOCUMENTS**" option on custodian portal.

- Click on "**DOCUMENT TYPE**" dropdown option and select document type power of attorney (POA).
- Click on upload document "**CHOOSE FILE**" and upload power of attorney (POA) or board resolution for respective investor and click on "**UPLOAD**".
  Note: The power of attorney (POA) or board resolution has to be named as the "**InvestorID.pdf**" (Mention Demat account number as Investor ID.)
- Your investor is now mapped and you can check the file status on display.

Investor vote File Upload:

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

Helpdesk for queries regarding e-voting:

Login type	Helpdesk details
Shareholder's other than individual shareholders holding shares in Demat mode & Physical mode.	In case shareholders/ investor have any queries regarding E-voting, you may refer the Frequently Asked Questions ('FAQs') and i-Vote e-Voting module available at https://ivote.bigshareonline.com, under download section or you can email us to ivote@bigshareonline.com or call us at: 022-62638338

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

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

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

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

- The Members can join the AGM/EGM in the VC/ OAVM mode 15 minutes before the scheduled time of the commencement of the meeting. The procedure for e-voting on the day of the AGM/EGM is same as the instructions mentioned above for remote e-voting.

- Only those members/shareholders, who will be present in the AGM/EGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM/EGM.

- Members who have voted through Remote e-Voting will be eligible to attend the EGM. However, they will not be eligible to vote at the AGM/EGM.

Helpdesk for queries regarding virtual meeting:

In case shareholders/ investor have any queries regarding virtual meeting, you may refer the Frequently Asked Questions ('FAQs') available at https://ivote.bigshareonline.com, under download section or you can email us to ivote@bigshareonline.com or call us at: 1800 22 54 22, 022-62638338