

## **FREQUENTLY ASKED QUESTIONS ON THE E-VOTING SYSTEM**

### **Q1. What is e-Voting?**

**Ans.** Presently security holders can vote on resolutions proposed by companies for any meeting. **e-Voting** is a mechanism through which security holders of companies can vote on resolutions electronically any-where and at any-time during the period of voting, through the electronic voting system developed by Central Depository Services (India) Limited (CDSL).

### **Q2. How does the Company use e-Voting for resolutions requiring shareholders approval?**

**Ans.**

1. The company desiring to use the e-Voting system has to sign the agreement (Bi-Partite or Tri-Partite with the RTA) and accept the terms and conditions for usage of the e-Voting system with CDSL. The agreement is of a perpetual nature.
2. After signing the agreement, the Company, RTA and Scrutinizer do a one time registration on the e-Voting website and submit a print of the application form with signed and stamped for CDSL approval.
3. On approval from CDSL the Login details will be sent to the respective users designated as Admin for the entity. Admin can create users as per their discretion.
4. The Company itself and its Registrar and Transfer Agent [RTA] will setup the e-Voting schedule on the e-Voting website, upload the resolutions on which voting is required for the relevant Electronic Voting Sequence Number (EVSN). .
5. The company or Registrar and Transfer Agent [RTA] can then upload the Register of Members (ROM), which contains the details of the security holders holding the securities in physical and demat mode across both depositories, as on the record date in the specified format.
6. Once the EVSN is created and checked by the checker, the company will Activate the EVSN in the system.
7. The company will communicate the procedure for e-Voting, along with the notice of the resolution to all the security holders.
8. The security holders should log on to [www.evotingindia.com](http://www.evotingindia.com) during the duration of the voting period and cast their votes for the resolutions on the e-Voting System.

9. After the voting period is over, the e-Voting system will provide to the scrutinizer, security holder wise details of the voting done in a report, for the records of the Scrutinizer and Company.

### **Q3. How does the Custodians use e-Voting?**

**Ans.** Custodians have to register themselves as an entity on the e-Voting system. After receiving the login details from CDSL they have to link the accounts serviced by them for voting on behalf of them. Once the linkages are approved by CDSL they can vote on behalf of their clients through their respective logins. The votes can also be uploaded through the bulk upload option.

### **Q4. What are the benefits of the e-Voting System?**

**Ans.** There are benefits to both categories of participants in the e-Voting System for Companies and Security holders.

#### **Benefits to Companies are as follows:**

1. Administrative costs associated with postal voting will be reduced as there will be no need for verification of signatures and counting of ballot votes. Also, costs associated with storing of physical ballot papers will be saved.
2. Counting of votes will be accurate.
3. The voting results can be declared immediately after the close of the voting.
4. Voting process is faster, transparent and cost efficient.

#### **Benefits to security holders:**

1. Ability to take part in the decision making process in the comfort of their homes or offices.
2. Can vote easily on any number of resolutions of any number of companies whose securities they hold and eligible to vote.
3. No scope for invalid votes.
4. Ease of voting - no pasting and posting.
5. Ample time to vote till the last day.

**Q5. What is time period for voting on different meetings through e-Voting?**

**Ans.** The Company has to observe the rules & regulations governing various types of voting for the respective meetings and accordingly determine the time frame.

**Q6. Does the e-Voting System facilitate voting for only demat account holders in CDSL?**

**Ans.** The e-Voting System facilitates voting in electronic mode for all holders in physical and demat mode across all depositories as on the record date.

**Q7. Can an investor vote partially through the online e-Voting system and partially in physical mode?**

**Ans.** The investor has the option to vote either through the internet or through physical mode, on all the resolutions available for voting, but not both.

**Q8. How will proxies vote? Is the concept of proxy still applicable?**

**Ans.** Voting through proxy is permitted to help investors who cannot attend the meeting to appoint a person designated by them to vote on their behalf at the meeting. Through e-Voting the investor can vote directly on the resolutions proposed at a place and time of their convenience. This would eliminate the need of appointing a proxy.

**Q9. How will the signatures be verified in case of electronic Voting?**

**Ans.** The investor need to enter some details in order to cast their votes in a secure manner. Hence in this case the verification of the signature is not required. The security holder has to enter the user id (Folio no in case of physical shares or demat account no in case of demat holding), Characters Displayed, PAN and either Dividend Bank Account Number or Date of Birth to login for first time and then they can self generate their own password.

**Q10. How will the votes be counted if some security holders vote through e-Voting and some vote though physical mode?**

**Ans.** The e-Voting system provides for entry of votes received physically by the Scrutinizer. The e-Voting system will discard any vote attempted to be entered if the votes have already been

recorded for the shareholder. Then the system would collate all the votes received physically and electronically in a consolidated Voting Report.

**Q11. How will the results be made available at the end of the voting period?**

**Ans.** The Scrutinizer will be able to download a consolidated report, which includes votes cast by the investor electronically and votes received by the Scrutinizer through Postal Ballot which have been entered in the system.

**Q12. Why would a shareholder be unable to login to the e-Voting System?**

**Ans.** The shareholder is attempting to login using the incorrect details for the login details. Shareholders should check the login details and should be entered as recorded in the company database.

**Q13. How do the shareholders obtain the Notice / Resolution for the meeting?**

**Ans.** The explanatory note of the resolution would be visible to the shareholder, in a Portable Document Format (PDF). Once the shareholder clicks on the Resolution File link in their login they will be able to view the complete resolution.

**Q14. Is there any User Manual or information pertaining to this facility?**

**Ans.** The manual for security holders to cast their vote on e-Voting system and for Companies, RTAs, Scrutinizers, Custodians and Corporates to use the e-Voting system is available on the e-Voting website under the help section. In case of any queries you may contact us on [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).