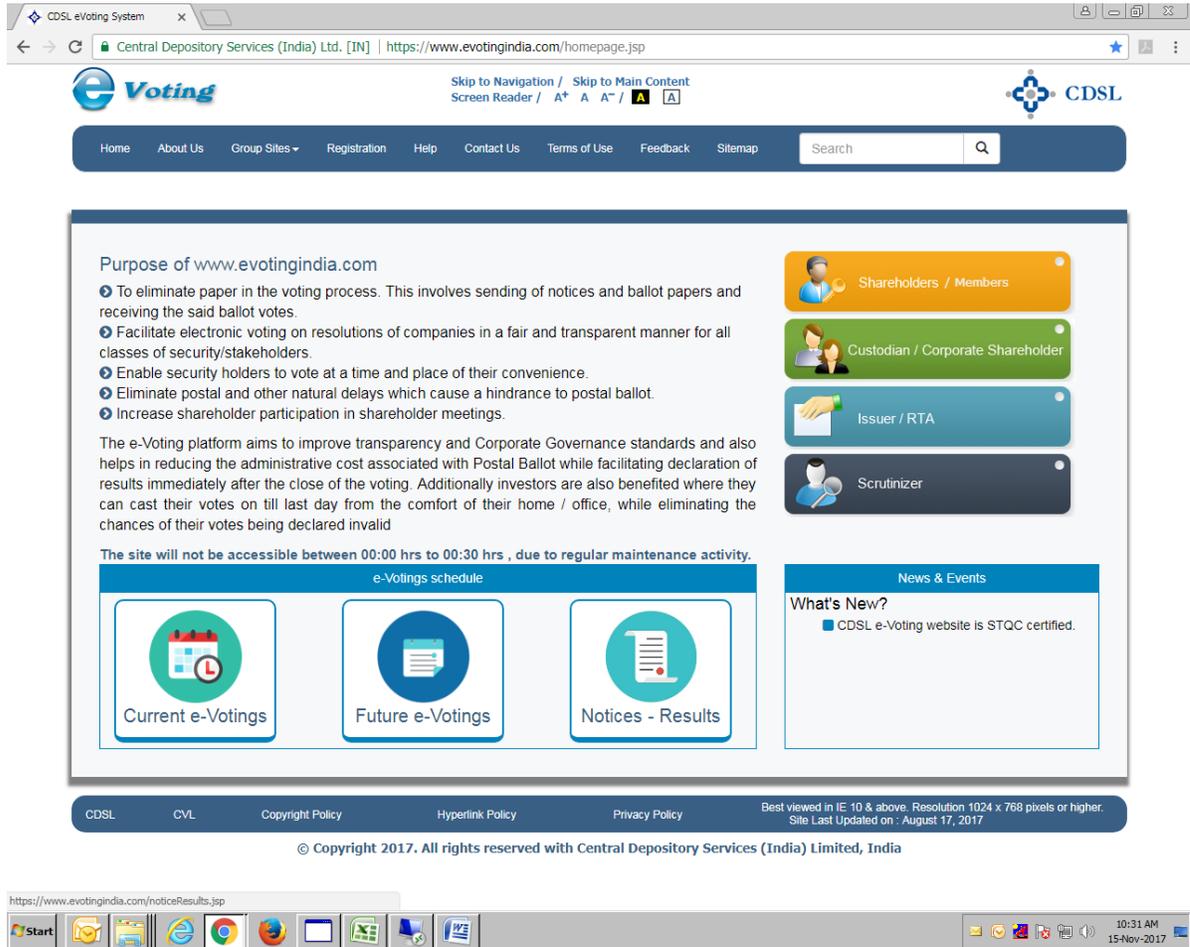


e-Voting User Manual for Security Holders to vote

User Manual on e-Voting system for Shareholders



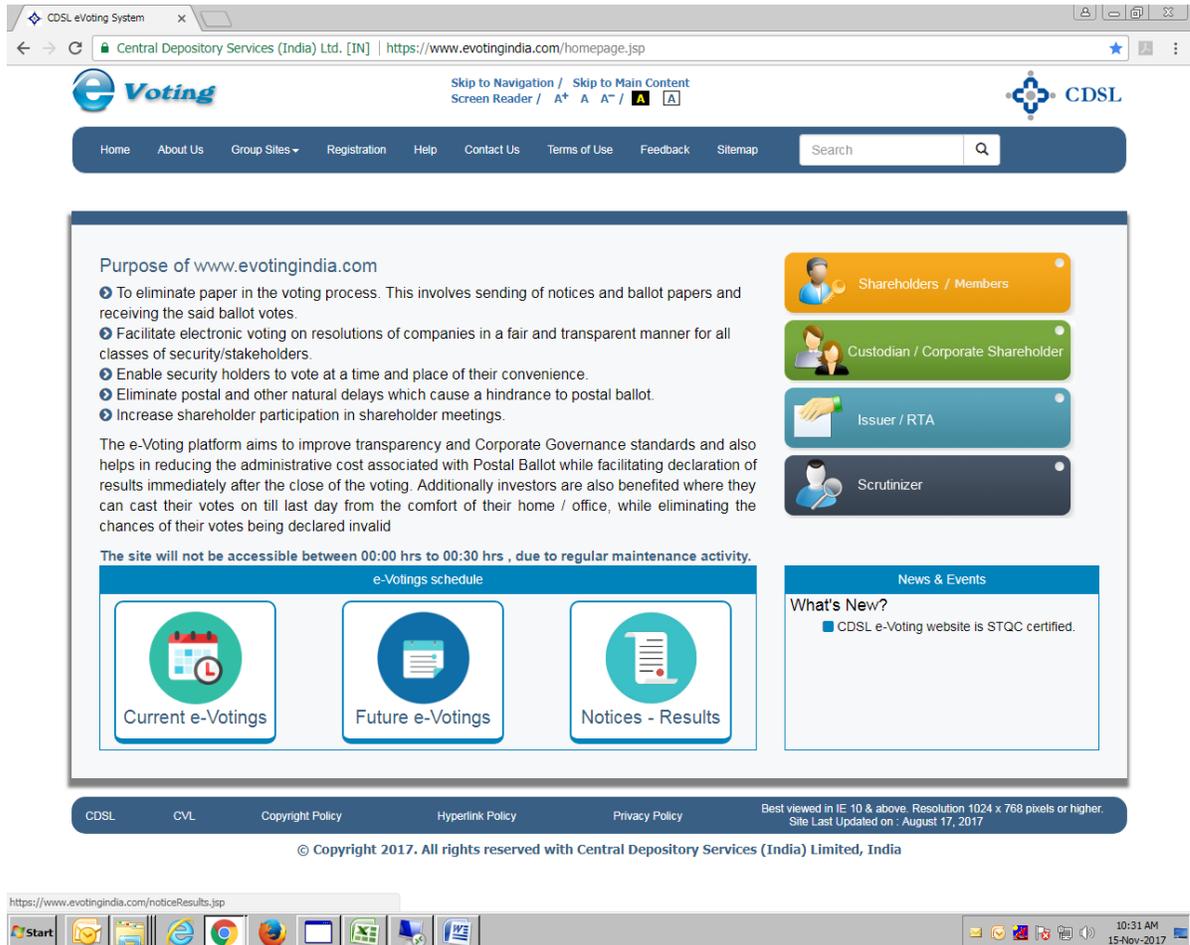
For Security holders to cast their votes

e-Voting User Manual for Security Holders to vote
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1. Login to e-Voting

Type the following address in the address bar www.evotingindia.com and click Enter.



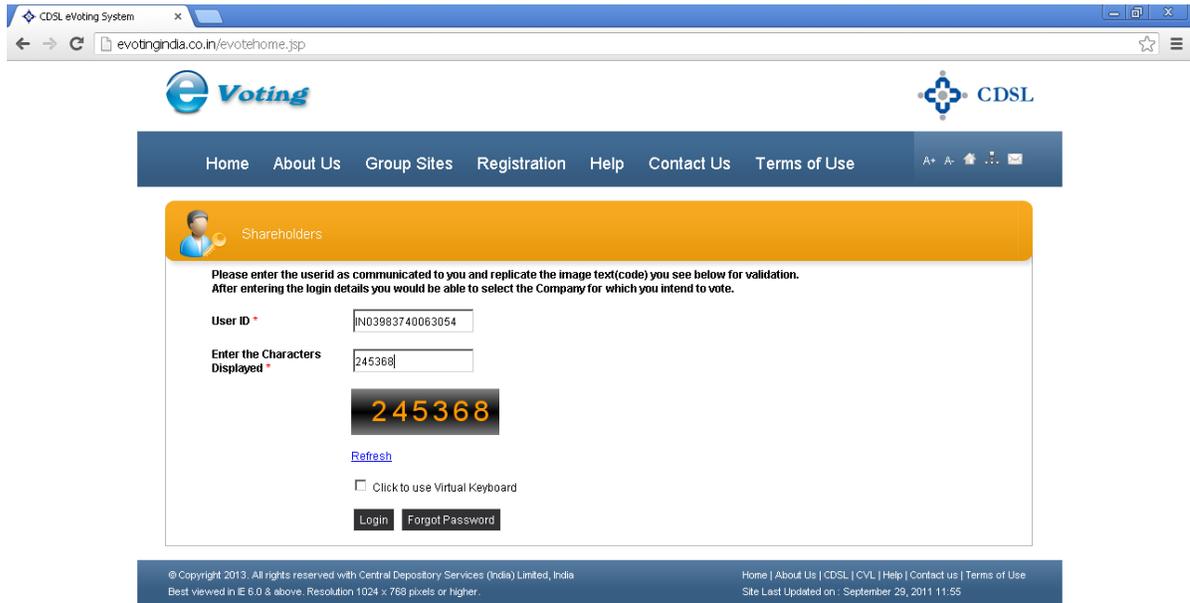
e-Voting User Manual for Security Holders to vote

Click on Shareholders / Members and enter the User id as provided in the notice of the company.

For CDSL: 16 digits beneficiary ID

NSDL: 8 Character DP ID followed by 8 Digits Client ID

For Members holding shares in Physical Form - Folio Number registered with the Company). After entering the User ID, enter the characters displayed and click on Login as shown below:



The screenshot shows a web browser window titled "CDSL eVoting System" with the URL "evotingindia.co.in/evotehome.jsp". The page features the "eVoting" logo and the CDSL logo. A navigation menu includes "Home", "About Us", "Group Sites", "Registration", "Help", "Contact Us", and "Terms of Use". The main content area is titled "Shareholders" and contains the following text: "Please enter the userid as communicated to you and replicate the image text(code) you see below for validation. After entering the login details you would be able to select the Company for which you intend to vote." Below this text are two input fields: "User ID" with the value "IN03983740063054" and "Enter the Characters Displayed" with the value "245368". A CAPTCHA image displays the numbers "245368". There is a "Refresh" link, a checkbox for "Click to use Virtual Keyboard", and "Login" and "Forgot Password" buttons. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 29, 2011 11:55.

e-Voting User Manual for Security Holders to vote

Enter the following:

- a. PAN and
- b. Any one detail from the following values
 - i. Bank Account Number or
 - ii. Date of Birth (DOB) / Date of Incorporation (DOI).

Kindly enter the details as available on the demat account / folio number provided, then click on Submit.

The screenshot shows a web browser window with the address bar displaying "evotingindia.co.in/evotehome.jsp". The page features the "eVoting" logo and the CDSL logo. A navigation menu includes "Home", "About Us", "Group Sites", "Registration", "Help", "Contact Us", and "Terms of Use". The main content area is titled "Shareholders" and displays a message: "Character Validation was successful. Kindly enter other login details to proceed." Below this message are four input fields: "User ID" (containing "IN03983740063054"), "PAN", "Bank Account Number", and "DOB or Date Of Inc." (with a "(dd/mm/yyyy)" placeholder). A "Submit" button is located below the fields. At the bottom of the form, there is a checkbox labeled "Click to use Virtual Keyboard". The footer contains copyright information for Central Depository Services (India) Limited, India, and a site last updated date of September 29, 2011 11:55.

e-Voting User Manual for Security Holders to vote
Members holding shares in physical form will be taken directly to the Company selection screen. The system will require demat account holders to enter a password of their choice. Enter the desired password in the New Password and the Confirm the Password field and then click on Submit. Please note that you would have to type the same password in both the text boxes.

CDSL eVoting System

evotingindia.co.in/evotehome.jsp

eVoting CDSL

Home About Us Group Sites Registration Help Contact Us Terms of Use

Set Password

Kindly set a password for your login.

Member Id: IN03983740063054

New Password:

Confirm Password:

Click to use Virtual Keyboard

Submit

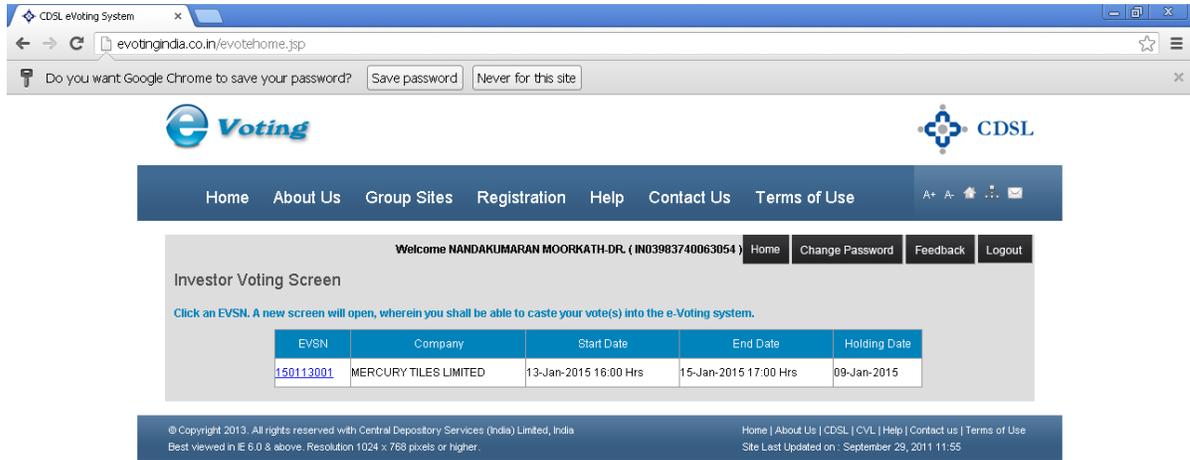
© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 6.0 & above, Resolution 1024 x 768 pixels or higher. Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use Site Last Updated on : September 29, 2011 11:55

e-Voting User Manual for Security Holders to vote
Shareholders who are holding shares in demat form and have logged in for an earlier instance of e-Voting and voted on www.evotingindia.com should use their existing password. Such shareholders who have already logged in earlier would be required to enter only the password after entering the user ID and characters displayed.

The screenshot shows a web browser window with the address bar displaying "evotingindia.co.in/evotehome.jsp". The page features the "eVoting" logo on the left and the "CDSL" logo on the right. A navigation menu includes links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. The main content area is titled "Shareholders" and displays a message: "Character Validation was successful. Kindly enter other login details to proceed." Below this message are two input fields: "User ID" with the value "IN03983740063054" and "Password". A "Submit" button is positioned below the password field. A checkbox labeled "Click to use Virtual Keyboard" is located at the bottom of the form. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site's last update date: September 29, 2011 11:55.

e-Voting User Manual for Security Holders to vote

The list of eligible companies for which a shareholder is eligible to vote as on the day of login would be displayed. Click on the relevant Issuer Company's EVSN for which voting is required.



The screenshot shows the CDSL e-Voting System interface. The browser address bar displays "evotingindia.co.in/evotehome.jsp". The page features a navigation menu with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A user welcome message reads: "Welcome NANDAKUMARAN MOORKATH-DR. (IN03983740063054)". Below this, there are buttons for Home, Change Password, Feedback, and Logout. The main content area is titled "Investor Voting Screen" and includes the instruction: "Click an EVSN. A new screen will open, wherein you shall be able to caste your vote(s) into the e-Voting system." A table lists the eligible companies:

EVSN	Company	Start Date	End Date	Holding Date
150113001	MERCURY TILES LIMITED	13-Jan-2015 16:00 Hrs	15-Jan-2015 17:00 Hrs	09-Jan-2015

At the bottom, the footer contains copyright information: "© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher." and a link to the site's last update: "Site Last Updated on : September 29, 2011 11:55".

2. Casting your Vote

After clicking on the EVSN of the relevant Issuer Company the following screen would be displayed for the user to vote.

The screenshot shows the 'Investor Voting Screen' for MERCURY TILES LIMITED. The user is logged in as NANDAKUMARAN MOORKATH-DR. (IN03983740063054). The screen displays the following information:

- Company:** MERCURY TILES LIMITED
- EVSN:** 150113001
- ISIN:** INE123456789
- ISIN Name:** MERCURY TILES LIMITED
- Voting Period:** From 13-Jan-2015 16:00 Hours to 15-Jan-2015 17:00 Hours
- Total number of securities held in your demat account / folio:** 1234567

A table of resolutions is displayed for voting:

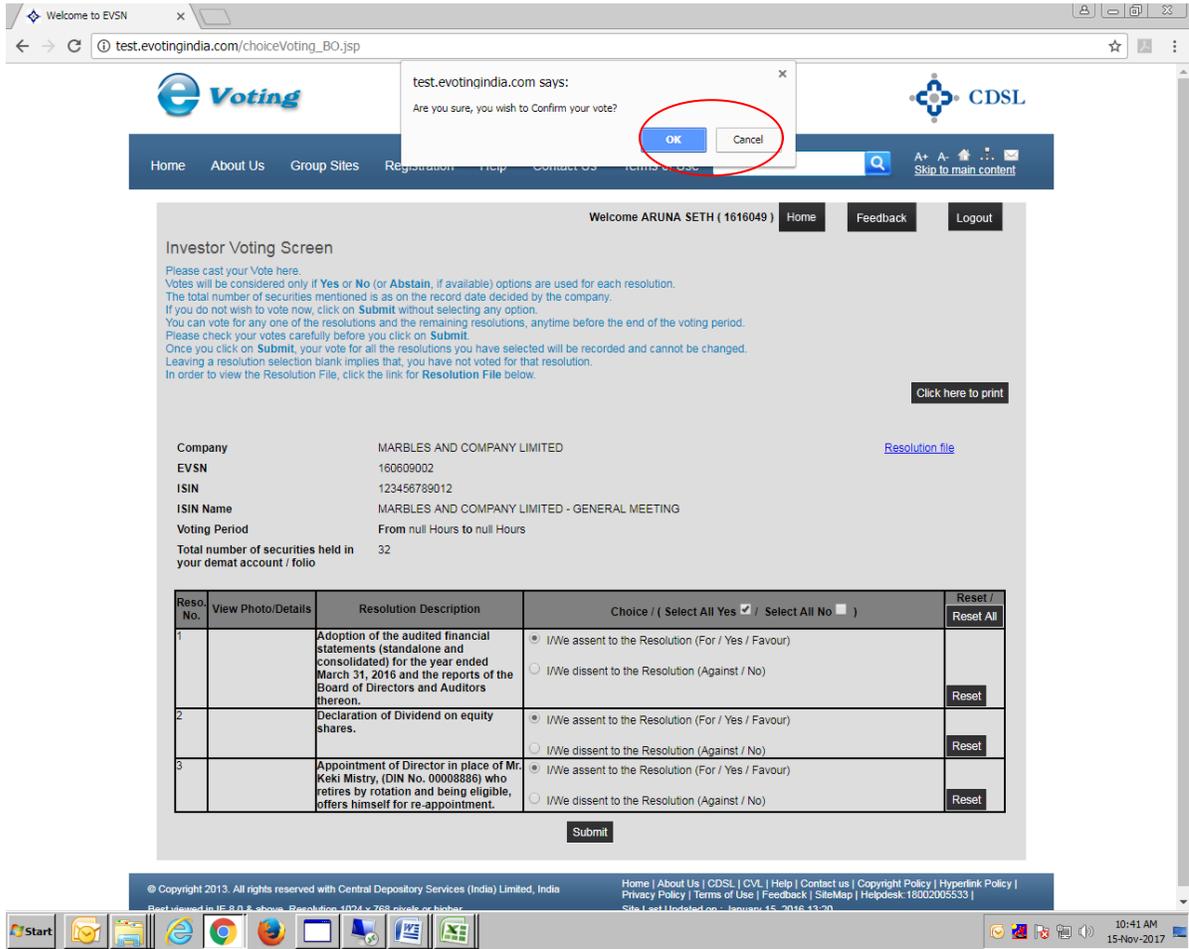
Reso. No.	Resolution Description	Choice	Reset
1	Special Resolution: RESOLVED FURTHER THAT in case of any corporate action(s) such as rights issues, bonus issues, merger and sale of division and others, if any additional equity shares are issued by the Company to the employee for the purpose of making a fair and reasonable adjustment to the options granted earlier, the above ceiling of 10,00,000 equity shares shall be deemed to be increased to the extent of such additional equity shares issued.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	Reset

At the bottom of the table, there is a 'Submit' button. A 'Resolution file' link is also visible on the right side of the screen.

To cast your vote:

1. Read the Resolution Description carefully. The detailed description of the same is available under the “[Resolution file](#)” link.
2. The total number of securities as per the record date is already mentioned in the e-Voting system. Select the relevant options viz, Assent or Dissent for a resolution.
3. Shareholders having the option to enter the number of votes should enter the relevant number of votes in the text boxes provided.
4. Repeat the voting process for all the resolutions on which you intend to vote.
5. You can either vote on all the resolutions in one login or vote partially on certain resolutions.
6. Click on Submit.

e-Voting User Manual for Security Holders to vote
 Once you ‘CONFIRM’ your vote on the resolution, you will not be allowed to modify your vote. After clicking on Confirm a dialog box as shown below would be displayed.



e-Voting User Manual for Security Holders to vote
 After Clicking on OK below screen will display.

The screenshot shows a web browser window with the URL `test.evotingindia.com/oChoiceVoting_BO.jsp`. A confirmation message box is displayed, stating: "test.evotingindia.com says: Vote(s) have been successfully recorded. Thank you for using eVoting system." with an "OK" button.

The main page is titled "Investor Voting Screen" and includes a welcome message: "Welcome AJAI MEHRA (1616051)". It contains instructions for voting and a table of resolutions to be voted on.

Company Information:

- Company: MARBLES AND COMPANY LIMITED
- EVSN: 160609002
- ISIN: 123456789012
- ISIN Name: MARBLES AND COMPANY LIMITED - GENERAL MEETING
- Voting Period: From null Hours to null Hours
- Total number of securities held in your demat account / folio: 3

Resolutions Table:

Reso. No.	View Photo/Details	Resolution Description	Choice / (Select All Yes <input checked="" type="checkbox"/> / Select All No <input type="checkbox"/>)	Reset / Reset All
1		Adoption of the audited financial statements (standalone and consolidated) for the year ended March 31, 2016 and the reports of the Board of Directors and Auditors thereon.	<input checked="" type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	Reset
2		Declaration of Dividend on equity shares.	<input checked="" type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	Reset
3		Appointment of Director in place of Mr. Keki Mistry, (DIN No. 0008886) who retires by rotation and being eligible, offers himself for re-appointment.	<input checked="" type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	Reset

At the bottom of the table is a "Submit" button.

The footer of the page includes copyright information: "© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India" and various links like Home, About Us, CDSL, etc.

e-Voting User Manual for Security Holders to vote

The user also has an option to print the voting done or save it in soft copy by clicking on [Click here to Print](#) till the voting end period of that Company

The screenshot shows a web browser window with the URL test.evotingindia.com/choiceVoting_BO.jsp. The page features the 'e-Voting' logo and the CDSL logo. A navigation bar contains links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. The user is logged in as 'Welcome AJAI MEHRA (1616051)'. The 'Voting Status' section displays the following information:

- Company: MARBLES AND COMPANY LIMITED
- EVSN: 16069002
- ISIN: 123456789012
- ISIN Name: MARBLES AND COMPANY LIMITED - GENERAL MEETING
- Voting Period: From null Hours to null Hours
- Total number of securities held in your demat account / folio: 3

A table of resolutions is displayed:

Reso. No.	View Photo/Details	Resolution Description	Choice	Reset
1		Adoption of the audited financial statements (standalone and consolidated) for the year ended March 31, 2016 and the reports of the Board of Directors and Auditors thereon.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour)	
2		Declaration of Dividend on equity shares.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour)	
3		Appointment of Director in place of Mr. Keki Mistry, (DIN No. 00008886) who retires by rotation and being eligible, offers himself for re-appointment.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour)	

A button labeled 'Click here to print' is circled in red. The footer contains copyright information for 2013 and technical specifications.

The user will be directed to the login home page where voting for the remaining companies can be done or the user can re-login later to cast vote on the remaining resolutions till the expiry of the voting period. The resolutions against which votes have already been recorded will not be available for voting but the already voted details will be displayed on the screen.

e-Voting User Manual for Security Holders to vote

The screenshot displays the CDSL e-Voting System interface. At the top, there is a navigation menu with links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. Below the menu, a user is logged in as NANDAKUMARAN MOORKATH-DR. (IN03983740063054). The main content area is titled "Voting Status" and includes a "Click here to print" button and a "Resolution file" link. The company details are as follows:

Company	MERCURY TILES LIMITED
EVSN	150113001
ISIN	INE123456789
ISIN Name	MERCURY TILES LIMITED
Voting Period	From 13-Jan-2015 16:00 Hours to 15-Jan-2015 17:00 Hours
Total number of securities held in your demat account / folio	1234567

Reso. No.	Resolution Description	Choice	Reset
1	Special Resolution: RESOLVED FURTHER THAT in case of any corporate action(s) such as rights issues, bonus issues, merger and sale of division and others, if any additional equity shares are issued by the Company to the employee for the purpose of making a fair and reasonable adjustment to the options granted earlier, the above ceiling of 10,00,000 equity shares shall be deemed to be increased to the extent of such additional equity shares issued.	<input checked="" type="radio"/> I/We assent to the Resolution (For / Yes / Favour)	

At the bottom of the page, there is a footer with copyright information: © Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher. The footer also includes navigation links and the date: Site Last Updated on : September 29, 2011 11:55.

The user can re-login after voting with the user id and password provided to them any number of times.

Users not intending to vote can simply Logout.

3. Change Password

Demat Account Holders have the option to change their password to a password of their choice by clicking on this button.

Click on Change Password and the following screen would be displayed.

The screenshot shows the 'Change Password' page of the e-Voting system. At the top left is the 'e Voting' logo, and at the top right is the 'CDSL' logo. Below the logos is a navigation bar with links: Home, About Us, Group Sites, Registration, Help, Contact Us, Terms of Use, a search box, and a 'Skip to main content' link. A user greeting 'Welcome ROM RAJA (9999900029732284)' is displayed, followed by buttons for Home, Change Password, Feedback, and Logout. The main content area is titled 'Change Password' and includes a note: 'Kindly note that you will be automatically logged out once password is successfully updated.' Below this are three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *', each with a red asterisk indicating a required field. A 'Submit' button is located below the input fields. The footer contains copyright information: '© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India' and a list of links: Home | About Us | CDSL | CIVL | Help | Contact us | Copyright Policy | Hyperlink Policy | Privacy Policy | Terms of Use | Feedback | SiteMap |. It also states 'Best viewed in IE 8.0 & above. Resolution 1024 x 768 pixels or higher.' and 'Site Last Updated on : September 29, 2011 11:55'.

Enter the existing password and desired password in the New Password and the Confirm Password field and click on Submit. The following screen would be displayed.

e-Voting User Manual for Security Holders to vote

The screenshot shows the e-Voting portal interface. At the top left is the 'e-Voting' logo. At the top right is the 'CDSL' logo. A notification box in the center reads: 'The page at test.evotingindia.com says: Password has been changed. Please re-login' with an 'OK' button. Below the notification is a navigation bar with links: Home, About Us, Group Sites, Registr. A search bar and 'Skip to main content' link are also present. The main content area is titled 'Change Password' and includes a welcome message: 'Welcome ROM RAJA (9999900029732284)'. It features three password input fields: 'Old Password *', 'New Password *', and 'Confirm Password *', each with a 'Submit' button. A note states: 'Kindly note that you will be automatically logged out once password is successfully updated.' The footer contains copyright information: '© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India' and a list of links: Home | About Us | CDSL | CVA | Help | Contact us | Copyright Policy | Hyperlink Policy | Privacy Policy | Terms of Use | Feedback | SiteMap |. It also includes the text: 'Best viewed in IE 8.0 & above. Resolution 1024 x 768 pixels or higher.' and 'Site Last Updated on : September 29, 2011 11:55'.

Click on OK and re-login with the revised password.

4. Reset Password

Demat Account Holders have the option to reset their password if the same has been forgotten in order to login to the e-Voting system and vote on resolutions proposed by their company. The Forgot Password would enable demat shareholders to login.

Click on Shareholders and enter the User ID and the Characters Displayed and click on Forgot Password.

The screenshot shows the 'Shareholders' login page of the CDSL eVoting System. The page has a blue header with navigation links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. Below the header is a yellow bar with a user icon and the text 'Shareholders'. The main content area contains a form with the following elements:

- A message: "Please enter the userid as communicated to you and replicate the image text(code) you see below for validation. After entering the login details you would be able to select the Company for which you intend to vote."
- A 'User ID' field containing 'IN03983740063054'.
- An 'Enter the Characters Displayed' field containing '538479'.
- A CAPTCHA image showing the number '538479'.
- A 'Refresh' link.
- A checkbox labeled 'Click to use Virtual Keyboard'.
- 'Login' and 'Forgot Password' buttons.

The footer of the page contains the following text: "© Copyright. 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher." and "Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use. Site Last Updated on - September 29, 2011 11:55".

After clicking on Forgot Password, enter the following:

1. PAN and
2. any one detail from the following:
 - a. **Email id:** An email containing the new password would be sent to email address provided for the respective member id.
 - b. **Mobile No:** An message containing the new password would be sent to mobile number provided for the respective member id.

- e-Voting User Manual for Security Holders to vote
- c. **Bank Account Number or DOB or Date of Inc:** The user would be able to self generate a new the password on the screen.

Please note if any of the details viz, Email id or Mobile No. has not been provided in the information uploaded by the Company / RTA then user would be unable to enter details in those respective fields.

After entering the details click on Submit. Users using the option of entering the Bank Details and / or the DOB or Date of Incorporation would see the screen given below.



Click on OK you will be directed to the change password screen as shown below. Enter the New Password of your choice and confirm the same.

