

# User Manual on e-Voting system

CDSL eVoting System

Central Depository Services (India) Ltd. [IN] | <https://www.evotingindia.com/homepage.jsp>

**eVoting** Skip to Navigation / Skip to Main Content  
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### Purpose of [www.evotingindia.com](http://www.evotingindia.com)

- To eliminate paper in the voting process. This involves sending of notices and ballot papers and receiving the said ballot votes.
- Facilitate electronic voting on resolutions of companies in a fair and transparent manner for all classes of security/stakeholders.
- Enable security holders to vote at a time and place of their convenience.
- Eliminate postal and other natural delays which cause a hindrance to postal ballot.
- Increase shareholder participation in shareholder meetings.

The e-Voting platform aims to improve transparency and Corporate Governance standards and also helps in reducing the administrative cost associated with Postal Ballot while facilitating declaration of results immediately after the close of the voting. Additionally investors are also benefited where they can cast their votes on till last day from the comfort of their home / office, while eliminating the chances of their votes being declared invalid

The site will not be accessible between 00:00 hrs to 00:30 hrs , due to regular maintenance activity.

#### e-Votings schedule

- Current e-Votings
- Future e-Votings
- Notices - Results

#### Shareholders / Members

#### Custodian / Corporate Shareholder

#### Issuer / RTA

#### Scrutinizer

#### News & Events

**What's New?**

- CDSL e-Voting website is STQC certified.

CDSL CVL Copyright Policy Hyperlink Policy Privacy Policy Best viewed in IE 10 & above. Resolution 1024 x 768 pixels or higher. Site Last Updated on : August 17, 2017

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Start [Taskbar icons] 11:12 AM 15-Nov-2017

# **For Corporate Shareholder Voting**

**Users referring to this manual are requested to note that the purpose of this manual is only to facilitate registration and voting by Corporate Shareholders intending to vote on resolutions of companies in which they have a shareholding. A detailed user manual describing the features of the e-Voting system is available under the User Manual for Custodians and Corporate Shareholders to understand all the features in the e-Voting system.**

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# 1. Registration on e-Voting website

Type the following address in the address bar [www.evotingindia.com](http://www.evotingindia.com) and click Enter.

CDSL eVoting System

Central Depository Services (India) Ltd. [IN] | <https://www.evotingindia.com/homepage.jsp>

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**e-Votings schedule**

Current e-Votings Future e-Votings Notices - Results

Shareholders / Members  
Custodian / Corporate Shareholder  
Issuer / RTA  
Scrutinizer

**News & Events**

**What's New?**

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CDSL CVL Copyright Policy Hyperlink Policy Privacy Policy Best viewed in IE 10 & above. Resolution 1024 x 768 pixels or higher. Site Last Updated on : August 17, 2017

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Start [Taskbar icons] 10:54 AM 15-Nov-2017

Click on Registration the following screen would be displayed.

The screenshot shows a web browser window with the URL <https://www.evotingindia.com/registerEntity.jsp>. The page features the 'Voting' logo on the left and the 'CDSL' logo on the right. A navigation menu includes 'Home', 'About Us', 'Group Sites', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. Below the menu is a search bar and a 'Skip to main content' link.

The main heading is 'Register Entity'. Below it, a message states: 'Please enter following details for Entity Registration.'

The 'Type of Registration' section includes radio buttons for:
 

- Issuer Company
- RTA
- Scrutinizer
- Custodian
- Corporate Shareholders

The 'Details of the Entity / Company' section contains the following form fields:

Name of the Entity		
PAN		
Reg. No / CIN		
Registered Office Address	Line 1	
	Line 2	
	Line 3	
	City/Town	
	Pin code	
	State	
	Country	
Is correspondence address the same as the Registered Office address		<input type="checkbox"/>
Correspondence Address	Line 1	
	Line 2	
	Line 3	
	City/Town	
	Pin code	
	State	
	Country	

The 'Details of Company Secretary / Contact Person' section contains the following form fields:

Name		
Email id		
Alternate Email id		
Telephone No		

The Windows taskbar at the bottom shows the Start button, taskbar icons for various applications, and a system tray with the date and time: 10:55 AM, 15-Nov-2017.

Put a tick in the box named Corporate Shareholders and fill in all the details. Click on Submit. The following screen would be displayed.

Click on Continue and print the page which is displayed. The following screen would be displayed.

clauses enclosed in the agreement executed and provide my /our consent by attesting the same. We agree to automatic updation of the details provided at the time of registration with those in the Central Depository Accounting System if available. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am/we are aware that I/we may be held liable for it.

For TEST CORPORATE SHAREHOLDER

Designated / Whole Time Director(s) / Company Secretary to sign here	Seal / Stamp of the Entity
--	----------------------------

Place:	Date:	DD	Month	Year
--------	-------	----	-------	------

For Office Use Only				
Date of Receipt				
Verified By		Date:	DD	Month
Remarks (if any)				
Accepted	Rejected	Archival Details		

[Back](#) | [Print](#) | [View as PDF](#)

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 Site Last Updated on : July 17, 2012 12:39:00

[- Larger Font](#) | [- Smaller Font](#)

Go towards the bottom of the page and click on Print or View as PDF. Print the document and affix the sign and stamp on the form. The scanned image of the document should then be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

**Please note that once the registration has been confirmed by CDSL, the same registration has to be used for any future voting of any company and re-registration does not have to be done.**

## 2. Login to e-Voting

Visit [www.evotingindia.com](http://www.evotingindia.com) and Click on Custodian / Corporate Shareholder

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Central Depository Services (India) Ltd. [IN] | <https://www.evotingindia.com/homepage.jsp>

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#### News & Events

What's New?

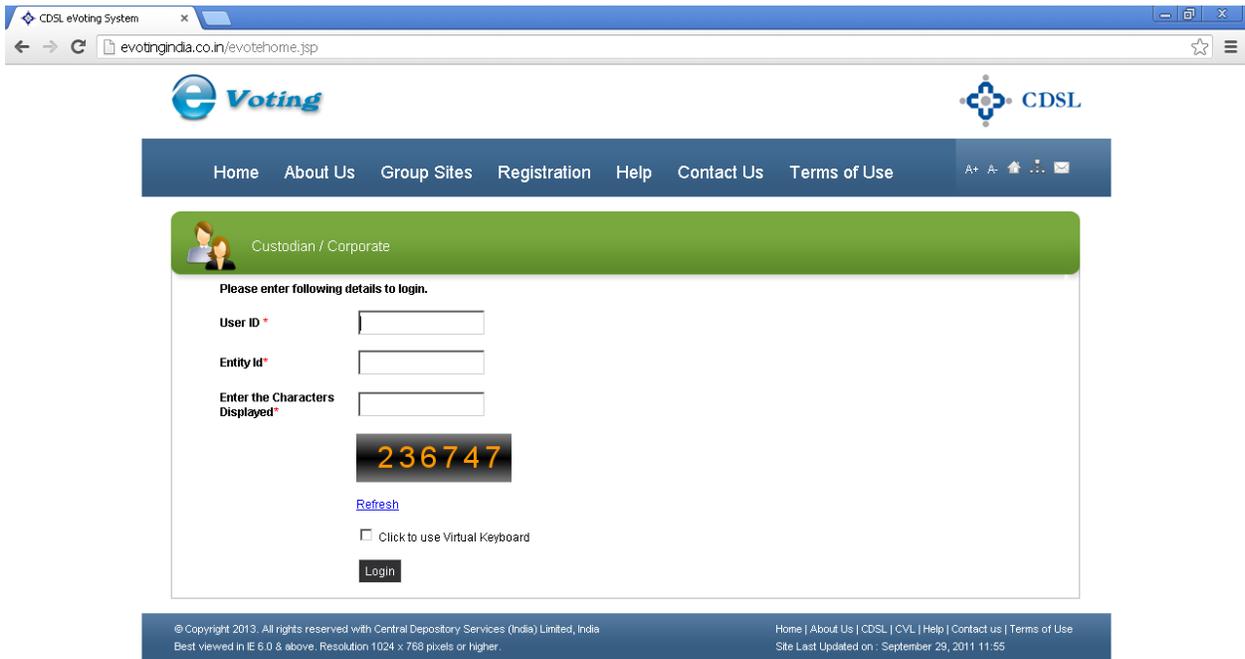
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Start [Taskbar icons] 10:56 AM 15-Nov-2017

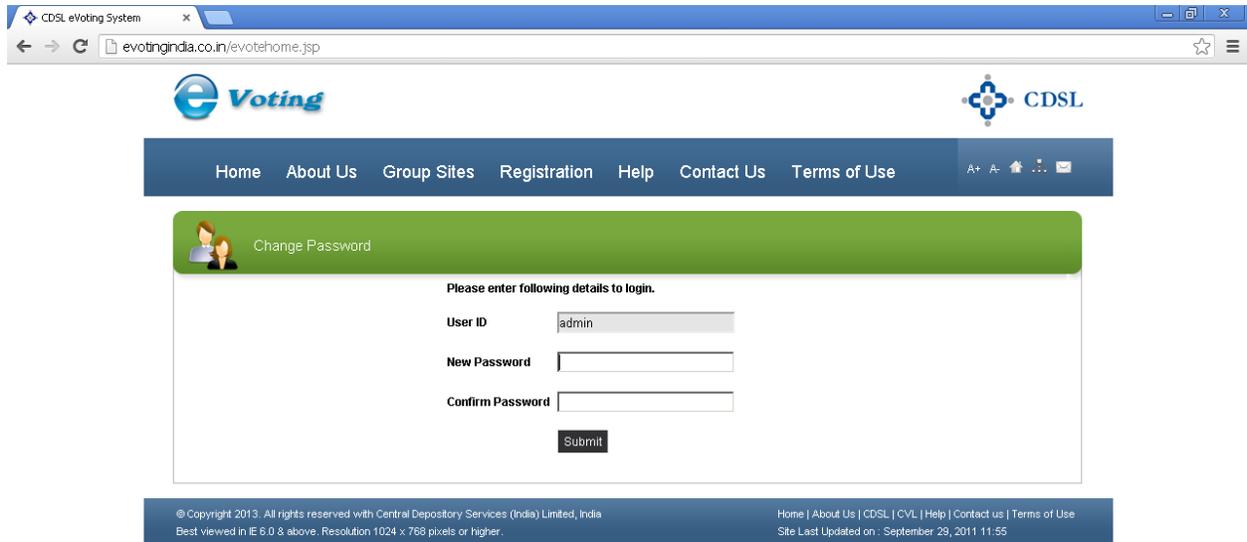
The following screen would be shown.



Now enter the User id, Entity id as received in the email and enter the Characters Displayed. Click on Login. After clicking on Login for the first time the pop-up shown below would be displayed.



Click on OK. The user would be taken to the password entry screen as shown below.



The user has to enter a password of their choice in the New Password and Confirm the Password field. Please note the new password has to be minimum eight characters consisting of one alphabet, one numeric value and a special character. After you change the password the system will re-direct the user to the login page and the user has to re-login with the new password. Please keep a record of the password as it would be used for all future logins.

### 3. Menus for Corporates Admins

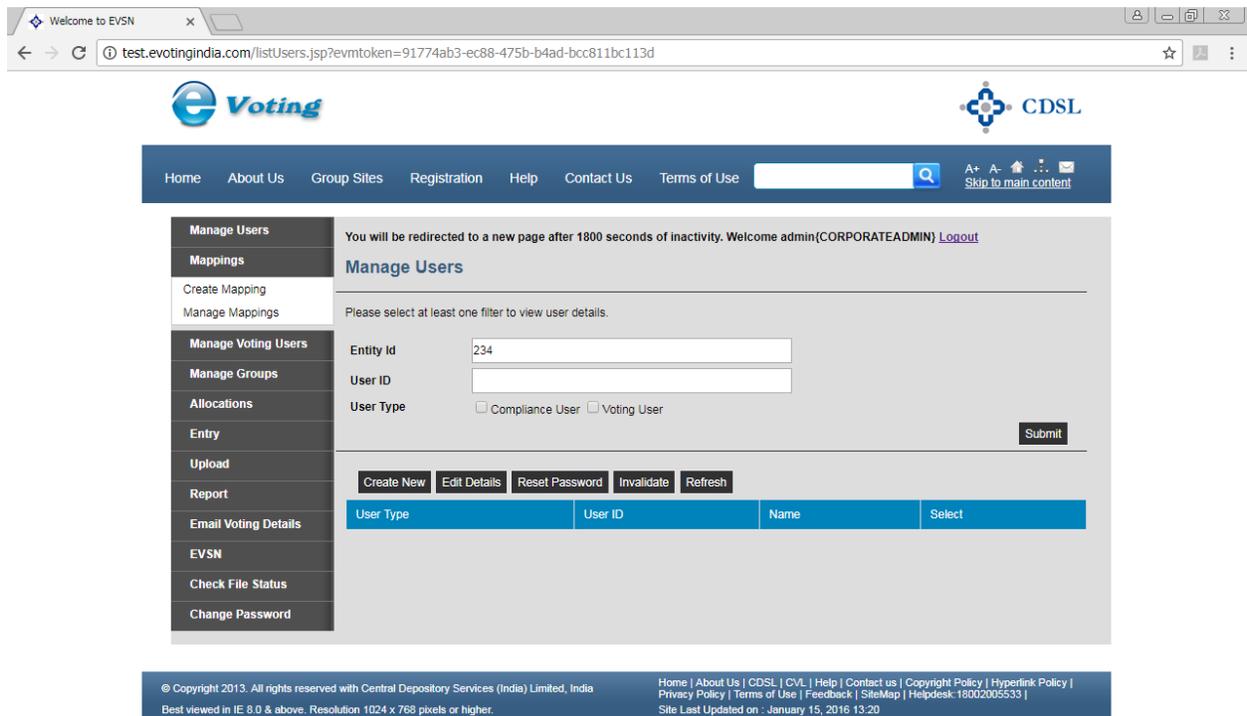
After the user has logged in the following screen would be displayed to the user.

The screenshot shows a web browser window with the URL `test.evotingindia.com/loginSuccess.jsp?success=Y`. The page features the "eVoting" logo and the CDSL logo. A navigation bar includes links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use, along with a search bar and a "Skip to main content" link. The main content area is divided into a left sidebar menu and a main panel. The sidebar menu includes: Manage Users, Mappings (with sub-items: Create Mapping, Manage Mappings), Manage Voting Users, Manage Groups, Allocations, Entry, Upload, Report, Email Voting Details, EVSN, Check File Status, and Change Password. The main panel displays a welcome message: "Welcome to Electronic Voting System" and a notification: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(CORPORATEADMIN) Logout". Below the main content, a footer contains copyright information for 2013 and a list of links including Home, About Us, CDSL, CVL, Help, Contact us, Copyright Policy, Hypertlink Policy, Privacy Policy, Terms of Use, Feedback, SiteMap, and Helpdesk:18002005533. The system tray at the bottom shows the Start button, taskbar icons for various applications, and a system clock displaying 10:57 AM on 15-Nov-2017.

(i) **Manage Users:** In this menu the Custodian / Corporate Admin can do the following functions:

1. Create New users,
2. Edit Details of Users already created,
3. Reset Password of Users created in case the password has been forgotten and
4. Invalidate a user created by them.

After clicking on Manage Users the following screen would be shown.



The admin can create the following types of users

- (i) Compliance User and
- (ii) Voting User.

The login details will be sent on the email ID provided at the time of user creation.

**Compliance Users:** This user type has the Voting as well as rights to link demat accounts and also upload the Board Resolution of the entity. The user has rights to assign the voting rights to the Voting Users, who can only vote if the rights are assigned to them .

**Voting Users:** The Voting User can cast a vote on any account only if the user has been allocated a specific demat account or EVSN by the Compliance user. This user type can only act as a voting user and does not have the rights to upload mappings and the Board Resolution.

(a) **Create Users:** After logging in click on Create New. The following screen would be displayed.

Welcome to EVSN

test.evotingindia.com/createUsers.jsp

Voting CDSL

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

Manage Users

Mappings

Create Mapping

Manage Mappings

Manage Voting Users

Manage Groups

Allocations

Entry

Upload

Report

Email Voting Details

EVSN

Check File Status

Change Password

You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(CORPORATEADMIN) [Logout](#)

### Create Users

Please enter users details. All fields are mandatory and case sensitive.

Entity: AMAZING CORPORATE

User Rights:  Compliance User  Voting User

User ID:

Name:

Email Id:

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Home | About Us | CDSL | CVL | Help | Contact us | Copyright Policy | Hyperlink Policy | Privacy Policy | Terms of Use | Feedback | SiteMap | Helpdesk:18002005533 | Site Last Updated on - January 15, 2016 13:20

Best viewed in IE 8.0 & above. Resolution 1024 x 768 pixels or higher.



Click on the circle stating **Compliance User** and enter the following:

**Userid:** This could be any user id as decided by the company.

**Name:** Enter the name of the user for whom the login id is being assigned.

**Email id:** Enter the email address of the user for whom the login is assigned.

**Please note that once the login is created the login details would be sent to the email address of the user.**

- (i) **Mappings:** This menu permits the entity to link all the member ids (Demat Account Numbers or Folio Numbers of the Body Corporate) which are under its own name. The Mapping is a onetime activity and is not required to be done for future instances of voting, till and until the member id undergoes a change. Click on Create Mapping.

**Create Mapping:** Enter the Member ID (Demat account or Folio Number) which has to be mapped to the Entity Id. User should ensure that POA (Power of Attorney) should not be uploaded while the member id is being mapped. Click on Submit. The following screen would be shown.

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Best viewed in IE 8.0 & above. Resolution 1024 x 768 pixels or higher.

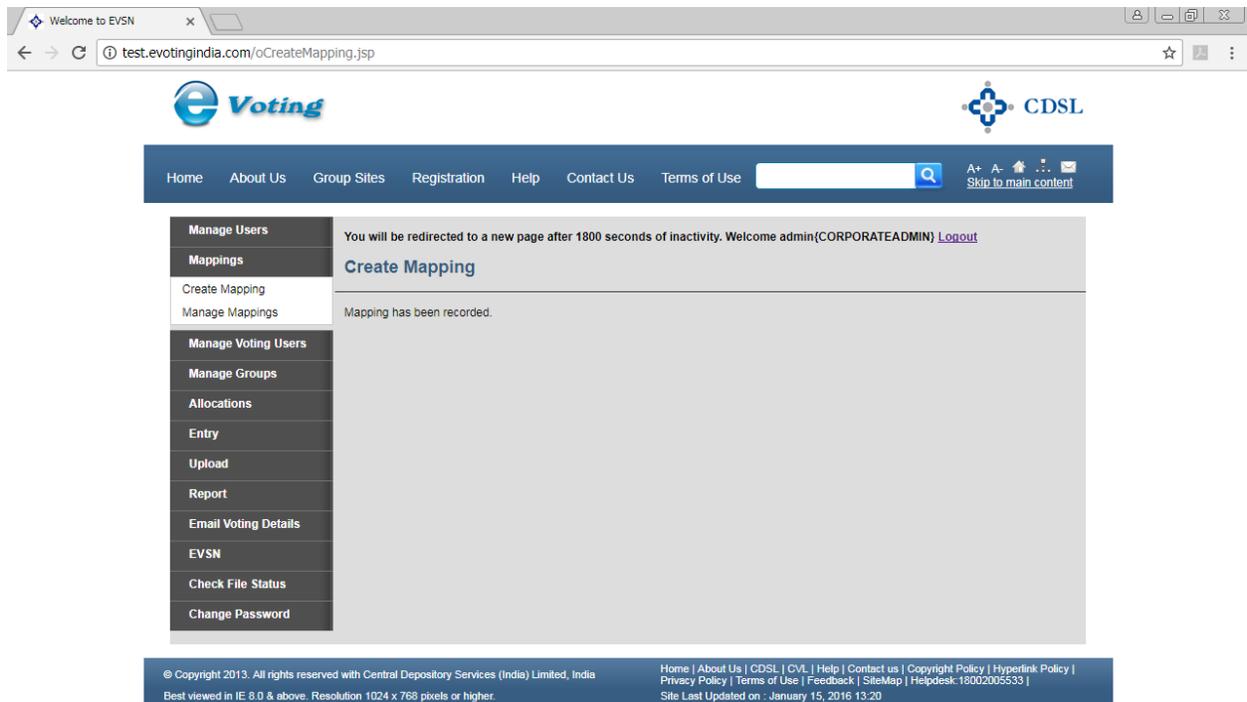
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**Users should note that the POA files should be provided only where the POA is given for the account. Please do not upload the Board Resolution under this link. Click on submit.**

The file name for the POA file should be Member id\_POA.pdf.

After clicking on submit following confirmation screen of mapping has been recorded will be displayed.



The next step is for the user to Upload the Board Resolution for the Corporate entity Authorising the users to vote for and on behalf of the entity.

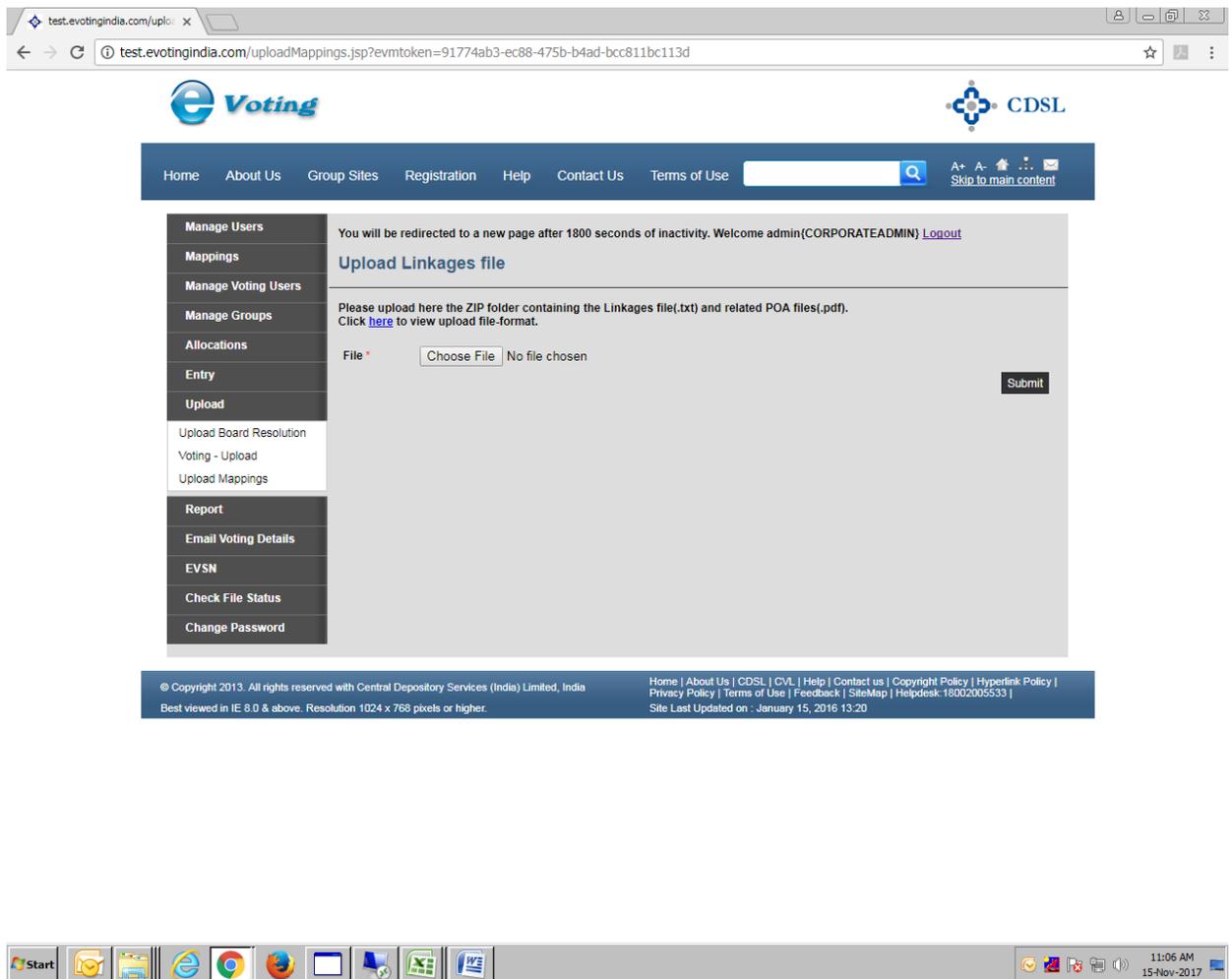
(ii) **Upload:**

(a) **Upload BR File:** The User has to upload the Board Resolution File for the respective entity. Please note without uploading the Board Resolution file, the Corporate Shareholder will not be able to vote for the member ids linked under the entity id. The file naming convention of the BR upload file should be **Entity Id\_BR**.

The screenshot shows a web browser window displaying the EVSN application. The address bar shows the URL: [test.evotingindia.com/uploadBoardResolution.jsp?evmtoken=91774ab3-ec88-475b-b4ad-bcc811bc113d](http://test.evotingindia.com/uploadBoardResolution.jsp?evmtoken=91774ab3-ec88-475b-b4ad-bcc811bc113d). The page header includes the 'Voting' logo and 'CDSL' branding. A navigation menu contains links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left lists various administrative functions such as Manage Users, Mappings, Manage Voting Users, Manage Groups, Allocations, Entry, Upload, Report, Email Voting Details, EVSN, Check File Status, and Change Password. The main content area is titled 'Upload Board Resolution file' and contains a message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(CORPORATEADMIN) Logout'. Below this, it prompts the user to 'Please upload Board Resolution file here' and provides a 'BR File' input field with a 'Choose File' button and the text 'No file chosen'. A note specifies the 'Filename Convention - ENTITYID\_BR.pdf'. A 'Submit' button is located to the right of the input field. A 'Summary of Board Resolution file uploads' table is displayed below the form, showing one entry with a file date of 23/07/15 15:47, a file name of 'Error(s)', and a file status of '234\_BR.pdf'. The footer contains copyright information for Central Depository Services (India) Limited, India, and site details including the last update date of January 15, 2016.

File Date	File Name	File Status
23/07/15 15:47	Error(s)	<a href="#">234_BR.pdf</a>

(b) **Upload Mappings:** The user has the option to do a bulk upload of mappings through the Upload Mappings option. Details for the upload file structure and the method of creating the file are available under the link provided for the file structure. It should be noted that the name of the folder in which the POA files and the index are provided and uploaded and the .zip file should not be changed after compression. If the file name has been changed then the upload would fail.



After upload / entry of the mappings in the system, User have to send the list of member ids proposed for mapping under their entity id to CDSL.

The entity should send an email to the e-Voting Helpdesk on [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) containing the following details for approval of the one-time mapping:

1. Entity Id and Entity Name.
2. Member id proposed for mapping.

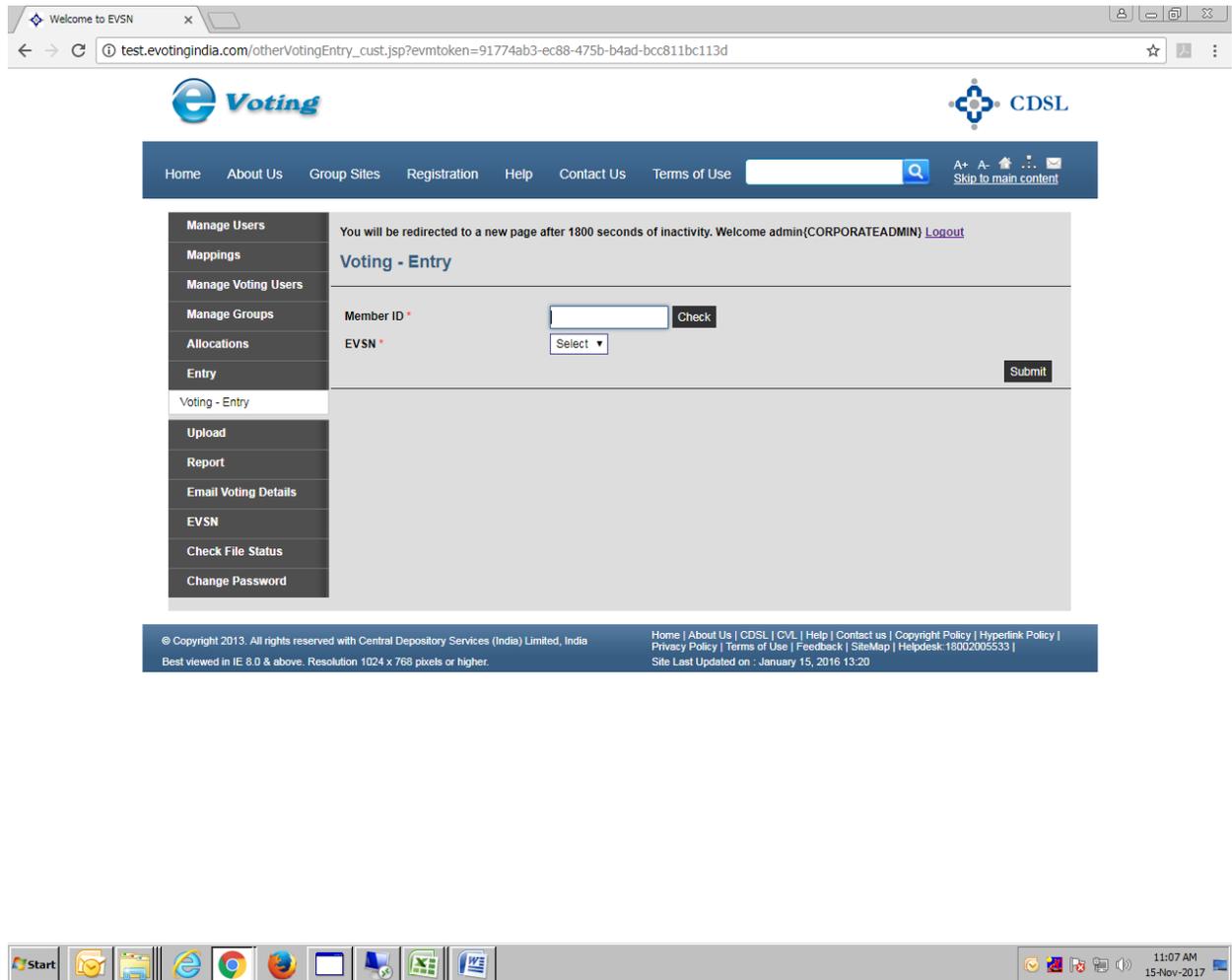
Users should note that the POA files should be provided only where the POA is given for the account and not upload the Board Resolution under this link, else no file should be selected and the user should click on Submit.

After receipt of confirmation from CDSL of the mapping being approved, the user has to click on Entry - Voting Entry.

(iii) **Entry:**

(a) **Voting – Entry:** In order to enter votes received the user should click on Voting - Entry.

The following screen would be displayed.



Enter the Member ID and click on Check. The EVSNs for which the member id is eligible to vote would be shown in the drop down next to EVSN.

Select the relevant EVSN from the drop down menu provided click on Submit. After clicking on Submit the following screen would be displayed.

The user has to then select the relevant options and then click on the Submit.

Once OK has been clicked a confirmation message as given below.



It should be noted that the user can login any number of times and vote for the same Member ID for the remaining resolutions till voting has been done on all resolutions for that Member ID or till completion of the voting period whichever is earlier.

(b) **Voting – Upload:** The user has the option to do a bulk upload of votes received, then the user can also do so through the Voting - Upload option. Click on Voting – Upload. The following screen will be displayed. Upload the file as per format available under the file format link and click on submit.

The screenshot shows a web browser window with the URL `test.evotingindia.com/otherVotingUpload_cust.jsp?evmtoken=91774ab3-ec88-475b-b4ad-bcc811bc113d`. The page features the 'Voting' 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. A search bar and a 'Skip to main content' link are also present. The main content area is titled 'Voting - Upload' and contains a message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(CORPORATEADMIN) Logout'. Below this, there is a section for uploading a file, with the text 'Upload Other Voting Details File here. Click [here](#) to view upload file-format.' and a file selection area labeled 'Voting Details File \*' with a 'Choose File' button and 'No file chosen' text. A 'Submit' button is located at the bottom right of this section. A left-hand sidebar menu lists various administrative options: Manage Users, Mappings, Manage Voting Users, Manage Groups, Allocations, Entry, Upload, Upload Board Resolution, Voting - Upload, Upload Mappings, Report, Email Voting Details, EVSN, Check File Status, and Change Password. The footer contains copyright information for 2013, contact details, and a site update date of January 15, 2016. The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 11:10 AM and date 15-Nov-2017.

(iv) **Report:**

(a) **Voting Report:** The user can obtain a voting report as per the options provided below:

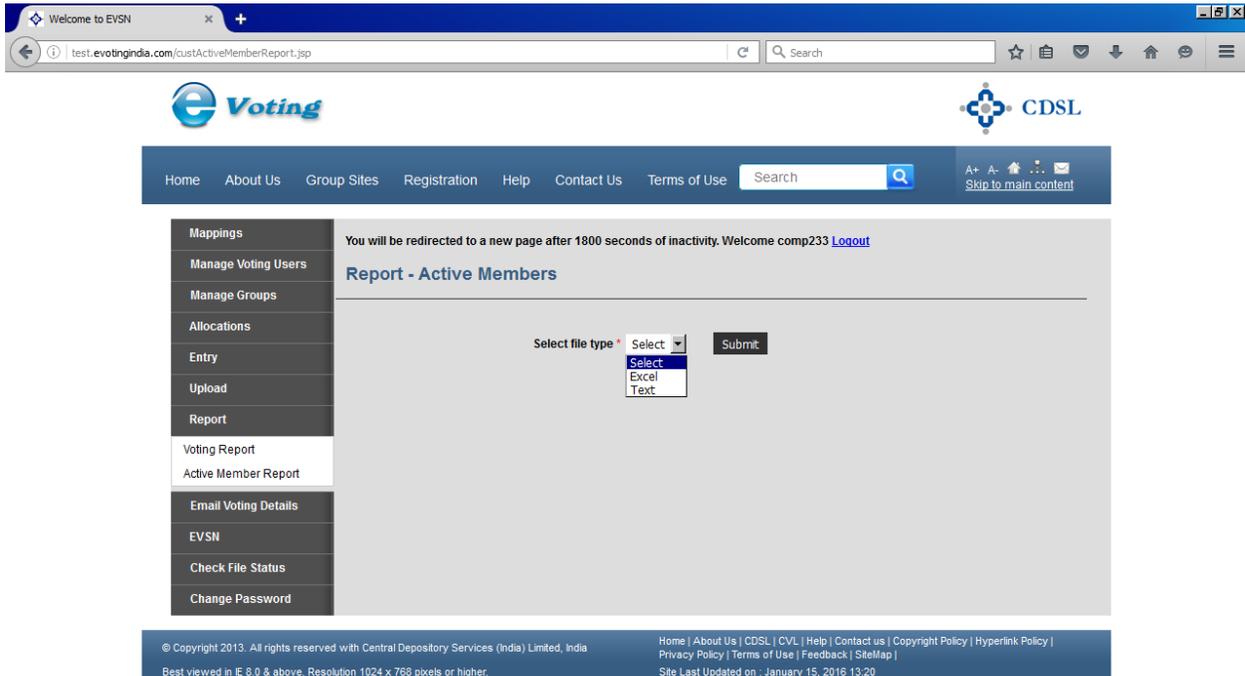
- a. **EVSN Status:** The user can download a report based on the status of the EVSN which is the Active or Closed status and this will include all the member ids which have voted across all the EVSN(s) under that status.
- b. **Period:** The user can specify the period between which the voting was done and obtain a report for the voting of all member ids during the period specified. The user will have to mention the From and To date for the generation of the report.
- c. **EVSN:** The user can download a report for a specific EVSN or according to date range.

Click on Generate Report to download and obtain the report.

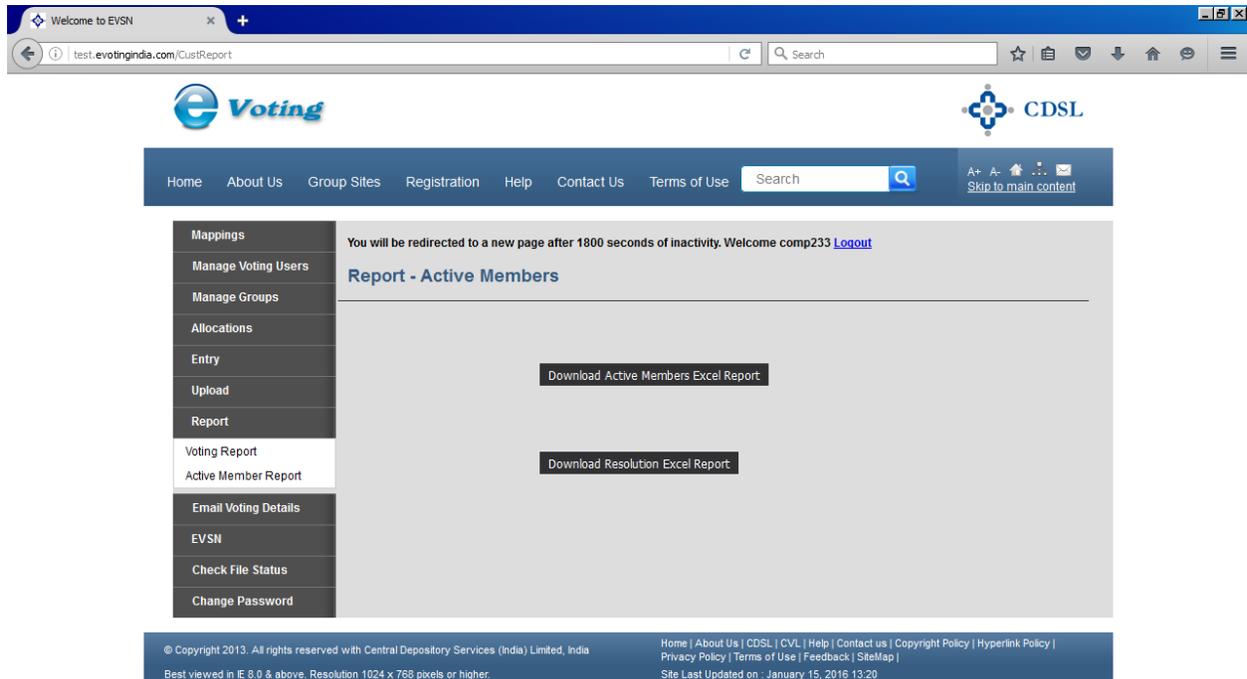
The screenshot shows a web browser window with the URL `test.evotingindia.com/selectEvsnCust.jsp?evmtoken=91774ab3-ec88-475b-b4ad-bcc811bc113d`. The page features the 'eVoting' logo and the CDSL logo. A navigation menu includes Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left lists various administrative functions: Manage Users, Mappings, Manage Voting Users, Manage Groups, Allocations, Entry, Upload, Report, Voting Report, Active Member Report, Email Voting Details, EVSN, Check File Status, and Change Password. The main content area is titled 'Report - Online Voting' and contains a form with the following fields: Report Type (radio buttons for EVSN Status, Period, EVSN), EVSN Status (radio buttons for Active, Closed), Period (From and To date pickers), and EVSN (a dropdown menu). A 'Generate Report' button is located at the bottom right of the form. At the top of the main content area, a message states: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(CORPORATEADMIN) Logout'. The footer contains copyright information for Central Depository Services (India) Limited, India, and a site last updated date of January 15, 2016.



(b) **Active Member Report:** The user can obtain a holding report and other details in this menu. Click on Active Member Report below screen will be displayed.



Select Excel or Text in which format you want the report. As per your selection below screen will be displayed



**Clicking on Download Active Members:** Report will give you the data EVSN, EVSN TYPE, ISIN, MEMBER ID, MEMBER NAME, NO OF SHARES, HOLDING DATE, START DATE / TIME, END DATE / TIME AND NO OF RESOL for the members which are mapped by you and approved by CDSL and who are eligible for Voting for EVSNs whose voting are ongoing.

**Clicking on Download Resolution:** Report will give you the EVSN, RESOL NO AND RESOL DESCRIPTION for the EVSNs whose data has come in Download Active Members List.

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