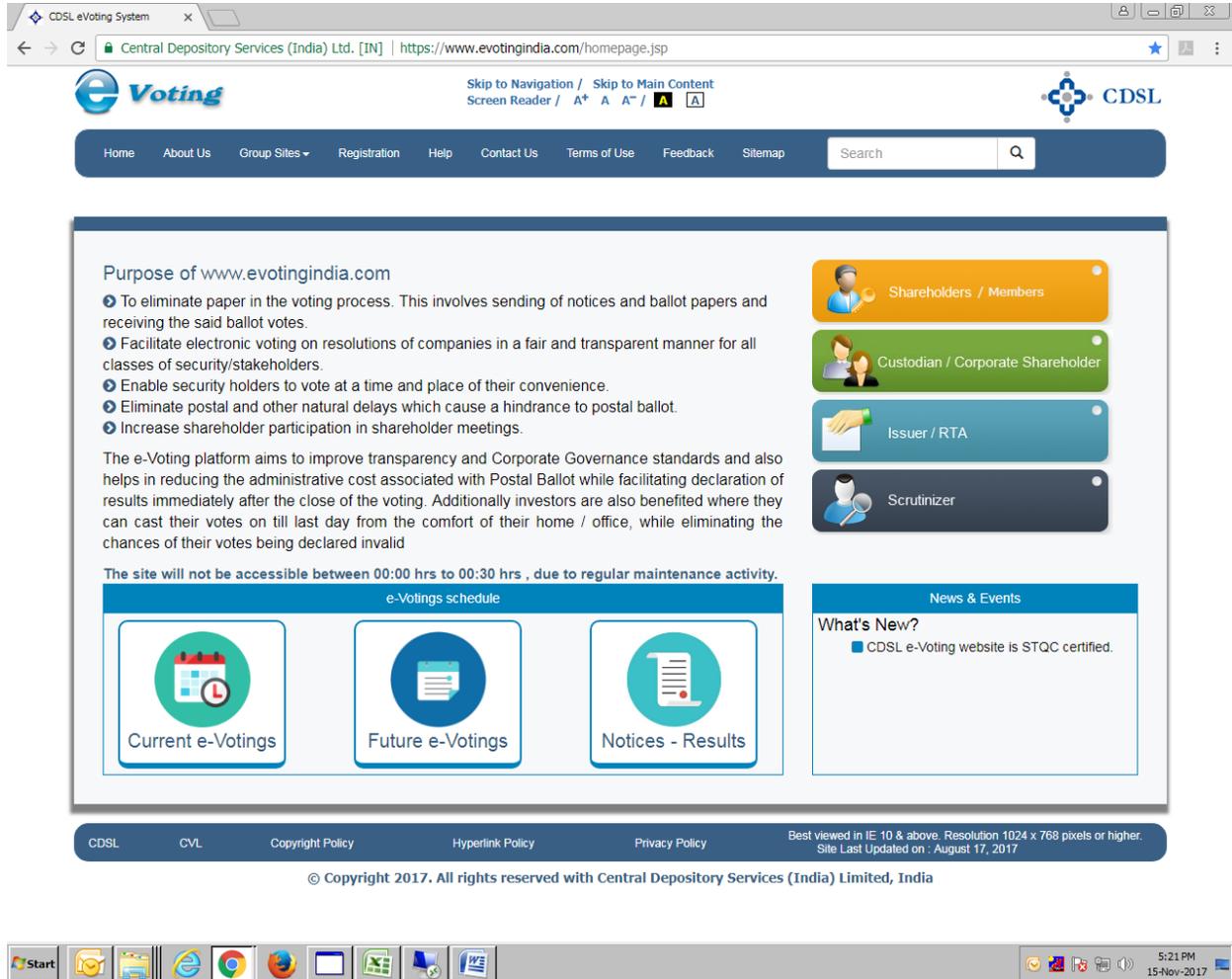


# User Manual on e-Voting system



## For Custodians / Corporate Shareholders

**Note: Admin User of Corporate Shareholders will have all the menus and Functions of Admin user as well as Compliance user.**

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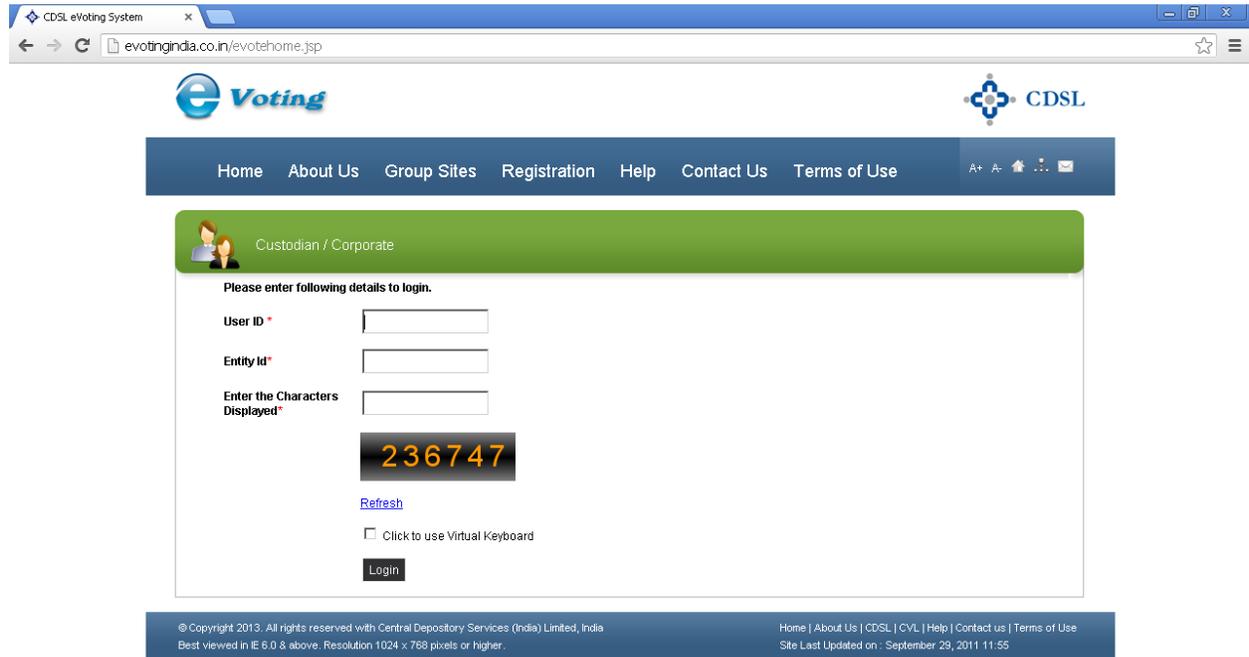
## 1. Login to e-Voting

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

The screenshot displays the CDSL e-Voting System homepage. At the top, the browser address bar shows the URL <https://www.evotingindia.com/homepage.jsp>. The page header includes the CDSL e-Voting logo and navigation links such as Home, About Us, Group Sites, Registration, Help, Contact Us, Terms of Use, Feedback, and Sitemap. A search bar is also present. The main content area is divided into several sections: a 'Purpose of www.evotingindia.com' section with five bullet points detailing the platform's goals; a list of user roles including Shareholders / Members, Custodian / Corporate Shareholder, Issuer / RTA, and Scrutinizer; and an 'e-Votings schedule' section with three icons for Current e-Votings, Future e-Votings, and Notices - Results. A 'News & Events' section mentions that the CDSL e-Voting website is STQC certified. The footer contains copyright information for 2017 and technical specifications like 'Best viewed in IE 10 & above. Resolution 1024 x 768 pixels or higher.' The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:21 PM on 15-Nov-2017.

## e-Voting User Manual for Custodians / Corporates

Click on Custodian / Corporate Shareholder. The following screen would be shown.



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 "Home", "About Us", "Group Sites", "Registration", "Help", "Contact Us", and "Terms of Use". Below the menu is a green header for "Custodian / Corporate". The main content area contains a login form with the following fields and elements:

- Please enter following details to login.**
- User ID \*** (text input field)
- Entity Id \*** (text input field)
- Enter the Characters Displayed \*** (text input field)
- A CAPTCHA image showing the number **236747**.
- A **Refresh** link.
- An unchecked checkbox labeled **Click to use Virtual Keyboard**.
- A **Login** button.

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." and navigation links: "Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use. Site Last Updated on : September 29, 2011 11:55".

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.

## e-Voting User Manual for Custodians / Corporates

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 "Change Password" and contains a form with the following fields and instructions:

Please enter following details to login.

User ID

New Password

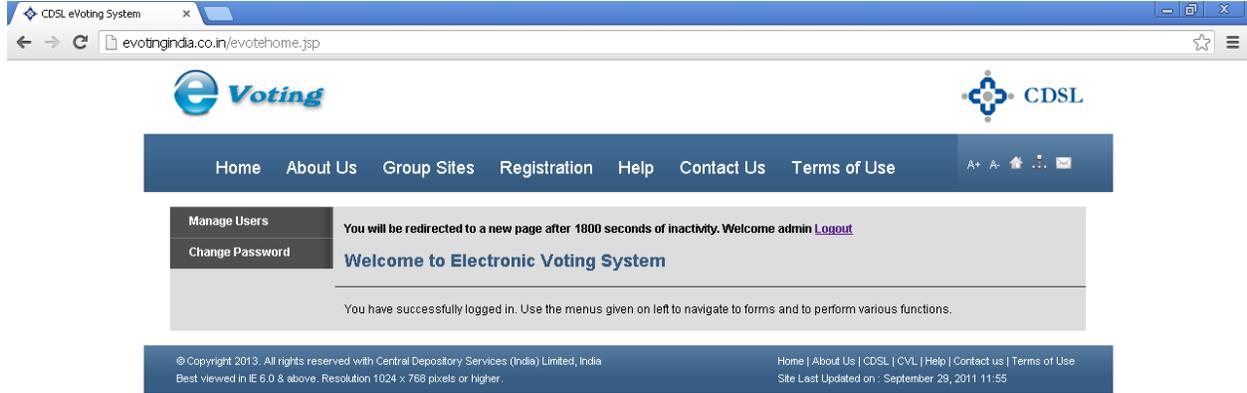
Confirm Password

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 navigation links: "Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use. Site Last Updated on - September 29, 2011 11:55".

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 you to login again with the new password. Please record and memorise the password as the same would have to be used for all future logins.

## 2. Menus for Custodians / Corporates Admins

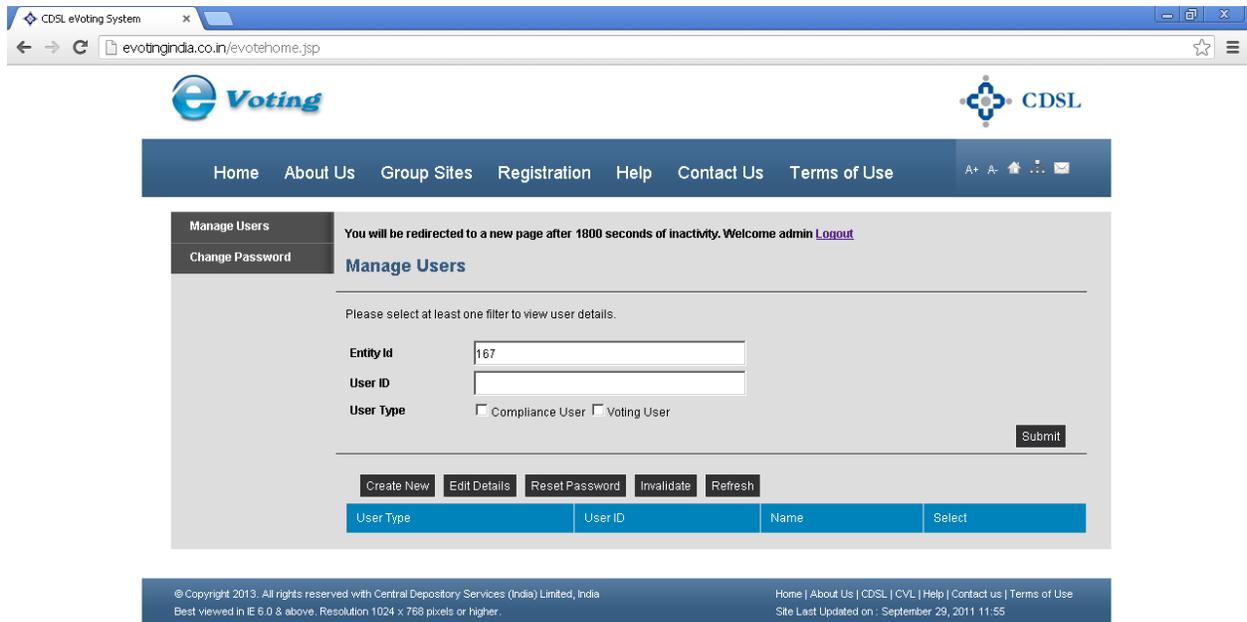
After the user has logged in the following screen would be displayed to the user.



(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.



evotingindia.co.in/listUsers.jsp

The admin can create the following types of users

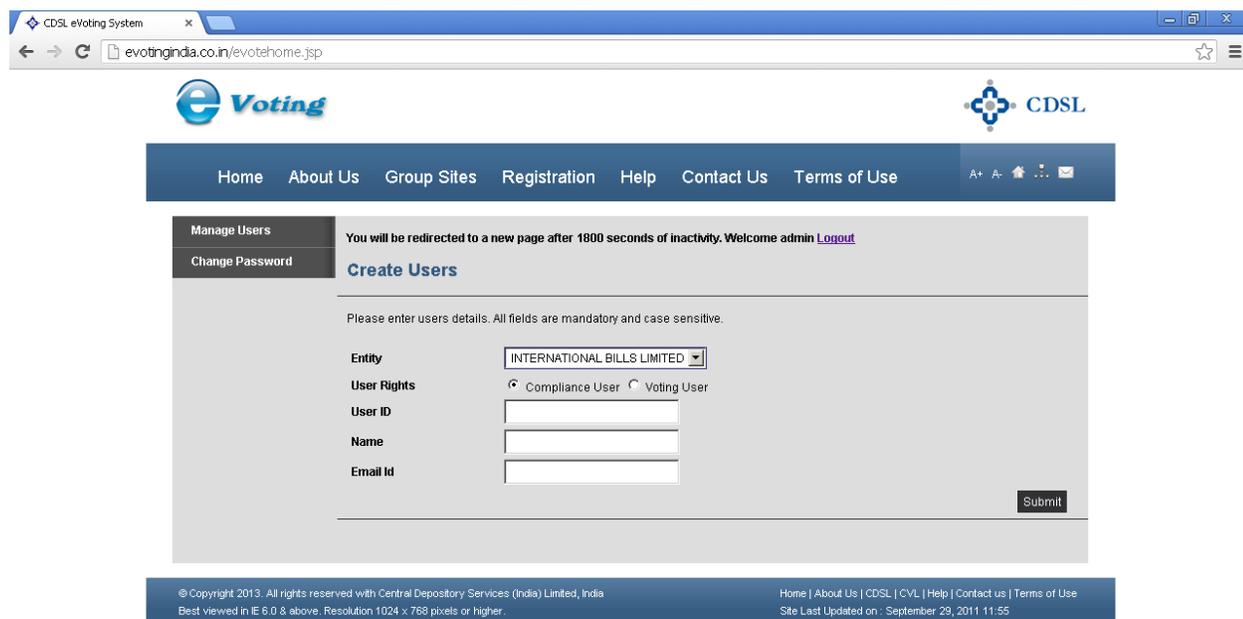
- (i) Compliance User and
- (ii) Voting User.

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

**Compliance Users:** This user type has the rights to create linkages and also upload the Board Resolution of the entity. The user has rights to assign the voting rights to the Voting Users as the Voting Users can only vote if the rights are assigned to the users.

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

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



The screenshot shows a web browser window with the URL `evotingindia.co.in/evotehome.jsp`. The page features the CDSL eVoting logo and a navigation menu with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains 'Manage Users' and 'Change Password' options. The main content area is titled 'Create Users' and includes a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin Logout'. Below this, a message states: 'Please enter users details. All fields are mandatory and case sensitive.' The form contains the following fields: 'Entity' (a dropdown menu set to 'INTERNATIONAL BILLS LIMITED'), 'User Rights' (radio buttons for 'Compliance User' and 'Voting User', with 'Compliance User' selected), 'User ID', 'Name', and 'Email Id' (all text input fields). A 'Submit' button is located at the bottom right of the form. The footer contains copyright information for 2013 and the site last updated date of September 29, 2011.

`evotingindia.co.in/listUsers.jsp`

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 email would be sent to the email address of the user.**

- (ii) **Change Password:** The user can change the password through this menu. Following screen would be displayed. The user would have to relogin with the changed password after changing the password.

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 "Home", "About Us", "Group Sites", "Registration", "Help", "Contact Us", and "Terms of Use". A sidebar on the left contains "Manage Users" and "Change Password" (the latter is selected). The main content area displays a message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this is the "Change Password" section, which includes the instruction "Please change your password." and two input fields: "New Password" and "Confirm Password". A "Submit" button is located at the bottom right of the form. The footer contains copyright information for Central Depository Services (India) Limited, India, and the site last updated on September 23, 2011.

### 3. Menus for Compliance User

The screenshot displays the e-Voting system interface for a Compliance User. The browser window shows the URL `test.evotingindia.com/loginSuccess.jsp?success=Y`. The page features the e-Voting logo and the CDSL logo. A navigation menu includes Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar menu lists options like Mappings, Manage Voting Users, and Manage Groups. The main content area displays a welcome message and a list of menu items.

**Mappings**

- Create Mapping
- Manage Mappings

**Manage Voting Users**

- Manage Groups
- Allocations
- Entry
- Upload
- Report
- Email Voting Details
- EVSN
- Check File Status
- Change Password

**Welcome to Electronic Voting System**

You will be redirected to a new page after 1800 seconds of inactivity. Welcome comp233(CUSTCOMPLUSER) [Logout](#)

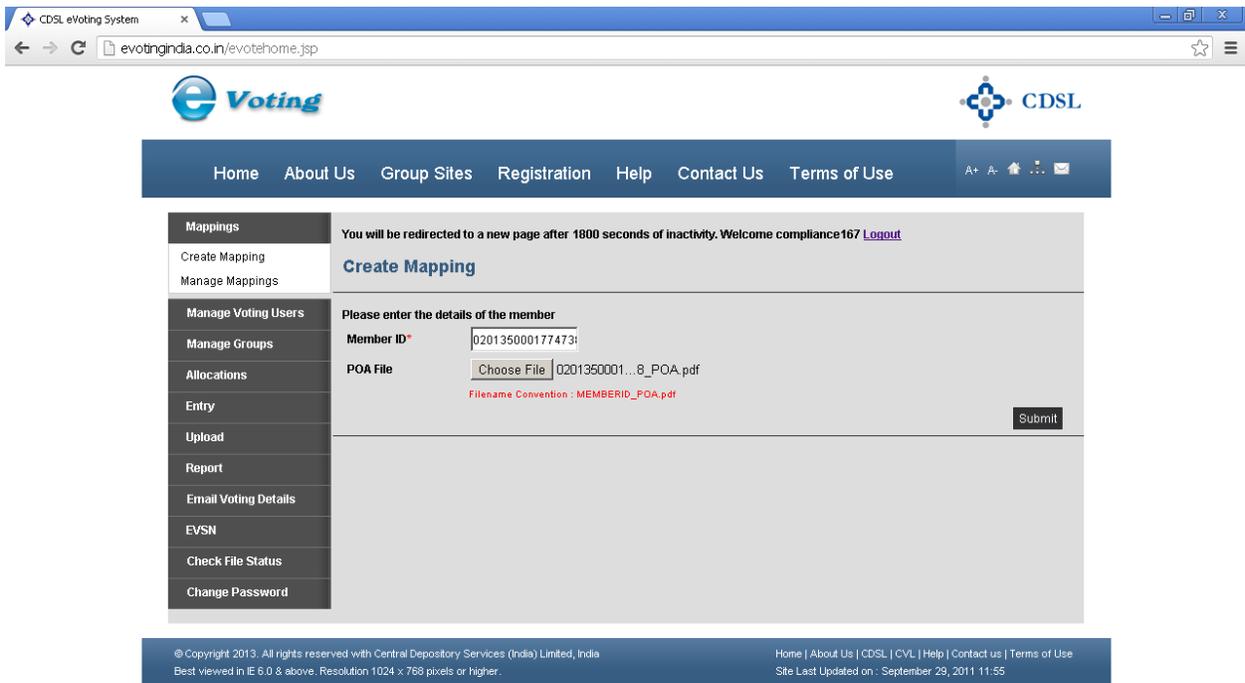
You have successfully logged in. Use the menus given on left to navigate to forms and to perform various functions.

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

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

(i) **Mappings:** This menu permits the entity to link all the member ids or folio numbers which are serviced by it or under its name. The Mapping is a one time activity and is not required for future votings or instances of voting, till and until the member id undergoes a change.

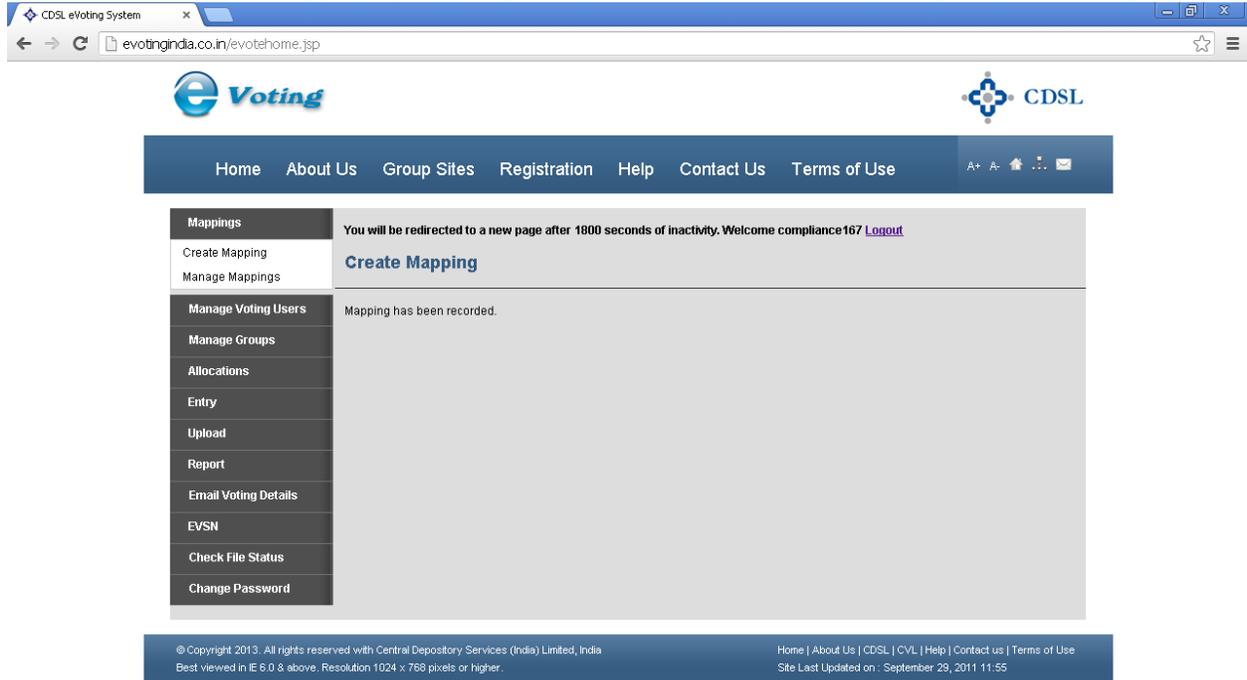
(a) **Create Mapping:** Enter the Member ID (Demat account or Folio Number) which has to be mapped to the Entity Id along with the scanned image of the Power of Attorney (POA) in .pdf format. **Please note that the EVSN or user id should not be mapped under this option.** The POA naming convention should be Member ID\_POA. Click on Browse and select the POA file. Then click on Submit. Screen Shot given below.



For Corporates: Users who have not been given a POA for the member id which is being mapped should note that no POA should be uploaded.

## e-Voting User Manual for Custodians / Corporates

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

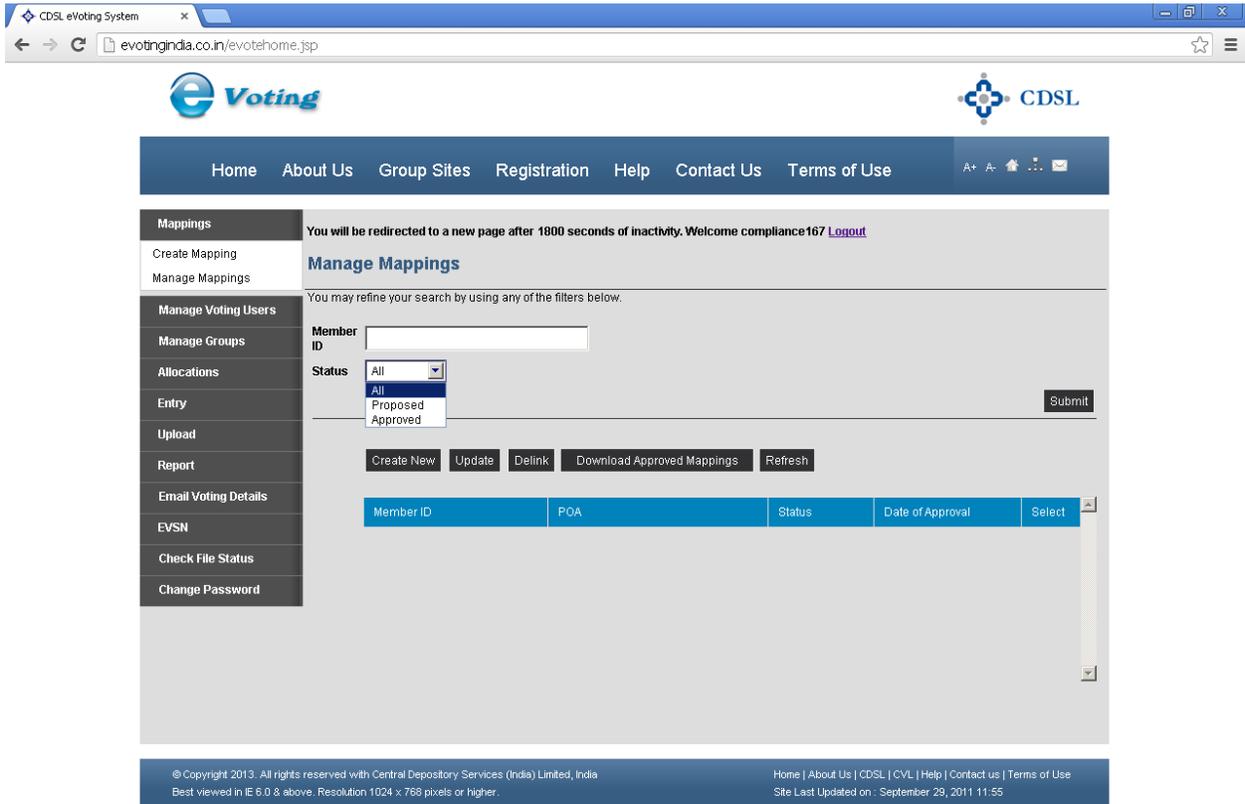


The entity should send an email to the e-Voting Helpdesk on [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) containing the following details for approval of the one-time mapping:

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

**Custodians after upload / entry of the mappings in the system, would have to submit a physical document after sending the scan copy containing the list of member ids proposed for mapping under their login, which should be signed and stamped by their Authorised Signatory, for approval of the mappings by CDSL.**

- (b) **Manage Mappings:** The Compliance User can check which Members IDs entered for mapping are in proposed stage and which are approved by CDSL. The user can also update the Power of Attorney (POA), delink a Member ID permanently after approval and generate a report of Member IDs approved by CDSL under their entity code.



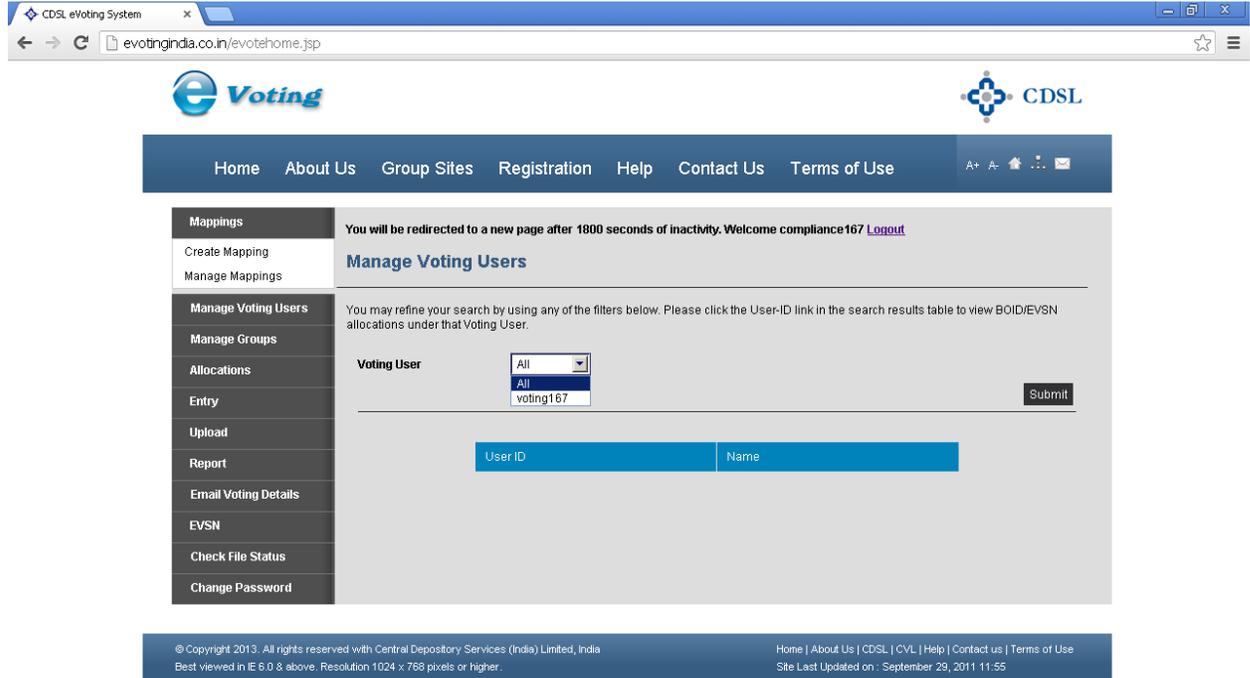
The user has the option to select the account mappings under the following categories:

- a. **Proposed:** These accounts are yet to be approved for mapping and are not available for voting.
- b. **Approved:** These accounts are already approved for the entity and are available for voting.
- c. **All:** both the categories of mappings would be viewed, the Approved accounts would be shown first followed by those in the Proposed status.

**Delink Mappings:** The user has the option to delink the mappings from the member id(s) or folio number(s) mapped to the entity. However, the user would be able to do so only for those which are in the Approved Status.

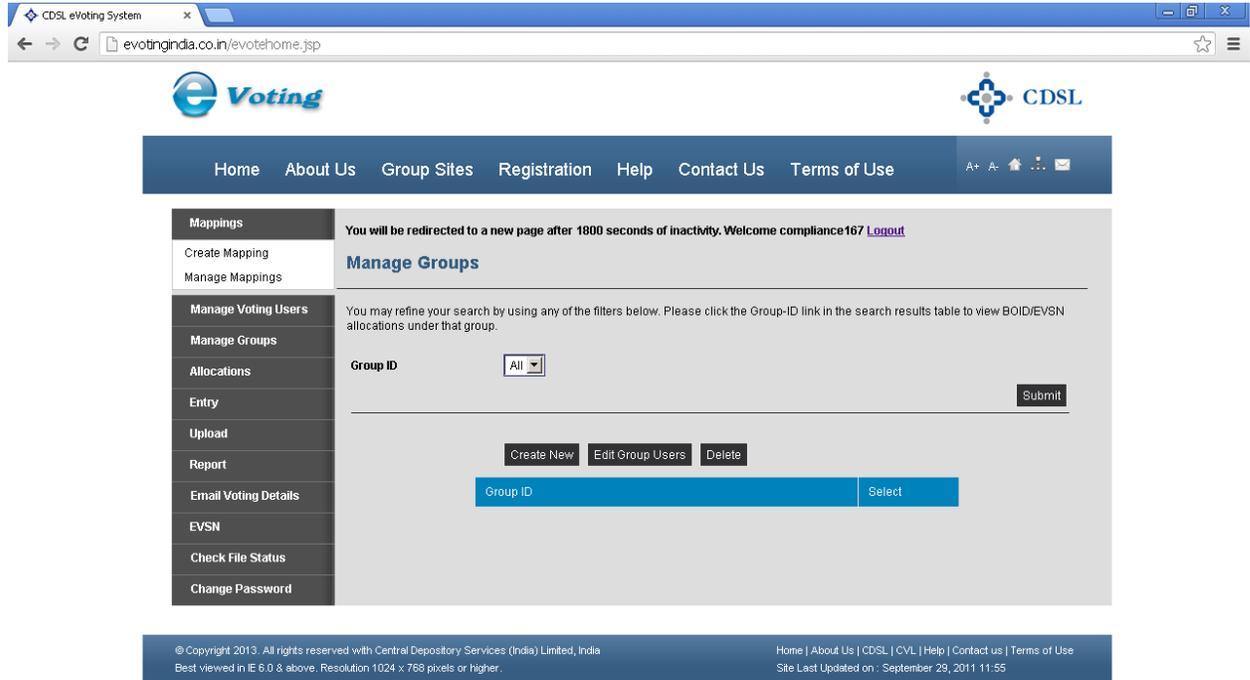
**Download Mappings:** The user has the option to download the mappings for all the member id(s) or folio number(s) mapped under the entity.

(ii) **Manage Voting Users:** The user can manage voting users through this menu.



This option can be used to update the user profile details of a user including the name and email address of the user. However, it should be note that the user id cannot be changed from this option.

(iii) **Manage Groups:** This option enables the Compliance User of the entity to create a group of voting users who have access to the same or multiple accounts. The User can create a group and allocate different voting users to a group & can also edit group users. They can also permanently delete a group.



evotingindia.co.in/listGroups.jsp

**Create Group:** The user has an option to create a group where Voting users would be forming part of the group. It should be note that Compliance users are not available for allocation in a group as they have all the rights for voting and creation.

**Edit Group users:** This option enables the user to change or modify the list of users within a group and can also be used to remove the Voting users from a group.

**Delete Group:** This option is to only delete the group and the allocation to the group in which the Voting Users have been included. However it should be noted that deleting the group will not delete the users forming the part of the group.

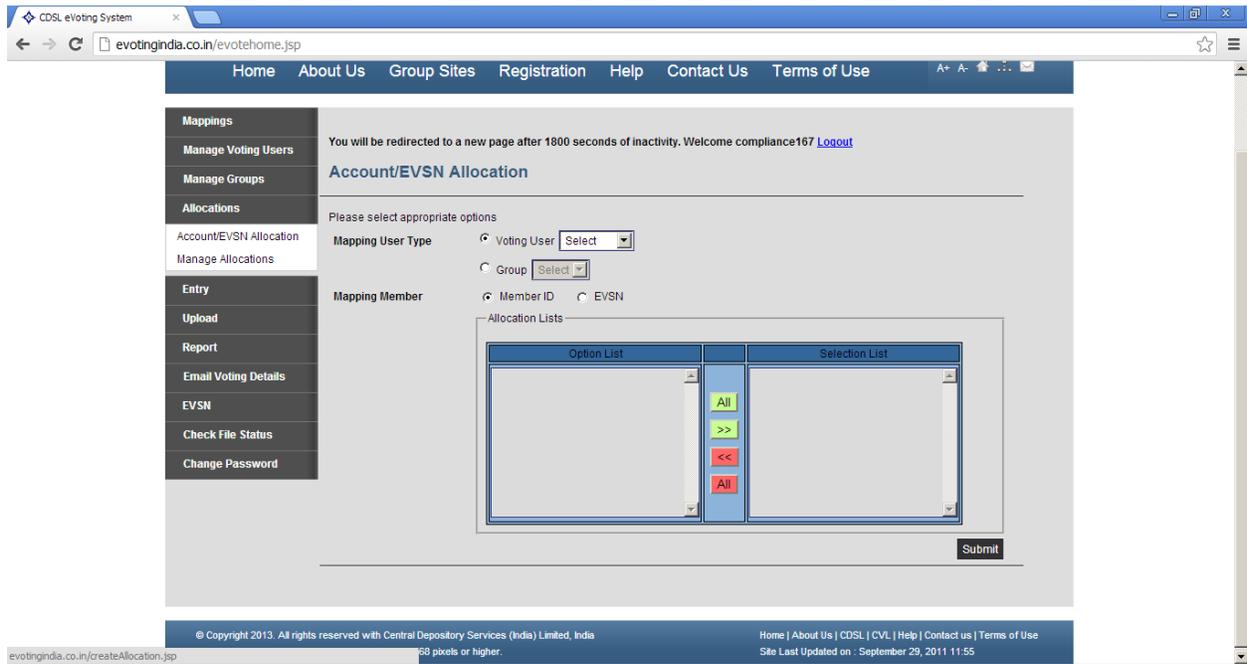
(iv) **Allocations:**

Allocations can be created of the following types of users:

- a. **Voting User:** This permits allocation of member id(s) / folio number(s) to a specific Voting User.
- b. **Group:** This permits allocation of member id(s) / folio number(s) to a group of voting users forming part of the group.

The system then requires to the user to specify the Allocation Type:

- (a) **Account Allocation:** The user can allocate member id(s) or folio number(s) to designated Voting Users or a Group, across any EVSN in which the member id(s) or EVSN(s) are eligible for voting.
- (b) **EVSN Allocation:** The user can allocate EVSN(s) to designated Voting Users or a Group, which permits the user to vote across all member id(s) or folio number(s) eligible for voting in the specified EVSN.



The user should click on the member id from the Option List and move it to the Selection List by clicking on the green arrow. If all the member ids or EVSNs are to be allocated then the user may do so by clicking on All (in green).

## e-Voting User Manual for Custodians / Corporates

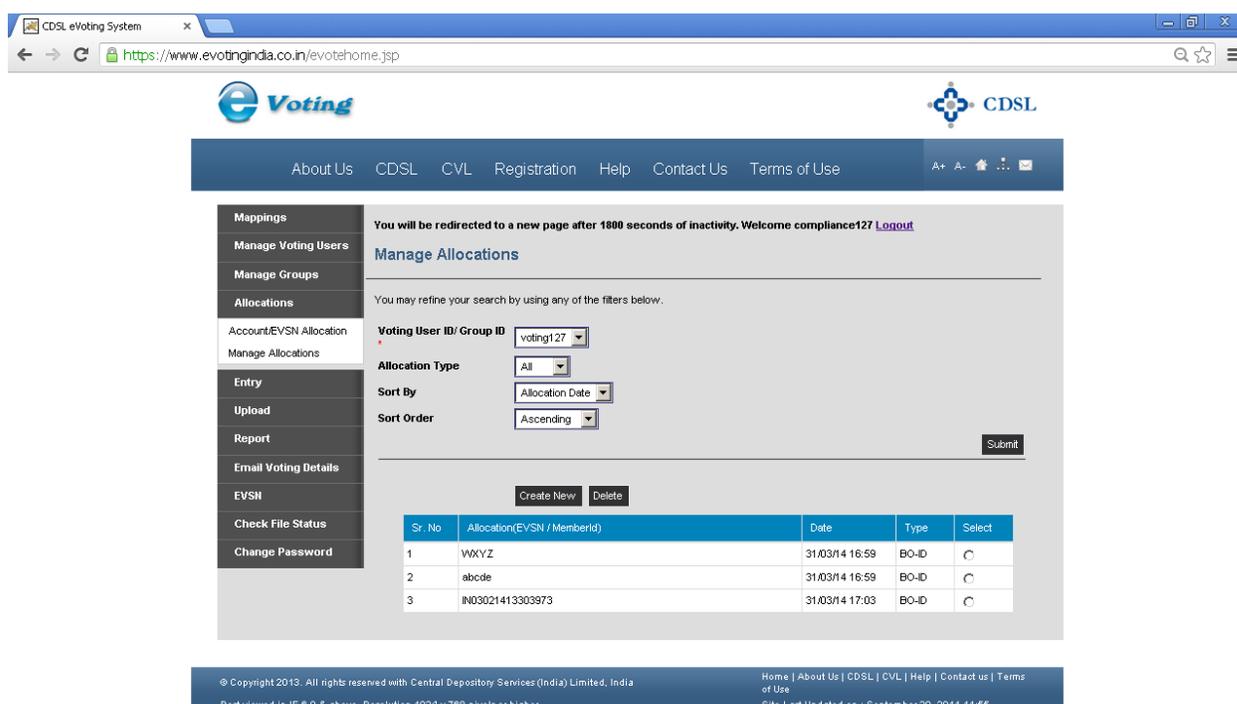
In order to deallocate the user has to use the red arrow or click on All (in red) to remove the allocation.

After allocating the Voting Users or a Group, Members ID(s) or / and EVSN(s) click on Submit following confirmation screen will be displayed. Click OK.



(c) **Manage Allocations:** The user can verify under this menu which Voting User(s) / Group(s) have been allocated to the Members ID(s) / EVSN (s). The user has the option to search for the allocations based on the following:

- a. User type (Voting User or Group Id)
- b. Allocation type (EVSN or Member id)
- c. Sort of the search results (EVSN, Member id or Allocation Date)
- d. Sort Order (Ascending or Descending)

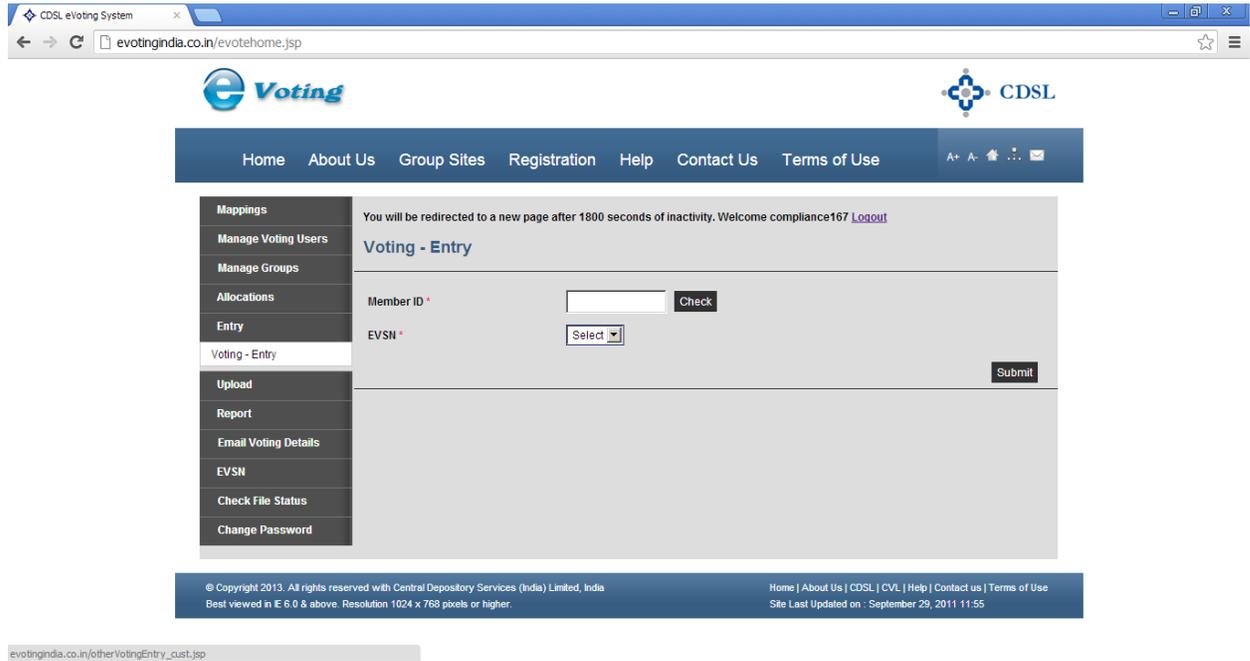


In case the user wishes to create an allocation for a specific Voting User or Group then they may do so by clicking on Create New.

The user has the option to delete any of the allocations to the specific users or groups. The user should select the radio button next to the allocated EVSN or member id and click on Delete.

(v) **Entry:**

(a) **Voting – Entry:** In order to enter votes received the user should click on Voting - Entry.  
The following screen would be displayed.



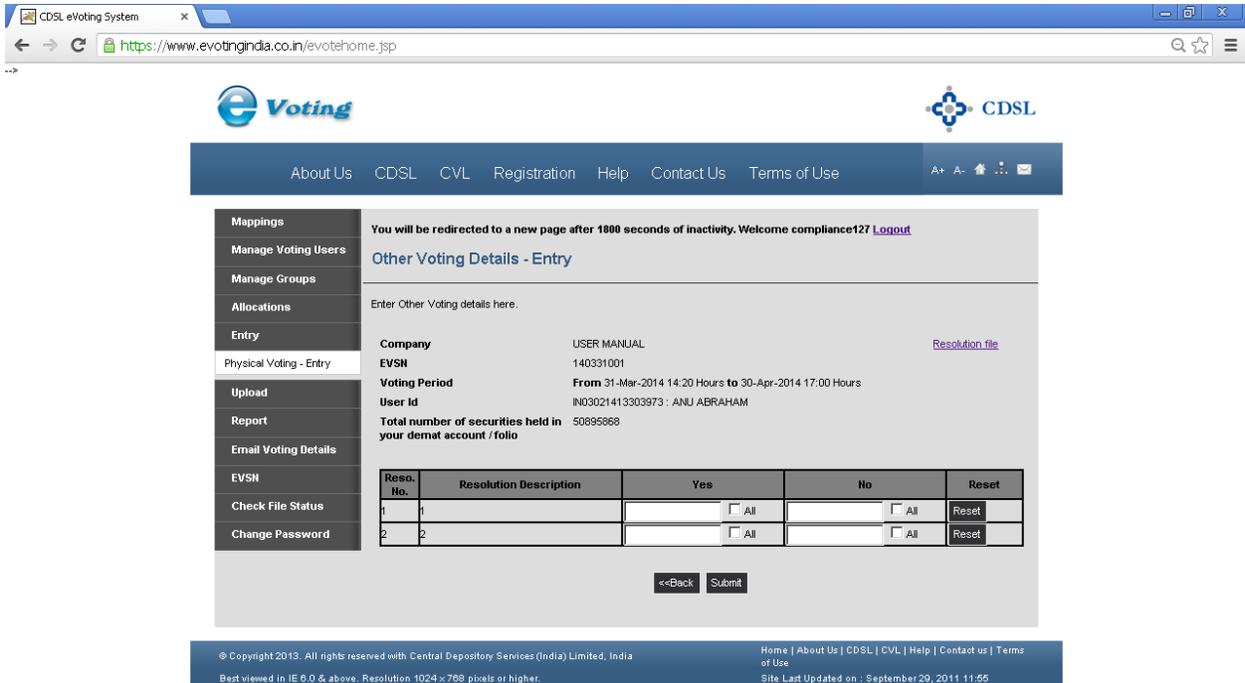
## e-Voting User Manual for Custodians / Corporates

Enter the Member ID of the investor 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. The following screen would be displayed.

The screenshot displays the 'Voting - Entry' interface of the CDSL eVoting System. The browser address bar shows 'evotingindia.co.in/evotehome.jsp'. The page features a navigation bar with links for Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left lists various system functions, with 'Voting - Entry' currently selected. The main content area contains a form for entering voting details. It includes a 'Member ID' field with the value 'IN02071532028426' and a 'Check' button. Below this is an 'EVSN' field with a dropdown menu showing '150113001--MERCURY TILES LIMITED'. A 'Submit' button is positioned at the bottom right of the form. A footer at the bottom of the page provides copyright information for 2013 and site details.

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

# e-Voting User Manual for Custodians / Corporates



The user has to then select the relevant options and then click on the Submit. The user will receive a prompt before recording the votes on the resolutions out of all resolutions available for voting.



The user has to click on OK to record the votes. If the user clicks on Cancel then the user can edit the resolutions as per their discretion and then click on Submit. Once OK has been clicked a confirmation message as given below.

## e-Voting User Manual for Custodians / Corporates



It should be noted that the user can login vote on a Member id only once after which further voting will be disallowed.

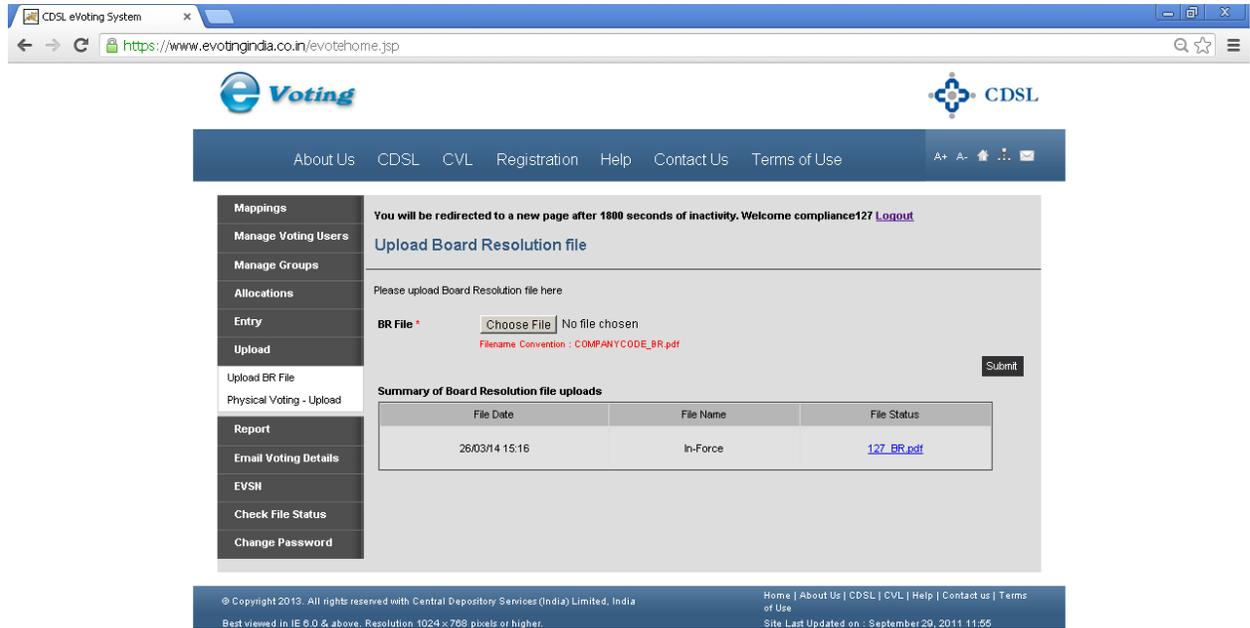
The screenshot shows the CDSL eVoting System web application. The browser address bar displays <https://www.evotingindia.co.in/evotehome.jsp>. The page features the CDSL logo and a navigation menu with links: About Us, CDSL, CVL, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains menu items: Mappings, Manage Voting Users, Manage Groups, Allocations, Entry, Physical Voting - Entry, Upload, Report, Email Voting Details, EVSN, Check File Status, and Change Password. The main content area displays a message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome compliance127 Logout". Below this is the "Other Voting Details - Entry" section, which includes fields for Company (USER MANUAL), EVSN (140331001), Voting Period (From 31-Mar-2014 14:20 Hours to 30-Apr-2014 17:00 Hours), and User Id (IN03021413303973 : ANJ ABRAHAM). A table shows the total number of securities held in the demat account/folio:

Reso. No.	Resolution Description	Yes	No	Reset
1	1	50000	50	
2	2	<input type="checkbox"/> All	<input type="checkbox"/> All	Reset

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. The footer also includes navigation links and the site last updated date: September 20, 2011 11:55.

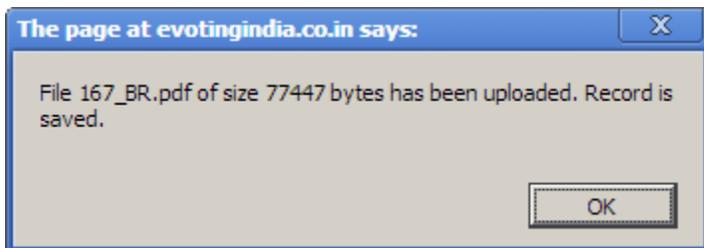
(vi) **Upload:**

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

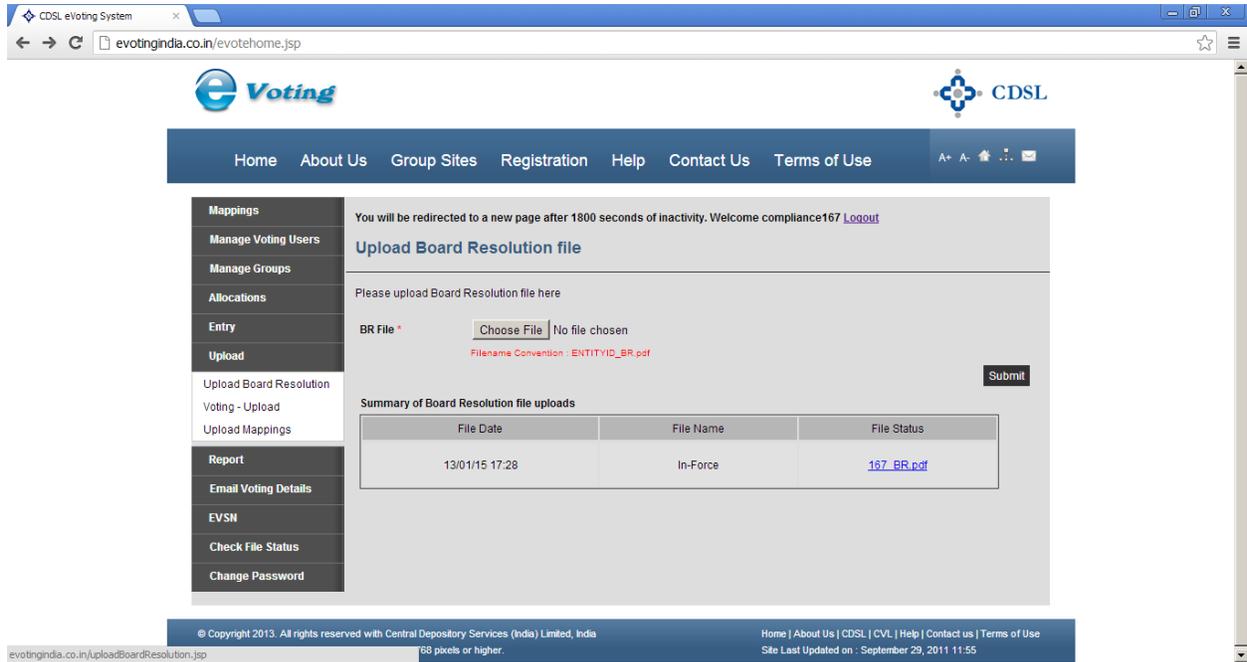


<https://www.evotingindia.co.in/uploadBoardResolution.jsp>

Click on Submit. The following pop-up will be displayed.



Click on OK and close the dialog box. The user can view the Board resolution by clicking on Upload Board Resolution and the following screen would be displayed.

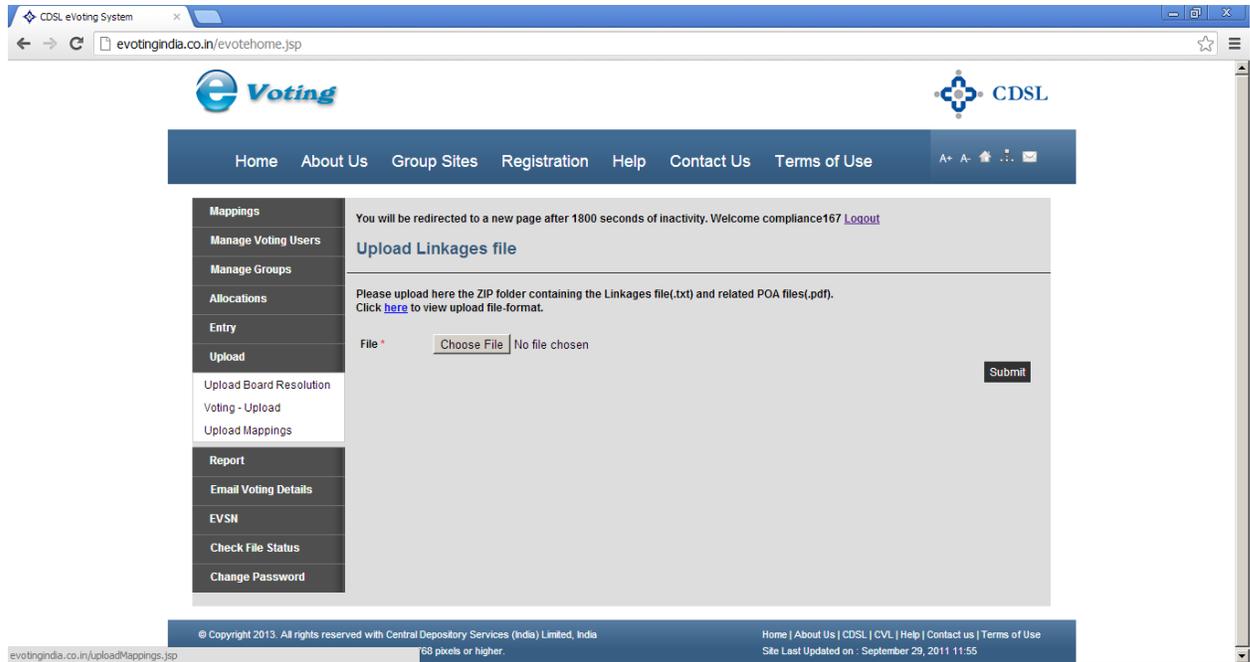


(b) **Upload Mappings:** The user has the option to do a bulk upload of mappings through the Upload Mappings option. Details for the upload file structure and the method of creating the file are available under the link provided for the file structure. It should be noted that the name of the folder in 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.

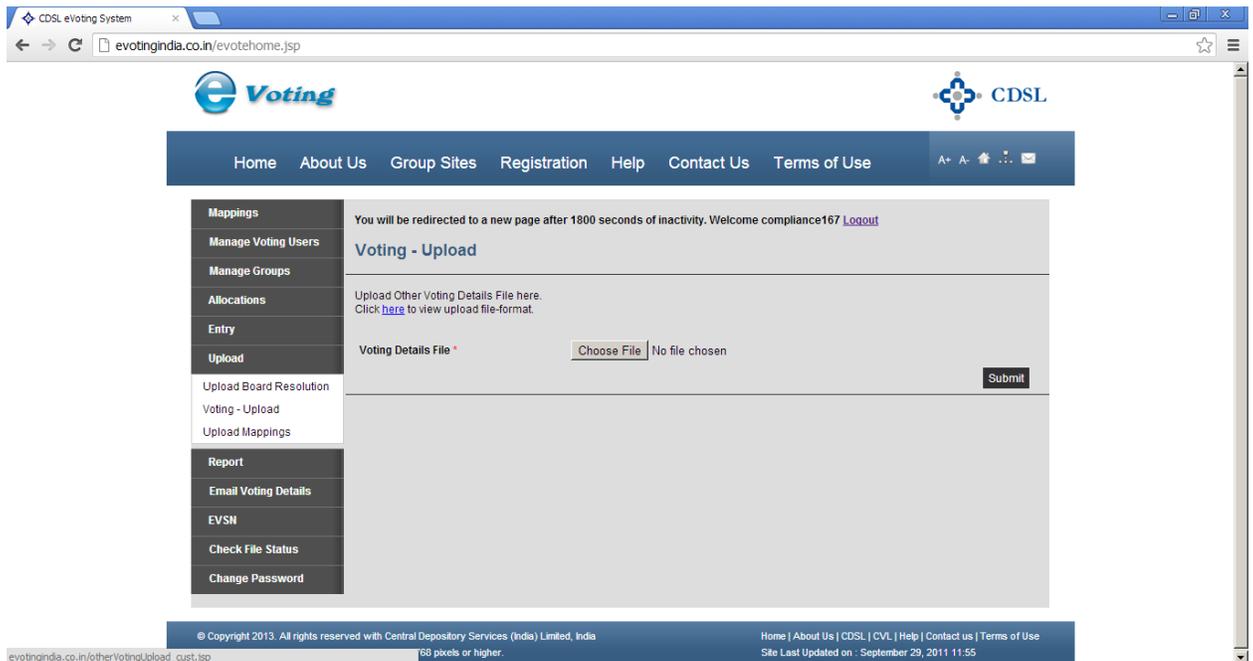
**Users should also note that the POA files should be provided only where the POA is given for the account, else the same need not be provided.**

**Custodians after upload / entry of the mappings in the system, would have to submit a physical document after sending the scan copy containing the list of member ids proposed for mapping under their login, which should be signed and stamped by their Authorised Signatory, for approval of the mappings by CDSL.**

# e-Voting User Manual for Custodians / Corporates



(c) **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.



(vii) **Report:**

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

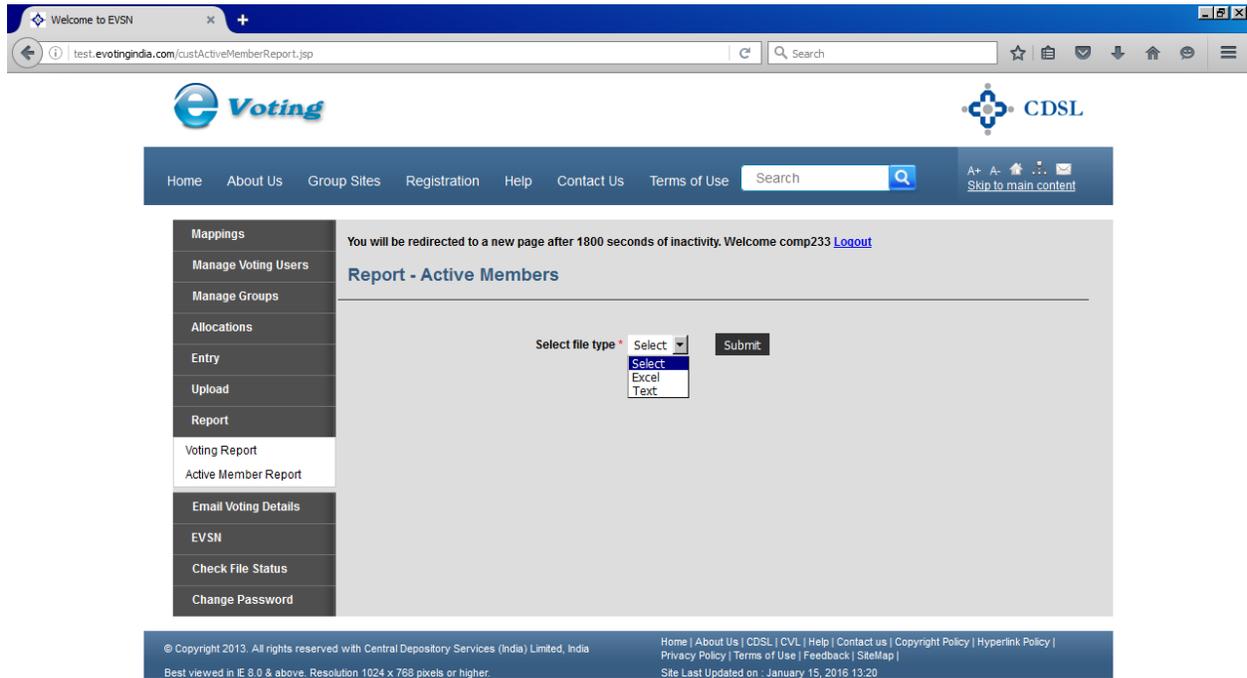
- a. **EVSN Status:** The user can download a report based on the status of the EVSN which is the Active or Closed status and this will include all the member ids which have voted across all the EVSN(s) under that status.
- b. **Period:** The user can specify the period between which the voting was done 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 displays the 'Report - Online Voting' interface. The page header includes the CDSL logo and a navigation menu. The main content area features a sidebar with various menu items, with 'Voting Report' currently selected. The central form allows users to filter reports by 'Report Type' (EVSN Status, Period, EVSN), 'EVSN Status' (Active, Closed), 'Period' (From and To dates), and 'EVSN' (a dropdown menu). A 'Generate Report' button is positioned at the bottom right of the form. A security warning at the top indicates a 1800-second inactivity timeout. The footer contains copyright information for 2013 and the site last updated date as September 29, 2011 11:55.

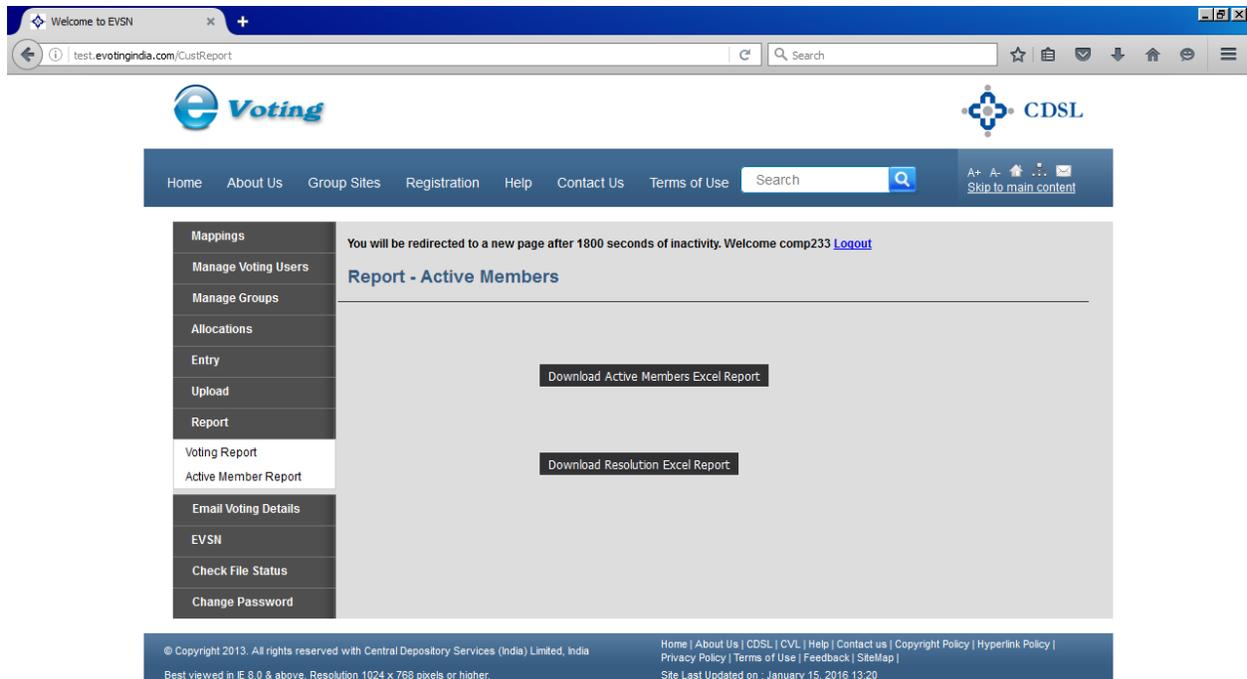
evotingindia.co.in/selectEvanCust.jsp

(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

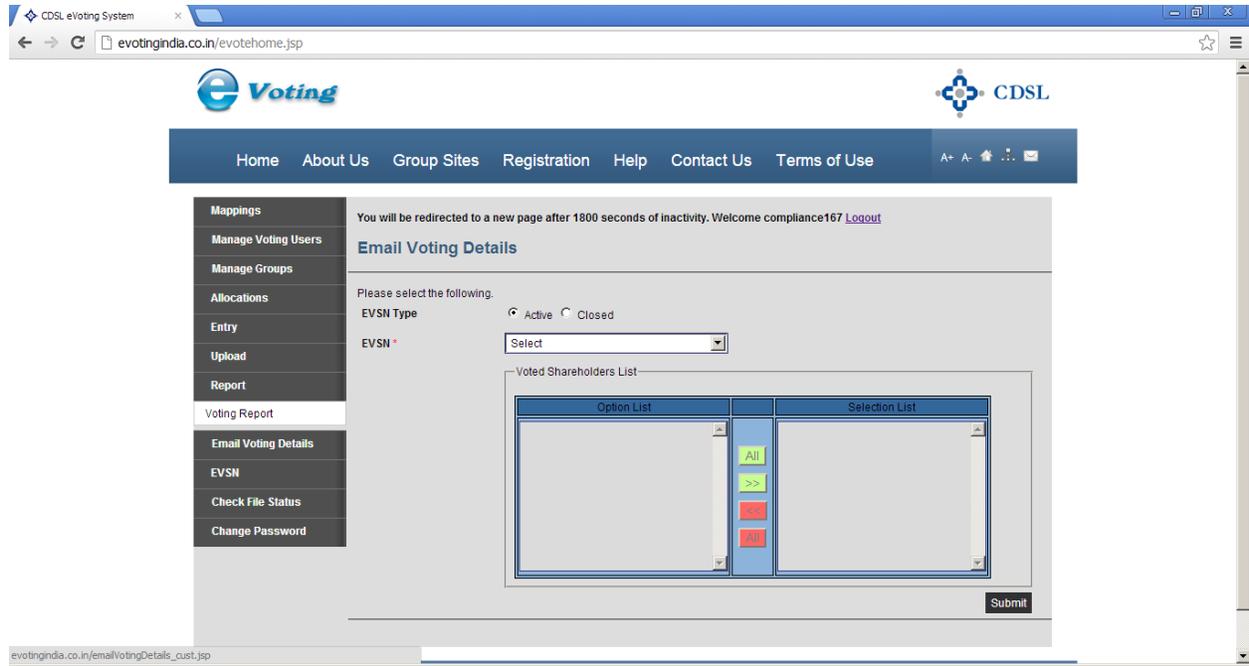
## e-Voting User Manual for Custodians / Corporates



**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.

- (viii) **Email Voting Details:** The user can email details of what he has voted on behalf of the client through this menu. The user has to select the status of the EVSN viz, Active or Closed EVSN and then the EVSN from the drop down menu. The details will be displayed below. The Member ID(s) for which emails are to be sent have to be selected and then the user has to click on submit. Emails will be sent only if the email is present for the shareholder in the Register of Members (ROM) for the EVSN.



After clicking on Submit the system will show a prompt stating if the email will be sent where the email is present. If the email is not registered the user would get a message stating the email is not registered.

# e-Voting User Manual for Custodians / Corporates

CDSL eVoting System

https://www.evotingindia.co.in/evotehome.jsp

**eVoting** CDSL

About Us CDSL CVL Registration Help Contact Us Terms of Use

Mappings

Manage Voting Users

Manage Groups

Allocations

Entry

Upload

Report

Voting Report

Email Voting Details

EVSII

Check File Status

Change Password

You will be redirected to a new page after 1800 seconds of inactivity. Welcome compliance127 [Logout](#)

**Email Voting Details**

1. IN03021413303973 : Email not registered for this member

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- (ix) **EVSN Inquiry:** This menu will display the details of the EVSN for all those member ids which are eligible to vote and are linked to the Entity id. The following Screen would be displayed.

The screenshot shows the e-Voting portal interface. At the top, there are logos for 'e Voting' and 'CDSL'. Below them is a navigation bar with links: Home, About Us, Group Sites, Registration, Help, Contact Us, Terms of Use. A sidebar on the left contains menu items: Mappings, Manage Voting Users, Manage Groups, Allocations, Entry, Upload, Report, Email Voting Details, EVSN, EVSN Inquiry, Check File Status, and Change Password. The main content area displays a message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome compuser [Logout](#)'. Below this is the 'EVSN Inquiry' section, which includes a note: 'Below list includes all currently ACTIVE and latest 15 CLOSED EVSNs. Please click on the EVSN link to view Resolution File for that EVSN.' A table follows with the following data:

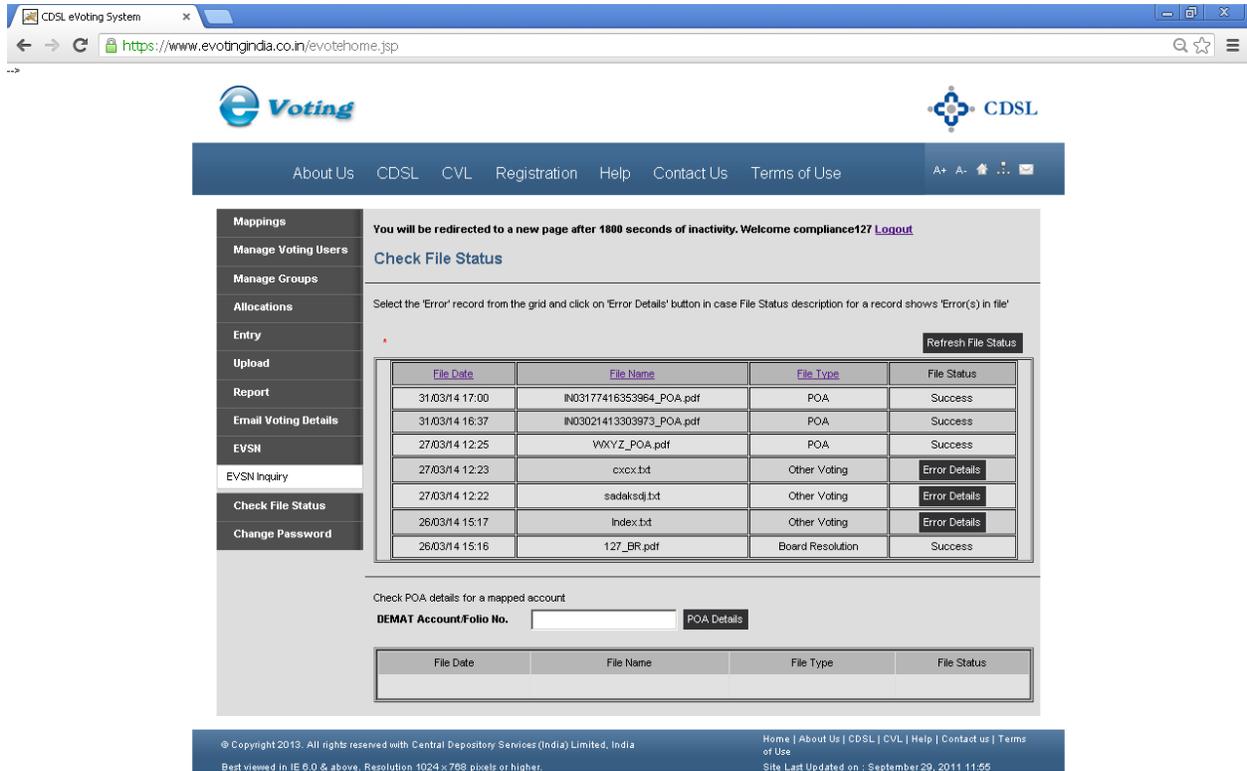
EVSN	Company	Holding Date	Start Date	End Date	Status
<a href="#">141205001</a>	COMPANY - E-VOTING DEMO	04-Dec-2014	05-Dec-2014 11:00	05-Dec-2014 12:00	Closed
<a href="#">141206001</a>	COMPANY - E-VOTING DEMO	04-Dec-2014	05-Dec-2014 11:00	05-Dec-2014 12:00	Closed
<a href="#">141203002</a>	COMPANY - E-VOTING DEMO	03-Dec-2014	04-Dec-2014 12:00	04-Dec-2014 13:00	Closed
<a href="#">141203003</a>	COMPANY - E-VOTING DEMO	02-Dec-2014	03-Dec-2014 16:30	03-Dec-2014 18:00	Closed
<a href="#">141203003</a>	COMPANY - E-VOTING DEMO	02-Dec-2014	03-Dec-2014 16:30	03-Dec-2014 18:00	Closed
<a href="#">141013001</a>	COMPANY - E-VOTING DEMO	02-Oct-2014	21-Nov-2014 10:00	22-Nov-2014 18:00	Closed

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.' and navigation links: 'Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use'. The site last updated date is 'September 29, 2011 11:55'.

[evotingindia.co.in/evsnDetails\\_cust.jsp](http://evotingindia.co.in/evsnDetails_cust.jsp)

Click on the EVSN if to view the Resolution for that EVSN.

- (x) **Check file Status:** In order to check if the file has been uploaded successfully the user should click on Check File Status. The following screen would be displayed.



This would give the user a list of all the files uploaded in their login and the status of each of those files. If any files are in process then the status would show as Processing and if it has been successfully processed it would show as Success.

If there are any errors in the file the Status of the file will show as Errors Details and the user has to click on Error Details under the File Status Column. A new window giving the steps to be followed to download and view the error details will be provided as shown below.

## e-Voting User Manual for Custodians / Corporates

The screenshot shows a web browser window with the URL <https://www.evotingindia.co.in/evserrorlog.jsp?evsn=140319001&filename=afaf.txt>. The page features the 'Voting' logo and 'CDSL' branding. A navigation menu includes 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Error Details' and contains the following text:

List of Errors in File Name :**afaf.txt** for EVSN :**140319001-VICTORY LIMITED**.

To view the file in Excel the following actions are to be performed

1. Open the file Microsoft Excel.
2. Select the first column and select "Data -> Text to Columns"
3. In the Pop-Up that appears select option "Delimited" and click "Next"
4. In the next screen check "Others", enter "-" in the textbox alongside and click "Next"
5. Click Finish in the screen that appears.
6. If any further pop-up screen click on "Yes/Accept".
7. Click the link to View the File or **Download** button to download the file

[afaf.txt\\_errors.txt](#)

At the bottom, there is a footer with copyright information: © Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. It also includes navigation links (Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use) and a site update date: Site Last Updated on - September 20, 2011 11:55.

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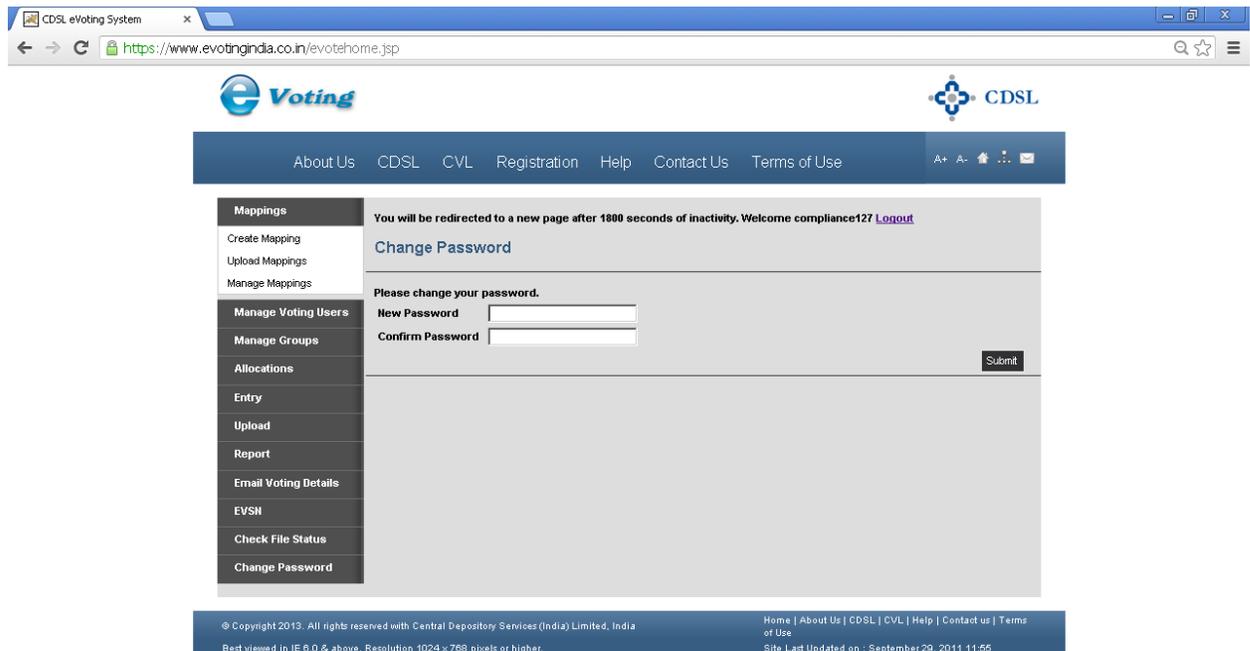
The user has to then rectify the records for which an error was displayed the then upload a second file for only the unprocessed or erroneous records.

If the file had the incorrect header record and was not uploaded then the header record should be rectified and the entire file should be uploaded with a different filename after rectification of the errors.

If the status of the upload is processing click on Refresh File Status and the file status on the screen would change to **Success** if the processing has been completed successfully.

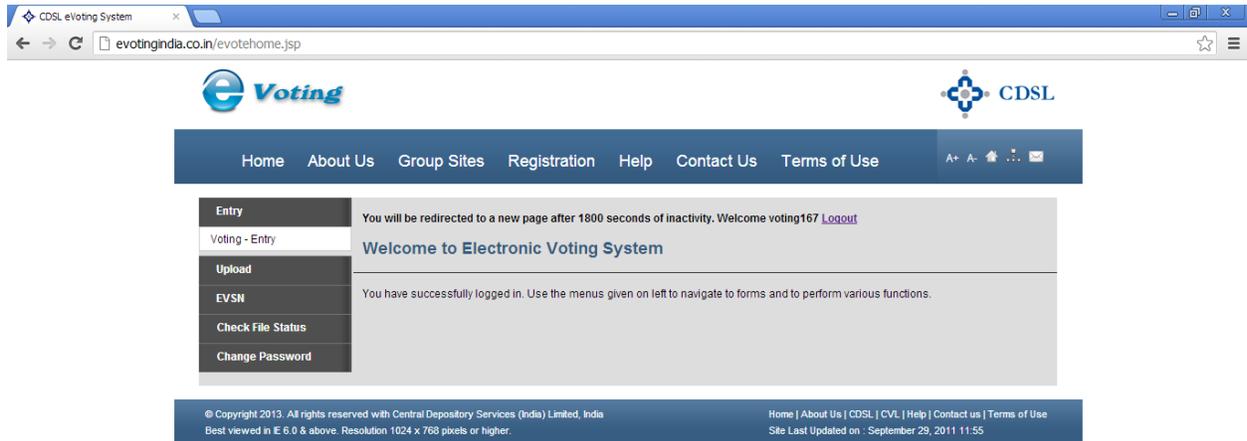
For any queries regarding the File Formats and other operational issues you may send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

- (xi) **Change Password:** The user can change his password through this menu. The screen shown below appears when the menu for Change Password is clicked.



The password requirements for all categories of users are the same as mentioned earlier. Enter the desired password in the New Password and Confirm password fields and click on Submit. The user would have to re-login after changing the password.

#### 4. Menus for Voting User

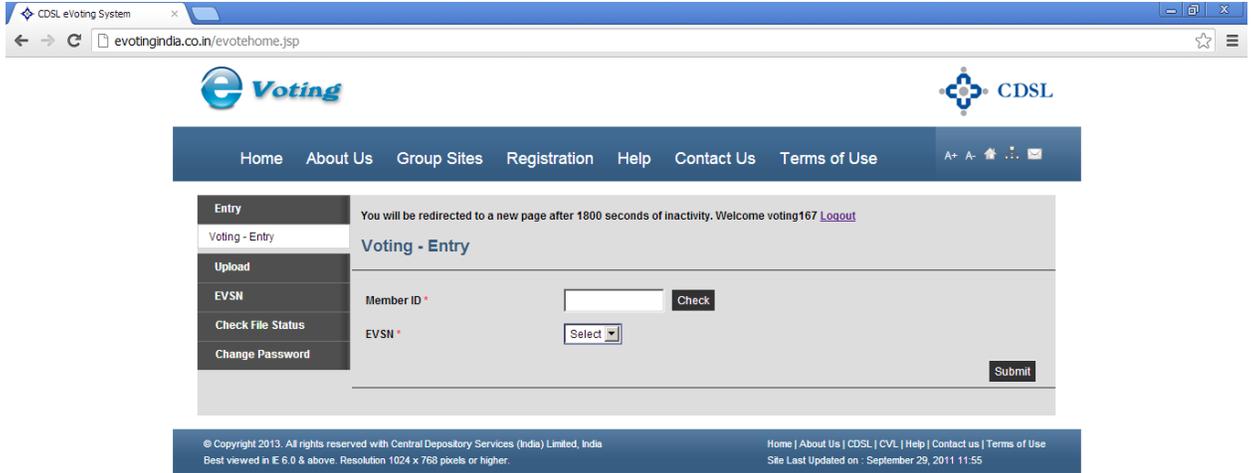


**Note: The Voting User should have been allocated a Member ID(s) / EVSN(s) prior to voting without which the Voting User would be unable to vote. Only once the Voting User has been assigned the Member id / EVSN the user will be able to vote on the same.**

(i) **Entry:**

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

The following screen would be displayed.



evotingindia.co.in/otherVotingEntry\_cust.jsp

## e-Voting User Manual for Custodians / Corporates

Enter the Member ID of the investor 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. Click on Submit. The following screen would be displayed.

The screenshot shows a web browser window with the URL [evotingindia.co.in/evotehome.jsp](http://evotingindia.co.in/evotehome.jsp). The page title is "Voting - Entry". On the left, there is a navigation menu with options: "Voting - Entry", "Upload", "EVSN", "Check File Status", and "Change Password". The main content area is titled "Voting - Entry" and contains the following information:

Enter Other Voting details here.

**Company:** MERCURY TILES LIMITED  
**EVSN:** 150113001  
**ISIN:** INE123456789  
**Voting Period:** From 13-Jan-2015 16:00 Hours to 15-Jan-2015 17:00 Hours  
**User ID:** IN02071532028426 : SHAJI S  
**Total number of securities held in your demat account / folio:** 12345678

There is a "Resolution file" link and a logo for eVoting India.

Reso. No.	Resolution Description	Yes	No	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="text"/> <input type="checkbox"/> All	<input type="text"/> <input type="checkbox"/> All	<input type="button" value="Reset"/>

At the bottom of the table, there are "<<Back" and "Submit" buttons.

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The user has to then select the relevant options and then click on the Submit. The user will receive a prompt before recording the votes on the resolutions out of all resolutions available for voting.



Click on OK to record the vote(s). Click on Cancel to go back to the voting screen and modify the vote(s) as per their discretion and then click on Submit. Once OK has been clicked a confirmation message as given below will be displayed.

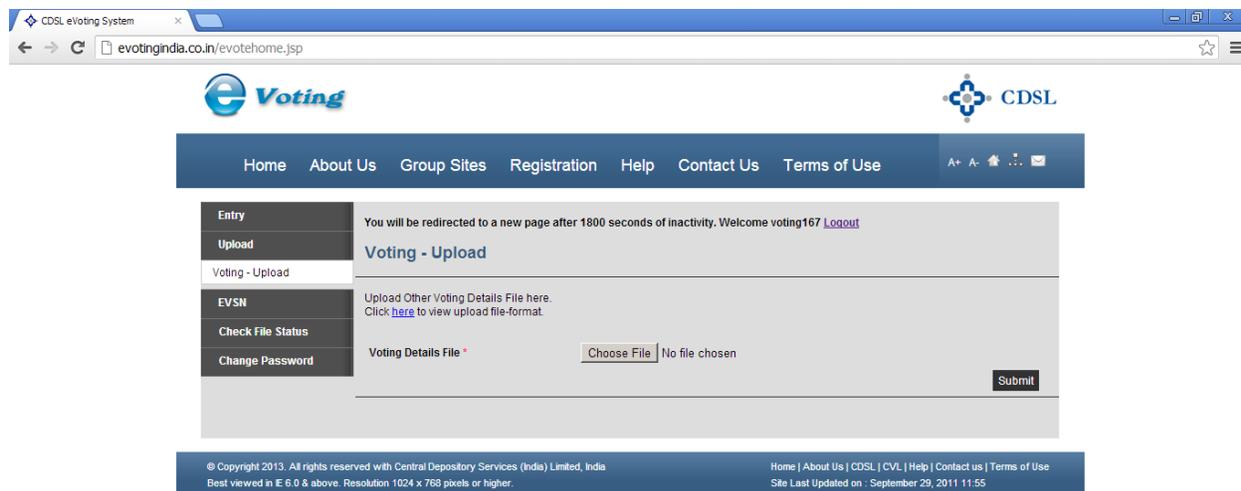


## e-Voting User Manual for Custodians / Corporates

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.

(ii) **Upload:**

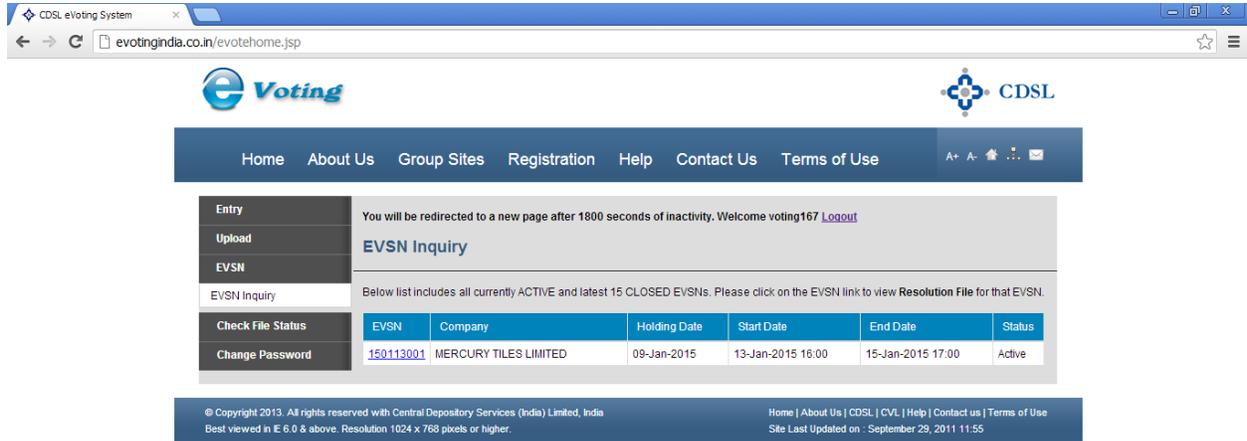
- (a) **Voting – Upload:** The user has the option to do a bulk upload of votes received, then the user can also do so through the Voting - Upload option. Click on Voting – Upload. The following screen will be displayed. Upload the file as per format available under the file format link and click on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



[evotingindia.co.in/otherVotingUpload\\_cust.jsp](http://evotingindia.co.in/otherVotingUpload_cust.jsp)

## e-Voting User Manual for Custodians / Corporates

- (a) **EVSN Inquiry**: This menu will display the details of the EVSN for all those member ids which are eligible to vote and are linked to the Entity id. The following Screen would be displayed.



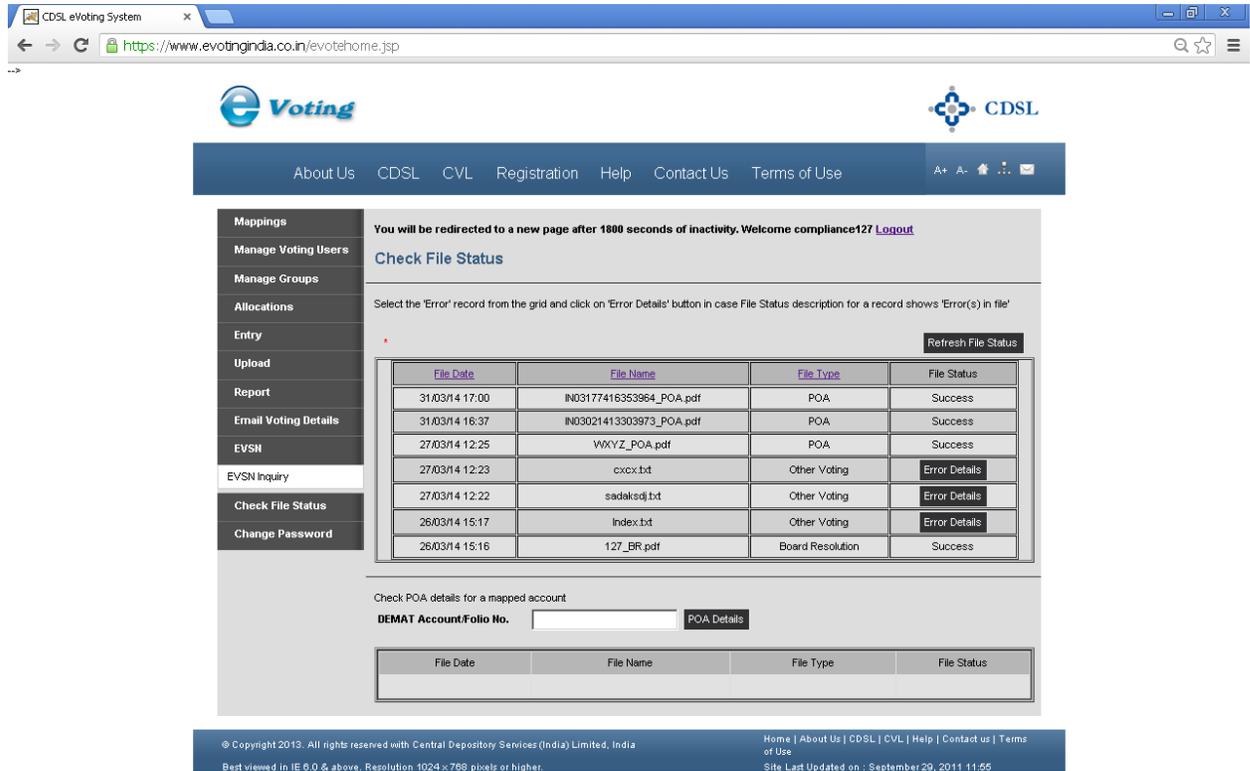
The screenshot shows a web browser window with the URL [evotingindia.co.in/evotehome.jsp](http://evotingindia.co.in/evotehome.jsp). The page features the CDSL e-Voting System logo and a navigation menu with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains links for Entry, Upload, EVSN, EVSN Inquiry, Check File Status, and Change Password. The main content area displays a message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome voting167 [Logout](#)". Below this, the "EVSN Inquiry" section shows a table of active EVSNs. The table has columns for EVSN, Company, Holding Date, Start Date, End Date, and Status. One entry is visible: EVSN 150113001 for MERCURY TILES LIMITED, with a holding date of 09-Jan-2015, start date of 13-Jan-2015 16:00, end date of 15-Jan-2015 17:00, and status of Active. The footer contains copyright information for 2013 and site update details from September 29, 2011.

EVSN	Company	Holding Date	Start Date	End Date	Status
<a href="#">150113001</a>	MERCURY TILES LIMITED	09-Jan-2015	13-Jan-2015 16:00	15-Jan-2015 17:00	Active

[evotingindia.co.in/evsnDetails\\_cust.jsp](http://evotingindia.co.in/evsnDetails_cust.jsp)

However, the Voting User should have been allocated the member id in order to vote otherwise, the user would not be able to view any of the EVSNs.

(b) **Check file Status:** In order to check if the file has been uploaded successfully the user should click on Check File Status. The following screen would be displayed.



[https://www.evotingindia.co.in/checkFileStatus\\_cust.jsp](https://www.evotingindia.co.in/checkFileStatus_cust.jsp)

This would give the user a list of all the files uploaded in their login and the status of each of those files. If any files are in process then the status would show as Processing and if it has been successfully processed it would show as Success.

If there are any errors in the file the Status of the file will contain Errors Details and the user has to click on Error Details under File Status Column. A new window giving the steps to be followed to download and view the error file will be provided as shown below.

## e-Voting User Manual for Custodians / Corporates

The screenshot shows a web browser window with the URL [https://www.evotingindia.co.in/evserrorlog.jsp?issid=1278&filename=ROM\\_140331001.txt](https://www.evotingindia.co.in/evserrorlog.jsp?issid=1278&filename=ROM_140331001.txt). The page features the 'Voting' logo and 'CDSL' branding. A navigation menu includes 'About Us', 'CDSL', 'CVL', 'Registration', 'Help', 'Contact Us', and 'Terms of Use'. The main content area is titled 'Error Details' and contains the following text:

List of Errors in File Name :**ROM\_140331001.txt** for Entity : **NEW CUSTODIAN**

To view the file in Excel the following actions are to be performed.

1. Open the file Microsoft Excel.
2. Select the first column and select "Data -> Text to Columns"
3. In the Pop-Up that appears select option "Delimited" and click "Next"
4. In the next screen check "Others", enter "-" in the textbox alongside and click "Next"
5. Click Finish in the screen that appears.
6. If any further pop-up screen click on "Yes/Accept".
7. Click the link to View the File or **Download** button to download the file

[ROM\\_140331001.txt\\_errors.txt](#)

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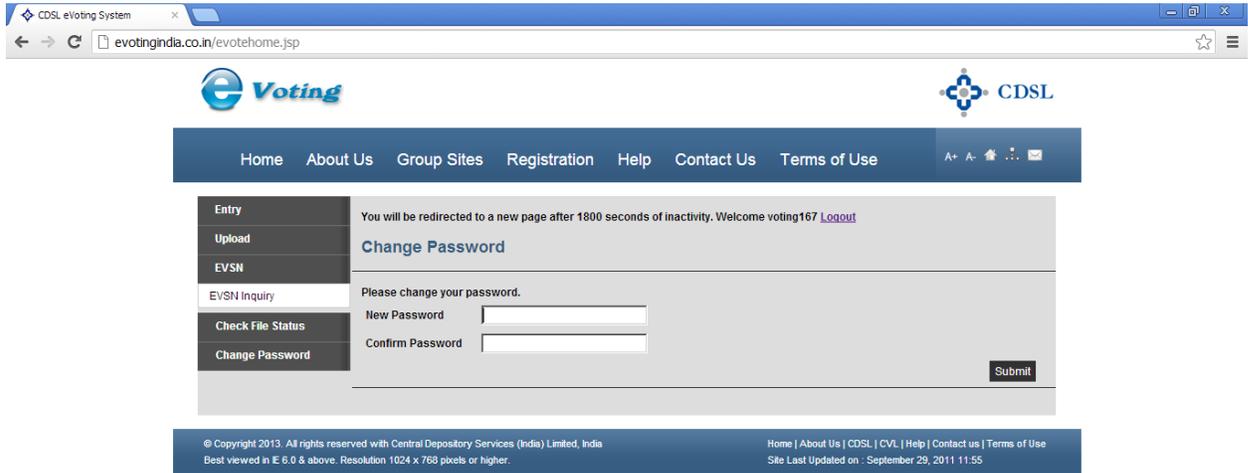
The user should then rectify the records for which an error was displayed the then upload a second file for only the unprocessed or incorrect records.

If the file had the incorrect header record and was not uploaded then the header record should be rectified and the entire file should be uploaded with a different filename after rectification of the errors.

If the status of the upload is processing click on Refresh File Status and the file status on the screen would change to **Success** if the processing has been completed successfully.

For any queries regarding the File Formats and other operational issues you may email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

- (xii) **Change Password:** The user can change their password through this menu. The screen which is displayed when Change Password is clicked is shown below. The user should enter the New Password and re-type the same password in the Confirm Password box. The user would have to re-login after clicking on Submit.



\*\*\*\*\*