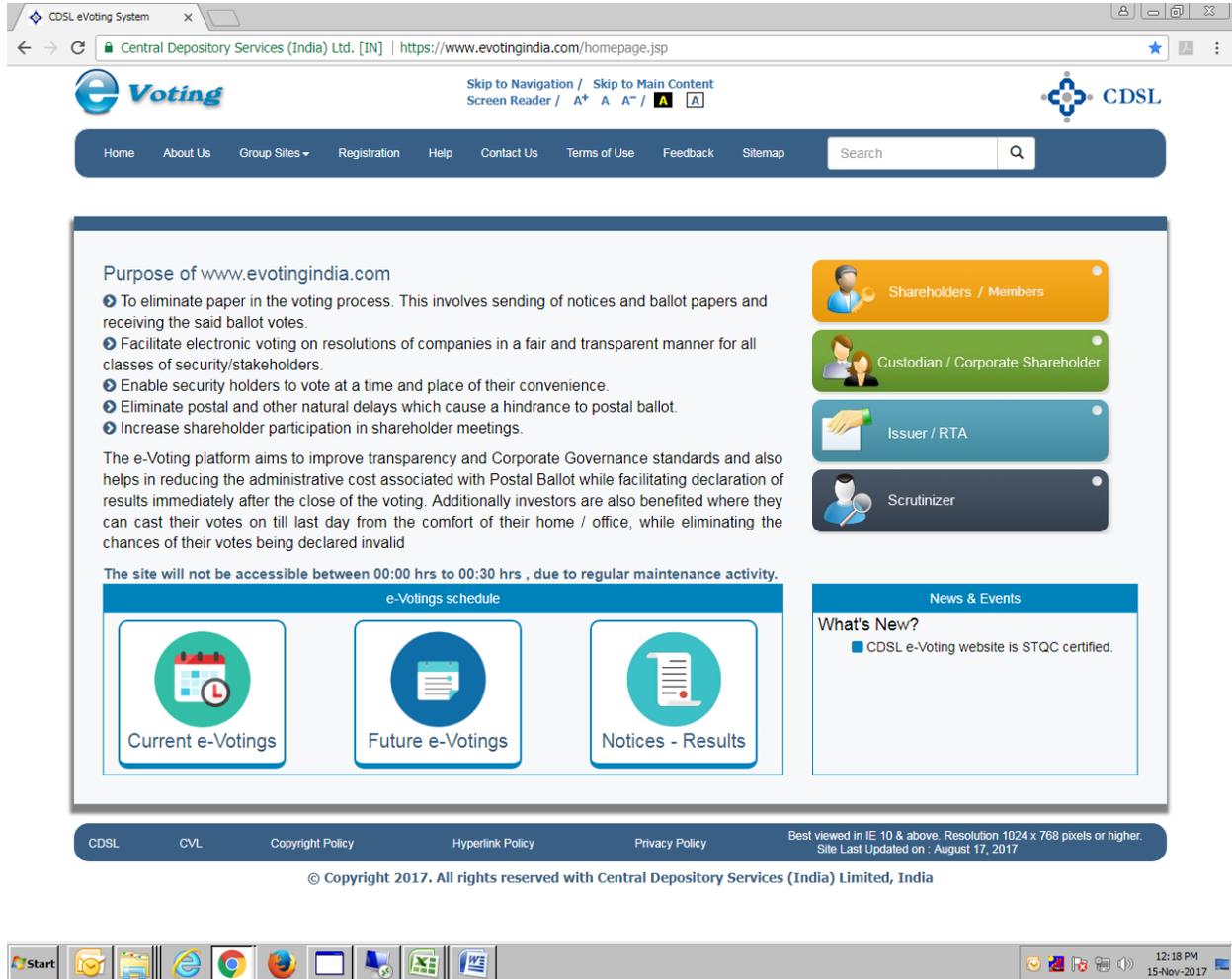


# User Manual on e-Voting system



## For Registrar & Transfer Agents

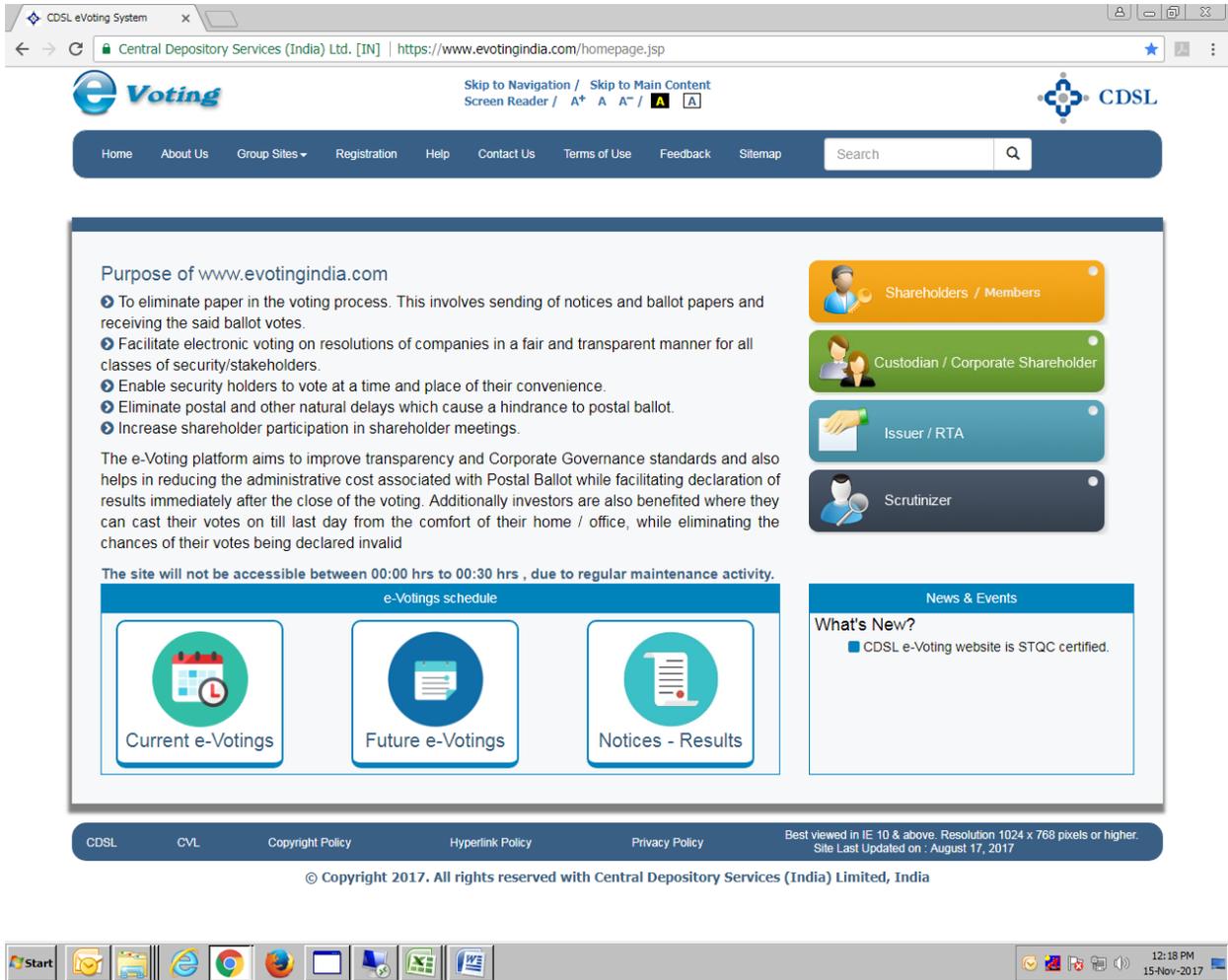
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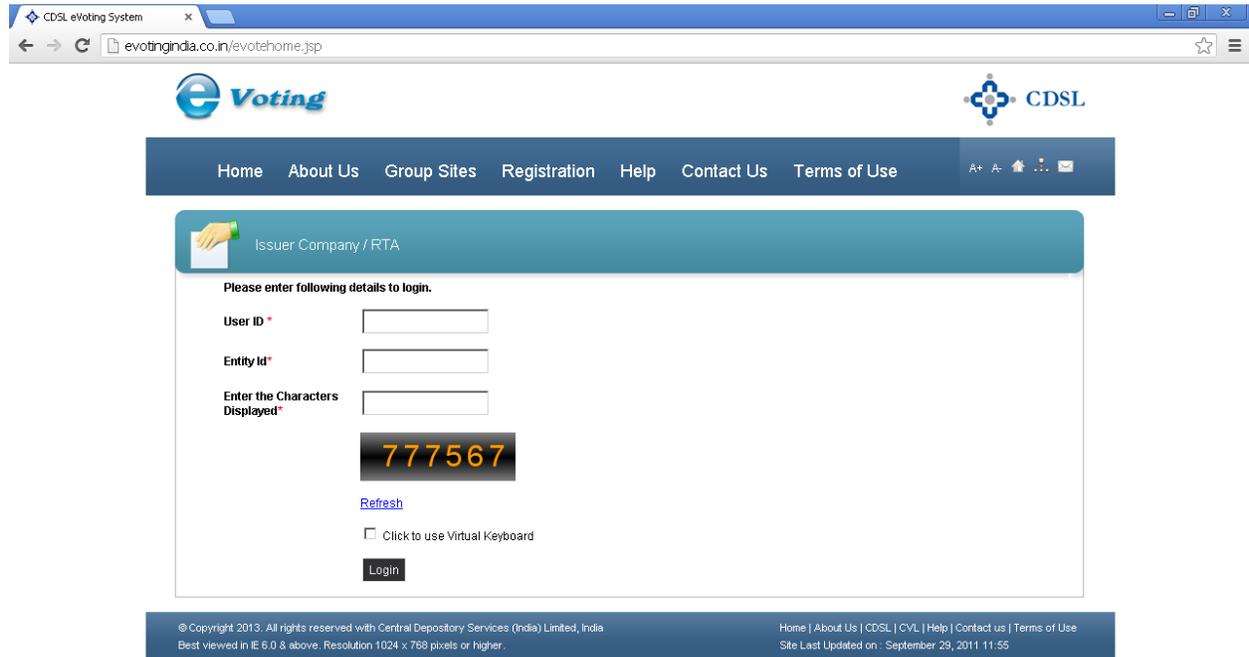
## 1. Login to e-Voting

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



## e-Voting User Manual for RTAs

Click on Issuer / RTA. 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 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 "Issuer Company / RTA" and 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 **777567**.
- A **Refresh** link.
- A 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 from CDSL 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 RTAs

CDL eVoting System

evotingindia.co.in/evotehome.jsp

**e-Voting** CDSL

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

**Change Password**

Please enter following details to login.

User ID

New Password

Confirm Password

Submit

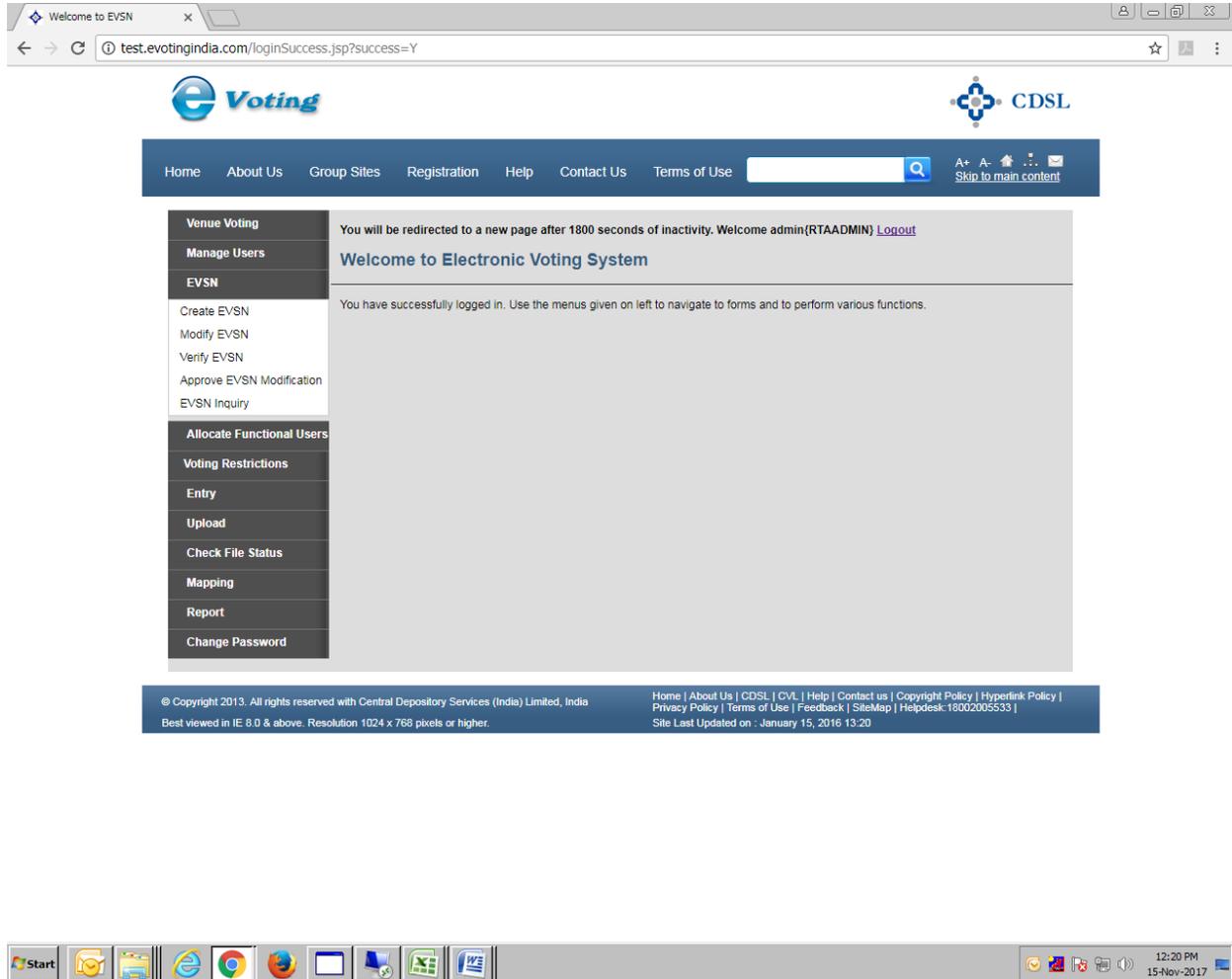
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The user has to enter a password of their choice in the New Password and Confirm Password fields. The new password has to be minimum eight characters consisting of one alphabet, one numeric value and a special character. After you change the password, the system will re-direct the user to 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 RTA Admins

After the user has logged in the following screen would be shown.



## e-Voting User Manual for RTAs

(i) **Manage Users:** In this menu the RTA 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 screenshot shows a web browser window displaying the e-Voting system's 'Manage Users' page. The browser's address bar shows the URL: `test.evotingindia.com/listUsers.jsp?evmtoken=5d8b46f9-a0a1-4a64-aa92-caa196f6831d`. The page features the e-Voting logo and CDSL branding. 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 'Manage Users' and includes a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(RTAADMIN) Logout'. Below this, there are input fields for 'Entity Id' (containing '231') and 'User ID', and radio buttons for 'User Type' (Maker, Checker, Uploader). A 'Submit' button is located to the right. Below the form are buttons for 'Create New', 'Edit Details', 'Reset Password', 'Invalidate', and 'Refresh'. A table with columns 'User Type', 'User ID', 'Name', and 'Select' is visible. The footer contains copyright information for 2013 and site details.

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## e-Voting User Manual for RTAs

- (ii) **EVSN Inquiry:** The EVSN Inquiry enables the user to view all the details of the EVSN and the current status of the activities done on the EVSN. Click on EVSN Inquiry and select the relevant EVSN from the dropdown menu. The following screen would be shown.

The screenshot displays the 'EVSN Inquiry' page. On the left is a sidebar with navigation links: 'EVSN', 'Generate EVSN', 'Approve EVSN Linkages', 'EVSN Inquiry', 'Activation Letter', 'Report', and 'Change Password'. The main area shows details for EVSN '150324001--COMPANY - E-VOTING DEMO'. Below this are sections for 'Resolution Details' and 'Linkages'.

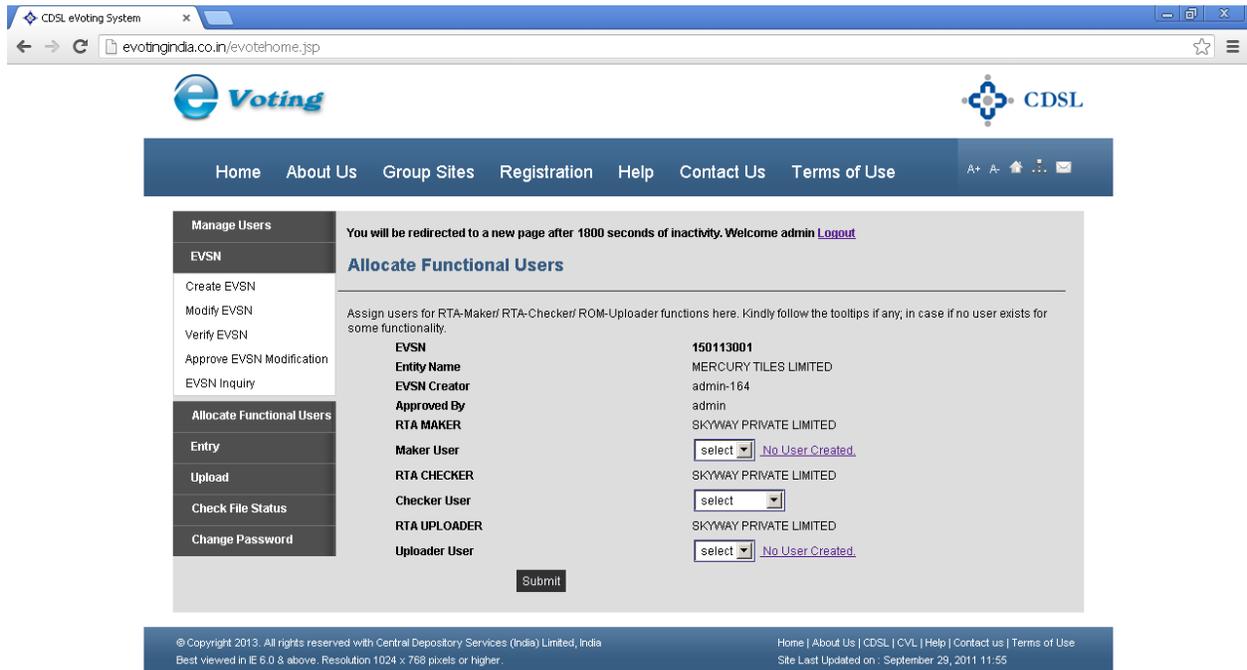
Details	
EVSN Reference Number	150324001
Issuer Company	COMPANY - E-VOTING DEMO
EVSN Type	Select
Setup Date	24/03/2015 15:20
EVSN Number	1
ISIN	IN3990889089
ISIN Description	TEST COMPANY LIMITED
ISIN Type	Equity
Allow Abstain Option	No
Access Via Internet	Free
IP Addresses Allowed	
Holding Date	11/03/2015
Voting Start Date	25/03/2015 10:00 10:00 AM
Voting End Date	26/03/2015 18:00 06:00 PM
Meeting Date	
Scrutinizer Access Time (No. of days)	30
Total Shareholding	1000000000
Total Shares as per ROM Upload(s)	978621677
Total Number of Records as per ROM Upload(s)	1971
Number of Resolutions	2
Maximum Voting Allowed	1
Nominal Value	1
Voting Rights	1
Sub-Status Values	08,09,26,0301,0302,0501,0802
Real-time reporting	Yes
Real-time query	Yes
Web-link access to investor	No
Website address	
Resolution File	<a href="#">Test53.pdf</a>
Logo File	

Resolution Details	
Resolution No.	Resolution Description
1	TEST RESOLUTION
2	TEST RESOLUTION

Linkages	
Issuer Company(Admin)	admin
Creator	admin
Approver	admin
RTA Maker(User)	
RTA Maker(Admin)	RTA - E-VOTING DEMO(admin)
RTA Checker(Admin)	RTA - E-VOTING DEMO(admin)
RTA Checker(User)	checadtest
ROM Uploader(Admin)	RTA - E-VOTING DEMO(admin)
ROM Uploader(User)	
Scrutinizer(Admin)	SCRUTINIZER - E-VOTING DEMO(admin)
Scrutinizer(User)	

Status	
Created	Yes
Date of Creation	24/03/2015 15:20
Linkage Approved	Yes

(iii) **Allocate Functional Users:** The Admin has the option to allocate the EVSN to the respective users created by under the entity. The users of the entity will be unable to view any details of an EVSN under their login till the Admin has allocated the EVSN to the specific users. **Users have to be allocated for every EVSN and can be modified or changed till the activity is carried out by the designated user for the EVSN. In case of General Meeting EVSNs where voting is being conducted at the AGM Venue, the Maker, Checker and ROM Uploader users have to be mandatorily selected prior to start of any activity on the EVSN.** The Admin user does not require any allocation. It should be noted that the Maker and Checker will have to be two separate user ids as Maker user cannot have Checker rights and vice - versa for an EVSN. Click on Allocate Functional Users. The following screen would be displayed.

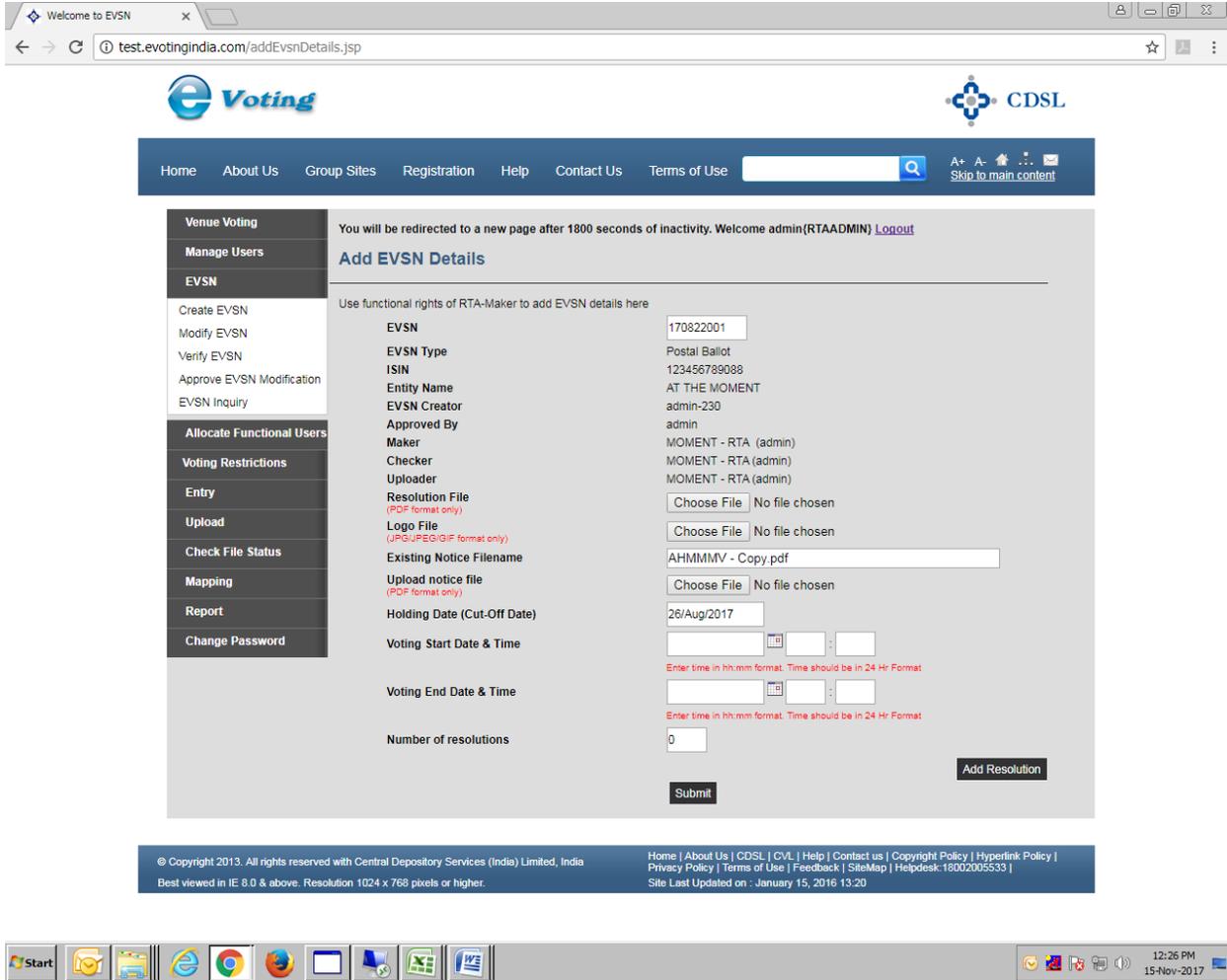


Select the EVSN for which users have to be allocated and select the users from the dropdown and then click on Submit.

### 3. Menus for RTA Admins and RTA Maker users

(i) EVSN

(a) **Create EVSN:** The RTA has to do the onward activity after the Company has generated the EVSN and obtained a EVSN. The user has to select the EVSN number created by the Issuer Company and click on Submit. The following screen would be displayed.



**Resolution File:** Upload PDF format of the Resolution circulated to members on which **e-Voting** is desired. Click on Browse and select the file in the location where the file is saved.

**Notice File:** If Notice File is not uploaded by the Issuer then upload PDF format of the Notice circulated to members circulated to members on which **e-Voting** is desired. Click on Browse and select the file in the location where the file is saved.

**Logo File:** Upload logo file of the corporate in .jpg / .gif / .png / .tiff format, if required. Click on Browse and select the file in where it has been saved.

**Voting Start Date & time:** The date and time at which **e-Voting** has to start. Any date prior to the current business date and time will not be accepted. The EVSN has to be setup before the voting period has commenced. It should be noted that details pertaining to the EVSN are modifiable as long as the Checker has not checked the same.

**Voting End Date & Time:** The date and time by which the **e-Voting** has to close. MCA has prescribed that the close time for remote voting in General Meetings should be 5:00 pm on the last day of the remote voting period.

**Number of Resolutions:** Click on Add Resolution, On clicking the Add Resolution a corresponding number of text boxes allowing the user to enter the serial number of the resolution and a brief description of the resolution will be as shown below.

## e-Voting User Manual for RTAs

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 "CDSL eVoting System". The navigation menu includes Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a "Manage Users" menu with options: EVSN, Create EVSN, Modify EVSN, Verify EVSN, Approve EVSN Modification, and EVSN Inquiry. Below this is an "Allocate Functional Users" menu with options: Entry, Upload, Check File Status, and Change Password. The main content area is titled "Add EVSN Details" and includes a warning: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below the warning is the instruction: "Use functional rights of RTA-Maker to add EVSN details here". The form fields are as follows:

<b>EVSN</b>	<input type="text" value="150113001"/>
<b>ISIN</b>	INE123456789
<b>Entity Name</b>	MERCURY TILES LIMITED
<b>EVSN Creator</b>	admin-164
<b>Approved By</b>	admin
<b>Maker</b>	SKYWAY PRIVATE LIMITED (admin)
<b>Checker</b>	SKYWAY PRIVATE LIMITED (admin)
<b>Uploader</b>	SKYWAY PRIVATE LIMITED (admin)
<b>Resolution File</b>	<input type="button" value="Choose File"/> Resolution.pdf
<b>Logo File</b>	<input type="button" value="Choose File"/> G_LOGO.jpg
<b>Holding Date</b>	<input type="text" value="09Jan2015"/>
<b>Voting Start Date &amp; Time</b>	<input type="text" value="13Jan2015"/> <input type="text" value="16"/> : <input type="text" value="00"/> : <input type="text" value="04:00 PM"/> <small>Enter time in hh:mm format. Time should be in 24 Hr Format</small>
<b>Voting End Date &amp; Time</b>	<input type="text" value="15Jan2015"/> <input type="text" value="17"/> : <input type="text" value="00"/> : <input type="text" value="05:00 PM"/> <small>Enter time in hh:mm format. Time should be in 24 Hr Format</small>
<b>Number of resolutions</b>	<input type="text" value="1"/>
<b>Resolution No.</b>	<input type="text" value="1"/>
<b>Resolution Description</b>	<input type="text" value="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"/>

Buttons:

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The user can accordingly mention the serial number in the Resolution No. field and a brief description of the resolution in the Description field. The maximum character limit of the Description field is 1000 characters. If the description of the resolution is for a Special Resolution then the words Special Resolution should be mentioned at the start of the description and if it is for an Ordinary Resolution then the words Ordinary Resolution should be mentioned at the start of the description.

**Variable Fields:** The fields listed below would be displayed in the Create EVSN Screen depending on the EVSN type viz, General Meeting or Election Voting respectively.

**Meeting Date:** This option would be available only if the Issuer Company has selected the Meeting Type as General Meeting. The screen would be as shown below.

# e-Voting User Manual for RTAs

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

Manage Users  
EVSN  
Create EVSN  
Modify EVSN  
Verify EVSN  
Approve EVSN Modification  
EVSN Inquiry  
Allocate Functional Users  
Entry  
Upload  
Check File Status  
Change Password

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

### Add EVSN Details

Use functional rights of RTA-Maker to add EVSN details here

EVSN	150623003
EVSN Type	General Meeting
ISIN	IN0834908304
Entity Name	COMPANY - E-VOTING DEMO
EVSN Creator	admin-95
Approved By	admin
Maker	RTA - E-VOTING DEMO (admin)
Checker	RTA - E-VOTING DEMO (admin)
Uploader	RTA - E-VOTING DEMO (admin)
Resolution File	<input type="button" value="Browse..."/> No file selected.
Logo File	<input type="button" value="Browse..."/> No file selected.
Holding Date (Cut-Off Date)	03Jun2015
Voting Start Date & Time	<input type="text"/> : <input type="text"/> : <input type="text"/>
	<small>Enter time in hh:mm format. Time should be in 24 Hr Format</small>
Voting End Date & Time	<input type="text"/> : <input type="text"/> : <input type="text"/>
	<small>Enter time in hh:mm format. Time should be in 24 Hr Format</small>
Meeting Date & Time	<input type="text"/> : <input type="text"/> : <input type="text"/>
	<small>Enter time in hh:mm format. Time should be in 24 Hr Format</small>
Number of resolutions	0

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The **Meeting Date** and **End Time** of the General Meeting has to be entered which should be any date and time after the End Time of the voting period

**Maximum Selection:** This field would be visible only if the Issuer Company has selected the Meeting Type as Election Voting. The screen would be as shown below.

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

Manage Users  
EVSN  
Create EVSN  
Modify EVSN  
Verify EVSN  
Approve EVSN Modification  
EVSN Inquiry  
Allocate Functional Users  
Entry  
Upload  
Check File Status  
Change Password

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

### Add EVSN Details

Use functional rights of RTA-Maker to add EVSN details here

EVSN	150623004
EVSN Type	Election Voting
ISIN	IN3904839048
Entity Name	COMPANY - E-VOTING DEMO
EVSN Creator	admin-95
Approved By	admin
Maker	RTA - E-VOTING DEMO (admin)
Checker	RTA - E-VOTING DEMO (admin)
Uploader	RTA - E-VOTING DEMO (admin)
Resolution File	<input type="button" value="Browse..."/> No file selected.
Logo File	<input type="button" value="Browse..."/> No file selected.
Holding Date (Cut-Off Date)	03Jun2015
Voting Start Date & Time	<input type="text"/> : <input type="text"/> : <input type="text"/>
	<small>Enter time in hh:mm format. Time should be in 24 Hr Format</small>
Voting End Date & Time	<input type="text"/> : <input type="text"/> : <input type="text"/>
	<small>Enter time in hh:mm format. Time should be in 24 Hr Format</small>
No. of Votes Allowed	<input type="text"/>
Number of resolutions	0

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Best viewed in IE 6.0 & above. Resolution 1024 x 768 pixels or higher.

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## e-Voting User Manual for RTAs

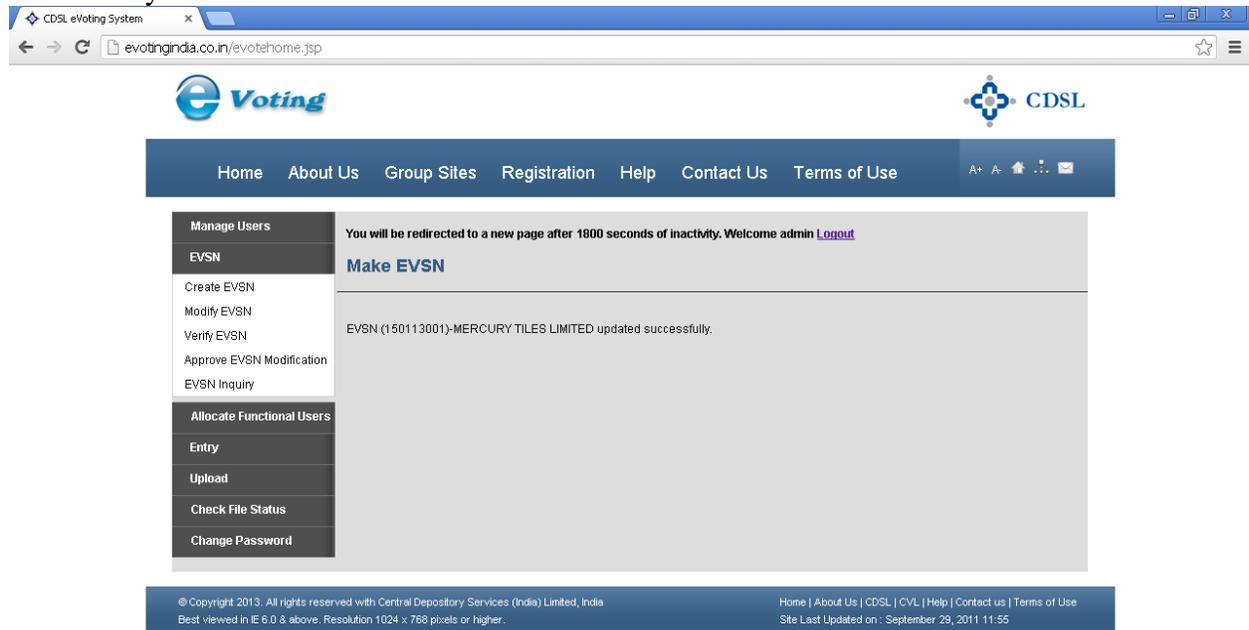
The user has to enter the **No. of Votes Allowed** which **has to be less than** the number of selections provided but **not zero (0)**. The **Election Voting option will be permitted only if there are a minimum of two selection options provided in the EVSN**.

Click on Submit to create the EVSN.

A pop-up dialog box would be displayed as given below.



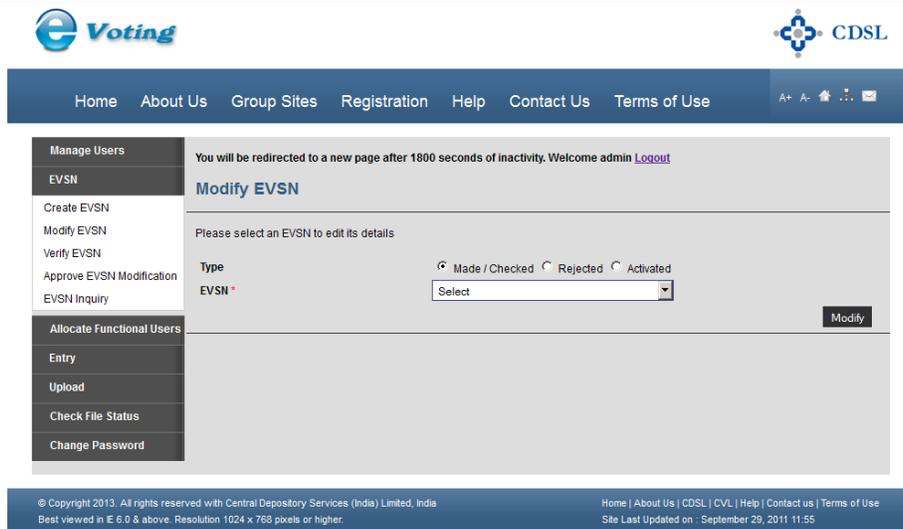
Click on OK and the following screen would be displayed confirming EVSN updated successfully.



## e-Voting User Manual for RTAs

The EVSN should be noted and recorded for future reference or any queries or information pertaining to the EVSN.

**(b) Modify EVSN:** The EVSN can be modified after it has been created, provided the voting period has not commenced, by clicking on the Modify EVSN. Select the EVSN to be modified and click on Submit.



On selecting the relevant EVSN, the fields available for modification would be displayed allowing the user to modify any of the details. Under this screen all the fields which have been updated while generating the EVSN by the company including the resolution details and the voting date and time are modifiable.

## e-Voting User Manual for RTAs

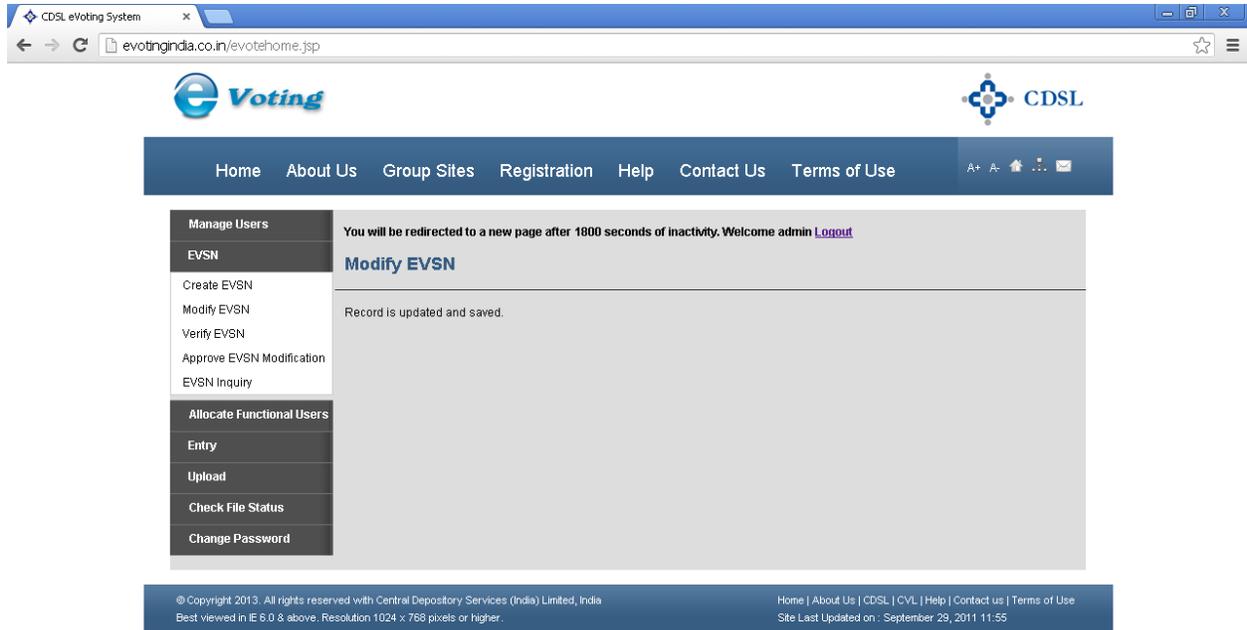
The screenshot shows the 'Edit EVSN' interface. The left sidebar contains a menu with the following items: Manage Users, EVSN, Create EVSN, Modify EVSN, Verify EVSN, Approve EVSN Modification, EVSN Inquiry, Allocate Functional Users, Entry, Upload, Check File Status, and Change Password. The main content area is titled 'Edit EVSN' and includes a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)'. Below this is the 'Please Edit EVSN Details' section with the following fields and values: EVSN (141017002), ISIN (IN0347348036), ISIN Name (TEST COMPANY), Type (Equity), Total Number of Shares (1000000000), Nominal Value (1), Voting Rights (1), Voting Rights Round Off (Regular), Resolution File (Browse... No file selected.), Existing Resolution File (Test15.pdf), Logo File (Browse... No file selected.), Existing Logo File (Remove), Voting Start Date & Time (17/Oct/2015 17:00 05:00 PM), Voting End Date & Time (17/Oct/2015 18:00 06:00 PM), Holding Date (03/Oct/2014), Allow Ballot Status (checked), Scrutinizer (SCRUTINIZER - E-VOTING DEMO), Scrutinizer Access Time (25 days), Number of resolutions (1), Resolution No. (1), and Resolution Description (partially visible).

After making the necessary changes in the EVSN as desired and clicking on Submit the following pop-up would be displayed.



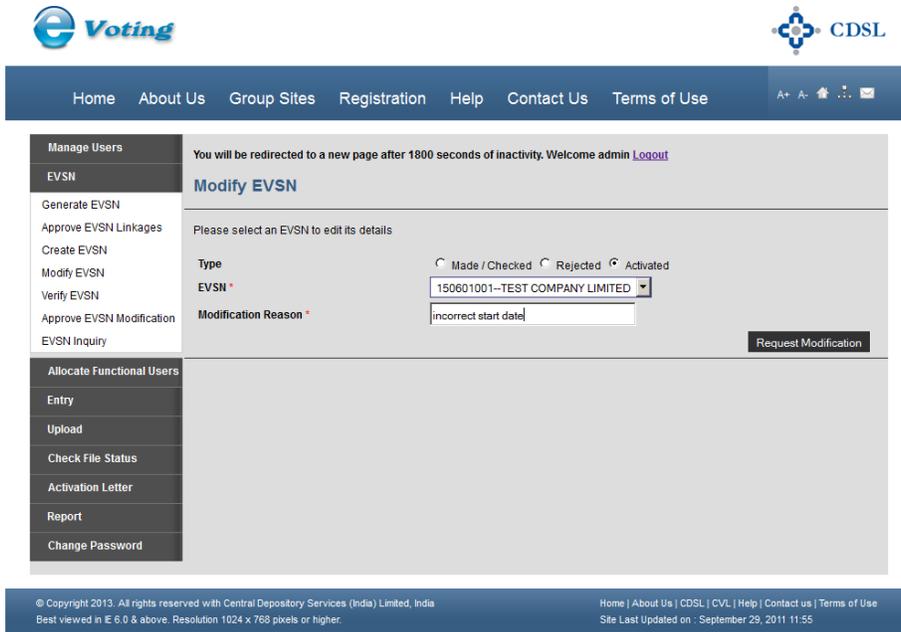
Click on OK and the following confirmation screen would be displayed.

## e-Voting User Manual for RTAs

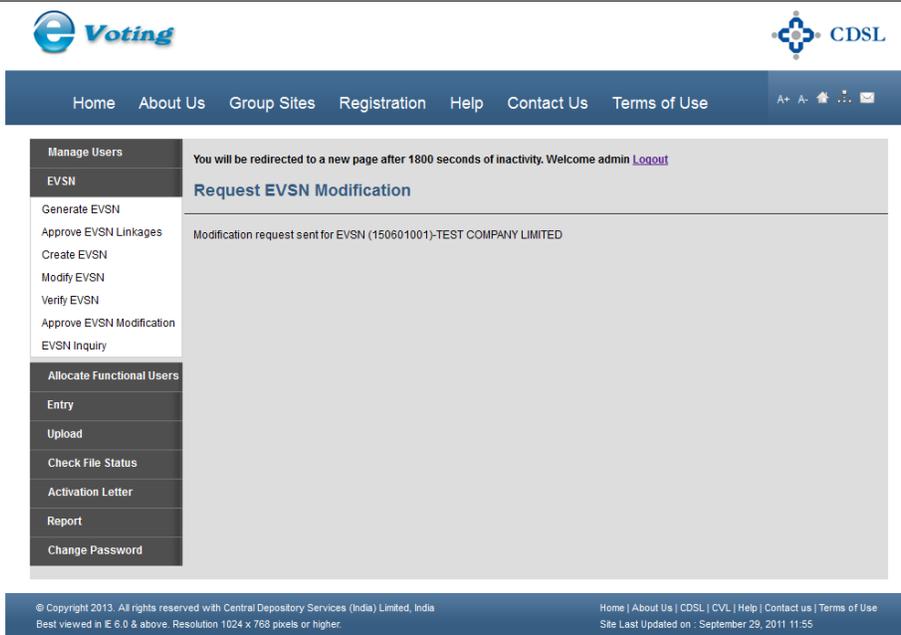


**In case of modifications made to the EVSN after having Activated the EVSN, the user would have to enter the reason for modification for EVSNs under the Activated Status which would have to be then approved by the RTA Checker. The EVSN would be available for modification in the RTA Admin/Maker login after the same is intimated to CDSL. Select the EVSN status as Activated and select the EVSN and enter the reason for modification.**

# e-Voting User Manual for RTAs



Click on Request Modification. The following screen would be displayed.



The checker has to then login and approve the modification request through the Approve EVSN Modification option. After approval of the request the RTA Admin/Maker should proceed to make the necessary changes in the EVSN. After making the necessary modifications, the

## e-Voting User Manual for RTAs

Checker has to approve the EVSN details through the Verify EVSN menu and inform the Issuer Company.

### **(ii) Voting Restrictions:**

**(a) Add/Modify Restrictions:** If a particular Shareholder needs to be restricted for voting for a particular Resolution in a EVSN or Number of shares to be restricted this menu can be used.

**(b) View Restricted Users:** Here the report comes for Shareholders who are restricted for voting.

### **(iii) Entry:**

**(a) Voting – Entry:** In order to enter votes received outside the e-Voting system, the user should click on Voting - Entry. 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 has a blue header with the 'Voting' logo and 'CDSL' logo. Below the header is a navigation menu with links: Home, About Us, Group Sites, Registration, Help, Contact Us, Terms of Use. A sidebar on the left contains a list of menu items: Manage Users, EVSN, Allocate Functional Users, Entry, Voting - Entry, Approve SH Vote - Entry, Disapprove SH Vote - Entry, Upload, Check File Status, Change Password. The main content area is titled 'Voting - Entry' and contains a form with two input fields: 'EVSN' (a dropdown menu) and 'Member ID' (a text input). A 'Submit' button is located to the right of the Member ID field. At the top of the main content area, there is a warning message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin Logout'. The footer contains copyright information: '© Copyright 2013. All rights reserved with Central Depository Services (India) Limited, India. Best viewed in IE 8.0 & 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'.

## e-Voting User Manual for RTAs

Select the relevant EVSN from the drop down menu provided and enter the Member ID of the investor and click on Submit. The following screen will be displayed.

The screenshot shows the CDSL eVoting System interface. The browser address bar displays 'evotingindia.co.in/evotehome.jsp'. The page title is 'Voting - Entry'. The main content area displays the following information:

- Company:** MERCURY TILES LIMITED
- EVSN:** 150113001
- Voting Period:** From 13-Jan-2015 16:00 Hours to 15-Jan-2015 17:00 Hours
- User ID:** 0201350001774738 : MECHHOOR VALSALAM
- Total number of securities held in your demat account / folio:** 1234567890

A table of resolutions is displayed with the following columns: Reso. No., Resolution Description, Choice, and Reset.

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

A 'Submit' button is located below the table. The footer contains copyright information for 2013 and navigation links.

Select the relevant options for voting as per the details received from the shareholder and then click on the Submit. A pop-up as shown below would be displayed.



## e-Voting User Manual for RTAs

Click on OK to confirm the vote or click on Cancel to go back to the screen and modify the vote. After clicking on OK a confirmation message as shown below would be displayed.



It should be noted that the user will not be able to vote for the same userid again after the vote has been recorded on the resolutions for the particular EVSN. Click on OK again and the user would be taken back to the Voting Entry screen.

If a vote for a security holder whose votes have already been recorded electronically are being entered then the system will display the following message.



Click OK to close the dialog box.

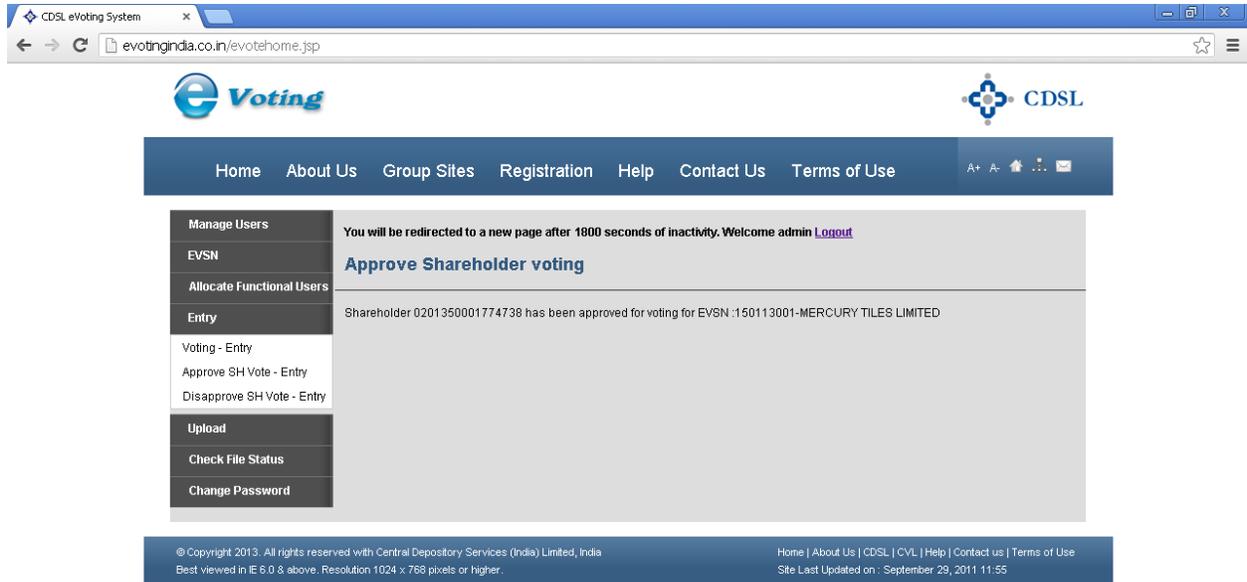
## e-Voting User Manual for RTAs

**(b) Approve SH Vote - Entry:** This option permits the user to include a vote which was previously excluded from the voting through the Disapprove SH option for a particular EVSN. Click on the Approve SH Vote menu. The following screen will 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 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 a menu with options: Manage Users, EVSN, Allocate Functional Users, Entry, Voting - Entry, Approve SH Vote - Entry, Disapprove SH Vote - Entry, Upload, 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 admin [Logout](#)". Below this is the heading "Approve Shareholder voting". A sub-heading reads: "Please enter Member ID of investor user whose voting was disapproved. Once verified this, select EVSN for which shareholder voting has to be approved. Kindly note that this activity can be carried out only if ROM has been uploaded for an EVSN." The form includes a "Member ID" field with the value "020135000177473" and a "Check" button. Below it is an "EVSN" dropdown menu showing "150113001-MERCURY TILES LIMITED". 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 a list of navigation links.

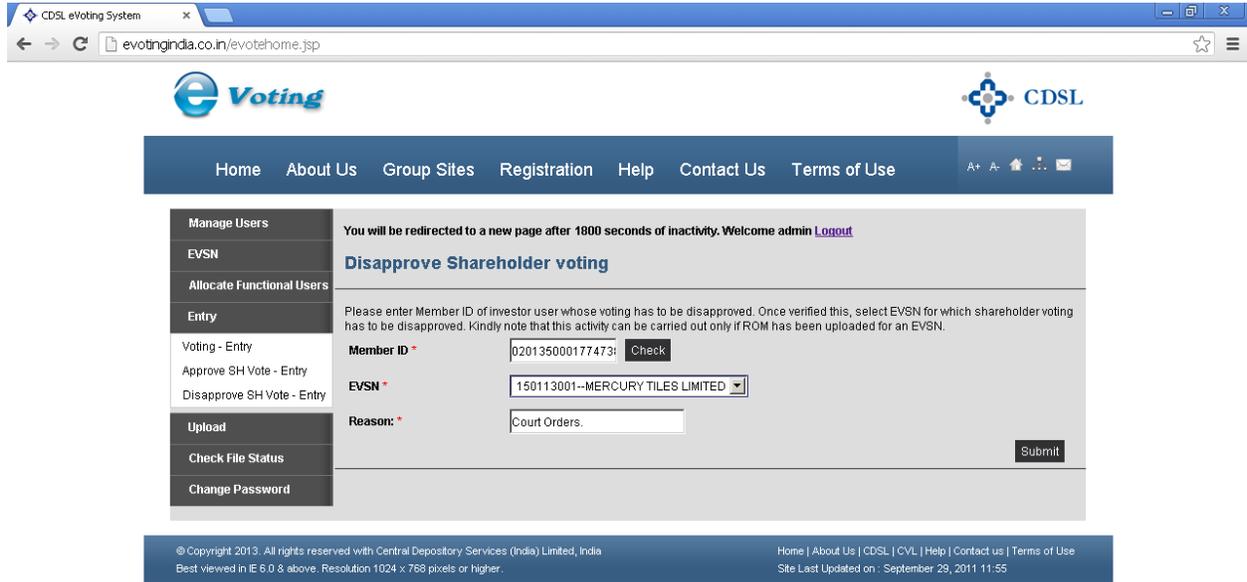
Enter the user id and the select the EVSN from the drop down menu and click on Submit. The following screen will be displayed.

# e-Voting User Manual for RTAs



A confirmation screen will be displayed as below and the Member ID will be approved for voting for that EVSN.

(c) **Disapprove SH Vote – Entry:** This option permits the user to exclude a vote which was previously considered in the voting for a particular EVSN. Click on the Disapprove SH Vote menu the following screen would be displayed.



Enter the Member ID and click on Check. Select the EVSN from the drop down for which the member id should be disallowed or the voting disapproved and then enter the reason for the Disapproval. Click on submit. A confirmation screen will be displayed as shown below confirming that the user id has been disapproved for voting for that EVSN.

# e-Voting User Manual for RTAs

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".

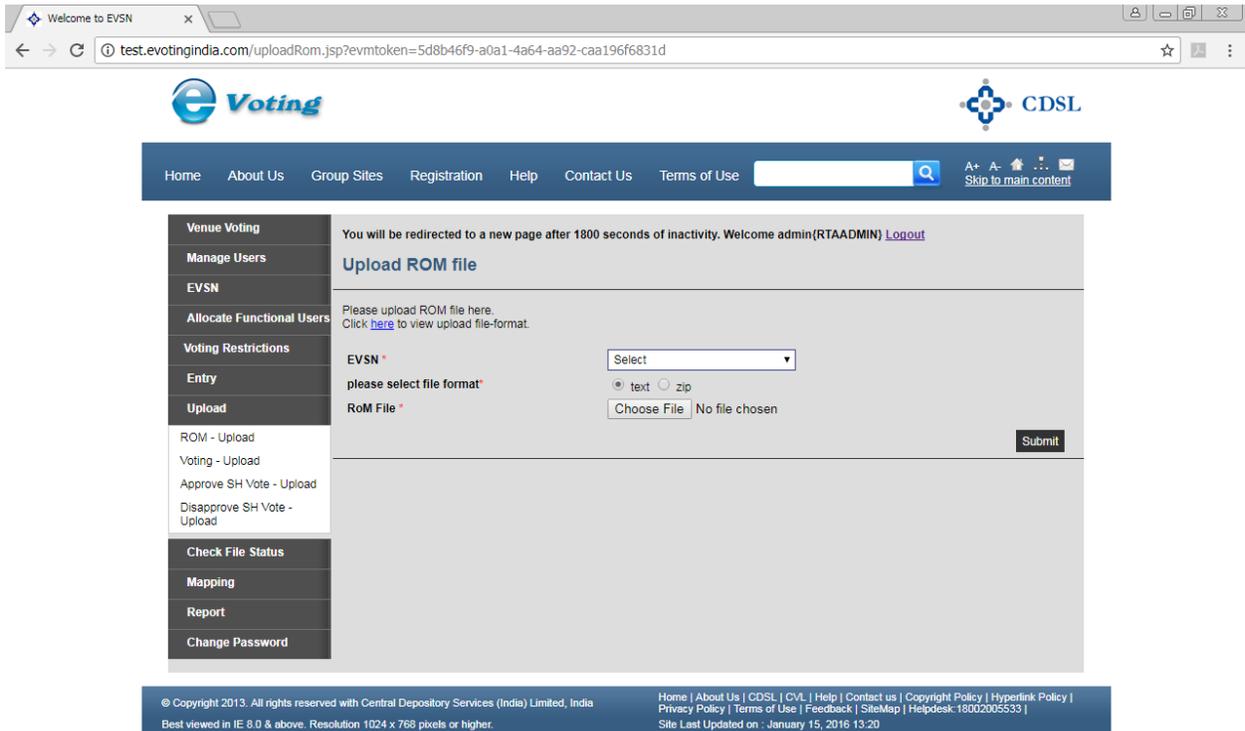
The main content area is divided into a left sidebar menu and a main display area. The sidebar menu includes: "Manage Users", "EVSN", "Allocate Functional Users", "Entry", "Voting - Entry", "Approve SH Vote - Entry", "Disapprove SH Vote - Entry", "Upload", "Check File Status", and "Change Password".

The main display area shows a warning message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)". Below this is a section titled "Disapprove Shareholder voting" with a message: "Shareholder 0201350001774738 has been disapproved for voting for EVSN :150113001-MERCURY TILES LIMITED".

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". The site last updated date is "September 29, 2011 11:55".

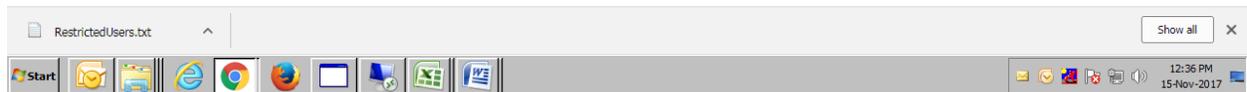
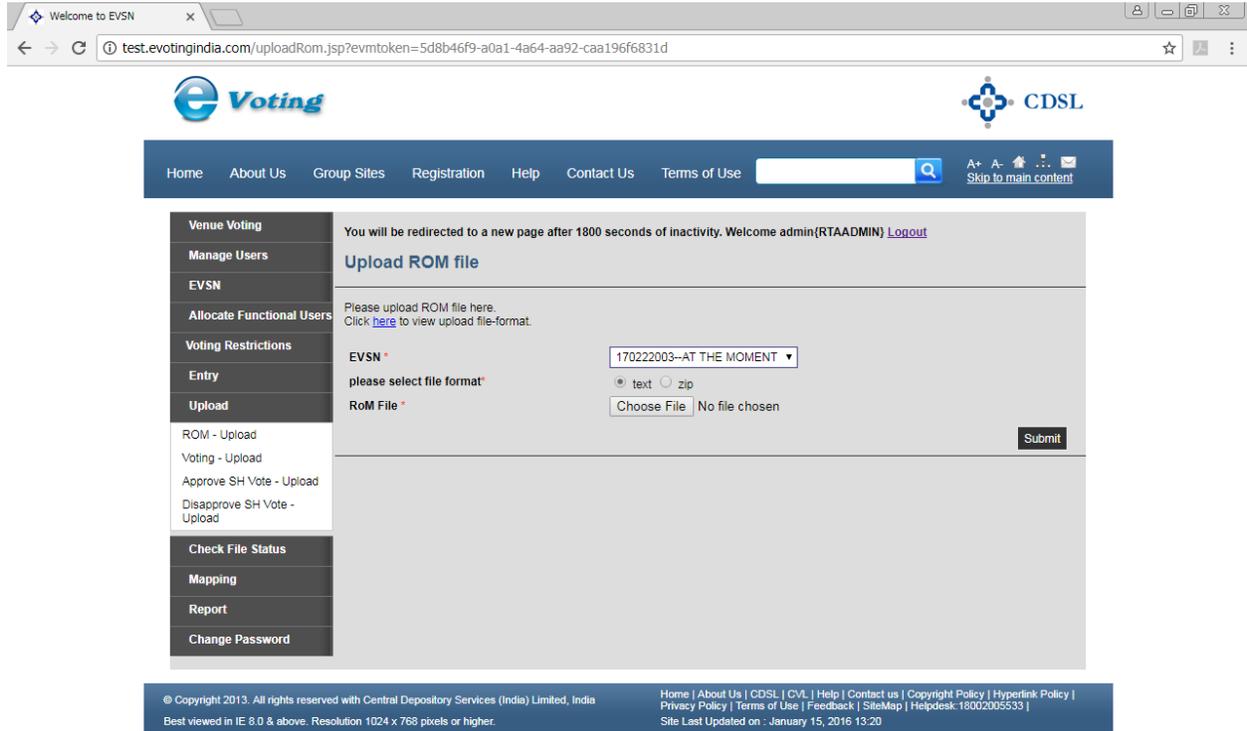
## 4. Menus for RTA Admins and RTA Maker users and ROM Uploaders

- (a) **ROM – Upload:** The RTA Admin / RTA Maker/ ROM Uploader has to upload the list of members eligible for voting using this option. The user has to login and upload the Register of Members (ROM) as required in the file format specified by CDSL by clicking on RoM Upload. The user will be prompted to select the relevant EVSN for which the ROM file has to be uploaded.



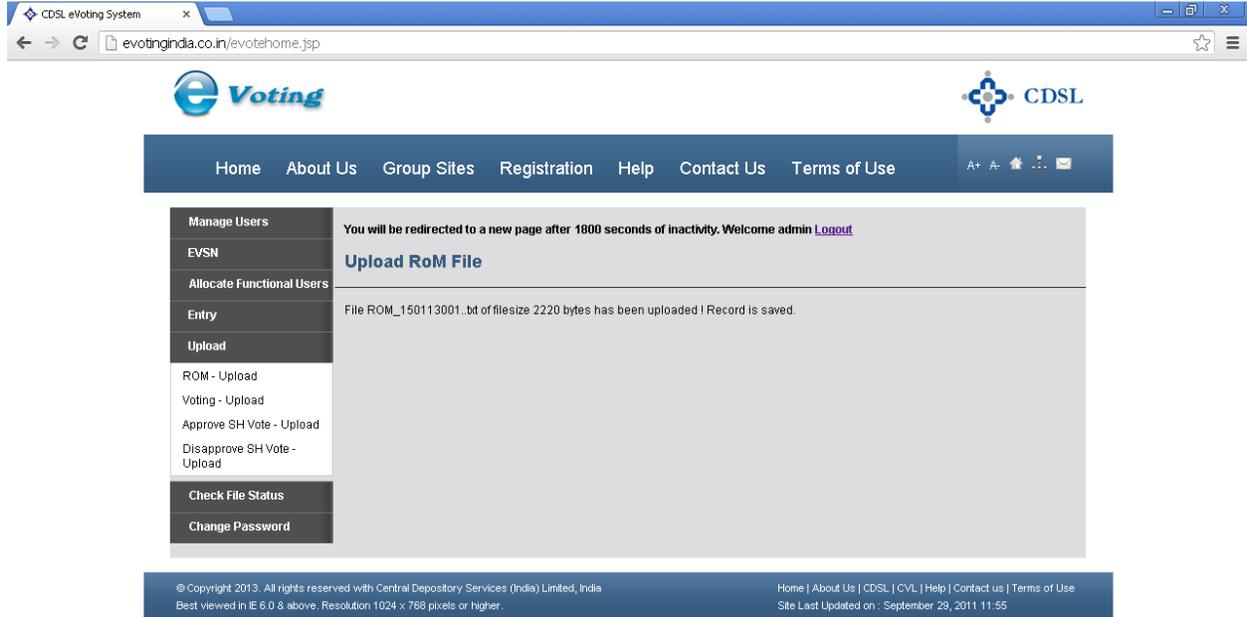
# e-Voting User Manual for RTAs

Select the relevant EVSN from the drop down menu and Click on Browse and select the file to be uploaded and click on Submit.



## e-Voting User Manual for RTAs

After clicking on submit the following screen would be displayed.



The details of the file uploaded stating the size would be displayed.

**It should be noted that the ROM upload function is not available to the RTA Maker user category.**

## e-Voting User Manual for RTAs

**(b) Voting - Upload:** The user has an option to upload the votes received outside the e-Voting system using this option. The user has to click on the Voting - Upload option. The following screen will be displayed.

The screenshot shows a web browser window with the URL `test.evotingindia.com/otherVotingUpload.jsp?evmtoken=5d8b46f9-a0a1-4a64-aa92-caa196f6831d`. The page features the 'e-Voting' logo and the CDSL logo. 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 'Other Voting Details - Upload' and includes a warning: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(RTAADMIN) Logout'. Below this, there is a message: 'Please upload other-voting file here. Click [here](#) to view upload file-format.' The form contains two fields: 'EVSN \*' with a dropdown menu set to 'Select', and 'Voting Details File \*' with a 'Choose File' button and the text 'No file chosen'. A 'Submit' button is located at the bottom right of the form. A sidebar on the left lists various options: Venue Voting, Manage Users, EVSN, Allocate Functional Users, Voting Restrictions, Entry, Upload, ROM - Upload, Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, Check File Status, Mapping, Report, and Change Password. The footer contains copyright information for 2013 and a list of links including Home, About Us, CDSL, CVL, Help, Contact us, Copyright Policy, Hyperlink Policy, Privacy Policy, Terms of Use, Feedback, SiteMap, and Helpdesk:18002005533. It also states 'Site Last Updated on - January 15, 2016 13:20'.

The screenshot shows a Windows taskbar with the Start button on the left. The taskbar contains icons for various applications, including Internet Explorer, Google Chrome, and Microsoft Word. The system tray on the right shows the date and time as '12:37 PM 15-Nov-2017'.

## e-Voting User Manual for RTAs

Select the relevant EVSN from the drop down menu and Click on Browse and select the file to be uploaded. The file should be uploaded as per the format provided by CDSL. After selecting the file click on Submit to complete the upload process.

The screenshot shows a web browser window with the URL `test.evotingindia.com/otherVotingUpload.jsp?evmtoken=5d8b46f9-a0a1-4a64-aa92-caa196f6831d`. 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 search bar and a 'Skip to main content' link are also present. The main content area is titled 'Other Voting Details - Upload' and contains the following text: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin(RTAADMIN) Logout'. Below this, it says 'Please upload other-voting file here. Click [here](#) to view upload file-format.' There are two input fields: 'EVSN \*' with a dropdown menu showing '160603003--AT THE MOMENT' and 'Voting Details File \*' with a 'Choose File' button and the text 'No file chosen'. A 'Submit' button is located at the bottom right of the form. A left sidebar menu lists various options: 'Venue Voting', 'Manage Users', 'EVSN', 'Allocate Functional Users', 'Voting Restrictions', 'Entry', 'Upload', 'ROM - Upload', 'Voting - Upload', 'Approve SH Vote - Upload', 'Disapprove SH Vote - Upload', 'Check File Status', 'Mapping', 'Report', and 'Change Password'. The footer contains copyright information for 2013, contact details, and a note that the site is best viewed in IE 8.0 and above with a resolution of 1024 x 768 pixels or higher. The site was last updated on January 15, 2016 at 13:20.

The screenshot shows a Windows taskbar. On the left, there is a 'Start' button and several application icons. The taskbar itself contains icons for various applications, including a file explorer window titled 'RestrictedUsers.txt'. On the right side of the taskbar, there is a system tray with icons for network, volume, and other system functions. The system clock shows the time as 12:37 PM on 15-Nov-2017.

## e-Voting User Manual for RTAs

- (c) **Approve SH Vote - Upload:** The user has an upload to permit voting or consider voting by Members IDs which have been Disapproved earlier for a particular EVSN, through the Approve SH Vote – Upload. Click on the Approve SH Vote – Upload. The following screen will be displayed.

The screenshot shows a web browser window with the address bar displaying "evotingindia.co.in/evotehome.jsp". The page features the CDSL eVoting logo and a navigation menu with items: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains a menu with options: Manage Users, EVSN, Allocate Functional Users, Entry, Upload, ROM - Upload, Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, 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 admin [Logout](#)". Below this is the heading "Upload Approve Shareholder file" and instructions: "Please upload approve shareholder file here. Click [here](#) to view upload file-format." The form includes an "EVSN" dropdown menu with "Select" as the current value, a "Voting Details File" section with a "Choose File" button and the text "No file chosen", and a "Submit" button. The footer contains copyright information for 2013 and site navigation links.

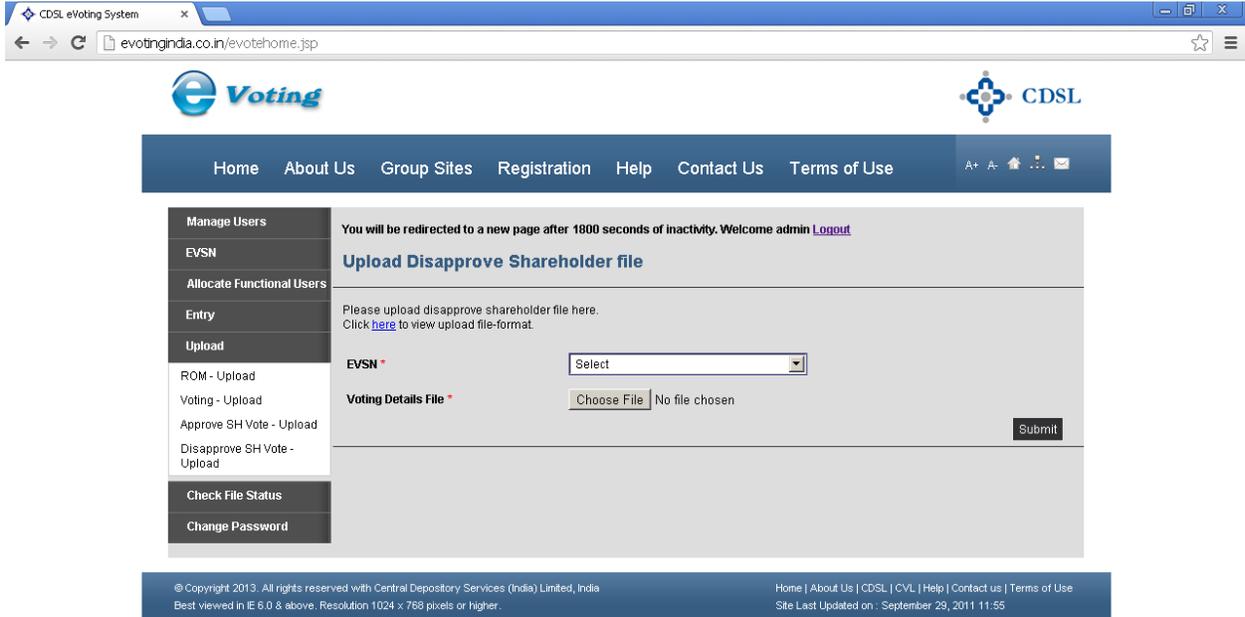
evotingindia.co.in/uploadApproveVoting.jsp

## e-Voting User Manual for RTAs

Select the relevant EVSN from the drop down menu and Click on Browse and select the file to be uploaded. The user has to upload the file as per the format provided by CDSL. Click on Submit to complete the upload process.

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 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 a menu with options: Manage Users, EVSN, Allocate Functional Users, Entry, Upload, ROM - Upload, Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, 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 admin [Logout](#)". Below this is the "Upload Approve Shareholder file" section, which includes instructions: "Please upload approve shareholder file here. Click [here](#) to view upload file-format." The form contains an "EVSN" dropdown menu with the selected value "150113001--MERCURY TILES LIMITED", a "Voting Details File" field with a "Choose File" button and the filename "Page-4-For...-1415.docx", and a "Submit" button. 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".

(d) **Disapprove SH Vote - Upload:** The user has an upload to Disapprove Member IDs from voting for a particular EVSN, which were previously permitted for voting or whose votes have been considered through the Disapprove SH Vote – Upload. Click on the Disapprove SH Vote – Upload. The following screen would be shown.



evotingindia.co.in/uploadDisapproveVoting.jsp

## e-Voting User Manual for RTAs

Select the relevant EVSN from the drop down menu and Click on Browse and select the file to be uploaded. The user has to upload the file as per the format provided by CDSL. Click on Submit to complete the upload process.

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 "Upload Disapprove Shareholder file". It includes a sidebar with the following menu items: "Manage Users", "EVSN", "Allocate Functional Users", "Entry", "Upload", "ROM - Upload", "Voting - Upload", "Approve SH Vote - Upload", "Disapprove SH Vote - Upload", "Check File Status", and "Change Password".

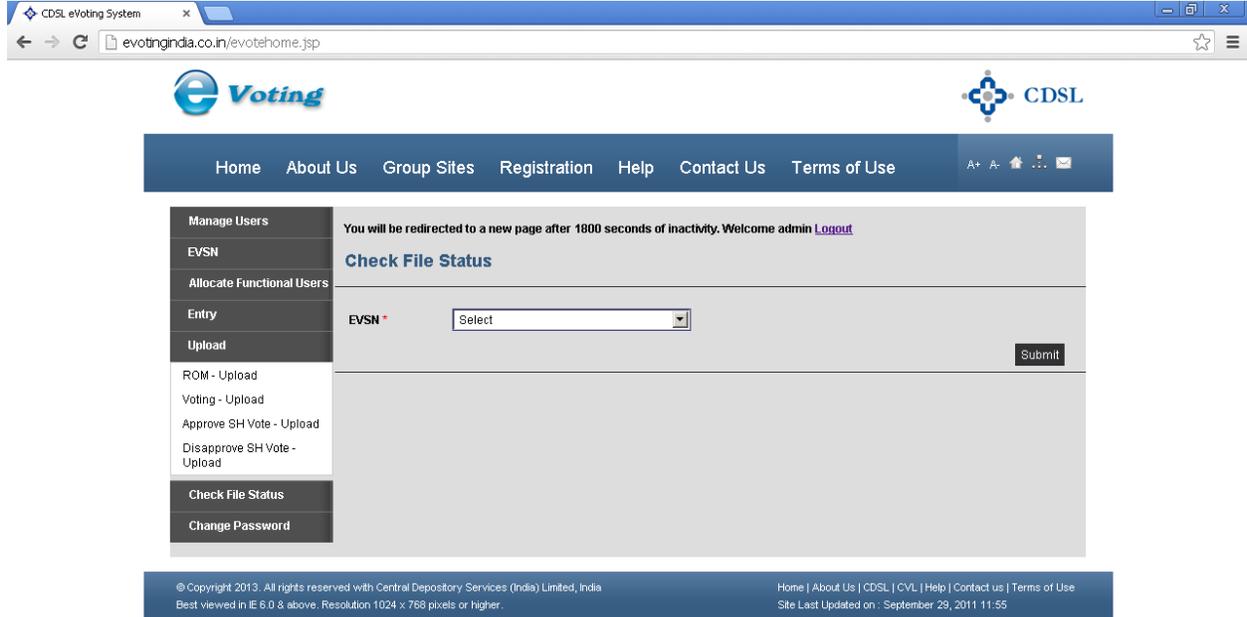
The main content area contains the following text and form elements:

- A warning message: "You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)"
- The title "Upload Disapprove Shareholder file"
- Instructions: "Please upload disapprove shareholder file here. Click [here](#) to view upload file-format."
- An "EVSN" dropdown menu with the value "150113001--MERCURY TILES LIMITED" selected.
- A "Voting Details File" label and a "Choose File" button next to the filename "DONE\_1\_Us...uers.docx".
- A "Submit" button.

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". The site last updated on "September 29, 2011 11:55".

## e-Voting User Manual for RTAs

- (e) **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.



evotingindia.co.in/chedFileStatusAll.jsp

Select the relevant EVSN from the drop down and click on Submit. The following screen would be displayed.

## e-Voting User Manual for RTAs

The screenshot shows the CDSL eVoting System interface. The browser address bar displays 'evotingindia.co.in/evotehome.jsp'. The page features a navigation menu with options: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. A sidebar on the left contains menu items: Manage Users, EVSN, Allocate Functional Users, Entry, Upload, ROM - Upload, Voting - Upload, Approve SH Vote - Upload, Disapprove SH Vote - Upload, 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 admin [Logout](#)'. Below this, the section is titled 'Check File Status for EVSN'. A sub-message reads: 'Select the 'Error' record from the grid and click on 'Error Details' button in case File Status description for a record shows 'Error(s) in file''. The EVSN number is '150113001-MERCURY TILES LIMITED'. A 'Refresh File Status' button is present. A table lists the uploaded files:

File Date	File Name	File Type	File Status
13/01/15 15:48	wrongfggf.bt	Reg. of Members	Error Details
13/01/15 15:46	ROM_150113001..bt	Reg. of Members	Success
13/01/15 15:19	G_LOGO.jpg	Logo	Success
13/01/15 15:19	Resolution.pdf	Resolution	Success

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'.

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 RTAs

evotingindia.co.in/everrorlog.jsp?evsn=150113001&filename=wrongfggf.txt - Google Chrome

evotingindia.co.in/everrorlog.jsp?evsn=150113001&filename=wrongfggf.txt

**e-Voting** CDSL

Home About Us Group Sites Registration Help Contact Us Terms of Use A+ A- ⋮

### Error Details

List of Errors in File Name: **wrongfggf.txt** for EVSN :**150113001-MERCURY TILES 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

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

Download

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Best viewed in IE 6.0.8 above. Resolution 1024 x 768 pixels or higher.

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Site Last Updated on : September 29, 2011 11:55

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 file should be rectified and uploaded with a different name 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 contact the e-Voting Helpdesk by sending an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).

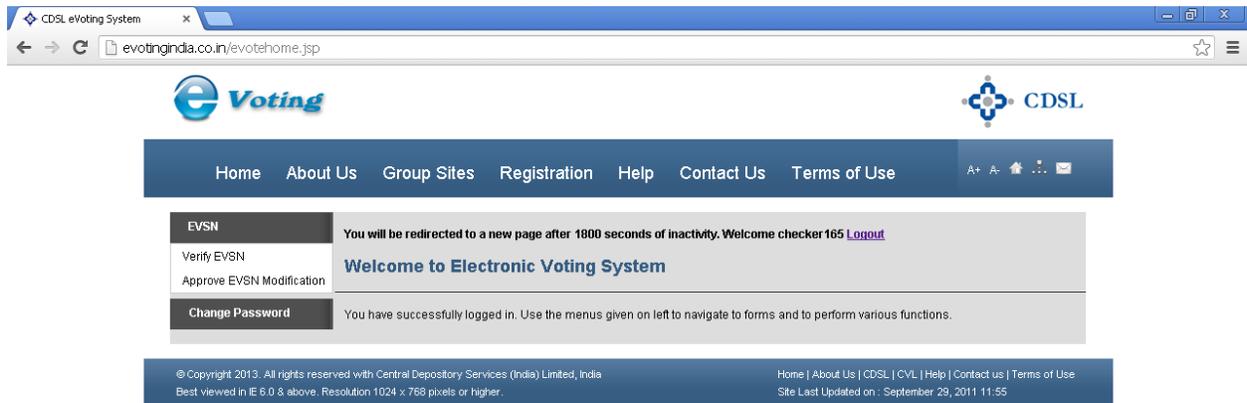
## 5. Mapping

**(a) Add Category:** Here they can select the EVSN from the drop down and updated the Category of Shareholder by mapping with the Sub-Status mentioned in the Register of Members (ROM) file uploaded by them.

**(b) Delete Category:** Here they can deleted the Category mapped by them in Add Category if it was wrongly mapped.

## 6. Menus for RTA Admins and RTA Checker users

**(a) Verify EVSN:** The checker login enables the user to only view and approve or reject the EVSN. After logging in the following screen would be 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 "Home", "About Us", "Group Sites", "Registration", "Help", "Contact Us", and "Terms of Use". A sidebar on the left lists menu items: "EVSN", "Verify EVSN", "Approve EVSN Modification", and "Change Password". The main content area displays a welcome message: "Welcome checker 165 Logout" and "Welcome to Electronic Voting System". Below this, a message states: "You have successfully logged in. Use the menus given on left to navigate to forms and to perform various functions." The footer contains copyright information for 2013 and site update details from September 29, 2011.

## e-Voting User Manual for RTAs

Select the relevant EVSN from the drop down menu provided and click on Submit. The following Screen would be displayed.

The screenshot shows the 'Check EVSN' page in the CDSL eVoting System. The page header includes the CDSL logo and navigation links. The main content area displays the following details:

<b>EVSN</b>	150113001
<b>Company Name</b>	MERCURY TILES LIMITED
<b>ISIN</b>	INE123456789
<b>ISIN Name</b>	MERCURY TILES LIMITED
<b>Type</b>	Equity
<b>Nominal Value</b>	10
<b>Voting Rights</b>	1
<b>Resolution File</b>	<a href="#">Resolution.pdf</a>
<b>Logo File</b>	<a href="#">G_LOGO.jpg</a>
<b>Access via Internet</b>	Free
<b>Can't Say(Abstain) Option Required?</b>	No
<b>Voting Start Date &amp; Time</b>	13/01/2015::16:00
<b>Voting End Date &amp; Time</b>	15/01/2015::17:00
<b>Number of resolutions</b>	1
<b>Resolution No.</b>	1
<b>Resolution Description</b>	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

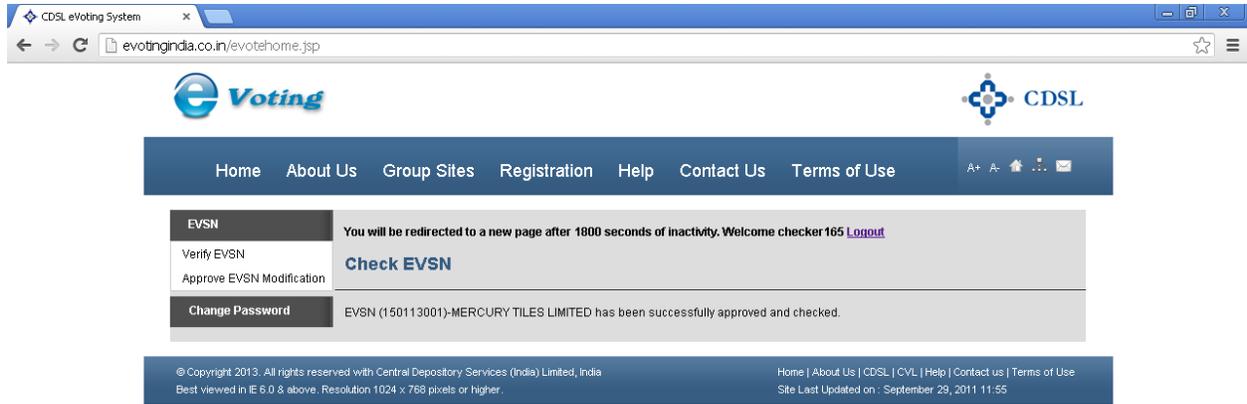
At the bottom of the page, there are buttons for 'Approve/Reject', 'Approve', 'Reject', and 'Submit'. The 'Approve/Reject' button is a dropdown menu currently showing 'Approve'.

All the details entered by the maker will be displayed. The checker will not be able to modify any details on the EVSN. In case of any errors, the checker will have to report it to the maker or reject the EVSN. The maker will then have to login and modify the same.

Select Approve or Reject on from the dropdown menu at the bottom of the page and click Submit. In case the EVSN has to be rejected the user has to mandatorily mention the reason for rejection.

Once the EVSN is approved the screen will provide a confirmation as shown below that the EVSN has been approved and checked.

## e-Voting User Manual for RTAs



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The user should then advise the Issuer Company to Activate the EVSN.

**(b) Approve EVSN Modification:** This option enables the user to approve any Modifications requests which are received after the checker has checked the EVSN. Modifications can be carried out on the EVSN provided the voting period has not commenced. It should be noted that EVSN cannot be modified once the voting period has commenced. Click on Approve EVSN Modification. The screen below will be displayed.

## e-Voting User Manual for RTAs

The screenshot shows the e-Voting system interface. At the top left is the 'e Voting' logo, and at the top right is the 'CDSL' logo. Below the logos is a navigation menu with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. On the right side of the menu are icons for font size (A+ A-), a home icon, a search icon, and an email icon. The main content area has a sidebar on the left with three menu items: 'EVSN' (selected), 'Verify EVSN', and 'Approve EVSN Modification'. The main content area displays the title 'Approve EVSN modification request' and a message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome testchecker [Logout](#)'. Below this, it says 'Select an EVSN and click Submit to approve modification request.' There is a dropdown menu labeled 'Select EVSN' with a 'Select' option visible, and a text input field labeled 'Modification Reason \*'. A 'Submit' button is located at the bottom right of the form. 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 a navigation menu: 'Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use'. The footer also includes the text 'Site Last Updated on : September 29, 2011 11:55'.

Select the EVSN and click on Submit. The following Screen would be displayed.

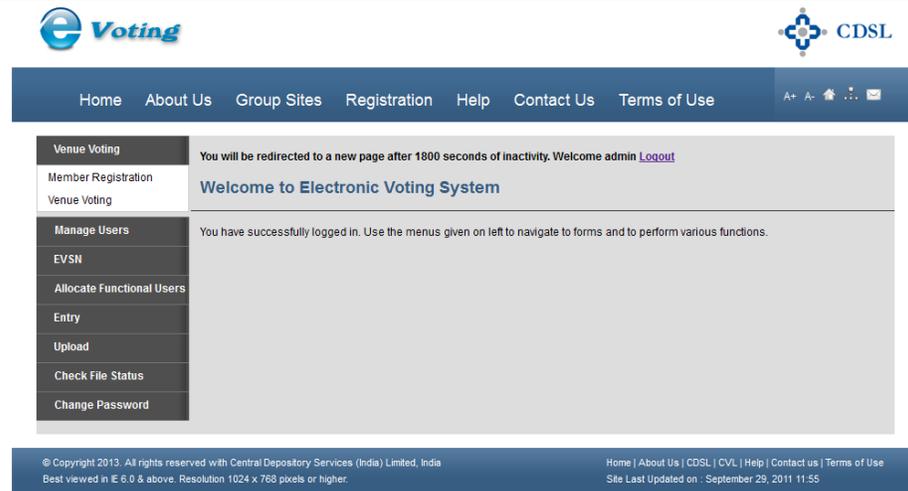
The screenshot shows the e-Voting system interface after the request has been approved. The sidebar on the left has three menu items: 'EVSN', 'Verify EVSN', and 'Approve EVSN Modification' (selected). The main content area displays the title 'Approve EVSN modification request results' and a message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome testchecker [Logout](#)'. Below this, it says 'Modification request has been approved for EVSN 150601001-TEST COMPANY LIMITED'. 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 a navigation menu: 'Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use'. The footer also includes the text 'Site Last Updated on : September 29, 2011 11:55'.

Once the request has been approved the RTA Admin / Maker user should login and do the necessary modifications. Once the modifications have been done the RTA Checker has to once again approve the EVSN for the onward activities.

## 7. Menus for All Users

### (a) Venue Voting

This facility is provided in order to enable users record votes of the members at the venue of the AGM. The shareholder would not be able to vote through their regular login for the EVSN. **In case of General Meeting EVSNs where voting is being conducted at the AGM Venue, the Maker, Checker and ROM Uploader users have to be mandatorily selected prior to start of any activity on the EVSN in order to be able to do all activities under Venue Voting.** The user is required to record the votes by first registering the shareholders present at the venue and then the votes have to be cast by the user on behalf of the shareholders. Click on Venue Voting the following screen would be displayed.



### (i) Member Registration:

Users should note that the members can be registered from anytime after the close of the remote voting period till the Scrutinizer Finalises the Voting. **Users should note that only members who have not voted through remote voting can be registered and the registration can be done only once.**

## e-Voting User Manual for RTAs

The user would have to click on the menu Member Registration. The following screen would be displayed.

The screenshot shows the e-Voting system interface. At the top left is the 'e-Voting' logo, and at the top right is the 'CDSL' logo. Below the logos is a navigation menu with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. On the right side of the menu are icons for font size (A+, A-), a search icon, and a mail icon. The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains a list of menu items: Venue Voting, Member Registration, Venue Voting, Manage Users, EVSN, Allocate Functional Users, Entry, Upload, Check File Status, and Change Password. The main panel displays a message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)'. Below this message is the title 'Venue Member Registration'. The form contains a label 'Select an EVSN for Venue Voting.' followed by a dropdown menu labeled 'Select EVSN \*' with a 'Select' option. A 'Submit' button is located at the bottom right of the form. 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 a site update notice: 'Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use Site Last Updated on : September 29, 2011 11:55'.

Select the EVSN from the dropdown and click on Submit. The following screen would be displayed.

The screenshot shows the e-Voting system interface. At the top left is the 'e-Voting' logo, and at the top right is the 'CDSL' logo. Below the logos is a navigation menu with links: Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. On the right side of the menu are icons for font size (A+, A-), a search icon, and a mail icon. The main content area is divided into a sidebar on the left and a main panel on the right. The sidebar contains a list of menu items: Venue Voting, Member Registration, Venue Voting, Manage Users, EVSN, Allocate Functional Users, Entry, Upload, Check File Status, and Change Password. The main panel displays a message: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)'. Below this message is the title 'Member Registration'. The form contains three input fields: 'EVSN \*' with the value '150810001', 'Member ID \*' which is empty, and 'Activation Type \*' with a dropdown menu showing 'Member'. A 'Submit' button is located at the bottom right of the form. 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 a site update notice: 'Home | About Us | CDSL | CVL | Help | Contact us | Terms of Use Site Last Updated on : September 29, 2011 11:55'.

Enter the Member id (16 character demat account number or folio number) and select the activation type. The Activation type details are as given below:

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**Member:** The user should select this option if the shareholder themselves are visiting the venue and intending to vote.

**Custodian:** The user should select this option if the shareholder is linked to a Custodian which intends to vote at the venue on behalf of the shareholder. The user should enter the Custodian Entity id and the user id of the custodian user authorised to vote on behalf of the shareholder.

Click on Submit. The following screen would be displayed.

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The user has the option to either enter a password of their choice by clicking on User Defined or generate a password from the system under System Defined. The User Defined password should not be less than six (6) and more than ten (10) characters in length and also not contain any special characters. This password has to be communicated to the shareholder visiting the venue.

Enter the password as desired and click on Submit. The following pop-up would be displayed.

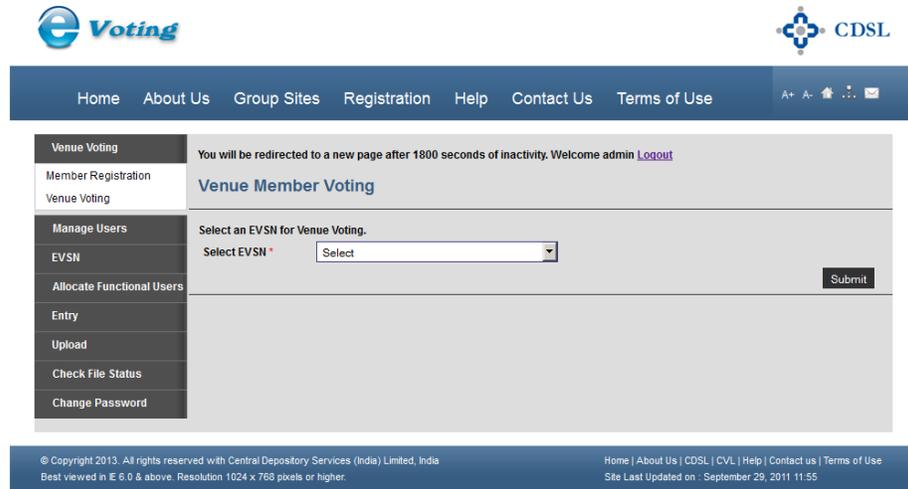


Click on OK. The password would have to be informed to the shareholder. The password assigned to the shareholder can be retrieved through the same option after the password has been assigned.

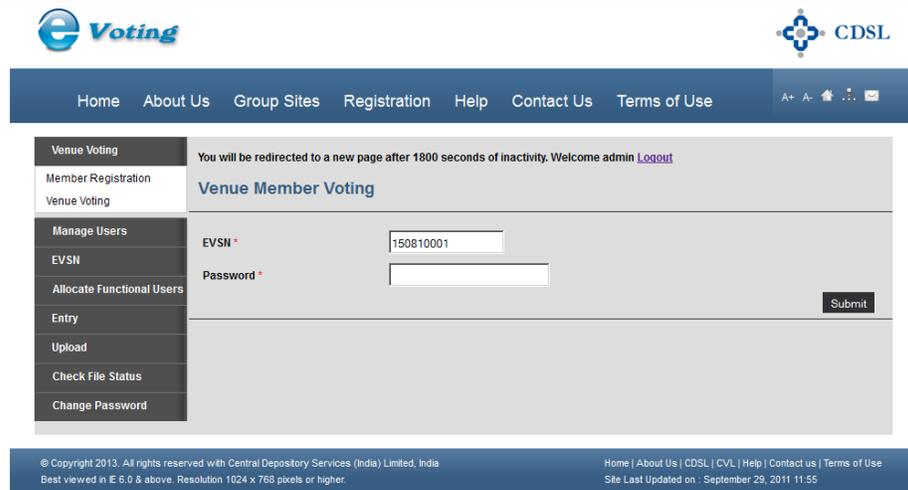
(ii) **Venue Voting**

Shareholders can vote only after they have been registered and the Meeting Start Time recorded in the e-Voting system has passed. Shareholders who have not been registered would not be permitted to vote. Click on Venue Voting. The following screen would be displayed.

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Select the EVSN and click on Submit. The screen shown below would be displayed.



Enter the password provided and click on Submit. The following screen will be displayed.

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### Investor Voting Screen

Please cast your Vote here.  
 Votes will be considered only if Yes or No (or Abstain, if available) options are used for each resolution.  
 The total number of securities mentioned is as on the record date decided by the company.  
 If you do not wish to vote now, click on **Submit** without selecting any option.  
 You can vote for any one of the resolutions and the remaining resolutions, anytime before the end of the voting period.  
 Please check your votes carefully before you click on **Submit**.  
 Once you click on **Submit**, your vote for all the resolutions you have selected will be recorded and cannot be changed.  
 Leaving a resolution selection blank implies that, you have not voted for that resolution.  
 In order to view the Resolution File, click the link for [Resolution File](#) below.

[Click here to print](#)

<b>Company</b>	COMPANY - E-VOTING DEMO	<a href="#">Resolution file</a>
<b>EVSN</b>	150810001	
<b>ISIN</b>	IN4374387538	
<b>ISIN Name</b>	TEST COMPANY LIMITED	
<b>Voting Period</b>	From 11-08-2015 11:00 Hours to 11-08-2015 23:59:59 Hours	
<b>User ID</b>	9999900082300452 : ROM RAJA	
<b>Total number of securities held in your demat account / folio</b>	231000	

Reso. No.	Resolution Description	Choice / ( Select All Yes <input type="checkbox"/> / Select All No <input type="checkbox"/> )	Reset / Reset All
1	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to issue Equity Shares, ADRs, GDRs, FCCBs or any other Securities as detailed under item NO.1 of the Postal Ballot Notice dated June 11,2015.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	Reset
2	Special Resolution under Section 81 (1 A) of the Companies Act, 1956, giving Consent to the Board of Directors to create, offer, issue and allot up to 20,00,000 Share Warrants on a preferential basis to detailed under Item NO.2 of the Postal Ballot Notice dated June 11,2015.	<input type="radio"/> I/We assent to the Resolution (For / Yes / Favour) <input type="radio"/> I/We dissent to the Resolution (Against / No)	Reset

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The voting as desired by the shareholder has to be recorded as per the regular options available. The shareholder can login and vote any number of times till the finalisation of the voting by the Scrutinizer or completion of voting on all resolutions, whichever is earlier. Click on Submit. The user would be taken back to the password entry screen for the EVSN.

Once the scrutinizer clicks on Finalise Voting the shareholder would be unable to login using the password provided and all voting for the EVSN would be closed. The voting for the user would be automatically closed at the end of the day though the Scrutinizer would not have finalised the voting.

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**(b) 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 screenshot displays the 'Change Password' interface within the e-Voting system. The browser's address bar shows the URL 'evotingindia.co.in/evotehome.jsp'. The page features a top 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 user management options, with 'Change Password' selected. The main content area prompts the user to change their password, providing fields for 'New Password' and 'Confirm Password', and a 'Submit' button. A warning message at the top of the content area states: 'You will be redirected to a new page after 1800 seconds of inactivity. Welcome admin [Logout](#)'. The footer contains copyright information for Central Depository Services (India) Limited, India, and a last updated date of September 29, 2011.

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.

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