



MAGNA ELECTRO CASTINGS LIMITED

CIN: L31103TZ1990PLC002836

Regd. Off.: SF No.34 and 35, Coimbatore - Pollachi Main Road,

Mullipadi Village, Tamaraikulam Post,

Kinathukkadavu Taluk, Coimbatore - 642 109

Phone: 422-2240109

Email: info@magnacast.com Website: www.magnacast.com

NOTICE FOR POSTAL BALLOT / ELECTRONIC VOTING (E-Voting)

[Pursuant to Sections 108 & 110 of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014]

Dear Shareholder(s),

Notice is hereby given pursuant to Sections 108, 110 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') and Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 ("Rules") (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), read with the General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, read with other relevant circulars, including General Circular No. 3/2025 dated September 22, 2025 issued by the Ministry of Corporate Affairs ("MCA") (hereinafter collectively referred to as "MCA Circulars"), Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("the Listing Regulations"), Secretarial Standard – 2 ("SS-2") on General Meetings issued by the Institute of Company Secretaries of India and subject to other applicable laws, rules and regulations, if any, Magna Electro Castings Limited ("the Company") hereby seeks the approval of the shareholders through Postal Ballot by way of voting through electronic means ("Remote e-voting") for the following special business as considered in the resolution set out hereinafter.

1. To consider and grant approval for appointment of Smt. Nivedita Lakshmi Narayanaswamy as Vice President - Finance of the Company, being a related party. (*Ordinary Resolution*)

A statement pursuant to Section 102 and other applicable provisions, if any, of the Act, pertaining to the resolution setting out the material facts and reasons thereof, is appended to this Postal Ballot Notice. This Postal Ballot Notice is also being placed on the website of the Company at www.magnacast.com.

In compliance with the aforesaid MCA Circulars and pursuant to Section 110 of the Act read with the relevant rules made thereunder, this Postal Ballot Notice is being sent only through electronic

mode to those Members whose e-mail address is registered with the Company/ RTA/ Depositories / Depository Participants and the communication of assent / dissent of the Members on the resolution proposed will take place through the remote e-voting system only. If your e-mail address is not registered with the Company/ RTA/ Depositories / Depository Participants, please follow the process provided in the Notes to receive this Postal Ballot Notice.

In compliance with the requirements of the MCA Circulars, hard copy of this Postal Ballot Notice along with Postal Ballot Forms and pre-paid business envelope will not be sent to the shareholders and hence the shareholders are requested to communicate their assent or dissent through remote e-voting system only.

Pursuant to Rule 22(5) & (6) of the Rules, the Board of Directors of the Company at their meeting held on November 13, 2025, has appointed Sri. M. D. Selvaraj, FCS, Managing Partner of M/s. MDS & Associates LLP, Company Secretaries, Coimbatore as the Scrutinizer to conduct the Postal Ballot through remote e-voting process in a fair and transparent manner and for ascertaining the requisite majority.

The Company has engaged the services of M/s. MUFG Intime India Private Limited ("MUFG") (Formerly Link Intime India Private Limited) to provide e-voting facility to the Members of the Company through their Instavote platform <https://instavote.linkintime.co.in>. Please refer to the instructions for e-voting given hereinafter the proposed resolution, to cast votes through electronic voting means.

The remote e-voting period commences from 9.00 AM (India Standard Time ['IST']) on Saturday, November 22, 2025, and ends at 5.00 PM (IST) on Sunday, December 21, 2025. Members are requested to read the instructions carefully while expressing their assent or dissent and cast votes via remote e-voting facility by not later than **5.00 PM (IST) on Sunday, December 21, 2025**.

The Scrutinizer shall submit the report to the Chairman or any other person authorized by him upon completion of the scrutiny of the votes cast through remote e-voting. The results of the Postal Ballot e-voting will be announced within 2 working days from the conclusion of the e-voting and the same shall be displayed on the website of the Company at www.magnacast.com, the website of MUFG and the same will be communicated to BSE Limited (BSE), the stock exchange where the equity shares of the Company are listed.

In the event, the resolutions as set out under Item No. 1 below, is assented by the requisite majority of the members by means of the Postal Ballot process, it shall be deemed to have been duly passed at the General Meeting of the Company and it shall be deemed to have been passed on Sunday, December 21, 2025, being the last date specified by the Company for e-voting.

The resolution for the purpose as stated herein below is proposed to be passed by Postal Ballot/ remote e-voting:

Item No.1:**Approval for appointment of Smt. Nivedita Lakshmi Narayanaswamy as Vice President - Finance of the Company, being a related party.**

To consider and if thought fit, to give assent / dissent to the following resolution proposed to be passed as an **Ordinary Resolution**:

RESOLVED THAT pursuant to Section 188(1) of the Companies Act, 2013 ("the Act") read with Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014 and other applicable provisions, if any, (including any statutory amendment(s) or modification(s) or re-enactment(s) thereof for the time being in force), the Company's Policy on Related Party Transactions and pursuant to the recommendation and approval of the Nomination and Remuneration Committee, Audit Committee and the Board of Directors of the Company, the consent of the members of the Company be and is hereby accorded to appoint Smt. Nivedita Lakshmi Narayanaswamy, a person falling within the definition of 'Related Party' under Section 2(76) of the Act, as Vice President-Finance of the Company with effect from January 1, 2026, on a remuneration not exceeding Rs. 75,00,000/- (Rupees Seventy-Five Lakhs only) per annum, as may be determined by the Board of Directors from time to time, as per the details more particularly described in the statement pursuant to Section 102 of the Companies Act, 2013, annexed to this notice notwithstanding the fact that the monthly remuneration may exceed the prescribed thresholds.

RESOLVED FURTHER THAT the Board of Directors (including committees thereof) be and are hereby authorised to revise the terms and conditions of the said appointment and to effect change in designation and responsibilities, as it may deem fit and/or enhance, enlarge, alter or vary the scope and quantum of remuneration payable, subject to the same not exceeding the limits as approved by the shareholders.

RESOLVED FURTHER THAT the Board of Directors (including its Committee thereof) be and are hereby severally authorised to do all such acts, deeds, matters and things, to finalize the terms and conditions of the transactions with the aforesaid party, and to execute or authorize any person to execute all such documents, instruments and writings as may be considered necessary, relevant, usual, customary, proper and/or expedient for giving effect to this resolution.

STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013**Item No. 1**

The Company is in the process of strengthening its financial leadership and governance framework in line with its long-term strategic objectives, growth plans, and ongoing transformation initiatives. In view of this, and based on the recommendation of the Nomination and Remuneration Committee at its meeting held on November 10, 2025, and the approval of the Audit Committee and the Board of Directors at their respective meetings held on November 13, 2025, the Board has

proposed to appoint Smt. Nivedita Lakshmi Narayanaswamy as Vice President – Finance of the Company with effect from January 1, 2026.

Smt. Nivedita Lakshmi Narayanaswamy is a finance professional with over 13 years of global experience in financial planning and analysis, strategic finance, budgeting, and operational excellence across multinational organizations. She has demonstrated a strong track record in driving profitability, improving efficiency, and leading high-performing finance teams. Her appointment is expected to further strengthen the Company's financial management and strategic decision-making capabilities.

Educational Qualifications and Experience Summary:

Smt. Nivedita Lakshmi Narayanaswamy is a Chartered Global Management Accountant (CGMA) and holds

- an Executive MBA from Columbia Business School, USA
- a Master's degree in international management from IE Business School, Spain,
- a Bachelor's degree in business administration from Ethiraj College, University of Madras.

She has more than 13 years of diverse experience in corporate and strategic finance roles with reputed multinational companies. She most recently served as Head of Finance – Lume & Mando at Mammoth Brands, New York, overseeing FP&A, Supply Chain, and accounting functions for a \$400M business unit. Prior to this, she held various leadership roles including Director – Corporate FP&A and Supply Chain Finance, and Finance Manager – Strategy and FP&A at Abbvie, Madison, NJ, and Finance Manager, Corporate FP&A at Walgreens Boots Alliance, Chicago and London. She began her career as a Financial Analyst at BTQ Financial, New York. Her extensive global experience and proven expertise in financial planning, business partnering, and strategic execution make her an ideal choice to lead the Company's finance function.

In terms of the provisions of Section 188 of the Companies Act, 2013 and Regulation 23 of the SEBI (Listing Obligations and Disclosure Requirements) Regulation, 2015, every related party transaction shall be reviewed by the Audit Committee and approved by the Board of Directors. Further, pursuant to Section 188(1) of the Companies Act, 2013 read with Rule 15 of the Companies (Meeting of Board and its Powers) Rules, 2014, a transaction with a related party shall require approval of the members by way of an ordinary resolution, if the value of such transaction exceeds the prescribed thresholds. In case of appointment of related party to any office or place of profit in the company, require such approval if the aggregate monthly remuneration exceeds Rs. 2,50,000/- (Rupees Two Lakh and Fifty Thousand only).

Accordingly, the approval of the members is now being sought for the transactions proposed to be entered into with the above-mentioned related parties as per the details given below.

The details of the transactions with above-mentioned related party as required pursuant to Rule 15(3) of the Companies (Meeting of Board and its Powers) Rules, 2014 are given below:

Name of the Related Party	Smt. Nivedita Lakshmi Narayanaswamy
Relationship with the entity, including nature of its concern or interest (financial or otherwise)	Smt. Nivedita Lakshmi Narayanaswamy is the daughter of Sri N. Krishnasamaraj, Managing Director of the Company, and sister of Sri Ajeya Vel Narayanaswamy, Executive Director of the Company. Accordingly, she falls within the definition of a 'Related Party' under Section 2(76) of the Companies Act, 2013.
Value of the proposed transaction (Proposed Remuneration)	Not exceeding Rs. 75,00,000/- (Rupees Seventy-Five Lakhs only) per annum, as may be determined by the Board of Directors from time to time in accordance with the nomination and remuneration policy of the company.
Nature, material Terms and particulars of the Transaction	Appointment as Vice President – Finance with the above remuneration and such perquisites, benefits, and incentives as may be approved by the Board, subject to the prescribed limits.
Tenure of the proposed transaction	Appointment effective from January 1, 2026, continuing unless otherwise decided by the Board.
Nature of the proposed contract/ Arrangement / transaction	The transaction is in normal course of business with terms and conditions that are generally prevalent in the industry segment in which the Company operates. The proposed transactions are also at arm's length.
The percentage of the listed entity's annual consolidated turnover, for the immediately preceding financial year, that is represented by the value of the proposed transaction	0.43% based on the annual turnover for the Financial Year 2024-25.
The percentage calculated based on the Subsidiary's Annual Turnover on a Standalone basis that is represented by the value of the proposed transaction	The Company does not have any subsidiary and hence, reporting under the said clause is not applicable.
Justification for Entering into the Transaction	The appointment is being made to augment the Company's financial leadership with a seasoned professional having international experience and proven expertise in corporate finance and strategic management. The remuneration proposed is commensurate with her qualifications, experience, and industry standards, and the transaction is in the ordinary course of business and on an arm's length basis.

Details of the valuation report or external party report relied upon	The Company has not relied upon the valuation or any external report in relation to the transaction.
Whether the transaction relates to any loans, inter-corporate deposits, advances or investments made or given by the listed entity or its subsidiary	The proposed transaction does not involve any loans, inter-corporate deposits, advances or investments and hence disclosure of details pertaining to the same does not arise
Any Other Information Relevant or Important for the Members	Nil

The Board of Directors recommend the resolution as set out in Item No. 1 of the Notice for the approval of the Members who are not related parties of the Company.

Interest of Directors:

Except Sri. N Krishnasamaraj, who is the father and Sri. Ajeya Vel Narayanaswamy, who is the brother of Smt. Nivedita Lakshmi Narayanaswamy and their relatives, none of the other Directors or Key Managerial Personnel of the Company or their relatives is concerned or interested, financially or otherwise, in the resolution for appointment as set out in Item No. 1 of this notice.

By Order of the Board
For **MAGNA ELECTRO CASTINGS LIMITED**

Place: Coimbatore

Date: November 13, 2025

N. Krishnasamaraj
Managing Director
DIN: 00048547

Notes:

1. Members may note that the Postal Ballot Notice has been placed on the Company's website www.magnacast.com, on the website of BSE Limited (BSE), the stock exchange where the equity shares of the Company are listed/ traded and on the website of MUFG Intime India Private Limited ("RTA") at <https://instavote.linkintime.co.in>.
2. The Notice is being sent only by email to all those Members of the Company, whose names appear in the Register of Members/ List of Beneficial Owners as received from National Securities Depository Limited ("NSDL")/ Central Depository Services (India) Limited ("CDSL") as on Friday, November 14, 2025 ("cut-off date") and who have registered their email

address in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings with the Company's Registrar and Share Transfer Agent, M/s. MUFG Intime India Private Limited ("RTA") (Formerly Link Intime India Private Limited) in accordance with the provisions of the Companies Act, 2013, read with Rules made thereunder and MCA Circulars.

3. In terms of the MCA Circulars, the Company will send this Notice in electronic form only and a hard copy of this Notice along with postal ballot forms and pre-paid business envelope will not be sent to the shareholders for this postal ballot. Accordingly, the communication of the assent or dissent of the Members would take place through the remote e-voting system. Therefore, those Shareholders who have not yet registered their e-mail address are requested to get their e-mail address submitted by following the procedure given below:
 - i. In light of the MCA Circulars, for remote e-voting for this Postal Ballot, the Shareholders whether holding equity shares in dematerialised form or in physical form and who have not submitted their email address and in consequence to whom the Postal Ballot notice could not be served, may temporarily get their e-mail address registered with the Company's RTA by submitting necessary request form(s) along with supporting documents. Post successful registration of the e-mail address, the Shareholder would get a soft copy of this Notice and the procedure for e-voting along with the user-id and the password to enable e-voting for this Postal Ballot. In case of any queries, Shareholders may write to the Company at investorscell@magnacast.com or may contact INSTAVOTE helpdesk by sending request at enotices@in.mpms.mufig.com.
 - ii. It is clarified that for permanent submission of e-mail address, the Shareholders are however requested to register their email address, in respect of electronic holdings with the depository through the concerned depository participant(s) and in respect of physical holdings with the Company's RTA, having its office at 'Surya', 35, Mayflower Avenue, behind Senthil Nagar, Sowripalayam Road, Coimbatore - 641028 (Tel: +91 422-2539835/36), by following the due procedure.
 - iii. Those Shareholders who have already registered their e-mail address are requested to keep their e-mail address validated with their depository participant(s)/ the Company's RTA to enable serving of notices/ documents/ annual reports electronically to their e-mail address.
4. Any query/grievance may please be addressed to Ms. Divya Duraisamy, Company Secretary with respect to this Postal Ballot at Email ID: investorscell@magnacast.com or may contact INSTAVOTE helpdesk by sending the request at enotices@in.mpms.mufig.com.
5. Members are requested to carefully read the instructions while expressing their assent or dissent and to cast their vote(s) via e-voting by not later than 5:00 PM ("IST") on Sunday, December 21, 2025.

6. The Shareholders are advised to register/update their e-mail address with the Company/RTA in respect of shares held in physical form and with the concerned Depository Participant in respect of shares held in electronic form to enable the Company to serve documents in electronic mode.
7. Members are further requested to:
- Quote folio number/ DP ID/ Client ID in all correspondence with the Company or its Registrar & Share Transfer Agent.
 - Intimate about consolidation of folios to Registrar & Share Transfer Agent, if your shareholding is under multiple folios.
 - Note that Securities and Exchange Board of India ("SEBI") had mandated that the transfer of securities held in physical form, except in case of transmission or transposition, shall not be processed by the listed entities / Registrar and Share Transfer Agents with effect from April 1, 2019. Further, SEBI had mandated the listed entities to issue shares only in dematerialized mode, with effect from January 25, 2022, to shareholder(s)/ claimant(s) holding shares in physical mode, as against their service requests including for transmission or transposition of shares. In view of this Members are requested to convert their physical share certificate into Demat form.
 - Further, pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 02, 2025, a special window is being opened for a period of six (06) months from July 07, 2025 till January 06, 2026 to facilitate re-lodgment of Transfer Requests of Physical Shares that were lodged prior to deadline of April 01, 2019 and rejected/returned/not attended to due to deficiency in the documents/process/or otherwise. It is further informed that all shares re-lodged during this window shall be processed only in demat mode and due process shall be followed for such transfer-cum-demat requests. Eligible Investors may submit their re-lodgment requests along with the requisite documents to the Company and/or to RTA within the above-mentioned timeline.
 - Further, as per SEBI's Master circular dated May 17, 2023, and amendment circular dated November 17, 2023, and May 7, 2024, Members holding shares in physical form, whose folio(s) lack PAN, contact details, Bank Account details or updated specimen signature, will only be eligible for payment of dividend, through electronic mode effective from April 1, 2024. Therefore, Members holding shares in physical form are requested to update the mentioned details by providing the appropriate requests through ISR forms with the Registrar and Share Transfer Agent to ensure receipt of dividend.

Necessary prior intimation(s) in this regard was provided to the Shareholders. A copy of the required circular(s) is/are available on the Company's website www.magnacast.com.

INSTRUCTIONS FOR VOTING THROUGH ELECTRONIC MEANS:

- i. In compliance with the provisions of Sections 108, 110 and other applicable provisions, if any, of the Companies Act, 2013 read with Rules framed thereunder, Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirement) Regulations, 2015 and the Secretarial Standards on General Meetings (SS-2), the Company is pleased to provide remote e-voting facility to all its Members, to enable them to cast their votes electronically. The Company has engaged the services of M/s. MUFG Intime India Private Limited (Formerly Link Intime India Private Limited) ("MUFG") to provide remote e-voting facility to its members.
- ii. The voting period begins from 9.00 AM (IST) on Saturday, November 22, 2025, and ends at 5.00 PM (IST) on Sunday, December 21, 2025. During this period, the shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date i.e., Friday, November 14, 2025, may cast their vote electronically. The e-voting module shall be disabled by MUFG for voting after 5.00 PM (IST) on Sunday, December 21, 2025.
- iii. Voting rights of the Members shall be in proportion to the shares held by them in the paid-up equity share capital of the Company as on Friday, November 14, 2025 ("Cut-off date"). Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the Cut-off date will be entitled to cast their votes by remote e-voting. A person who is not a member as on the Cut-off date should treat this Postal Ballot Notice for information purposes only.
- iv. Once the vote on the resolution is cast by the Member, he/she shall not be allowed to change it subsequently.
- v. A member cannot exercise his vote by proxy on Postal Ballot.

INSTRUCTIONS FOR SHAREHOLDERS FOR E-VOTING ARE AS UNDER:

Remote e-Voting Instructions for shareholders:

In terms of SEBI Master Circular no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11th November, 2024, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Individual Shareholders holding securities in demat mode with NSDL

METHOD 1 - NSDL IDeAS facility

Shareholders registered for IDeAS facility:

- a) Visit URL: <https://eservices.nsdl.com> and click on “Beneficial Owner” icon under “IDeAS Login Section”.
- b) Enter User ID and Password. Click on “Login”
- c) Post successful authentication, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- d) Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Shareholders not registered for IDeAS facility:

- a) To register, visit URL: <https://eservices.nsdl.com> and select “Register Online for IDeAS Portal” or click on <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp>
- b) Enter 8-character DP ID, 8-digit Client ID, Mobile no, Verification code & click on “Submit”.
- c) Enter the last 4 digits of your bank account / generate ‘OTP’
- d) Post successful registration, user will be provided with Login ID and password. Follow steps given above in points (a-d).

METHOD 2 - Individual Shareholders directly visiting the e-voting website of NSDL

- a) Visit URL: <https://www.evoting.nsdl.com>
- b) Click on the “Login” tab available under ‘Shareholder/Member’ section.
- c) Enter User ID (i.e., your 16-digit demat account no. held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

METHOD 3 - NSDL OTP based login

- a) Visit URL: <https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp>.
- b) Enter your 8 - character DP ID, 8 - digit Client Id, PAN, Verification code and generate OTP.
- c) Enter the OTP received on your registered email ID/ mobile number and click on login.

- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Individual Shareholders registered with CDSL Easi/ Easiest facility

METHOD 1 - CDSL Easi/ Easiest facility:

Shareholders registered for Easi / Easiest facility:

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or www.cdslindia.com & click on New System Myeasi Tab
- c) Enter existing username, Password & click on “Login”.
- d) Post successful authentication, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime. Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Shareholders not registered for Easi / Easiest facility:

- a) To register, visit URL: <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Registration/EasiestRegistration>
- b) Proceed with updating the required fields for registration.
- c) Post successful registration, user will be provided username and password. Follow steps given above in points (a-c).

METHOD 2 - Individual Shareholders directly visiting the e-voting website of CDSL

- a) Visit URL: <https://www.cdslindia.com>
- b) Go to e-voting tab.
- c) Enter 16-digit Demat Account Number (BO ID) and PAN No. and click on “Submit”.
- d) System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- e) Post successful authentication, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime. Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Individual Shareholders holding securities in demat mode with Depository Participant

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL / CDSL for e-voting facility.

- a) Login to DP website
- b) After Successful login, user shall navigate through “e-voting” option.
- c) Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.
- d) After successful authentication, click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Login method for shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode

Shareholders holding shares in physical mode / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register and vote on InstaVote as under:

STEP 1: LOGIN / SIGNUP to InstaVote

Shareholders registered for INSTAVOTE facility:

- a) Visit URL: <https://instavote.linkintime.co.in> & click on “**Login**” under SHARE HOLDER’ tab.
- b) Enter details as under:
 1. User ID: Enter User ID
 - NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.
 - CDSL demat account – User ID is 16 Digit Beneficiary ID.
 - Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company
 2. Password: Enter existing Password
 3. Enter Image Verification (CAPTCHA) Code
 4. Click “Submit”.(Home page of e-voting will open. Follow the process given under "Steps to cast vote for Resolutions")

Shareholders not registered for INSTAVOTE facility:

- a) Visit URL: <https://instavote.linkintime.co.in> & click on “**Sign Up**” under ‘SHARE HOLDER’ tab & register with details as under:
 1. User ID: Enter User ID
 - NSDL demat account – User ID is 8 Character DP ID followed by 8 Digit Client ID.
 - CDSL demat account – User ID is 16 Digit Beneficiary ID.
 - Shareholders holding shares in physical form – User ID is Event No + Folio Number registered with the Company

2. PAN: Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable).
 3. DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP/Company - in DD/MM/YYYY format)
 4. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company.
 - o Shareholders holding shares in **NSDL form**, shall provide 'D' above
 - o Shareholders holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in 'D' above
 5. Set the password of your choice.
(The password should contain minimum 8 characters, at least one special Character (!#\$%&*), at least one numeral, at least one alphabet and at least one capital letter).
 6. Enter Image Verification (CAPTCHA) Code.
 7. Click "Submit" (You have now registered on InstaVote).
- Post successful registration, click on "**Login**" under 'SHARE HOLDER' tab & follow steps given above in points (a-b).

STEP 2: Steps to cast vote for Resolutions through InstaVote

- A. Post successful authentication and redirection to InstaVote inbox page, you will be able to see the "Notification for e-voting".
- B. Select 'View' icon. E-voting page will appear.
- C. Refer the Resolution description and cast your vote by selecting your desired option 'Favour / Against' (If you wish to view the entire Resolution details, click on the 'View Resolution' file link).
- D. After selecting the desired option i.e. Favour / Against, click on 'Submit'.
- E. A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.

NOTE: Shareholders may click on "Vote as per Proxy Advisor's Recommendation" option and view proxy advisor recommendations for each resolution before casting vote. "Vote as per Proxy Advisor's Recommendation" option provides access to expert insights during the e-Voting process. Shareholders may modify their vote before final submission.

Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently.

Guidelines for Institutional shareholders ("Custodian / Corporate Body/ Mutual Fund")

STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration

- a) Visit URL: <https://instavote.linkintime.co.in>.

- b) Click on “Sign Up” under “Custodian / Corporate Body/ Mutual Fund”
- c) Fill up your entity details and submit the form.
- d) A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to insta.vote@linkintime.co.in.
- e) Thereafter, Login credentials (User ID; Organisation ID; Password) is sent to Primary contact person’s email ID. (You have now registered on InstaVote)

STEP 2 – Investor Mapping

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on “Investor Mapping” tab under the Menu Section
- c) Map the Investor with the following details:
 - i. ‘Investor ID’ – Investor ID for NSDL demat account is 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678; Investor ID for CDSL demat account is 16 Digit Beneficiary ID.
 - ii. ‘Investor’s Name - Enter Investor’s Name as updated with DP.
 - iii. ‘Investor PAN’ - Enter your 10-digit PAN.
 - iv. ‘Power of Attorney’ - Attach Board resolution or Power of Attorney.

NOTE: File Name for the Board resolution/ Power of Attorney shall be – DP ID and Client ID or 16 Digit Beneficiary ID.

Further, Custodians and Mutual Funds shall also upload specimen signatures.

- d) Click on Submit button. (The investor is now mapped with the Custodian / Corporate Body/ Mutual Fund Entity). The same can be viewed under the “Report Section”.

STEP 3 – Steps to cast vote for Resolutions through InstaVote

The corporate shareholder can vote by two methods, during the remote e-voting period.

METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on “Votes Entry” tab under the Menu section.
- c) Enter the “Event No.” for which you want to cast vote.
Event No. can be viewed on the home page of InstaVote under “On-going Events”.
- d) Enter “16-digit Demat Account No.”.
- e) Refer the Resolution description and cast your vote by selecting your desired option ‘Favour / Against’ (If you wish to view the entire Resolution details, click on the ‘View Resolution’ file link). After selecting the desired option i.e. Favour / Against, click on ‘Submit’.

- f) A confirmation box will be displayed. If you wish to confirm your vote, click on 'Yes', else to change your vote, click on 'No' and accordingly modify your vote.
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

METHOD 2 - VOTES UPLOAD

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
b) After successful login, you will see "Notification for e-voting".
c) Select "View" icon for "Company's Name / Event number".
d) E-voting page will appear.
e) Download sample vote file from "Download Sample Vote File" tab.
f) Cast your vote by selecting your desired option 'Favour / Against' in the sample vote file and upload the same under "Upload Vote File" option.
g) Click on 'Submit'. 'Data uploaded successfully' message will be displayed.
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

Helpdesk:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at enotices@in.mpms.mufg.com or contact on: - Tel: 022 – 4918 6000.

Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.com or call at: 022 - 4886 7000.
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33.

Forgot Password:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on “**Login**” under ‘SHARE HOLDER’ tab.
- Click “**forgot password?**”
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on “**SUBMIT**”.

In case Custodian / Corporate Body/ Mutual Fund has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on ‘Login’ under “Custodian / Corporate Body/ Mutual Fund” tab
- Click “**forgot password?**”
- Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA).
- Click on “**SUBMIT**”.

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%&), at least one numeral, at least one alphabet and at least one capital letter.*

Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at above mentioned depository/ depository participants website.

General Instructions – Shareholders

- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular “Event”.