



Aster DM Healthcare Limited

CIN:L85110KL2008PLC021703

Registered office: IX/475L, Aster Medcity, Kuttisahib Road, Near Kothad Bridge,
South Chittoor P.O, Cheranalloor, Kochi 682 027, Kerala, India

W: www.asterdmhealthcare.com **E:** cs@asterdmhealthcare.com **T:** 04846699228

POSTAL BALLOT NOTICE

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

Dear Member(s),

Notice is hereby given pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013 (the 'Act') read with the Companies (Management and Administration) Rules, 2014, (the 'Rules'), the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the 'Listing Regulations') and other applicable laws and regulations (including any statutory modification or re-enactment thereof for the time being in force) that the resolutions appended below are proposed to be passed by the Members of the Company through postal ballot or voting through electronic means (e-voting) pursuant to Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 or any amendment or re-enactment thereof and pursuant to Regulation 44 of the Listing Regulations as amended. The explanatory statement pertaining to the proposed resolutions setting out the material facts concerning each resolution and the reasons thereof is annexed hereto with a Postal Ballot Form for your consideration.

The Board has appointed Mr. M Damodaran, Practicing Company Secretary, (ICSI Membership No. F5837) as the Scrutinizer ("Scrutinizer") for conducting the postal ballot / e-voting process in a fair and transparent manner.

Members are requested to carefully read the instructions printed in the Postal Ballot Form and return the same duly completed in the enclosed self-addressed Business Reply Envelope not later than **5:00 pm IST on Saturday, October 12, 2019**. Postage will be borne and paid by the Company. Postal Ballot Form(s), if sent at the expense of the Member(s), will also be accepted. The Postal Ballot Form(s) may also be deposited personally at the address given on the Business Reply Envelope. Please note that if any Postal Ballot Form is received after the said date, it will be considered that no reply has been received from the Member.

Members desiring to opt for e-voting as per the facilities arranged by the Company are requested to read the instructions in the Notes under the section "Instruction for e-voting". References to postal ballot(s) in this Postal Ballot Notice include votes received electronically.

The Scrutinizer will submit his report to the Chairman of the Company ('the Chairman') or to any other person authorized by the Chairman after the completion of the scrutiny of the postal ballots (including e-voting). The result of the postal ballot shall be declared on or before Monday, October 14, 2019 and communicated to the stock exchanges, and shall also be displayed on the Notice Board at the registered office of the Company and on the Company's website, www.asterdmhealthcare.com.

RESOLUTION

1. Shifting the registered office of the Company from the State of Kerala to the State of Karnataka

To consider and to give assent / dissent for passing the following resolution as a **Special Resolution**:

RESOLVED THAT, pursuant to Section 13(4) of the Companies Act 2013 read with rule 30 of Companies (Incorporation) Second Amended Rules, 2017 and subject to approval of the Regional Director, Southern Region, Ministry of Corporate Affairs, Chennai or any other Government authority, the consent of the Members of the Company be and is hereby accorded to shift the Registered Office of the Company from **the State of Kerala to the State of Karnataka** and Clause II of the Memorandum of Association of the Company be and hereby substitute the words "in the State of Kerala" by the words "in the State of Karnataka".

RESOLVED THAT the Board of Directors of the Company be and are hereby authorized to sign the petition, documents and necessary papers, take necessary steps to give effect to the resolution including to take such steps as may be necessary to obtain confirmation of the Regional Director, Southern Region, Ministry of Corporate Affairs, Chennai in respect of the aforesaid alteration of clause II of the Memorandum of Association of the Company and to agree to such modifications, terms and conditions with reference thereto as may be directed by the Regional Director, Southern Region, Ministry of Corporate Affairs, Chennai and to modify the same accordingly.

RESOLVED FURTHER THAT M. Damodaran, or K Janakiraman of M Damodaran & Associates, Practicing Company Secretaries, having their office at New.No.6, Old No.12, Appavoo Gramani 1st Street, Mandaveli, Chennai - 600 028, be and is hereby authorized to enter appearance before the Regional Director, Southern Region, Ministry of Corporate Affairs, Chennai under Section 13(4) of the Companies Act 2013 read with rule 30 of Companies (Incorporation) Second Amended Rules, 2017, in respect of the petition to be filed before the Regional Director, Southern Region, Ministry of Corporate Affairs, Chennai for seeking their approval to the change in the Registered Office of the Company from **the State of Kerala to the State of Karnataka**, pursuant to the Special Resolution proposed to be passed through Postal Ballot or Voting through electronic means (e-voting).

2. Appointment of Ms. Alisha Moopen (DIN: 02432525) as Deputy Managing Director of the Company

To consider and to give assent / dissent for passing the following resolution as a **Special Resolution**:

RESOLVED THAT, pursuant to the recommendation of Nomination and Remuneration Committee and the Board of Directors and pursuant to the provisions of Section 196, 197, 203 and Schedule V read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014 and other applicable provisions, if any, of the Companies Act, 2013, (including any amendment/modification thereof), subject to the provisions of Articles of Association of the Company and subject to such necessary approval(s), consent(s) or permission(s), as may be required from the Central Government, consent of the Members be and is hereby accorded to appoint Ms. Alisha Moopen (DIN:02432525), as Deputy Managing Director of the Company for a period of five years with effect from August 7, 2019 on the following remuneration

Salary	AED 160,000 per month from Dr Moopen's Healthcare Management Services LLC, a foreign subsidiary
Gratuity, Encashment of leave and Bonus	As per the rules of the Company

RESOLVED FURTHER THAT the Board of Directors of the Company, be and are hereby authorized to do all such acts, deeds and things as may be necessary, proper, expedient or incidental for giving effect to this resolution.

By order of the Board of Directors
For **Aster DM Healthcare Limited**

Dr. Azad Moopen

Chairman & Managing Director
DIN:00159403

Date: August 7, 2019

Place: Kochi

Registered Office:

IX/475L, Aster Medcity, Kuttisahib Road,
Near Kothad Bridge, South Chittoor P.O,
Cheranalloor, Kochi 682 027.

CIN: L85110KL2008PLC021703

www.asterdmhealthcare.com

Notes:

1. The relevant explanatory statement pursuant to the provisions of section 102(1) of the Companies Act, 2013 in respect to the aforesaid items, set out in the Notice of the Postal Ballot is annexed hereto.
2. The Postal Ballot Notice is being sent to all the Members 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) on **September 06, 2019**. A person who is not a Member on **September 06, 2019** i.e. the cut-off date for reckoning voting rights should treat this Notice for information purposes only.
3. Members cannot exercise votes by proxy on Postal Ballot.
4. The Board has appointed Mr. M Damodaran, Practicing Company Secretary, (ICSI Membership No. F5837) as the Scrutinizer ('Scrutinizer') for conducting the postal ballot / e-voting process in a fair and transparent manner.
5. In compliance with the provisions of Section 108 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the Listing Regulations, the Company is pleased to provide e-voting facility to its Members to enable them to cast their votes on the resolutions electronically. Kindly note that the Members can opt for only one mode of voting, i.e. either by physical postal ballot or e-voting. If you are opting for e-voting, then do not vote by physical postal ballot too and vice versa. In case Members cast their vote by both physical postal ballot and e-voting, it may be noted that vote cast by them by e-voting shall prevail and votes cast through physical postal ballot will be treated as invalid. National Securities Depository Limited (NSDL) will be facilitating e-voting to enable the Members to cast their votes electronically.
6. Members are requested to carefully read the instructions given in the enclosed Postal Ballot Form. Postal Ballot Form duly completed with the assent (FOR) or dissent (AGAINST) and signed should be returned in the enclosed self-addressed postage prepaid reply envelope directly to the Scrutinizer so as to reach the Scrutinizer not later than **5:00 P.M. on October 12, 2019** to be eligible for being considered, failing which, it will be strictly treated as if no reply has been received from the Member. The Scrutinizer will submit his report to the Chairman of the Board or any person authorised by him after completion of the scrutiny on or before October 14, 2019 and the results of voting by postal ballot (including voting through electronic means) will be declared on or before Monday, October 14, 2019 and will be displayed on Notice Board at the Registered Office of the Company and on the Company's website www.asterdmhealthcare.com besides being communicated to the Stock Exchanges on the said date.
7. The resolutions shall be taken as passed effectively on the date of declaration of the result.
8. Notice of Postal Ballot along with Postal Ballot Form containing the process, instructions and the manner of conducting e-voting is being sent electronically to all the Members whose e-mail IDs are registered with the Company/Depository Participant(s).

For Members who request for physical copies and for those who have not registered their e-mail addresses, physical copies of the same are being sent through the permitted mode.

9. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the Member as on September 06, 2019. Members can vote for their entire voting rights as per their discretion.
10. Member(s) can cast their vote electronically from **10:00 A.M. on September 13, 2019 to 5:00 P.M. on October 12, 2019**. The e-voting module shall be disabled by NSDL for voting thereafter.
11. Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) opting for physical ballot are also required to send certified true copy of the Board Resolution / Power of Attorney / Authority Letter etc., together with attested specimen signature(s) of the duly authorized representative(s), to the Scrutinizer along with the Postal Ballot Form.
12. Relevant documents referred to in the accompanying Notice are open for inspection by the Members at the Registered Office of the Company on all working days, between 11:00 A.M. and 1:00 P.M. up to October 12, 2019.
13. Members who have not registered their e-mail addresses so far are requested to register their e-mail address so that they can receive the Annual Report and other communication from the Company electronically.
14. Members are requested to notify the change in the address, if any, in case of shares held in the electronic form to the concerned Depository Participant quoting their Client ID and in case of Physical shares to the Registrar and Transfer Agent of the Company quoting their Folio Number.

EXPLANATORY STATEMENT IN RESPECT OF SPECIAL BUSINESS PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

Item No.1

Presently, the Registered Office of the Company is situated in the Kochi, Kerala and the Regional Office overseeing the day to day Indian operations of the Company is situated at Bangalore, Karnataka. The company has expanded its business operations in Bangalore and is planning to further expand its operations in Bangalore with the introduction of various business verticals. In order to exercise better administrative and economic control and enable the Company to rationalize and streamline its operations as well as the management of affairs efficiently, the Board of Directors of the Company in its meeting held on August 7, 2019 has recommended shifting the Registered Office of the Company from the State of Kerala to the State of Karnataka.

The shifting of Registered Office from Kochi, Kerala to the Bangalore, Karnataka is in the best interest of the Company, Members and all concerned parties and will not be detrimental to the interest of Members of the public, creditors, Members or employees, in any manner whatsoever.

Pursuant to the provisions of Section 12, 13(4), 108, 110 and all other applicable provisions, if any, of the Act read with applicable Rules and Regulations made thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), shifting of the Registered Office from one State to another and alteration of Clause II of the Memorandum of Association (the "MOA") of the Company requires the approval of the Members of the Company by means of a Special Resolution through Postal Ballot/e-voting and approval of the Central Government (power delegated to Regional Director).

In light of the above facts, the approval of the Members is sought through Postal Ballot/e-voting for shifting of the Registered Office of the Company from the State of Kerala to the State of Karnataka and consequently for altering Clause II of the Memorandum of Association (MOA).

Copy of the existing MOA, copy indicating the proposed amendments and other allied documents, if any, being referred in this resolution would be available for inspection by the Members, free of cost, at the Registered Office of the Company during 11.00 a.m to 1.00 p.m. on all working days (Monday to Saturday), up to and including the last date of voting through Postal Ballot/e-voting.

None of the Directors and/or Key Managerial Personnel of the Company and/or their relatives are concerned or interested, financially or otherwise in the said resolution except to the extent of their shareholding, if any.

Accordingly, the Board of Directors recommends passing of a Special Resolution as set out at Item No. 1 of this Notice, for the approval of the Members.

This explanatory statement may also be regarded as a disclosure under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Item No.2

The Members of the Company at the Meeting held on September 20, 2013 had approved the appointment of Ms. Alisha Moopen as Non-Executive Director of the Company.

As a part of the overall succession planning of the Management undertaken for all the key positions in the Company, the Board of Directors, on the recommendation of the Nomination and Remuneration Committee, at their meeting held on August 7, 2019 had approved the appointment of Ms. Alisha Moopen as Deputy Managing Director of the Company for a term of five years with effect from August 7, 2019, subject to approval of the Members and the Central Government on such terms and conditions including remuneration, as recommended by the Nomination and Remuneration Committee and as per provisions of Section 196, 197, 203 and Schedule V of the Companies Act, 2013.

Since, Ms. Alisha Moopen is a Non-Resident Indian (NRI), as per provisions of the Companies Act, 2013 her appointment as a Deputy Managing Director is subject to approval of the Central Government.

Ms. Alisha is currently CEO of Aster Hospitals and Medcare & Medical Centres – GCC and working closely with Dr. Azad Moopen- Chairman and Managing Director, she shall assume a more challenging role and lead the growth strategy of the Company. Currently she is responsible for overseeing the strategic direction and development of the Company and notably spearheading the expansion of the group in the GCC and new markets.

She is a Chartered Accountant from the ICAS (Institute of Chartered Accountants of Scotland) and worked earlier with Ernst & Young. She graduated from the University of Michigan, Ann Arbor with distinction in Finance & Accounting.

She was recently elected by World Economic Forum as a Young Global Leader to join the class of 2018. Recognising her past work in healthcare, she has been inducted into a 5-year programme with like-minded people who are committed and passionate to tackle the main challenges of the world today, with healthcare being one of them. She was also recognised as one of the Top 100 World's Greatest Leaders in Asia and GCC in 2018. Forbes Middle East magazine has selected her as one of the Top Next Generation Indian Leaders in 2018. She has also won Khaleej Times' Emerging Leaders Award for Healthcare, The Asian Business Leadership Forum's (ABLF) Rising Star Award, Game Changer of the Year Award at Global Women in Leadership Economic Forum and Emirates Woman Magazine's Woman of the Year Award in the Achiever category; all in 2018.

The Board after considering recommendation of Nomination and Remuneration Committee has decided and approved the appointment of Ms. Alisha Moopen as Deputy Managing Director of the Company without payment of any remuneration from Aster DM Healthcare Limited.

Currently, she is drawing remuneration from foreign subsidiary of the Company Dr. Moopen's Healthcare Management Services LLC. of AED 160,000 and she shall continue to receive remuneration from foreign subsidiary of the Company, Dr. Moopen's Healthcare Management Services LLC, as detailed below:

Salary	AED 160,000 per month
Gratuity, Encashment of leave and Bonus	As per the rules of the Company

Further details of Ms. Alisha Moopen, as required under Secretarial Standard-2 issued by the Institute of Company Secretaries of India and SEBI Regulations pertaining to the appointment of Ms. Alisha Moopen has been mentioned below.

Except Ms. Alisha Moopen, Dr. Azad Moopen and their relatives, none of the other Directors, Key Managerial Personnel and their relatives are in any way concerned or interested, financially or otherwise, either directly or indirectly in the proposed resolution.

Accordingly, the Board of Directors recommends passing of a Special resolution as set out at Item No. 2 of this Notice, for the approval of the Members.

This explanatory statement may also be regarded as a disclosure under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Additional information on Director recommended for appointment as required under Regulation 36 of the SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015

Name of the Director: Ms. Alisha Moopen

DIN (Director Identification Number): 02432525

Date of Birth (Age in Years): July 11, 1981 (38 years)

Qualification: Chartered Accountant from the ICAS (Institute of Chartered Accountants of Scotland) & Graduated from the University of Michigan, Ann Arbor with distinction in Finance & Accounting

Expertise in specific functional areas: Responsible for overseeing the strategic direction and development of the company and notably spearheading the expansion of the group into new markets

Number of Board Meetings attended during the FY 2018-19& 2019-20: FY 2018-19 - 4 out of 4

FY 2019-20 - 2 out of 2

***Directorships held in other Listed Companies:** Nil

***Membership of Committees of other Listed Companies:** Nil

Relationship between Directors of the Company inter-se: Ms. Alisha Moopen is a daughter of Dr. Azad Moopen, Chairman and Managing Director of the Company.

Number of shares held in the Company: 1,16,990 Equity shares of Rs. 10 each

**Excluding Directorship and Membership of Aster DM Healthcare Limited*

By order of the Board of Directors
For **Aster DM Healthcare Limited**

Dr. Azad Moopen

Chairman & Managing Director

DIN:00159403

Date: August 7, 2019

Place: Kochi

Registered Office:

IX/475L, Aster Medcity, Kuttisahib Road,

Near Kothad Bridge, South Chittoor P.O,

Cheranallor, Kochi 682 027.

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POSTAL BALLOT FORM

Postal Ballot No. :

1. Name and Registered address of the :
Sole/ First Joint Member
(IN BLOCK LETTERS)
2. Name(s) of Joint Member(s), if any :
(IN BLOCK LETTERS)
3. Registered Folio No./DP ID No.*/
Client ID No.>(*Applicable to
Members holding share(s) in
dematerialized form) :
4. Number of Equity Shares held :

I/We here by exercise my/our vote in respect of the resolution to be passed through Postal Ballot for the Special Business stated in the Notice dated August 7, 2019 of Aster DM Healthcare Limited (the "Company") by sending my/our Assent(For) or Dissent (Against) to the said Resolutions by placing the tick (✓) mark at the appropriate box below:

Resolution No.	Description	Nature of Resolution	I/We assent to the Resolution	I/We dissent to the Resolution
1	Shifting the registered office of the Company from the State of Kerala to the State of Karnataka under section 13(4) of the Companies Act, 2013.	Special		
2	Appointment of Ms. Alisha Moopen (DIN: 02432525) as Deputy Managing Director of the Company under section 196, 197, 203 and Schedule V of the Companies Act, 2013	Special		

Place:

Date:

Signature of the Sole / First Joint Holder

ELECTRONIC VOTING PARTICULARS

EVEN (E-Voting Event Number)	USER ID	PASSWORD/PIN
112291		

Note:

1. Please read the instructions printed overleaf carefully before exercising your vote.
2. Last date of receipt of Postal Ballot forms by the Scrutinizer is October 12, 2019.

INSTRUCTIONS

- 1) A Member desiring to exercise vote by Postal Ballot shall complete this Postal Ballot Form and send it duly and properly sealed to the Scrutinizer in the self-addressed business reply envelope sent herewith. However, envelopes containing Postal Ballot Form, if sent by courier or by registered post/speed post at the expense of the Member will also be accepted. Members are requested to convey their assent or dissent in this Postal Ballot Form only. Assent or dissent received in any other form or manner shall be considered as invalid.
- 2) Duly completed Postal Ballot Form should reach the Scrutinizer not later than 5.00 P.M. on October 12, 2019. All Postal Ballot forms received after this date will be strictly treated as if reply from such Member(s) has not been received.
- 3) There will be only one Postal Ballot Form for every Folio/ DP ID Client ID No. irrespective of the number of Joint Member(s). On receipt of the duplicate Postal Ballot Form, the original will be rejected.
- 4) Members are requested not to send any other paper along with the Postal Ballot Form in the enclosed self-addressed business reply envelope, as all such envelopes will be sent to the Scrutinizer and any extraneous paper found in such envelope would be destroyed by the Scrutinizer.
- 5) Members who wish to seek a duplicate Ballot Form may approach Link Intime India Pvt Limited, Surya 35, Mayflower Avenue, Behind Senthil Nagar, Sowripalayam Road, Coimbatore – 641028 or contact (422) 2314792/ 2315792, or can send mail to coimbatore@linkintime.co.in or evoting@nsdl.co.in or download from NSDL's website www.evoting.nsdl.com or Company's Website (www.asterdmhealthcare.com) under 'Investors'.
- 6) Incomplete, unsigned or incorrect Postal Ballot Forms will be rejected. The Scrutinizer's decision on the validity of a Postal Ballot will be final and binding.
- 7) Additionally, please note that the Postal Ballot Form shall be considered invalid if:
 - a. A Form other than one issued by the Company has been used;
 - b. If the form has not been signed by or on behalf of the Member;
 - c. Signature on the Postal Ballot Form doesn't match with the specimen signature with the Company / Depository Participant;
 - d. It is not possible to determine without any doubt the assent or dissent of the Member;
 - e. Neither assent or dissent is mentioned;
 - f. Any competent authority has given directions in writing to the Company to freeze the voting rights of the Member;
 - g. The envelope containing the postal ballot form is received after the last date prescribed;
 - h. The Postal Ballot Form signed in the representative capacity is not accompanied by a certified copy of the relevant specific authority;
 - i. It is defaced or mutilated in such a way that its identity as genuine Form cannot be established;
 - j. The member has made any amendment to the Resolution or imposed any condition while exercising his/her vote.
- 8) Voting by Postal Ballot or through e-voting may be exercised by the Members or its duly constituted attorney. Exercise of vote by Postal Ballot through Proxy is not permitted.
- 9) In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in.

INSTRUCTIONS FOR E-VOTING

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2 : Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.
Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical		Your User ID is:
a)	For Members who hold shares in demat account with NSDL	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b)	For Members who hold shares in demat account with CDSL	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c)	For Members holding shares in physical form	EVEN Number followed by Folio Number registered with the Company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
 - c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the Company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "Forgot User Details/Password?" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) Physical User Reset Password? (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After clicking on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to Mr. M. Damodaran at KJR@mdassociates.co.in with a copy marked to evoting@nsdl.co.in.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request at evoting@nsdl.co.in