



**Seshasayee Paper and Boards Limited**  
*Fine Papers - Lasting Impressions*

CIN: L21012TZ1960PLC000364

Regd. Office: Pallipalayam, Namakkal District, Erode - 638 007,  
Tamil Nadu, Ph : 91 - 4288 240221 to 240228, Fax : 91 - 4288 - 240229  
Email : secretarial@spbltd.com, Web : www.spbltd.com

### **POSTAL BALLOT NOTICE**

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

To:

The Members,

Notice is hereby given pursuant to Section 110 read with Section 108 and other applicable provisions, if any, of the Companies Act, 2013 (the Act), along with the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (LODR) and pursuant to other applicable laws and regulations, read with Secretarial Standard (SS-2) issued by the Institute of Company Secretaries of India, that the Resolutions appended below are proposed to be passed by the Members of the Company through Postal Ballot and Remote electronic voting (e-voting). The Explanatory Statement, pursuant to Section 102 and other applicable provisions, if any, of the Act, pertaining to the proposed Resolutions setting out the material facts are annexed for your consideration and approval.

### **SPECIAL BUSINESS :**

#### **1 Appointment of Sri R.J.Ramesh, (DIN: 11821767) as a Nominee Director, not liable to retire by rotation:**

To consider and, if thought fit, to pass the following Resolution as an ORDINARY RESOLUTION:

“RESOLVED that pursuant to Section 152, 160 and 161 of Companies Act, 2013 and applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Sri R.J.Ramesh, (DIN: 11821767), based on the nomination received from Tamilnadu Industrial Investment Corporation Limited (TIIC) and who was appointed by the Board of Directors as an Additional Director of the Company with effect from July 25, 2026 and in respect of whom the Company has received a notice in writing from a Member under Section 160 of the Act, proposing his candidature for the office of the Director, be and is hereby appointed as a Non-Executive and Nominee Director of the Company, not liable to retire by rotation”.

RESOLVED FURTHER THAT the Board of Directors and the Company Secretary be and are hereby severally authorized to do and perform all such acts, deeds, matters or things as may be considered necessary to give effect to the above resolution”.

**(By Order of the Board)**  
**For Seshasayee Paper and Boards Limited**

**S SRINIVAS**  
**Director (Finance) & Secretary**

Place: Chennai  
Date : July 25, 2026

**Notes:**

1. An Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ("the Act") setting out material facts concerning the Resolution is annexed herewith.
2. The Postal Ballot Notice is issued in line with the Circulars issued by the Ministry of Corporate Affairs, Government of India (the "MCA") and SEBI. In line with these various circulars, the company will send Postal Ballot Notice by email only to all its shareholders who have registered their email addresses with the Company's Registrar and Share Transfer Agents (in case of physical shareholding) or Depository Participants (in case of electronic shareholding) and the communication of assent / dissent of the members will only take place through the remote electronic voting system. In addition, this Notice is also displayed on the Company's website [www.spbltd.com](http://www.spbltd.com) and on the website of the NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
3. Members who have not registered their e-mail address are requested to register the same in respect of shares held in electronic form with the Depository through their Depository Participant(s) and in respect of shares held in physical form by writing to the Company's Registrar and Share Transfer Agent M/s Integrated Registry Management Services Private Limited 'Kences Towers', Second Floor, No. 1, Ramakrishna Street North Usman Road, T.Nagar Chennai - 600 017.
4. In accordance with the provisions of the MCA Circulars, the Company has made arrangements for the shareholders to register their e-mail addresses. Therefore, those shareholders who have not yet registered their e-mail addresses are requested to register the same.
5. This Notice is being sent to all the Members, whose names appear on the Register of Members / List of Beneficial Owners received from the National Securities Depository Limited (NSDL) and the Central Depository Services (India) Limited (CDSL) as on 31<sup>st</sup> July, 2026 (Cut-off date).
6. In compliance with the provisions of Sections 108 and 110 of the Act, read with the Companies (Management and Administration) Rules, 2014 and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations), the Company is pleased to offer E-voting facility to its Members, to enable them to cast their votes electronically. The Company has appointed National Securities Depository Limited (NSDL) for facilitating e-voting to enable the members to cast their votes electronically (hereinafter referred to as the "Remote e-voting"). The instructions for e-voting are annexed to this Notice.
7. Members whose names appear on the Register of Members / List of Beneficial Owners as on 31<sup>st</sup> July, 2026 (Cut-off date) will alone be entitled for the e-voting. A person who is not a Member as on the cut-off date should treat this Notice for information purposes only.

8. Resolution passed by the Members through Remote electronic voting (e-voting) shall be deemed to have been passed as if they have been passed at a General Meeting of the Members.
9. Members are advised to read carefully the voting process and instructions appended here under before casting their vote.
10. The remote e-voting shall commence on 05<sup>th</sup> August 2026, at 9:00 AM (IST) and shall end on 03<sup>rd</sup> September, 2026, at 5:00 PM (IST). During this period, Members of the Company holding shares or in beneficial capacity in electronic form as on the Cut-Off Date as mentioned above may cast their vote electronically. The remote e-voting module shall be disabled by NSDL for voting thereafter.
11. In accordance with the provisions of the MCA Circulars, Shareholders can vote only through the remote e-voting process. Physical copies of the Postal Ballot Notice and pre-paid business reply envelopes are not being sent to shareholders for this Postal Ballot.
12. The Board of Directors at its meeting held on July 25, 2026 approved the appointment of Sri K Sankarasubramanian, Practising Company Secretary (Membership No. F11241/COP: 15994) as Scrutiniser for conducting the Postal ballot through remote e-voting process in a fair and transparent manner.
13. The Scrutiniser will submit his report to the Chairman of the Company after completion of the scrutiny and the results of the e-voting by Postal Ballot will be announced by the Chairman or any other Officer of the Company duly authorised by Chairman, on Friday, 04<sup>th</sup> September, 2026 at 11:00 AM at the Registered Office of the Company at Pallipalayam, Cauvery RS PO, Erode 638 007, Namakkal District, Tamil Nadu. The results of the e-voting-by Postal Ballot will be posted on the website of the Company [www.spbltd.com](http://www.spbltd.com) and the results will be intimated to NSE / BSE Ltd where the shares of the Company are listed. Additionally, the results of the e-voting by Postal Ballot will be posted on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). The decision of the Scrutiniser on the validity of the e-voting and any other related matter shall be final.
14. The last date specified in the Notice for e-voting i.e., 03<sup>rd</sup> September, 2026 shall be the date on which resolutions would have been deemed to be passed, if approved by the requisite majority.
15. All documents referred to in the Notice and the Explanatory Statement referred to under Section 102(1) of the Companies Act, 2013 are open for inspection at the Registered Office of the Company at Pallipalayam, Cauvery RS PO, Erode 638 007, Namakkal District, Tamil Nadu, during office hours on all working days between 09.30 AM and 05.30 PM until the last date of the postal ballot.
16. In accordance with the proviso to Regulation 40(1) of the Listing Regulations, as amended from time to time, and read with SEBI circular no. SEBI/HO/MIRSD/MIRSD\_RTAMB/ P/CIR/2022/8 dated January 25, 2022, transfer of securities of the Company including transmission and transposition requests shall not be processed unless

the securities are held in the dematerialized form with a depository. Accordingly, shareholders holding equity shares in physical form are urged to have their shares dematerialized so as to be able to freely transfer them, eliminate all risks associated with physical holding and participate in corporate actions.

17. SEBI, vide its circular nos. SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 03, 2021, SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021, SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2023/37 dated March 16, 2023 and SEBI/HO/MIRSD/PoD-1/P/CIR/2024/81 dated June 10, 2024, has mandated Members holding shares in physical form to submit PAN, nomination, contact details, bank account details and specimen signature in specified forms. Members may access <https://www.spbltd.com/investor-info/communication-to-shareholder/index.html> for Form ISR-1 to register PAN/email id/bank details/other KYC details, Form ISR-2 to update signature and Form ISR-3 for declaration to opt out. Members may make service requests by submitting a duly filled and signed Form ISR-4 & ISR-5, the format of which is available on the Company's website and on the website of the Company's Registrar and Share Transfer Agent.
18. The formats for Nomination and Updation of KYC details in accordance with the SEBI Circular are available on the Company's website at <https://www.spbltd.com/investor-info/communication-to-shareholder/index.html>.

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## **EXPLANATORY STATEMENT**

(Pursuant to Section 102 of the Companies Act, 2013)

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### **SPECIAL BUSINESS**

#### **Item No.1**

#### **Appointment of Sri R.J.Ramesh, (DIN: 11821767) as a Nominee Director, not liable to retire by rotation:**

Consequent to nomination received from The Tamilnadu Industrial Investment Corporation Limited (TIIC) vide its letter dated 15.07.2026, Sri R.J.Ramesh (DIN: 11821767), Deputy General Manager (IA/ISO/PP) of TIIC was appointed as an Additional Director in the capacity of a Nominee Director by the Board of Directors in the place of Sri Kumar Jayant, IAS, with effect from July 25, 2026.

In accordance with Section 152 and Section 161 of the Companies Act, 2013 and in terms of Regulation 17(1C) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Board of Directors at its meeting held on July 25, 2026 approved the said appointment to hold office up to the date of next General Meeting or within three months from the date of appointment, whichever is earlier. Accordingly, the approval of the shareholders is sought.

TIIC, a Government of Tamil Nadu Undertaking, is the single largest shareholder of our Company, holding 14.27% of the Equity Share Capital of the Company. TIIC had always held the right, vide the earlier Articles of Association, to appoint a Nominee Director not liable to retire by rotation, in the Board of our Company.

The Board of Directors in their meeting held on July 25, 2026 had passed due resolutions approving the appointment of Sri R.J.Ramesh as 'Nominee Director, not liable to retire by rotation and recommended the same to the shareholders of the company for their approval thro' Postal Ballot.

Notice as required under Section 160 of the Companies Act, 2013, has been received by the Company from a Member proposing the appointment of Sri R.J.Ramesh, as a Nominee Director of the Company, not liable to retire by rotation.

In line with the provisions of Companies Act, 2013 and the present Articles of Association of the Company, approval of the Shareholders is sought herewith for the appointment of Sri R.J.Ramesh, as a Nominee Director not liable to retire by rotation.

Sri R.J.Ramesh, has submitted requisite disclosures under Companies Act, 2013.

Sri R.J Ramesh is not disqualified / not debarred from holding the office of a director by virtue of any SEBI Order or any other authority.

A copy of the Resolution of the Board of Directors and other relevant documents in this regard are made available for inspection by the Members at the Registered Office of the Company, during business hours.

Sri R.J.Ramesh, is concerned and interested in his appointment and none of the other Directors / Key Managerial Personnel of the Company and their relatives are concerned or interested in the said appointment, except to the extent of their shareholding in the Company. None of the Promoters, Directors or Key Managerial Personnel of the Company holds shares in TIIC as per the threshold specified in Section 102(2) of the Companies Act, 2013.

The Board recommends the Ordinary Resolution set out in the Notice for approval of the Shareholders.

**(By Order of the Board)**  
**For Seshasayee Paper and Boards Limited**

**S SRINIVAS**  
**Director (Finance) & Secretary**

Place: Chennai  
Date : July 25, 2026

Details of Director seeking appointment / reappointment, pursuant to Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard 2 on General Meeting.

**SRI R.J. RAMESH:**

|                                                                                                                                                         |   |                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Director Identification Number                                                                                                                          | : | 11821767                                                                                                                                                            |
| Date of Birth & Age                                                                                                                                     | : | 19.08.1967 (58 Years)                                                                                                                                               |
| Date of first appointment on the Board                                                                                                                  | : | With effect from 25.07.2026                                                                                                                                         |
| Qualification                                                                                                                                           | : | B.E, MBA                                                                                                                                                            |
| Expertise in specific functional areas                                                                                                                  | : | Deputy General Manager (IA/ISO/PP)<br>The Tamilnadu Industrial Investment Corporation Limited. (Government Undertaking).                                            |
| Terms and conditions of appointment                                                                                                                     | : | He is proposed to be appointed as Non-Executive and Nominee Director of the Company, not liable to retire by rotation.                                              |
| Remuneration proposed to be paid                                                                                                                        | : | Commission/Sitting fee as applicable to non-executive directors within the over all limits in accordance with the applicable provisions of the Companies Act, 2013. |
| Remuneration last drawn                                                                                                                                 | : | Not Applicable                                                                                                                                                      |
| Number of shares held by him in the Equity Capital of the Company                                                                                       | : | Nil                                                                                                                                                                 |
| Relationship with other Directors                                                                                                                       | : | He is not related to any other Director.                                                                                                                            |
| Number of Board Meetings attended during the year                                                                                                       | : | Not Applicable                                                                                                                                                      |
| Directorship in other Companies                                                                                                                         | : | Nil                                                                                                                                                                 |
| Committee / executive positions held in other Companies                                                                                                 | : | Nil                                                                                                                                                                 |
| List of entities from which the Director has resigned in the past three years                                                                           | : | Nil                                                                                                                                                                 |
| In case of independent directors, the skills and capabilities required for the role and the manner in which the proposed person meets such requirements | : | Not Applicable                                                                                                                                                      |

## **Voting Process and Instructions:**

### **(A) Remote e-Voting (Voting through electronic means)**

- (i) In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014, and Regulation 44 of the SEBI Listing Regulations, as amended from time to time, the Company has provided the facility to the Members to exercise their votes electronically through Remote e-Voting facility arranged with National Securities Depository Limited (NSDL).
- (ii) The Remote e-voting period commences on 05<sup>th</sup> August, 2026 (9:00 AM) and ends on 03<sup>rd</sup> September, 2026 (5:00 PM). During this period, Members of the Company holding shares either in physical form or in dematerialised form, as on the cut-off date of 31<sup>st</sup> July, 2026 may cast their vote electronically. The Remote e-Voting module shall be disabled by NSDL for voting thereafter.

### **(B) Login for Remote e-Voting:**

- (i) **Login method for e-voting and individual shareholders holding securities in demat mode:**

In terms of SEBI circular dated December 09, 2020 on “e-Voting facility provided by Listed Companies”, 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 in their demat accounts in order to access e-Voting facility.

| Type of shareholders                                                | Login Method                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Individual Shareholders holding securities in demat mode with NSDL. | <ol style="list-style-type: none"><li>1. For OTP based login you can click on <a href="https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp">https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp</a>. You will have to enter your 8-digit DP ID, 8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li><li>2. Existing IDeAS user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section, this</li></ol> |

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|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                    | <p>will prompt you to enter your existing User ID and Password. After 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 and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <ol style="list-style-type: none"> <li>3. If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select "Register Online for IDeAS Portal" or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a>.</li> <li>4. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder / Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> </ol> |
| Individual Shareholders holding securities in demat mode with CDSL | <ol style="list-style-type: none"> <li>1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi /Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then user your existing my easi username &amp; password.</li> <li>2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                          | <p>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login &amp; New System Myeasi Tab and then click on registration option.</p> <p>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p> |
| Individual Shareholders (holding securities in demat mode) logging through their depository participants | <p>1. You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility.</p> <p>2. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature.</p> <p>3. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</p>                                                                                                                                                         |

**Important note:** Members who are unable to retrieve User ID / Password are advised to use Forget User ID and Forget Password option available at above mentioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

| Type of shareholders                                                | Login Method                                                                                                                                                                                                                |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at toll free No. 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 <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free No. 1800-21-09911. |

**II Login method for e-voting for shareholders other than individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.**

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: [https:// www.evoting.nsdl.com](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 ‘Shareholder/Member’ section.
3. A new screen will open. You will have to enter your User ID, your Password / OTP and a Verification Code as shown on the screen.
4. Alternatively, if you are registered for NSDL eservices i.e. IDeAS, you can log-in at [https:// eservices.nsdl.com/](https://eservices.nsdl.com/) with your existing IDeAS login. Once you log-in to NSDL e-services after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically on NSDL e-voting system.
5. Your User ID details are given below:

| <b>.Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b> | <b>Your User ID is:</b>                                                                                                                                |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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<br>(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<br>For example if folio number is 001*** and EVEN is 140613 then user ID is 140613*** |

6. Password details for shareholders other than Individual shareholders 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. a .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, please follow steps mentioned below in process for those shareholders whose email ids are not registered.
- 7. 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](http://www.evoting.nsdl.com).
  - b) Physical User Reset Password?" (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://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.com](mailto:evoting@nsdl.com) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
- 8. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- 9. Now, you will have to click on "Login" button.
- 10. After you click on the "Login" button, Home page of e-Voting will open.

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

- 1. After successful logging at Step 1, you will be able to see the "EVEN" of all Companies in which you are holding shares and whose voting cycle and General Meeting is in active status.
- 2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For

joining virtual meeting, you need to click on “VC/OAVM” link placed under “Join Meeting”

3. Now you are ready for e-Voting as the Voting page opens.
4. 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.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

**Process for procuring user id and password for e-voting for those shareholders whose email ids are not registered with the depositories / Company:**

Members holding shares in dematerialised form and whose e-mail IDs are not registered with the Company / Depository Participants, as well as for Members holding shares in physical form may follow the process detailed below for registration of e-mail ID to obtain user ID / Password for e-Voting.

| Type of holder | Process to be followed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physical       | <p>Send a request to the RTA of the Company, Integrated Registry Management Services Pvt. Ltd at <a href="mailto:kalyan@integratedindia.in">kalyan@integratedindia.in</a> providing Folio No., Name of Member, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar card) for updating bank account details.</p> <p>The following additional details need to be provided in case of updating bank account details:</p> <ul style="list-style-type: none"><li>❖ Name and address of the branch of the Bank in which you wish to receive the dividend.</li><li>❖ Bank account type.</li><li>❖ Bank account number allotted by their Banks after implementation of core banking solutions.</li><li>❖ 9 digit MICR Code Number.</li><li>❖ 11 digit IFSC.</li><li>❖ a scanned copy of the cancelled cheque leaf bearing the name of the first Member</li></ul> |
| Demat          | Please contact your DP and register your e-mail address as per the process advised by your DP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**General Instructions:**

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 shankartheacs5@gmail.com with a copy marked to evoting@nsdl.com. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "eVoting" tab in their login.
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](http://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](http://www.evoting.nsdl.com) or call NSDL at 022 - 4886 7000 or send a request to [evoting@nsdl.com](mailto:evoting@nsdl.com), or contact Mr. Prajakta Pawle, Executive, National Securities Depository Ltd., at designated email IDs: [evoting@nsdl.com](mailto:evoting@nsdl.com) to get your grievances on e-voting addressed.
4. The cut-off date for the purpose of e-Voting has been fixed as 31<sup>st</sup> July, 2026. Members holding shares as on this cut-off date should endeavor to cast their vote in remote e-voting only.
5. Any person holding shares in physical form and non-individual shareholders, who acquires shares of the Company and becomes Member of the Company after the notice is sent through e-mail and holding shares as of the cut-off date i.e. 31<sup>st</sup> July, 2026 may obtain the login ID and password by sending a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) or Issuer/ RTA. However, if you are already registered with NSDL for remote e-voting, then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details / Password" or "Physical User Reset Password" option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call NSDL at 022 - 4886 7000.

In case of Individual Shareholders holding securities in demat mode who acquires shares of the Company and becomes a Member of the Company after sending of the Notice and holding shares as of the cut-off date i.e. 31<sup>st</sup> July, 2026, may follow steps mentioned in the voting process and instructions of this Postal Ballot Notice.