

INSTRUCTIONS FOR E-VOTING ON NSDL PORTAL BETWEEN 19th JULY 2021 at 9:30 am to 24th JULY 2021 at 5:30 pm

1. NSDL will be sending you detailed instructions for e-voting around the **15th JULY 2021** and we request you to cast your vote accordingly. Through this communication, we are also briefly describing the e-voting process.
2. The email sent by NSDL will also have an encrypted PDF file which contains your password to log into the e-voting system. The password to open this file is your Membership ID as informed to you by email.
3. Please go to <https://evoting.nsdl.com> and click on “**Shareholder/Member**” login button. For illustration please click <http://www.kanarasaraswat.org/nsdl-e-voting-illustrations/>.
4. The page as illustrated at <http://www.kanarasaraswat.org/nsdl-e-voting-illustrations/> will appear on clicking the login referred to above

Please enter your User Id (**116274XXXXXX – XXXXX is your Membership ID**) and opt for **PASSWORD OPTION** button. Password has been provided by NSDL in the encrypted pdf file attached in their email. **When opening the pdf file you will be requested to enter the password for opening. The password is your Membership ID. Enter the password so obtained in the above screen. Follow the instructions on the screen thereafter. You may be prompted to change your password on the first login. Also agree to the terms by selecting the button.**

5. After Login as above the following details will be seen

| View e-Voting Cycles / VC or OAVM | | | | | | | | | |
|-----------------------------------|------|-----------------------------|------------|----------|-------------|-------------------------|-----------------|----------------------|----------|
| EVEN | ISIN | Company Name | Start Date | End Date | Result Date | Holdings on Record Date | e-Voting Status | Join General Meeting | AGM Docs |
| 116274 | - | KANARA SARASWAT ASSOCIATION | - | - | - | - | - | - | - |

6. **Look for this EVEN number (116274 against which KANARA SARASWAT ASSOCIATION will appear).** All other columns maybe ignored. See illustration at <http://www.kanarasaraswat.org/nsdl-e-voting-illustrations/>.
7. For E-voting, click on **EVEN NO** (corresponding to KSA Name as explained above). You will see the 9 (nine) names of candidates standing for election. **You need to select a maximum of 7 (seven) candidates of your choice.** The system will not allow you to select more than 7 (seven) candidates.
8. **On selecting the seven candidates as above, click on the SUBMIT button.** A confirmation box will be displayed. **Click “OK” if you are sure you have selected the proper**

candidates as per your choice. If you need to change your mind, Click “CANCEL” and re-enter your choices and click “OK”.

9. Once you have “CONFIRM” your vote and you have submitted, thereafter you will not be allowed to modify your vote.
10. A CONFIRMATION screen will appear (see illustration <http://www.kanarasaraswat.org/nsdl-e-voting-illustrations/>) and you can PRINT the confirmation by selecting the PRINT Button:
11. If you are unable to retrieve or have not received the “Initial password” or have forgotten your password.
 - You can send a request at evoting@nsdl.co.in mentioning your Membership Id & your name OR call on toll free number 1800 1020 990 and 1800 22 44 30
 - Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL

12. ASSISTANCE FOR E-VOTING:-

In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://www.evoting.nsdl.com> or contact NSDL at toll free no.: 1800 1020 990 and 1800 22 44 30 or mail at evoting@nsdl.co.in