Registered Office: Rupa Renaissance, B Wing, 25<sup>th</sup> Floor D-33, MIDC Road, TTC Industrial Area Juinagar, Navi Mumbai – 400705. India CIN: L24110MH1956PLC010806 www.heubach.com



May 15, 2024

То,	То,
The BSE Limited	The National Stock Exchange of India Limited
Corporate Relationship Department, 1 <sup>st</sup> Floor,	Listing Department, Exchange Plaza, 5 <sup>th</sup> floor, Plot
New Trading Ring, Rotunda Building, P. J.	No. C/1, G Block, Bandra-Kurla Complex, Bandra
Towers, Dalal Street, Mumbai - 400 001	(E), Mumbai - 400 051
Scrip: 506390	Scrip: HEUBACHIND
E-mail: corp.relations@bseindia.com	E-mail: <u>cmlist@nse.co.in</u>

## Sub.: Postal Ballot Notice

Dear Sir / Madam,

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith Notice of Postal Ballot dated May 8, 2024 issued to all the shareholders of the Company for seeking their approval for appointment of Mrs. Diana Dhote as an Independent Director of the Company.

The Company has completed the delivery of Postal Ballot Notice, through electronic mode, i.e. email, to all shareholders of the Company on May 15, 2024.

Kindly take the Postal Ballot Notice on record and acknowledge the receipt.

Thanking you, For **Heubach Colorants India Limited** 

Amee Joshi Company Secretary

Encl.: As above

### HEUBACH COLORANTS INDIA LIMITED [Formerly known as Clariant Chemicals (India) Limited] CIN: L24110MH1956PLC010806 Registered Office: Rupa Renaissance, B Wing, 25th Floor, D-33, MIDC Road, TTC Industrial Area, Juinagar, Navi Mumbai 400705 India. Tel.: 022 20874406 Website: www.heubach.com E-mail: investor.relations india@heubach.com

## NOTICE OF POSTAL BALLOT TO THE EQUITY SHAREHOLDERS

Dear Member(s),

NOTICE is hereby given pursuant to the provisions of Sections 108 and 110 and other applicable provisions of the Companies Act, 2013, as amended ("the Act"), read with the Companies (Management and Administration) Rules, 2014, as amended ("the Rules") General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 20/2020 dated May 5, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 8, 2021, 3/2022 dated May 5, 2022, 11/2022 dated December 28, 2022 and 09/2023 dated September 25, 2023, issued by the Ministry of Corporate Affairs, Government of India ("the MCA Circulars"), Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India ("SS-2") and any other applicable law, rules, circulars, notifications and regulations (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), containing the procedure to be followed for conducting business through Postal Ballot, for the consent of the Members of Heubach Colorants India Limited (hereinafter referred to as the "Company" or "HCIL") for the proposed Special Resolution set out below for appointment of Mrs. Diana Dhote (DIN: 10558367) as an Independent Director of the Company, which is sought to be obtained by means of Postal Ballot only by way of remote e-voting. The Explanatory Statement stating all material facts and the reason for the proposal is also appended hereto for your consideration.

In compliance with Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("the LODR Regulations") and pursuant to the provisions of Sections 108 and 110 of the Act read with the rules framed thereunder and the MCA Circulars, the manner of voting on the proposed resolution is restricted only to remote e-voting i.e., by casting votes electronically instead of submitting postal ballot form. Accordingly, the Postal Ballot Notice and instructions for e-voting are being sent only through electronic mode to those members whose email address is registered with the Company /Depository Participant("DP").

The Board of Directors, on recommendation of the Nomination and Remuneration Committee, at its meeting held on March 27, 2024 have, subject to the approval of the members of the Company by way of Special Resolution and subject to such necessary approval of such authorities as may be required, approved the appointment of Mrs. Diana Dhote (DIN: 10558367) as the Additional Director in the capacity of Independent Director of the Company for the first term of five consecutive years effective from April 1, 2024.

Therefore, pursuant to the provisions of Sections 108 and Section 110 of the Act read with the Rules and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the consent of the members for the aforesaid proposal is sought to be obtained by Postal Ballot / E-Voting ("Postal Ballot"). An explanatory statement pursuant to Section 102 of the Companies Act pertaining to the resolution setting out all material facts and the reasons thereof.

The Notice will also be placed on the website of the Company at <u>www.heubach.com</u> and the website of Central Depository Services Limited ("CDSL") at <u>www.evotingindia.com</u>. The Notice can also be accessed from the website of the Stock Exchanges i.e. BSE Limited (BSE) and National Stock Exchange of India Limited (NSE) at <u>www.bseindia.com</u> and <u>www.nseindia.com</u> respectively.

The members are requested to consider and, if thought fit, pass the following special resolution:

#### **Special Resolution:**

#### Item No. 1: Appointment of Mrs. Diana Dhote (DIN: 10558367) as an Independent Director of the Company.

To consider and, if thought fit, to pass the following resolution as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Sections 149, 150, 152, 161, Schedule IV and other applicable provisions of the Companies Act, 2013 ("the Act") read with the Rules framed thereunder, and applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ("the LODR Regulations") (including any statutory modification or re-enactment(s) thereof for the time being in force), the Articles of Association of the Company, approvals and recommendation of the Nomination and Remuneration Committee and that of the Board of Directors, Mrs. Diana Dhote (DIN: 10558367), who was appointed as an Additional Director in the capacity of an Independent Director with effect from April 1, 2024, who meets the criteria for independence under Section 149(6) of the Act and the Rules made thereunder and Regulation 16(1)(b) of the LODR Regulations and in respect of whom the Company has received a notice in writing from a member under Section 160(1) of the Act, be and is hereby appointed as an Independent Director of the Company for the first term 5 (five) consecutive years effective from April 1, 2024 till March 31, 2029, and that she shall not be liable to retire by rotation.

**RESOLVED FURTHER THAT** the Board be and is hereby authorized to delegate all or any of the powers to any committee of directors with power to further delegate to or any other Officer(s) / Authorized Representative(s) of the Company to do all acts, deeds and things and take all such steps as may be necessary, proper or expedient to give effect to this resolution. "

By order of the Board For **Heubach Colorants India Limited** 

Sd/-

Amee Joshi Company Secretary ACS 22502

Date: May 8, 2024 Place: Navi-Mumbai

### Notes:

- 1. The explanatory statement pursuant to Section 102 read with Section 110 of the Act along with details in terms of Regulation 36(3) of the LODR Regulations, stating all material facts and the reason/ rationale for proposed resolution is annexed herewith.
- 2. This Postal Ballot Notice is being sent to the members whose names appear on the register of members / list of beneficial owners as received from the National Securities Depository Limited ("NSDL") and Central Depository Services (India) Limited ("CDSL") and whose email address is registered with the Company / Depository Participant(s), as on May 10, 2024 ("the Cut-off Date"). A person who is not a member as on the Cut-off Date should treat this Postal Ballot Notice for informational purposes only. In compliance with Regulation 44 of the LODR Regulations and pursuant to the provisions of Sections 108 and 110 of the Act read with the Rules framed thereunder and the MCA Circulars, the manner of voting on the proposed resolution is restricted only to e-voting i.e., by casting votes electronically instead of submitting the postal ballot form. Accordingly, the physical copy of the Notice along with the postal ballot form and the pre-paid business reply envelope are not being sent to the members. The communication of the assent or dissent of the members would only take place through the e-voting system.
- 3. Once the vote on the resolution is cast by the member, he / she shall not be allowed to change it subsequently. The voting rights of members shall be in proportion to their shares of the paid-up equity share capital of the Company as on May 10, 2024, being the Cut-off Date fixed for the purpose.
- 4. The resolution, if passed by the requisite majority through Postal Ballot, will be deemed to have been passed on the last date specified for voting i.e., **June 14, 2024**. Further, resolution passed by the members through postal ballot are deemed to have been passed as if they are passed at a general meeting of the members.
- 5. The Board of Directors of the Company has appointed Mr. Bhadresh Shah, Proprietor of Bhadresh Shah & Associates, Company Secretaries (COP 15957, FCS 23847), as the scrutinizer for conducting postal ballot process in a fair and transparent manner ("Scrutinizer"). After completion of his scrutiny of postal ballot forms, he will submit his report to the Chairman or in his absence to the Managing Director or in his absence to the Company Secretary of the Company. The results of the postal ballot will be announced in accordance with the provisions of Section 110 of the Companies Act read with the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligation and Disclosure Requirements) Regulation, 2015. Members who wish to be present at the venue at the time of declaration of the results are welcome to do so. The resolution shall be deemed to be passed on the date of declaration of the results of the postal ballot, if approved by the requisite majority. The results will be displayed at the registered office of the Company and communicated to BSE and NSE where the equity shares of the Company are listed. The results of the postal ballot will also be displayed on the Company's website: www.heubach.com.
- 6. All material documents referred to in the explanatory statement will be available for inspection only through electronic mode on all working days from the date of dispatch until the last date for receipt of votes by e-voting i.e. June 14, 2024. Members may send their requests to <u>investor.relations india@heubach.com</u> from their registered e-mail address mentioning their names, folio numbers, DP ID and Client ID during the voting period.
- 7. Members holding shares in electronic mode, who have not registered their email addresses are requested to register their email addresses with their respective Depository Participant (DP).

## EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

## Item No. 1

Pursuant to Section 161 of the Companies Act, 2013 and other applicable provisions the Board, at its meeting held on March 27, 2024 based on the recommendation of the Nomination and Remuneration Committee, appointed Mrs. Diana Dhote (DIN: 10558367) as an Additional Director in the capacity of Independent Director of the Company for the first term of Five (5) consecutive years with effect from April 1, 2024 subject to the approval of the Shareholders by Special Resolution.

The Company has received all statutory disclosures and declarations necessary for directorship, including: written consent to act as director (Form DIR-2) as per the Companies (Appointment and Qualifications of Directors) Rules, 2014, intimation (Form DIR 8) confirming non-disqualification under Section 164(2) of the Act, declaration of meeting independence criteria under Section 149(6) of the Act and LODR Regulations, written notice by a member proposing candidature under Section 160(1) of the Act; and confirmation of compliance with Appointment Rules (Rules 6(1) and 6(2)) regarding registration with the data bank of Independent Directors maintained by the Indian Institute of Corporate Affairs.

In the opinion of the Board of Directors of the Company, she is a person of integrity, possess the relevant expertise and experience and she fulfils the conditions specified in the Companies Act, 2013 and the Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as amended, for appointment of Independent Director and she is independent of the management. Brief profile covering the details of her qualification, experience, specific areas of expertise and other relevant information as required pursuant to the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, is annexed to this Notice.

In compliance with the provisions of Sections 149, 150, 152, 161 read with Schedule IV to the Act and Regulation 17 of the SEBI LODR Regulations, the approval of the members is sought for the appointment of Mrs. Diana Dhote (DIN: 10558367) as an Independent Director of the Company for the first term of 5 (five) consecutive years effective from April 1, 2024 till March 31, 2029, and that she shall not be liable to retire by rotation. Upon the approval of the Members of the Company on the said resolution, the appointment shall be formalised by way of issuance of the letter of appointment by the Company to Mrs. Diana Dhote.

The Board of Directors recommend passing of the Special Resolution as set out in the Item No. 1 of the accompanying notice. None of the Directors, Key Managerial Personnel and / or their relatives, except Mrs. Diana Dhote and her relatives are interested and / or concerned in passing of the resolution.

Particulars of Director to be appointed pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards on General Meetings Issued by the Institutes of Company Secretaries of India.

Name of Director	Mrs. Diana Dhote
DIN:	10558367
Date of Birth	21/01/1961
Туре	Non-Executive Independent Director
Qualification	Mcom, Mumbai University, 1983
	<ul> <li>Diploma in Management Studies (Two-year part-time course), Mumbai University, 1985</li> <li>Six Sigma Black Belt Certified</li> <li>CAIIB</li> <li>PGDIC</li> <li>Certification in Sex Education</li> <li>MA Psych (instream)</li> </ul>
Shareholding of non-executive directors in the	NIL
listed entity, including shareholding as a	
beneficial owner.	

Expertise in Specific Functional area	Strategic Planning and Execution
Expertise in Specific Functional area	
	Relationship Management
	Business Process Optimization
	Risk Assessment
	Leadership Development
	Team Building
Directorship held in other Listed Companies	NIL
Listed Entities from which has resigned as Director in past 3 years	NIL
Particulars of Committee Chairmanship / Membership held in other Listed Companies	NIL
Relationship with other directors inter-se	None
Key terms and conditions of appointment	As per the resolution in Item no.1 of this Notice read with the explanatory statement thereto.
Skills and capabilities required for the role and the manner in which Mrs. Diana Dhote meets such requirements.	Mrs. Diana Dhote has had a distinguished 41-year career in banking, which transitioned into personal counselling, bringing a wealth of experience to the table. Her involvement in various NGOs dedicated to community upliftment and management of a private initiative supporting education highlights her commitment to social responsibility. Diana's corporate background showcases strategic leadership and expertise in the capital market, which is further strengthened by her academic qualifications.
	Mrs. Diana Dhote extensive professional experience is primarily with the HSBC Group, across various roles since 1981. She retired as the Global Head of Middle Office, HSBC Global Asset Management, UK in Nov 2022 and was leading a multimillion transformation initiative, the Global Middle Office Programme, for 2 years.
	In view of the above, the NRC and the Board are of the view that Mrs. Diana Dhote possesses the requisite skills and capabilities, which would be of immense benefit to the Company, and hence, it is desirable to appoint her as an Independent Director.

Note: Only two Committees viz. Audit Committee and Stakeholders' Relationship Committee have been considered.

By order of the Board

Date: May 8, 2024 Place: Navi-Mumbai For **Heubach Colorants India Limited** Sd/-**Amee Joshi** Company Secretary ACS 22502

#### CDSL e-Voting System – For Remote e-voting

## THE INTRUCTIONS OF SHAREHOLDERS FOR REMOTE E-VOTING:

- Step 1 : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.
- **Step 2** : Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.
- (i) The voting period begins on May 16, 2024 at 9:00 a.m. and ends on June 14, 2024 at 5:00 p.m. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of May 10, 2024 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.
- (iii) Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to **all the demat account holders**, **by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants**. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- **Step 1** : Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.
- (iv) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 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.

Pursuant to abovesaid SEBI Circular, Login method for e-Voting for Individual shareholders holding securities in Demat mode CDSL/NSDL is given below:

Type of	Login Method
shareholders	

Individual Shareholders holding	<ol> <li>Users who have opted for CDSL Easi / Easiest facility, can login through their existin user id and password. Option will be made available to reach e-Voting page withou any further authentication. The users to login to Easi / Easiest are requested to visit cd website <u>www.cdslindia.com</u> and click on login icon &amp; New System Myeasi Tab.</li> </ol>
securities in Demat mode with CDSL Depository	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 be 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 & voting during the meeting. Additionally, there is also link provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.
	<ol> <li>If the user is not registered for Easi/Easiest, option to register is available at cdsl websit <u>www.cdslindia.com</u> and click on login &amp; New System Myeasi Tab and then click or registration option.</li> </ol>
	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 <u>www.cdslindia.com</u> how page. The system will authenticate the user by sending OTP on registered Mobile of 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.
Individual Shareholders holding securities in demat mode with <b>NSDL</b> <b>Depository</b>	<ol> <li>If you are already registered for NSDL IDEAS facility, please visit the e-Service website of NSDL. Open web browser by typing the following URI <u>https://eservices.nsdl.com</u> either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the "Beneficial Owner" icon unde "Login" which is available under 'IDEAS' section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting services, option to register is available a <u>https://eservices.nsdl.com</u>. Select "Register Online for IDEAS "Portal or click a <u>https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</u></li> <li>Visit the e-Voting website of NSDL. Open web browser by typing the following URI <u>https://www.evoting.system</u> is launched, click on the icon "Login" which 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 successfu authentication, you will be redirected to e-Voting service provider name and you will be redirected to NSDL open website for casting your vote during the redirected to NSDL open web browser by typing the following URI https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. One the home page of e-Voting system is launched, click on the icon "Login" which 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 successfu authentication, you will be redirected to NSDL Depository site wherein you can see of Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider name a</li></ol>
Individual Shareholders (holding securities in demat mode)	

login through their	feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.
Depository	
Participants	
(DP)	

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

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

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with <b>CDSL</b>	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <u>helpdesk.evoting@cdslindia.com</u> or contact at toll free no. 1800 22 55 33
Individual Shareholders holding securities in Demat mode with <b>NSDL</b>	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at : 022 - 4886 7000 and 022 - 2499 7000

**Step 2** : Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

- (v) Login method for Remote e-Voting for Physical shareholders and shareholders other than individual holding in Demat form.
  - 1) The shareholders should log on to the e-voting website <u>www.evotingindia.com</u>.
  - 2) Click on "Shareholders" module.
  - 3) Now enter your User ID
    - a. For CDSL: 16 digits beneficiary ID,
    - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
    - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
  - 4) Next enter the Image Verification as displayed and Click on Login.
  - 5) If you are holding shares in demat form and had logged on to <u>www.evotingindia.com</u> and voted on an earlier e-voting of any company, then your existing password is to be used.
  - 6) If you are a first-time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares
	in Demat.
PAN	Enter your 10-digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)
	• Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.

Dividend	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat
Bank Details	account or in the company records in order to login.
<b>OR</b> Date of Birth (DOB)	• If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.

- (vi) After entering these details appropriately, click on "SUBMIT" tab.
- (vii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (viii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN for the relevant Heubach Colorants India Limited on which you choose to vote.
- (x) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xi) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xii) After selecting the resolution, you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xiii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xv) If a demat account holder has forgotten the login password, then Enter the User ID and the image verification code and click on forgot password and enter the details as prompted by the system.
- (xvi) There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.

## (xvii) Additional Facility for Non – Individual Shareholders and Custodians –For Remote Voting only.

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to <u>www.evotingindia.com</u> and register themselves in the "Corporates" module.
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to <u>helpdesk.evoting@cdslindia.com</u>.
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
- It is Mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- Alternatively, Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; <u>investor.relations india@heubach.com</u>, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

# PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.

- 1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, 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) by email to <u>investor.relations india@heubach.com</u>.
- 2. For Demat shareholders -, Please update your email id & mobile no. with your respective Depository Participant (DP)
- 3. For Individual Demat shareholders Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding e-Voting from the CDSL e-Voting System, you can write an email to <u>helpdesk.evoting@cdslindia.com</u> or contact at toll free no. 1800 22 55 33

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL, ) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call at toll free no. 1800 22 55 33