



**Paradeep Phosphates Limited**

CIN: L24129OR1981PLC001020

Registered Office: 5th Floor, Orissa State Handloom Weavers' Co-Operative Building ,Pandit J N Marg,  
Bhubaneswar – 751 001 Tel: 0674 666 6100, E-mail: [cs.ppl@adventz.com](mailto:cs.ppl@adventz.com)  
Website: [www.paradeepphosphates.com](http://www.paradeepphosphates.com)

**NOTICE OF POSTAL BALLOT**

**[Pursuant to Section 110 of the Companies Act, 2013, read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014]**

**To  
The Members,**

NOTICE is hereby given pursuant to Section 108, 110 and other applicable provisions, if any, of the Companies Act, 2013 ("Act"), Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (including any amendment(s), statutory modification(s) or re-enactment thereof for the time being in force), read with the General Circular No.14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020, 20/2020 dated May 05, 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, 09/2023 dated September 25, 2023, 09/2024 dated September 19, 2024, and 03/2025 dated September 22, 2025 issued by the Ministry of Corporate Affairs ("MCA") (hereinafter collectively referred to as "MCA Circulars"), and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI (LODR) Regulations") (including any statutory modification(s) or re-enactment(s) thereof for the time being in force, and as amended from time to time), and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India ("SS-2") and pursuant to other applicable laws rules, circulars notifications and regulations, if any, the resolutions as setout in the Notice are proposed for the approval of the members through Postal Ballot ("the Postal Ballot") only by remote e-voting process ("e-voting").

An Explanatory Statement pursuant to Sections 102, 110 and other applicable provisions, if any, of the Act, pertaining to the resolutions setting out the material facts and reasons thereof, is appended to this Postal Ballot Notice ("the Notice" or "the Postal Ballot Notice").

Further, in terms of the MCA Circulars, this Postal Ballot Notice is sent only through electronic mode to those members who have registered their email addresses with the Company or depository/depository participants. In compliance with the provisions of Sections 108 and 110 of the Act read with Rule 20 and 22 of the Companies (Management and Administration) Rules 2014, Regulation 44 of the SEBI (LODR) Regulations, and SS-2, the Company has provided e-voting facility to its members to cast their votes electronically. The Company has engaged MUFG Intime India Private Limited (Formerly Link Intime India Pvt Limited) (MUFG Intime), to provide remote e-voting facility to the Members. The communication of assent (FOR)/dissent (AGAINST) of the Members shall only take place through the remote e-voting system. The Board of Directors of the Company (the "Board") has appointed Mr. Shivararam Bhat, (Membership No. FCS 10454, COP No. 7853), Practising Company Secretary, as the Scrutinizer ("the

Scrutinizer") for conducting the Postal Ballot through remote e-voting process. Members are requested to record their assent (FOR) or dissent (AGAINST) through remote e-voting which commences from **10.00 a.m. (IST) on Sunday, 4<sup>th</sup> January, 2026 and ends at 5.00 p.m. (IST) on Monday, 2<sup>nd</sup> February, 2026**. Remote e-voting shall be disabled by MUFG Intime immediately thereafter and will not be allowed beyond the said date and time. Upon completion of the scrutiny of the remote e-voting data provided by MUFG Intime, the Scrutinizer will submit his report to the Chairman of the Company, or any other person authorized by him. The result of the Postal Ballot shall be Announced within two days from the conclusion of the e-voting i.e. on or before 4<sup>th</sup> February, 2026. The said results along with the scrutinizer's report shall be displayed on Company website <https://www.paradeephosphates.com>, communicated to the stock exchanges and will be displayed simultaneously on the website of the Stock exchanges, RTA and on the Notice Board of the Company.

The last date of e-voting, i.e. Monday, 2<sup>nd</sup> February, 2026, shall be the date on which the resolutions would be deemed to have been passed, if approved by the requisite majority. The resolutions passed by the members through postal ballot are deemed to have been passed as if it is passed at a General Meeting of the members.

Members desiring to exercise their votes are requested to carefully read the instructions indicated in this Notice and record their assent (FOR) or dissent (AGAINST) by following the procedure as stated in **Annexure- B**, forming part of the Notice.

#### **SPECIAL BUSINESS:**

##### **1. Increase in Borrowing Limit and creation of mortgage / charge on the movable and immovable properties of the Company both present and future, in respect of borrowings.**

To consider and, if thought fit, to pass with or without modification(s), the following resolution as a **Special Resolution**:

**"RESOLVED THAT** in supersession of the Special Resolution passed by the Shareholders' of the Company on 12<sup>th</sup> September 2022, and pursuant to the provisions of Section 180(1)(c) and all other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modifications or re-enactment thereof, for the time being in force), the Rules notified there under and the Articles of Association of the Company, consent of the Members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as the "Board" which term shall be deemed to include any committee thereof) for borrowing, from time to time such sum(s) of money in any manner including in the form of inter corporate deposit, debentures, loans- short term or long term, line of credits/ overdrafts, etc. from time to time at its discretion, for the purpose of the business of the company, either in Rupee Currency and/or in Foreign Currency, including Foreign Currency Convertible Bonds etc. up to ₹20,000 crore (Rupees Twenty Thousand crore only) (including Public Deposits but excluding temporary loans obtained from the Company's bankers in the ordinary course of business) from banks, financial institutions and other sources from time to time, on such terms and conditions as the Board may in its absolute discretion deem fit for the purpose of financing the working capital requirements and also for acquisition of capital assets and / or for the purpose of any other requirements of the Company, both for capital and revenue in nature, notwithstanding that the monies to be borrowed together with the monies already borrowed by the Company (apart from temporary loans obtained from the Company's bankers in the ordinary course of business), will exceed the aggregate of the paid-up capital of the Company and its free reserves, that is to say, reserves not set apart for any specific purposes.

**"RESOLVED FURTHER THAT** in supersession of the Special Resolution passed by the Shareholders on 12<sup>th</sup> September 2022 and pursuant to the provisions of Section 180(1)(a) and all other applicable provisions, of the Companies Act, 2013 (including any statutory modification or re-

enactment thereof, for the time being in force), the Rules notified there under and the Articles of Association of the Company and such other approvals as may be necessary, approval of the Shareholders be and is hereby accorded to the Board of Directors to mortgage and / or charge, in addition to the mortgages/charges created / to be created by the Company in such form and manner and with such ranking and at such time and on such terms as the Board may determine, on all or any of the moveable / immoveable properties or any assets of the Company, both present and future and / or whole or any part of undertaking(s) of the Company in favour of the lender(s), Agent(s) and Trustee(s), for securing the borrowings of the Company availed / to be availed by way of loan(s) in foreign currency and / or rupee currency and Securities (comprising fully / partly Convertible Debentures and / or Non-Convertible Debentures, on all or any of the above, with or without detachable or nondetachable warrants and /or secured premium notes and / or floating rates notes / bonds or other debt instruments) issued / to be issued by the Company, from time to time, subject to the limits approved under Section 180(1)(c) of the Companies Act, 2013, together with interest at the respective agreed rates, additional interest, compound interest, in case of default accumulated interest, liquidated damages, commitment charges premia on prepayments, remuneration of the Agent (s) / Trustee (s), premium (if any) on redemption, all other costs, charges and expenses as a result of devaluation / revaluation / fluctuation in the rates of exchange and all other monies payable by the Company in terms of the Loan Agreement(s) / Heads of Agreement(s), Trust Deed (s) or any other document, entered into / to be entered into between the Company and the Lender (s) / Agent (s) / Trustee (s), in respect of the said loans / borrowings / debentures / bonds or other securities and containing such specific terms and conditions covenants in respect of enforcement of security as may be stipulated in that behalf and agreed to between the Board of Directors or Committee thereof and the Lender(s)/Agent(s)/Trustee(s).”

**“RESOLVED FURTHER THAT** for the purpose of giving effect to the above resolutions, the Board / Finance Committee of the Board or such other Committee(s) as may be constituted by the Board from time to time, or officers authorized by them in this regard be and are hereby authorized to finalize, settle and execute such documents/deeds/writings/papers, agreements as may be required and do all such acts, deeds, matters and things, as it may in its absolute discretion deem necessary, proper or desirable and to settle any question, difficulties or doubts that may arise with regard to borrowings and creating mortgages / charges as aforesaid.”

## **2. Ratification of payment of remuneration to Cost Auditor**

To consider and if thought fit, to pass the following resolution as an **Ordinary Resolution**:

**“RESOLVED THAT** in supersession of the Ordinary Resolution passed by the Shareholders’ on 12<sup>th</sup> September 2025 and pursuant to the provisions of Section 148 and other applicable provisions of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force), the remuneration payable to M/s. S. S. Sonthalia & Co., Cost Accountant in practice, appointed by the Board of Directors of the Company as Cost Auditor to conduct the audit of the cost records of the Company for the Financial Year 2025- 26, being ₹5,00,000/- (Rupees Five Lakhs) plus applicable taxes and out of pocket expenses incurred by them him in connection with the aforesaid audit, be and is hereby ratified and confirmed.

**RESOLVED FURTHER THAT** the Board of Directors is authorized to take all such steps as may be necessary, proper or expedient to give effect to the aforesaid resolution.”

**3. Appointment of Mr. Akshay Poddar (DIN: 00008686) as a Non-Executive Director of the Company**

To consider and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Sections 149 and 152 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force), and the applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Mr. Akshay Poddar (DIN: 00008686), who was appointed as an Additional Director (Non-Executive) and Vice Chairman of the Company with effect from 6<sup>th</sup> November 2025 by the Board of Directors of the Company based on the recommendation of the Nomination and Remuneration Committee, and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Act proposing his candidature for the office of a Director, be and is hereby appointed as Non-Executive Director of the Company, liable to retire by rotation.

**RESOVLED FURTHER THAT** the Board of Directors of the Company be and is hereby authorized to do all acts, deeds, things and matters and to take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

**4. Appointment of Mrs. Ruchira Kamboj (DIN: 11068450) as a Non-Executive Independent Director of the Company**

To consider and if thought fit, to pass with or without modification(s), the following resolution, as a **Special Resolution**:

**“RESOLVED THAT** pursuant to the provisions of Sections 152 and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”) read with the rules made thereunder, Regulation 17 and other applicable regulations, if any, of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, (“SEBI Listing Regulations”) [including any statutory modification(s) or amendment(s) or re-enactment(s) thereof, for the time being in force], Mrs. Ruchira Kamboj, (DIN: 11068450), who was appointed as an Additional Director (Non-Executive Independent) of the Company with effect from 6<sup>th</sup> November 2025 by the Board of Directors of the Company, based on the recommendation of the Nomination and Remuneration Committee, who is eligible for appointment and who has consented to act as a Director of the Company and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Act proposing his candidature for the office of a Director, be and is hereby appointed as a Director of the Company.

**RESOLVED FURTHER THAT** pursuant to the provisions of Sections 149, 150, 152 and other applicable provisions, if any, of the Act read with Schedule IV to the Act and the rules issued thereunder (including any statutory modification(s) or amendment(s) or re-enactment(s) thereof, for the time being in force), Regulation 17 and other applicable regulations, if any, of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, (“SEBI Listing Regulations”), the appointment of Mrs. Ruchira Kamboj, (DIN: 11068450) as an Independent Director of the Company, not be liable to retire by rotation, for a term of five consecutive years commencing from November 06, 2025 up to November 05, 2030 (both days inclusive), and who meets the criteria for independence as provided in Section 149(6) of the Act and Regulation 16(1)(b)

of the SEBI Listing Regulations and who has submitted a declaration to that effect, and who is eligible for appointment as an Independent Director of the Company, be and is hereby approved.

**RESOVLED FURTHER THAT** the Board of Directors of the Company be and is hereby authorized to do all acts, deeds, things and matters and to take all such steps as may be necessary, proper or expedient to give effect to this resolution.”

**5. Alteration of object clause and adoption of amended Memorandum of Association**

To consider and, if thought fit, to pass with or without modification(s), the following resolution as a **Special Resolution**:

“**RESOLVED THAT** pursuant to sections 13 and other applicable provisions if any of the of the Companies Act, 2013 (the Act) read with applicable rules made thereunder including any amendment(s), statutory modifications or re-enactment thereof for the time being in force, the approval of the members of the Company be and is hereby accorded to amend the object clause of Memorandum of Association of the Company in the following Manner:

- A. Clause III(A) of the Objects clause of the Memorandum of Association of the Company be titled as 'THE OBJECTS TO BE PURSUED BY THE COMPANY ON ITS INCORPORATION'
- B. The existing Main Objects of Clause III (A) be altered by inserting the following new sub clause iv after the existing sub-clause iii under Clause III(A):
  - iv) “To generate, receive, purchase, transmit, transform, distribute, supply, exchange, sell and otherwise deal in electrical power and energy from conventional and non-conventional sources including but not limited to waste heat recovery systems, and to supply and/or transfer surplus power to State utilities, open market buyers, and any other eligible internal and external consumers in accordance with applicable laws and regulations.”
- C. The Clause III B to be titled as 'Matters which are necessary for furtherance of the object specified in Clause III. A; and consequently, re-numbering as may be appropriate and deleting the entire Clause III C titled as 'Other objects"

**RESOLVED FURTHER THAT** pursuant to the provisions of Section 4, 13 and other applicable provisions, if any, of the Companies Act, 2013 (“the Act”), read with the Companies (Incorporation) Rules, 2014 (including any statutory modification(s) or re-enactment thereof, for the time being in force) and in accordance with the Table A of the Schedule I of the Act, consent of the members be and is hereby accorded for alteration in the Memorandum of Association of the Company, as per the draft made available on the website of the Company as may be required to align the Memorandum of Association with the provisions of the Companies Act, 2013.

**RESOLVED FURTHER THAT** any one of the Director and/ or Company Secretary of the Company, be and are hereby authorized severally to make necessary alterations/modification in the Memorandum of Association to give effect to the above resolution and to execute, sign and file the required documents/ returns/forms with Registrar of Companies and to make necessary

corrections/ modifications/ alterations suggested by the concerned authorities and to collect the certificate confirming the above alteration, as approved by the Board and the members of the Company."

**By Order of the Board of Directors  
For Paradeep Phosphates Limited**

Sd/-

**Sachin Patil**

**Company Secretary & Compliance Officer  
Membership No.: A31286**

Registered Office: 5<sup>th</sup> Floor, OSHWC Building,  
Pandit J N Marg, Bhubaneswar – 751 001.  
Date: December 31, 2025

**NOTES:**

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 ("Act") is annexed hereto along with the additional information in respect of the Directors' seeking appointment.
2. In line with the MCA Circulars, the Postal Ballot Notice is being sent only by email to those shareholders who have registered their e-mail addresses with the Company or Depository Participant / Depository / MUFG Intime India Private Limited, the Company's Registrar & Transfer Agent (RTA) and 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) as on the closure of business hours on 31<sup>st</sup> December, 2025. In compliance with the requirements of the MCA Circulars, hard copies of Postal Ballot Notice along with Postal Ballot Forms and pre-paid business envelope will not be sent to the members for this Postal Ballot and the shareholders are requested to carefully read the instructions indicated in this Notice and communicate their assent (FOR) or dissent (AGAINST) through e-voting only.
3. In compliance with Sections 108 and 110 of the Act and the rules made there under, the MCA Circulars and Regulation 44 of the SEBI (LODR) Regulations, the Company has provided the facility to the shareholders to exercise their votes electronically and vote on the resolution through the e-voting service facility arranged by MUFG Intime India Private Limited.
4. The Postal Ballot Notice is available on the website of the Company at [www.paradeepphosphates.com](http://www.paradeepphosphates.com) and on the website of the stock exchanges at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) and also on the website of MUFG Intime India Private Limited (MUFG Intime), the agency engaged by the Company for providing the facility of Remote e-voting to the Members of the Company at <https://instavote.linkintime.co.in>
5. Voting rights shall be reckoned on the paid-up value of shares registered in the name of the Members as on cut-off date i.e. Wednesday, 31<sup>st</sup> December, 2025. The person who is not a member as on cut-off date should treat this Notice for information purpose only.
6. The resolution, if passed by requisite majority, shall be deemed to have been passed on Monday, 2<sup>nd</sup> February, 2026, i.e. last day specified for receipt of votes through e-voting process.
7. The Company has made necessary arrangements for the members to register their e-mail address. Members who have not registered their e-mail address are requested to register the same (i) if the shares are held in electronic form, with the Depository Participant(s) where they maintain their demat accounts, and (ii) Members holding shares in physical mode, who have not registered / updated their e-mail address with the Company, are requested to register / update their e-mail address by submitting

Form ISR-1 (available on the website of the Company at <https://paradeephosphates.com/> duly filled and signed along with requisite supporting documents to Company's Registrar & Transfer Agent, MUFG Intime India Private Limited (Formerly Link Intime India Private Limited) (hereinafter referred as 'RTA/MUFG Intime') at C-101, 1st Floor, 247 Park, Lal Bahadur Shastri Marg, Vikhroli West, Mumbai – 400 08 Email- [investor.helpdesk@in.mpms.mufg.com](mailto:investor.helpdesk@in.mpms.mufg.com)

8. A Member cannot exercise his/her vote by proxy on Postal Ballot (e-voting).
9. The e-voting period commences at **10.00 a.m. (IST) on Sunday, 4<sup>th</sup> January, 2026 and ends at 5.00 p.m. (IST) on Monday, 2<sup>nd</sup> February, 2026**. The e-voting will not be allowed beyond the aforesaid date and time, and the e-voting module shall forthwith be disabled by MUFG Intime upon expiry of the aforesaid period. Once the vote on the resolution(s) is cast by the member, he / she shall not be allowed to subsequently change it
10. Mr. Shivaram Bhat, Practicing Company Secretary (Membership No. FCS 10454, COP No. 7853) has been appointed as Scrutinizer by the Board of Directors of the Company for conducting the Postal Ballot process in a fair and transparent manner. The Scrutinizer's decision on the validity of the votes cast in the Postal Ballot shall be final.
11. The Scrutinizer shall submit his report to the Chairman of the Company or any other person authorized by him upon completion of scrutiny of the votes cast through e-voting. The result of the voting through Postal Ballot will be announced on or before Wednesday, 4<sup>th</sup> February, 2026, and the same shall be displayed on the website of the Company at [www.paradeephosphates.com](http://www.paradeephosphates.com) and will also be communicated to the Stock Exchanges.
12. All the material documents referred to in the Postal Ballot Notice and Explanatory Statement will be available for inspection by the Members at the Registered Office of the Company on all working days, (i.e. Monday to Friday) between 10.00 A.M. (IST) to 1.00 P.M. (IST) from the date of dispatch of the Notice up to the last date of remote e-voting.

#### **Explanatory Statement pursuant to Section 102 of the Companies Act, 2013:**

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

The Members of the Company, by way of a Special Resolution passed at the Annual General Meeting held on 12<sup>th</sup> September 2022, approved the enhancement of the borrowing limits of the Company under Section 180(1)(c) of the Companies Act, 2013, up to ₹15,000 crore (Rupees Fifteen Thousand Crore only), over and above the aggregate of the paid-up share capital and free reserves of the Company (apart from temporary loans obtained or to be obtained from the Company's bankers in the ordinary course of business). The Members had also accorded their approval to the Board of Directors under Section 180(1)(a) of the Companies Act, 2013, to create charge / mortgage / hypothecation on the assets of the Company to secure the aforesaid borrowings.

In view of the increase in the business operations of the Company, merger of Mangalore Chemicals & Fertilizers Limited (consequently adding the Mangalore plant), proposed installation of new units/ explanation, and the resultant need to meet capital expenditure and working capital requirements, it is now considered necessary to enhance the existing borrowing limit of the Company from ₹15,000 crore (Rupees Fifteen Thousand Crore only) to ₹20,000 crore (Rupees Twenty Thousand crore).

Consequent to the proposed enhancement in the borrowing limits, certain borrowings may be required to be secured by way of creation of charge / mortgage / hypothecation//lien/encumbrance over the movable and/or immovable properties of the Company and /or all the kind of assets of the Company, both present

and future, in favour of one or more Financial Institutions, Banks, Lenders, Trustees and/or other Investing Agencies.

Accordingly, the Board recommends the Special Resolution set out under Item No. 1 of the Notice for approval of the Members, to enhance the borrowing limits up to ₹20,000 crore (Rupees Twenty Thousand crore) and to authorise the creation of charge / mortgage / hypothecation/lien/encumbrance on the properties of the Company for securing such borrowings, in accordance with Sections 180(1)(a) and 180(1)(c) of the Companies Act, 2013.

None of the Directors, Key Managerial Personnel of the Company, or their relatives are, in any way, concerned or interested, financially or otherwise, in the Resolution set out under Item No. 1 of the Notice.

**Item No. 2:**

The members of the Company had ratified the remuneration of ₹ 3,50,000 (Rupees Three Lakh fifty thousand only) payable to the Cost Auditor for the financial Year 2025-26, at the Annual General Meeting of the Company held on 12<sup>th</sup> September, 2025.

Pursuant to the merger of Mangalore Chemicals & Fertilizers Limited with the Company effective October 16, 2025, an audit of the Cost Records maintained by the Company at Mangalore and Mahad units shall be carried out by the cost auditors in addition to the existing audit of the Cost Records maintained by the Company at Paradeep and Goa unit.

Accordingly, the Board, on the recommendation of the Audit Committee, has approved the remuneration of M/s. S. S. Sonthalia & Co., Cost Accountant in practice as the Cost Auditor to conduct the audit of the Cost Accounts of the Company for the financial year 2025-26 at a remuneration of ₹ 5,00,000/- (Rupees Five Lakhs only) plus applicable taxes and out of pocket expenses incurred by them in connection with the aforesaid audit.

In terms of provisions of Section 148 of the Act read with the Companies (Audit and Auditors) Rules, 2014, the remuneration payable to the Cost Auditor is required to be ratified by the Members of the Company.

Accordingly, consent of the members is sought for passing an Ordinary Resolution as set out at Item No. 2 of the Notice for ratification of the remuneration payable to the Cost Auditor for the financial Year 2025-26.

None of the Directors/Key Managerial Personnel of the Company/their relatives are, in any way, concerned or interested, financially or otherwise in this matter except to the extent of their shareholding in the Company.

**Item No. 3:**

Based on the recommendation of Nomination and Remuneration Committee, the Board at its meeting held on November 06, 2025 approved the appointment of Mr. Akshay Poddar (DIN: 00008686) as an Additional Director and Vice Chairman of the Company w.e.f. November 06, 2025, subject to the approval of the shareholders. He shall be liable to retire by rotation.

Mr. Akshay Poddar holds a Sloan Master's in leadership and Strategy from London Business School, UK, and has completed the Owner/President Management (Executive Education) Program from Harvard Business School, Boston, USA. He is a Honours Graduate in Accounting & Finance from the London School of Economics & Political Science, University of London. Mr. Poddar an entrepreneur, has over 24 years of extensive experience in strategic management, business promotion, management, administration and leadership across diversified sectors including fertilizers, agri-inputs, heavy engineering, sugar, consumer products, real estate, investments, and furniture. He has been instrumental in driving growth and fostering innovation across the Group's diverse business portfolio.

Mr. Poddar currently serves on the Boards of several companies, including Texmaco Infrastructure & Holdings Ltd., Texmaco Rail & Engineering Ltd, Zuari Industries Limited and Zuari Agro Chemicals Limited, and brings with him rich experience in corporate governance and strategic leadership. Mr. Poddar also represents the Director on the Board of The Fertiliser Association of India (FAI).

The Company has received a notice in writing under Section 160(1) of the Act from a Member proposing candidature of Mr. Akshay Poddar as a Director of the Company. Mr. Akshay Poddar has conveyed his consent to act as a Director of the Company. Mr. Akshay Poddar has confirmed that he has not been debarred from holding the office of Director by any order of SEBI or any other competent authority, and that he is not disqualified from being appointed as a Director under Section 164 of the Act. The Company has also received other necessary disclosures and declarations from Mr. Akshay Poddar.

The Board of Directors is of the opinion that, considering the knowledge and experience of Mr. Akshay Poddar, his appointment would be in the best interest of the Company. The Board, therefore, recommend the resolution as set out at Item No.3 of this notice for the approval of the Members by way of an Ordinary Resolution.

The relevant details, pursuant to regulation 36(3) of the LODR Regulations and Secretarial Standard on General Meetings issued by The Institute of Company Secretaries of India, in respect of Director seeking appointment is annexed hereto as **Annexure A**, and forms a part of this Postal Ballot Notice.

Mr. Akshay Poddar and Mr. Saroj Kumar Poddar are interested in the resolution set out at Item No. 3 of the Notice. The relatives of Mr. Akshay Poddar may be deemed to be interested in the resolution set out at Item No. 3 of the Notice, to the extent of their shareholding interest, if any, in the Company.

Save and except the above, none of the other Directors / Key Managerial Personnel of the Company and their relatives are, in any way, concerned or interested, financially or otherwise, in the above appointment.

**Item No. 4:**

Based on the recommendation of Nomination and Remuneration Committee, the Board at its meeting held on November 06, 2025 approved the appointment of Mrs. Ruchira Kamboj (DIN: 11068450) as an Additional Director in the category of Independent Director, not liable to retire by rotation for a term of five (5) years w.e.f. November 06, 2025, subject to the approval of the shareholders.

Mrs. Ruchira Kamboj, a distinguished officer of the 1987 batch of the Indian Foreign Service and the all-India women's topper of that year's Civil Services exam, has built a ground breaking diplomatic career defined by several firsts. She served as India's first female Permanent Representative to the United Nations in New York until May 2024, where she led key initiatives and made history in December 2022 by becoming the first Indian woman to preside over the UN Security Council. Her trailblazing path includes being India's first female Ambassador to Bhutan, High Commissioner to South Africa, and Permanent Representative to UNESCO in Paris-each role marked by significant contributions to India's strategic and cultural diplomacy. From 2011 to 2014, she served as India's first woman Chief of Protocol, overseeing high-level diplomatic engagements that enhanced India's global profile. Earlier in her career, she held key postings in Paris, Mauritius, New York, and Cape Town, and from 2009 to 2011, she was seconded to the Commonwealth Secretariat in London as a staff officer to the Secretary-General. Ambassador Kamboj's career reflects a consistent record of leadership, excellence, and pioneering service in Indian diplomacy.

Mrs. Ruchira Kamboj holds a Post Graduate degree in Political Science and International Relations from Delhi University.

A notice has been received in writing from a member under Section 160 of the Companies Act, 2013 proposing appointment of Mrs. Ruchira Kamboj as a Non-Executive Independent Director of the Company.

The Company has received in writing from Mrs. Ruchira Kamboj (i) consent to act as Director of the Company; (ii) intimation to the effect that she is not disqualified from being appointed as Director in terms

of Section 164(2) of the Act; and (iii) declaration that she meets the criteria of independence as specified under Section 149 of the Act and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

The Board, on the recommendation of the Nomination and Remuneration Committee, considered that Mrs. Ruchira Kamboj’s extensive leadership experience, proven integrity, and distinguished career in public service make her eminently suitable for appointment as an Independent Director. Her deep expertise in international relations, governance, strategic engagement and policy matters, together with her record of independent judgement and high ethical standards, will bring valuable perspective and strengthen the Board’s diversity, independence and decision-making. The Board is therefore of the view that her appointment would be in the best interests of the Company and its stakeholders.

In the opinion of the Nomination and Remuneration Committee and the Board, Mrs. Ruchira Kamboj fulfils the conditions for appointment as Non-Executive Independent Director as specified in the Act, the Rules made thereunder and the Listing Regulations and she is independent of the management of the Company.

In accordance with the provisions of Sections 149, 150, 152 read with Schedule IV to the Act and other applicable provisions of the Act, appointment of Mrs. Ruchira Kamboj as an Independent Director requires approval of members of the Company. Further, in terms of Regulation 25(2A) of the Listing Regulations, appointment of Mrs. Ruchira Kamboj as an Independent Director requires approval of members of the Company by passing a special resolution.

The relevant details, pursuant to regulation 36(3) of the LODR Regulations and Secretarial Standard on General Meetings issued by The Institute of Company Secretaries of India, in respect of Director seeking appointment is annexed hereto as **Annexure A**, and forms a part of this Postal Ballot Notice.

Mrs. Ruchira Kamboj is interested in the resolution set out at Item No. 4 of the Notice. The relatives of Mrs. Ruchira Kamboj may be deemed to be interested in the resolution set out at Item No. 4 of the Notice, to the extent of their shareholding interest, if any, in the Company.

Save and except the above, none of the other Directors / Key Managerial Personnel of the Company and their relatives are, in any way, concerned or interested, financially or otherwise, in the above appointment.

The Board of Directors recommends passing of a Special Resolution as set out at Item No.4 of this notice for the approval of the members.

#### **Item No. 5:**

The Company operates four Sulphuric Acid Plants at Paradeep with a combined capacity of 5,700 MTPD. The sulphuric acid process is highly exothermic, and the resulting heat is recovered through Heat Recovery Systems and Waste Heat Recovery Boilers to generate steam, which is used for power generation through steam turbines. The Company does not use coal- or oil-based power and meets its entire power requirement through waste heat recovery. On average, the Company generates about 1,100 MWh of power per day, of which 950–1,000 MWh is utilised internally. The surplus power is proposed to be sold to GRIDCO, trade/sell in the open market, or supply to the Company’s Goa and Mangalore units. To enable the said proposal, the Memorandum of Association of the Company shall be amended. Accordingly, the Board of Directors through circular resolution on 31<sup>st</sup> December, 2025 have proposed to alter the Object Clause of the MOA to enable the Company to sell and transfer/supply of surplus power subject to the approval of members.

Further, the Company was incorporated under the provisions of the Companies Act, 1956. The existing Memorandum of Association (“MOA”) is based on the Companies Act, 1956 and several clauses in the existing MOA contain references to specific sections of the Companies Act, 1956 and which are no longer in force. The Board through circular resolution on 31<sup>st</sup> December, 2025, have approved (subject to the approval of members) the amendments to the Memorandum of Association in accordance with the requirements of Table A of First Schedule in the Companies Act, 2013;

Brief highlights of alterations proposed in the MOA are as follows:

- A. Clause III(A) of the Objects clause of the Memorandum of Association of the Company be titled as 'THE OBJECTS TO BE PURSUED BY THE COMPANY ON ITS INCORPORATION'
- B. The existing Main Objects of Clause III(A) be altered by inserting the following new sub-clause iv after the existing sub-clause iii under Clause III(A):
  - (iv)** "To generate, receive, purchase, transmit, transform, distribute, supply, exchange, sell and otherwise deal in electrical power and energy from conventional and non-conventional sources including but not limited to waste heat recovery systems, and to supply and/or transfer surplus power to State utilities, open market buyers, and any other eligible internal and external consumers in accordance with applicable laws and regulations."
- C. The Clause III B to be titled as 'Matters which are necessary for furtherance of the object specified in Clause III. A; and consequently, re-numbering as may be appropriate and deleting the entire Clause III C titled as 'Other objects"

The draft of the amended Memorandum of Association proposed for approval is available on the website of the Company and also available for inspection by the shareholders of the Company during normal business hours at the Registered Office of the Company.

In terms of Section 4 and Section 13 of the Companies Act, 2013, the consent of the Members by way of Special Resolution is required for amending the object clause of Memorandum of Association of the Company. Accordingly, consent of members is sought by way of Special Resolution.

None of the Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise in this matter.

**By Order of the Board of Directors  
Paradeep Phosphates Limited**

Sd/-

**Sachin Patil**

**Company Secretary & Compliance Officer  
Membership No.: A31286**

Registered Office: 5<sup>th</sup> Floor, OSHWC Building,  
Pandit J N Marg, Bhubaneswar – 751 001

Date: December 31, 2025

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Annexure - A

**Additional information on Director seeking appointment pursuant to SEBI (LODR) Regulations, 2015 and Secretarial Standards on General Meetings:**

<b>Name of the Director</b>	Mr. Akshay Poddar	Mrs. Ruchira Kamboj
<b>Director Identification Number (DIN)</b>	00008686	11068450
<b>Date of Birth</b>	July 20, 1976	May 03, 1964
<b>Age</b>	49 years	61 years
<b>Nationality</b>	Indian	Indian
<b>Inter-se relationship with Directors of the Company</b>	He is a promoter and son of Mr. Saroj Kumar Poddar, Chairman of the Company	None
<b>Date of First Appointment</b>	6 <sup>th</sup> November, 2025	6 <sup>th</sup> November, 2025
<b>Educational Qualification</b>	Owner/President Management (OPM) Program (2016–2018) at Harvard Business School, Master of Science in Leadership & Strategy from London Business School. Honors in Accounting and Finance from London School of Economics and Political Science, University of London.	Post Graduate degree in Political Science and International Relations from Delhi University. Officer of the 1987 batch of the Indian Foreign Service.
<b>Functional Expertise &amp; Experience including brief resume.</b>	Over 24 years of extensive experience in strategic management, business promotion, and leadership across diversified sectors including fertilizers, agri-inputs, heavy engineering, sugar, consumer products, real estate, investments and furniture.	She served as India's first female Permanent Representative to the United Nations in New York until May 2024, where she led key initiatives and made history in December 2022 by becoming the first Indian woman to preside over the UN Security Council. Her trailblazing path includes being India's first female Ambassador to Bhutan, High Commissioner to South Africa, and Permanent Representative to UNESCO in Paris-each role marked by significant contributions to India's strategic and cultural diplomacy. From 2011 to 2014, she served as India's first woman Chief of Protocol, overseeing high-level diplomatic engagements that enhanced India's global profile. Earlier in her career, she held key postings in Paris, Mauritius, New York and Cape Town and from 2009 to 2011, she was seconded to the Commonwealth Secretariat in London as a staff officer to the Secretary-General.

<b>In case of Independent Directors, Skills and capabilities required for the role</b>	Not Applicable	Leadership, excellence
<b>Appointment/ Re-appointment</b>	Appointment	Appointment
<b>Terms and Conditions of appointment</b>	Liable to retire by rotation	As per Explanatory Statement
<b>Remuneration last drawn</b>	Not Applicable	Not Applicable
<b>Remuneration proposed to be paid</b>	Sitting fee for attending the Meeting(s) of the Board of Directors and Committees thereof and the commission as may be approved by the members of the Company.	Sitting fee for attending the Meeting(s) of the Board of Directors and Committees thereof and the commission as may be approved by the members of the Company
<b>Number of Board meetings of the Company attended during the year</b>	Not Applicable	Not Applicable
<b>Directorship held in other companies (excluding foreign companies &amp; Section 8 companies) as on 6<sup>th</sup> November, 2025.</b>	<ul style="list-style-type: none"> <li>• Adventz Securities Enterprises Ltd.</li> <li>• Lionel India Limited</li> <li>• Texmaco Infrastructure &amp; Holdings Ltd.</li> <li>• Texmaco Rail &amp; Engineering Ltd.</li> <li>• Zuari Agro Chemicals Limited</li> <li>• Zuari Farmhub Limited</li> <li>• Adventz Finance Pvt. Ltd.</li> <li>• Hettich India Private Ltd.</li> <li>• Touax Texmaco Railcar Leasing Pvt. Ltd.</li> <li>• Adventz Homecare Pvt. Ltd.</li> <li>• Hepo India Pvt. Limited</li> <li>• Adventz Kenventer Capital Advisors Private Limited</li> <li>• Adventz Kenventer Realty Advisors Private Limited</li> <li>• Adventz Industries India Private Limited</li> <li>• Adventz Keventer Business Private Limited</li> <li>• Adventz Keventer Township Private Limited</li> <li>• Nobilia India Private Limited</li> <li>• Keventer Realty Ventures Private Limited</li> </ul>	<ul style="list-style-type: none"> <li>• Hindustan Media Ventures Limited</li> </ul>
<b>Listed entities from which the person has</b>	Nil	Nil

<b>resigned in the past 3 years</b>				
<b>Membership/ Chairmanship of Committees of public Companies (includes only Audit Committee and Stakeholders Relationship Committee) as on 6<sup>th</sup> November, 2025</b>	Company	Audit Committee	Stakeholders ' Relationship Committee	Nil
	Texmaco Infrastructure & Holdings Ltd.	Member	Member	
<b>Shareholding in the Company, including shareholding as a beneficial owner.</b>	26,22,545 Equity shares	-	Chairman	Nil

**THE INSTRUCTIONS FOR SHAREHOLDERS FOR E-VOTING: (Event No: 250923)**

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/2023/120 dated July 11, 2023, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

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

**Login method for Individual shareholders holding securities in demat mode:**

**Individual Shareholders holding securities in demat mode with NSDL**

**METHOD 1 - NSDL IDeAS facility**

Shareholders registered for IDeAS facility:

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

Shareholders not registered for IDeAS facility:

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

Shareholders/ Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.



**METHOD 2 - NSDL e-voting website**

- a) Visit URL: <https://www.evoting.nsdl.com>
- b) Click on the “Login” tab available under ‘Shareholder/Member’ section.

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

### **METHOD 3 - NSDL OTP based login**

- a) Visit URL: <https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp>
- b) Enter your 8 - character DP ID, 8 - digit Client Id, PAN, Verification code and generate OTP.
- c) Enter the OTP received on your registered email ID/ mobile number and click on login.
- d) Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- e) Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

### **Individual Shareholders registered with CDSL Easi/ Easiest facility**

#### **METHOD 1 - CDSL Easi/ Easiest facility:**

##### Shareholders registered for Easi/ Easiest facility:

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

##### Shareholders not registered for Easi/ Easiest facility:

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

#### **METHOD 2 - CDSL e-voting page**

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

## Individual Shareholders holding securities in demat mode with Depository Participant

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

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

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

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

### STEP 1: LOGIN / SIGNUP to InstaVote

#### Shareholders registered for INSTAVOTE facility:

- a) Visit URL: <https://instavote.linkintime.co.in> & click on “**Login**” under ‘SHARE HOLDER’ tab.
- b) Enter details as under:
  1. User ID: Enter User ID
  2. Password: Enter existing Password
  3. Enter Image Verification (CAPTCHA) Code
  4. Click “Submit”.

(Home page of e-voting will open. Follow the process given under "Steps to cast vote for Resolutions")



#### Shareholders not registered for INSTAVOTE facility:

- a) Visit URL: <https://instavote.linkintime.co.in> & click on “**Sign Up**” under ‘SHARE HOLDER’ tab & register with details as under:
  1. User ID: Enter User ID
  2. PAN: Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.)
  3. DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP/Company - in DD/MM/YYYY format)
  4. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company.
    - o Shareholders holding shares in **NSDL form**, shall provide ‘point 4’ above
    - o Shareholders holding shares in **physical form** but have not recorded ‘point 3’ and ‘point 4’, shall provide their Folio number in ‘point 4’ above
  5. Set the password of your choice.  
(The password should contain minimum 8 characters, at least one special Character (!#\$&\*), at least one numeral, at least one alphabet and at least one capital letter).

6. Enter Image Verification (CAPTCHA) Code.
7. Click “Submit” (You have now registered on InstaVote).

Post successful registration, click on “**Login**” under ‘SHARE HOLDER’ tab & follow steps given above in points (a-b).

#### STEP 2: Steps to cast vote for Resolutions through InstaVote

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

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

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

#### Guidelines for Institutional shareholders (“Custodian / Corporate Body/ Mutual Fund”)

#### **STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration**

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

#### **STEP 2 – Investor Mapping**

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

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

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

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

### **STEP 3 – Steps to cast vote for Resolutions through InstaVote**

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

#### **METHOD 1 - VOTES ENTRY**

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on “Votes Entry” tab under the Menu section.
- c) Enter the “Event No.” for which you want to cast vote.  
Event No. can be viewed on the home page of InstaVote under “On-going Events”.
- d) Enter “16-digit Demat Account No.”
- e) Refer the Resolution description and cast your vote by selecting your desired option ‘Favour / Against’ (If you wish to view the entire Resolution details, click on the ‘View Resolution’ file link). After selecting the desired option i.e. Favour / Against, click on ‘Submit’.
- f) A confirmation box will be displayed. If you wish to confirm your vote, click on ‘Yes’, else to change your vote, click on ‘No’ and accordingly modify your vote.  
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

#### **METHOD 2 - VOTES UPLOAD**

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

#### **Helpdesk:**

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

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

#### **Individual Shareholders holding securities in demat mode:**

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

Login type	Helpdesk details
<b>Individual Shareholders holding securities in demat mode with NSDL</b>	Members facing any technical issue in login can contact NSDL helpdesk by sending request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at: 022 - 4886 7000

<b>Individual Shareholders holding securities in demat mode with CDSL</b>	Members facing any technical issue in login can contact CDSL helpdesk by sending request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33
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### **Forgot Password:**

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

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

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

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

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

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

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

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

### **General Instructions - Shareholders**

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

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