



Paradeep Phosphates Limited

CIN: L20122OR1981PLC001020

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

Website: 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"), read with Rule 20 and 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 resolution as setout hereunder is 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 said resolution 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. Shivaram 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 Tuesday, May 26, 2026 and ends at 5.00 p.m. (IST) on Wednesday, June 24, 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 Friday, June 26, 2026. The said results along with the scrutinizer's report shall be displayed on Company website <https://www.paradeepphosphates.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. Wednesday, June 24, 2026, shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority. The resolution 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. Re-appointment of Mrs. Rita Menon (DIN: 00064714) as a Non-Executive Independent Director of the Company and continuation of Directorship after attaining the age of 75 years:

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

“RESOLVED THAT pursuant to the provisions of Section 149, 150, 152 and any other applicable provisions of the Companies Act, 2013, (“the Act”) and the Rules framed thereunder (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) read with Schedule IV of the Act and the applicable provisions of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI (LODR) Regulations”) and based on the recommendation of the Nomination and Remuneration Committee and the Board of Directors, Mrs. Rita Menon (DIN: 00064714), who holds office as an Independent Director up to June 26, 2026 and 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 SEBI (LODR) Regulations and in respect of whom the Company has received a notice in writing from a member under Section 160 of the of the Act, proposing her candidature for re-appointment as an Independent Director, be and is hereby reappointed as a Non-Executive Independent Director of the Company, for a second term of 3 (three) years with effect from June 27, 2026 up to June 26, 2029 and that she shall not be liable to retire by rotation.

RESOLVED FURTHER THAT pursuant to Regulation 17(1A) of the SEBI (LODR) Regulations and applicable provisions of the Act, read with Rules made thereunder (including any amendments thereto or reenactment thereof, for the time being in force), approval of the members of the Company be and is hereby accorded for continuation of directorship of Mrs. Rita Menon (DIN: 00064714) as a Non-Executive Independent Director of the Company on attaining the age of 75 years, during her tenure as an Independent Director of the Company.

RESOLVED FURTHER THAT the Board of Directors of the Company be and is hereby authorized to do all such 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 of Directors
For Paradeep Phosphates Limited**

Sd/-
Sachin Patil
Company Secretary & Compliance Officer
Membership No.: A31286

Registered Office: 5th Floor, OSHWC Building,
Pandit J N Marg, Bhubaneswar – 751 001.
Date: 11th May, 2026

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 Director seeking re-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 Friday, May 15, 2026. 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 and on the website of the stock exchanges at www.bseindia.com and 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. Friday, May 15, 2026. 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 Wednesday, June 24, 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://paradeepphosphates.com/>) duly filled and signed along with requisite supporting documents to Company's RTA i.e., Registrar & Transfer Agent, MUFG Intime India Private Limited (Formerly Link Intime India Private Limited) (hereinafter referred as 'RTA/MUFG Intime') at C-101, Embassy 247, Lal Bahadur Shastri Marg, Vikhroli West, Mumbai – 400 083 or at Email- investor.helpdesk@in.mpms.mufg.com or submit request through https://web.in.mpms.mufg.com/helpdesk/Service_Request.html .
8. SEBI, vide Circular No. HO/38/13/11(2)2026-MIRSD-POD/I/3750/2026 dated 30th January, 2026, has opened a special window to facilitate re-lodgement of transfer and dematerialisation of physical securities. The window will remain open for a period of one year, i.e., from 5th February, 2026 to 4th February, 2027. This special facility will be available for transfer the shares that were sold or purchased prior to 1st April, 2019. Additionally, the facility extends to transfer requests that were submitted earlier but were rejected, returned, or not attended to due to deficiencies in documents, process issues, or for any other reason. Eligible shareholders who wish to avail the opportunity are requested to submit the requisite documents to MUFG Intime India Private Limited (Formerly Link Intime India Private Limited) Registrar and Share Transfer Agent, Unit: Paradeep Phosphates Limited, C-101, Embassy 247, L B S

Marg, Vikhroli West, Mumbai – 400 083. Investors are informed that the securities re-lodged for transfer pursuant to the above circular, shall only be issued in demat form. In case of any queries, shareholders are requested to raise a service request at investor.helpdesk@in.mpms.mufg.com.

9. A Member cannot exercise his/her vote by proxy on Postal Ballot (e-voting).
10. The e-voting period commences at **10.00 a.m. (IST) Tuesday, May 26, 2026 and ends at 5.00 p.m. (IST) on Wednesday, June 24, 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.
11. 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.
12. The Scrutinizer shall submit his report to the Chairman of the Company or any other Director or Company Secretary of the Company 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 Friday, June 26, 2026, at the Registered Office of the Company and the same shall be displayed on the Notice Board at the Registered Office and on the website of the Company at www.paradeepphosphates.com and will also be communicated to the Stock Exchanges.
13. 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 - Re-appointment of Mrs. Rita Menon (DIN: 00064714) as a Non-Executive Independent Director of the Company and continuation of Directorship after attaining the age of 75 years:

Mrs. Rita Menon (DIN: 00064714) was appointed as a Non-Executive Independent Director of the Company in terms of Section 149, 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 ('the Act') for a period of three years with effect from June 27, 2023 to June 26, 2026, by the Board and approved by the Members of the Company at their Annual General Meeting held on September 26, 2023. She will be completing her first term of appointment as an Independent Director on June 26, 2026.

As per Section 149 of the Act read with Regulation 25 of the SEBI Listing Regulations, an Independent Director may hold office for two consecutive terms of up to 5 (five) years each subject to the approval of the members by way of Special Resolution. Further as per Regulation 17(1A) of the Listing Regulations provides that continuation of directorship of any person as a Non-Executive Director beyond the age of 75 years requires approval of the Members by way of a Special Resolution. Mrs. Rita Menon will attain the age of 75 years during her proposed second term as an Independent Director of the Company. Accordingly, prior approval of the Members of the Company is being sought by way of a Special Resolution for her re-appointment as a Non-Executive Independent Director for a second term of three years and also for continuation of her directorship as a Non-Executive Independent Director beyond the age of 75 years until the expiry of her proposed term

Mrs. Rita Menon is a highly respected former Indian Administrative Service (IAS) officer whose career reflects exceptional leadership, intellectual rigour, and a deep commitment to public service. She joined the Civil Services in 1975 and went on to build a distinguished career across some of the most critical sectors of the Government of India

Mrs. Menon joined the Indian Administrative Service in 1975 and has held several senior leadership positions in the Government of India. She served as Secretary, Ministry of Textiles, Government of India, where she played a pivotal role in shaping policy frameworks for strengthening India's textile sector and enhancing its global competitiveness. She also served as Chairman and Managing Director of India Trade Promotion Organisation (ITPO), contributing significantly towards development of India's trade promotion ecosystem and international outreach.

An alumna of the University of Delhi with Honours in Economics and a Master's degree, Mrs. Menon is widely recognised for her analytical depth, strategic insight, and institution-building capabilities. In addition to serving on the Boards of companies including Chambal Fertilisers and Chemicals Limited Mrs. Menon continues to contribute actively to social and institutional causes. She serves as President of All India Women's Education Fund Association (AIWEFA), an NGO focused on women's education, employability, and upliftment of disabled and marginalised communities. She is also empanelled as an arbitrator with the Delhi International Arbitration Centre and Standing Conference of Public Enterprises.

Mrs. Menon has significant experience in public administration, governance, policy formulation, strategic management, and institutional leadership. During her tenure on the Board, she has provided valuable insights and independent judgement on matters relating to corporate governance, regulatory compliance, sustainability, stakeholder engagement, and long-term strategic direction of the Company.

The Nomination and Remuneration Committee has evaluated the performance of Mrs. Rita Menon based on the criteria of performance of duties and responsibilities / obligations, governance parameters, participation and contribution at the Board / Committees and fulfilment of independence criteria and maintaining independence from the management by her. Pursuant to the evaluation done by the Nomination and Remuneration Committee and the Board and Considering her skills, experience, knowledge, the Board, subject to the approval of the shareholders, approved the re-appointment of Mrs. Rita Menon as a Non-Executive Independent Director for a second term of 3 years w.e.f. June 27, 2026 till June 26, 2029, not liable to retire by rotation.

The Board is satisfied that Mrs. Menon continues to demonstrate high standards of integrity, independence of judgement, expertise, and active participation in the affairs of the Company. Her continued guidance and strategic perspective would be beneficial to the Company and would further strengthen the Board's governance framework and oversight capabilities.

In the opinion of the Nomination and Remuneration Committee and the Board, Mrs. Rita Menon fulfils the conditions for her re-appointment as an Independent Director as specified in the Act and the SEBI (LODR) Regulations and she is independent of the management.

A notice has been received in writing by a member under Section 160 of the Companies Act, 2013 proposing re-appointment of Mrs. Rita Menon as an Independent Director of the Company. Additional information pursuant to the SEBI (LODR) Regulations and the Secretarial Standard on General Meetings in respect of Mrs. Rita Menon is given in Annexure-A to this Notice.

Mrs. Rita Menon is interested in the resolution set out at Item No. 1 of the Notice. The relatives of Mrs. Rita Menon may be deemed to be interested in the resolution set out at Item No. 1 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. 1 of this notice for the approval of the members.

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

Registered Office: 5th Floor, OSHWC Building,
Pandit J N Marg, Bhubaneswar – 751 001
Date: 11th May, 2026

Sd/-
Sachin Patil
Company Secretary & Compliance Officer
Membership No.: A31286

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

Name of the Director	Mrs. Rita Menon
Director Identification Number (DIN)	00064714
Date of Birth	25/12/1951
Age	74 years
Nationality	Indian
Inter-se relationship with Directors of the Company	None
Date of First Appointment	27/06/2023
Qualification	MA (Economics) from Delhi School of Economics. Retired IAS Officer of 1975 batch.
Functional Expertise & Experience including brief resume.	<p>Mrs. Rita Menon, is a distinguished former Indian Administrative Service (IAS) officer with over four decades of experience in public administration, policy formulation, governance, institutional leadership, and strategic management.</p> <p>Her extensive experience in governance, public policy, regulatory matters, stakeholder engagement, and administration brings considerable value to the deliberations of the Board.</p>
Skills and capabilities	Legal & compliance, corporate governance, Leadership & General Management and industry knowledge
Appointment/ Re-appointment	Re-appointment
Terms and Conditions of appointment	As per the resolution at Item No. 1 of this Notice read with explanatory statement thereto.
Remuneration last drawn	Rs.16.20 Lakhs were paid during the FY 2025-26 towards the sitting fee for attending the Meeting(s) of the Board of Directors and Committees and the commission
Remuneration proposed to be paid	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
Number of Board meetings of the Company attended during the year 2025-26	7
Directorship held in other companies (excluding foreign companies & Section 8 companies) as on notice date.	<ul style="list-style-type: none"> • Chambal Fertilisers and Chemicals Limited • M D Menon Consulting Private Limited
Listed entities from which the person has resigned in the past 3 years	Ceased to be Director of Mangalore Chemicals & Fertilizers Limited, upon completion of term on 29.07.2023
Membership/ Chairmanship of Committees of other public Companies (includes only Audit Committee and Stakeholders Relationship Committee) as on notice date	Chambal Fertilisers and Chemicals Limited – Member of Audit Committee & Chairperson of Stakeholders Relationship Committee
Shareholding in the Company, including shareholding as a beneficial owner.	Nil

THE INSTRUCTIONS FOR SHAREHOLDERS FOR REMOTE E-VOTING: EVENT NO- 260262

REMOTE EVOTING INSTRUCTIONS:

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated November 11, 2024, 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 OTP based login

- a) Visit URL: <https://eservices.nsd.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.

METHOD 2 - NSDL IDeAS facility

Shareholders registered for IDeAS facility:

- a) Visit URL: <https://eservices.nsd.com> and click on “Beneficial Owner” icon under “IDeAS Login Section”.
- b) Enter IDeAS User ID, Password, Verification code & click on “Log-in”.
- 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.nsd.com> and select “Register Online for IDeAS Portal” or click on <https://eservices.nsd.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.
- e) 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 3 - NSDL e-voting website

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

Individual Shareholders holding securities in demat mode with CDSL

METHOD 1 - CDSL e-voting page

- a) Visit URL: <https://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.

METHOD 2 - CDSL Easi/ Easiest facility:

Shareholders registered for Easi/ Easiest facility:

- a) Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or Visit URL: www.cdslindia.com, click on “Login” and select “My Easi New (Token)”.
- 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/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 on the registered email id. Follow steps given above in points (a-c).

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 on 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")

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.JN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is Event No + Folio no, registered with the Company

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 **CDSL form**, shall provide ‘point 3’ or ‘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).

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.JN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is Event No + Folio no, registered with the Company

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.

Non-Individual Body corporate shareholders shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at cs.sbhat@gmail.com with a copy marked to RTA at enotices@in.mpms.mufg.com and the company at cs.ppl@adventz.com.

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.
- 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).

NOTE: Non-Individual Body corporate shareholders shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at cs.sbhat@gmail.com with a copy marked to RTA at enotices@in.mpms.mufg.com and the company at cs.ppl@adventz.com

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 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
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending request at evoting@nsdl.co.in or call at: 022 - 4886 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

Forgot Password:

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

Individual 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.
- Further Click on “**forgot password?**”
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on “SUBMIT”.

Instavote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.JN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Share held in physical form	User ID is Event No + Folio no, registered with the Company

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
- Further Click on “**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".
