



User Manual on e-Voting System for Shareholders

Version 1.0



Name of the document: User Manual for Shareholders

Document Number : NSDL/eVoting/UM/S/01

Prepared by : e- Voting Team of NSDL

Maintained by : Mr. Nitin Ambure

Release date : August 1, 2011

Revision History

SR. NO.	DATE OF REVISION	VER	SECTION NUMBER	DESCRIPTION OF CHANGE	CHANGE REQUEST	CHANGE MADE BY



Table of Contents

Sr. No	Particulars	Page No.
1	Description of the Organization	4
2	Introduction to e-Voting	4
3	Login to e-Voting Website	5
4	Process of Voting	7
5	User Profile	10
6	News & Results	16



1. Description of the Organization:

National Securities Depository Limited (NSDL) was established and commenced its operations from November 1996. NSDL has been promoted by IDBI, NSE and UTI as an initiative to curtail the drawbacks of the paper based system which prevailed before the formation of the depository system. NSDL was formed under the Companies Act, 1956 and has been granted a certificate of registration under the Securities and Exchange Board of India Act, 1992 (SEBI Act). NSDL as a depository is regulated by SEBI under the provisions of the Depositories Act, 1996 as well as under SEBI (Depositories and Participants) Regulations 1996 (SEBI Regulations).

The depository system introduced by NSDL has benefited the Indian capital market in terms of immediate transfer of securities, faster disbursement of corporate benefits, introduction of rolling settlements, pledging of securities etc.

2. Introduction to e-Voting:

The Ministry of Corporate Affairs has in its efforts for “Green Initiative in the Corporate Governance” has permitted paperless compliances by the companies through electronic mode.

Section 192A, of the Companies Act, 1956 read with Companies (Passing of the Resolution by Postal Ballot) Rules, 2001 recognises voting by electronic mode for postal ballot to increase the participation of retail investors in the decision-making process of companies. The Postal Ballot Rules, 2001 were Superseded by Postal Ballot Rules, 2011, which prescribed the appropriate mechanism for e-Voting.

In order to facilitate the Issuers to enable electronic voting National Securities Depository Limited (NSDL) has developed an internet based “e-Voting” platform, which will enable shareholders / stakeholders to cast their vote on the resolutions proposed by the companies by Postal Ballot.



3. Login to e-Voting website (Shareholders):

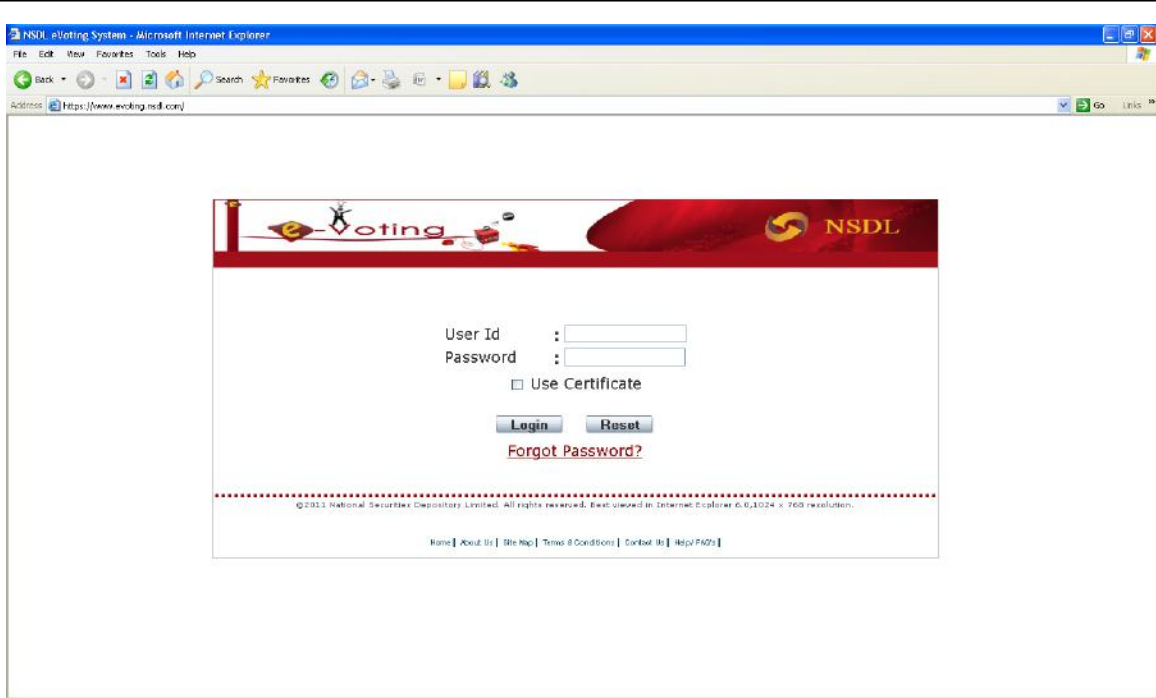
- I. Launch the Internet Browser and type the following URL in the address bar **www.eVoting.nsdl.com** and click on “Enter (→)”. The Home screen will be displayed. Select the **Shareholder “Login”** as shown below.



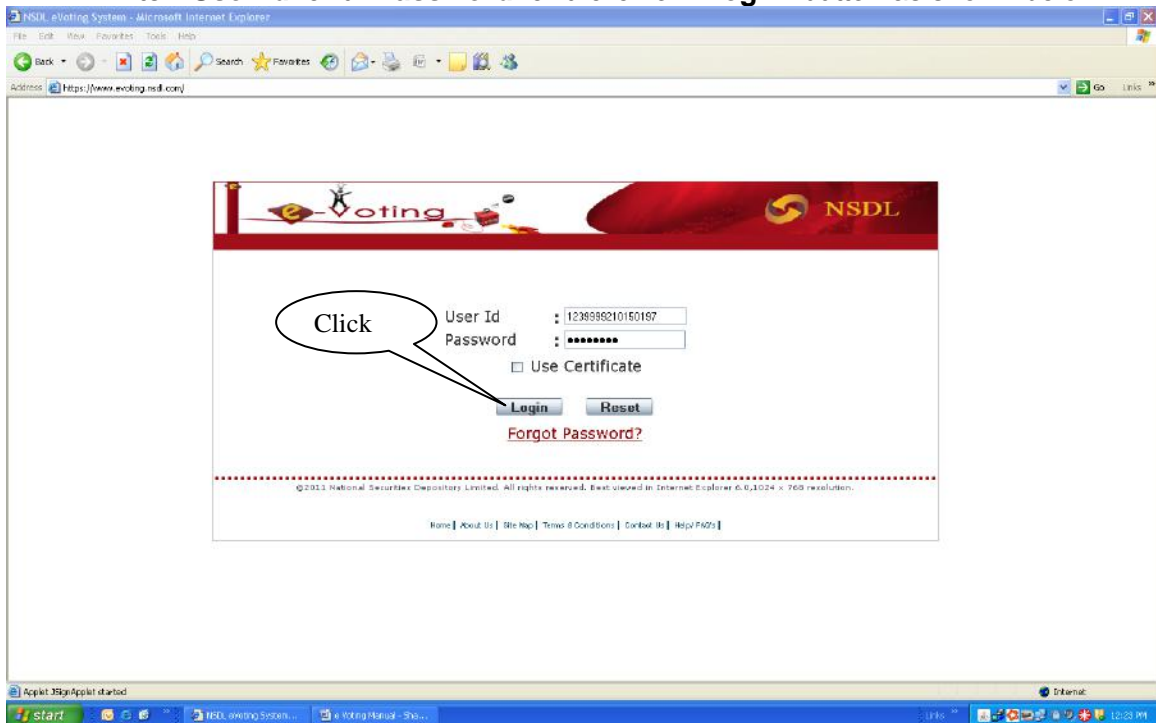
- II. After selecting the Shareholder login as shown above the following screen would appear.



e-Voting Manual



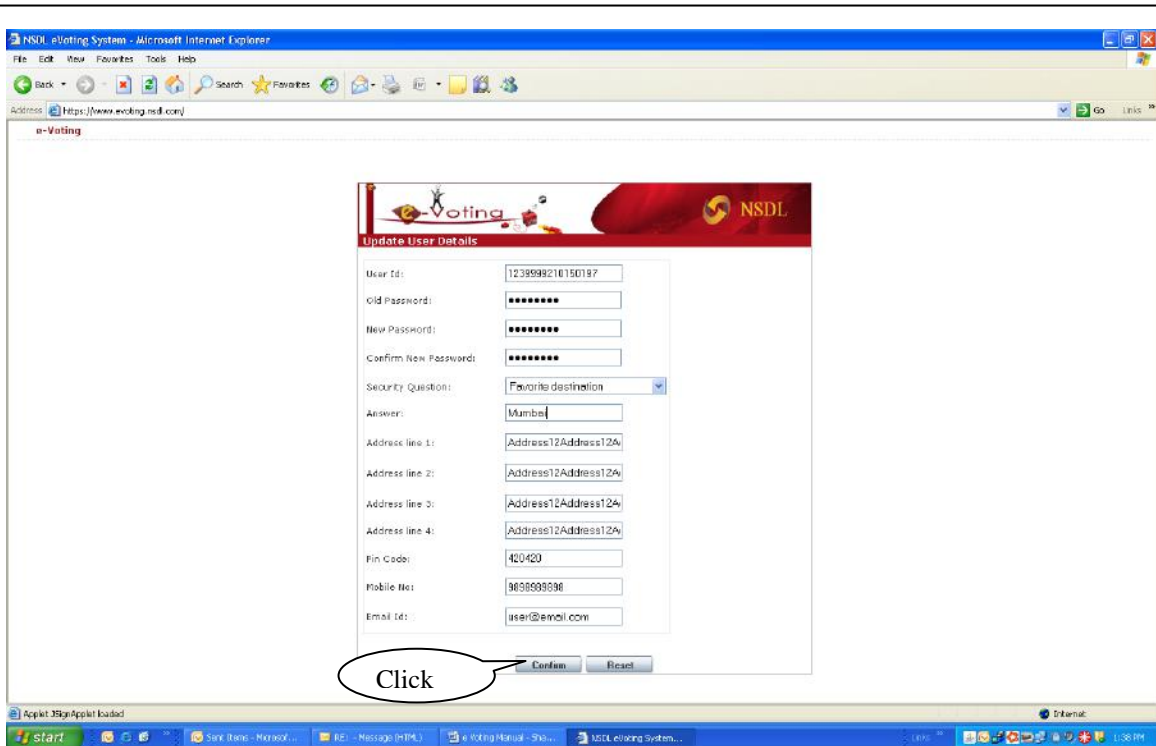
III. Enter “User Id” and “Password” and click on “Login” button as shown below.



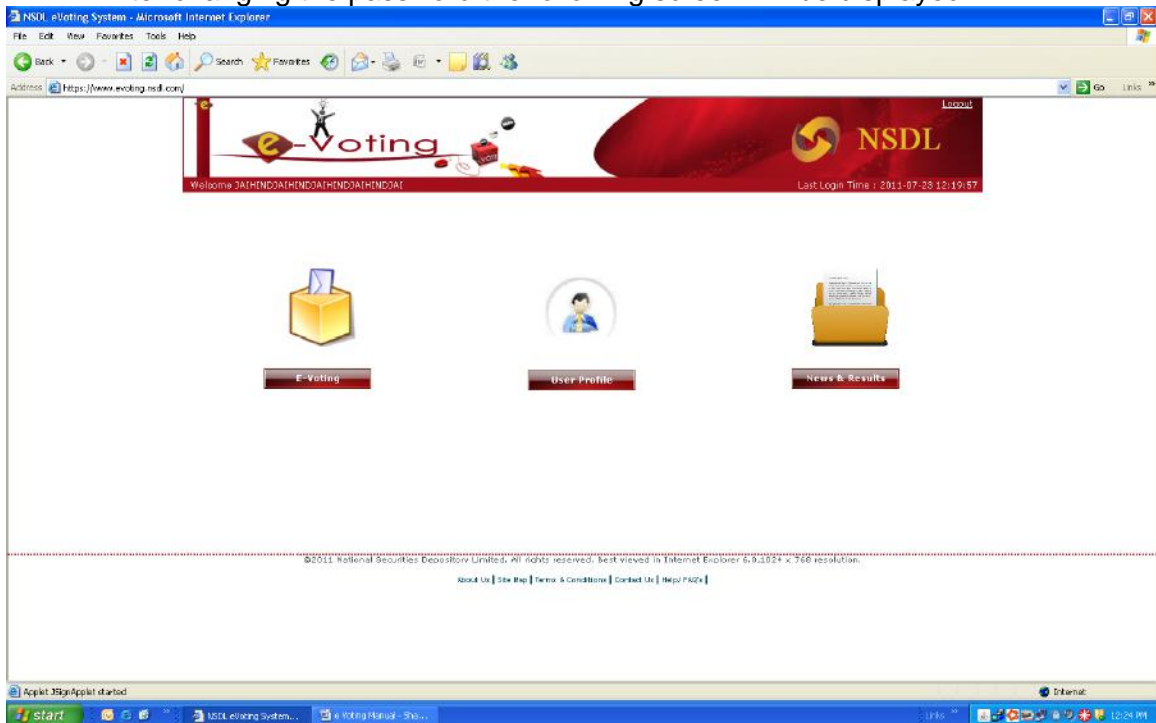
IV. On successful login the following screen will be displayed. The system will prompt the User to change password on first login. Further, User shall select the “**Security Question**” from the drop down list and enter the answer in “**Answer**” field. This security question shall be used in case user forgets the password. An email shall be sent to the email id registered with the evoting platform. User may also modify the Mobile Number and Email ID and click on “**Confirm**” button as shown below.



e-Voting Manual



V. After changing the password the following screen will be displayed.

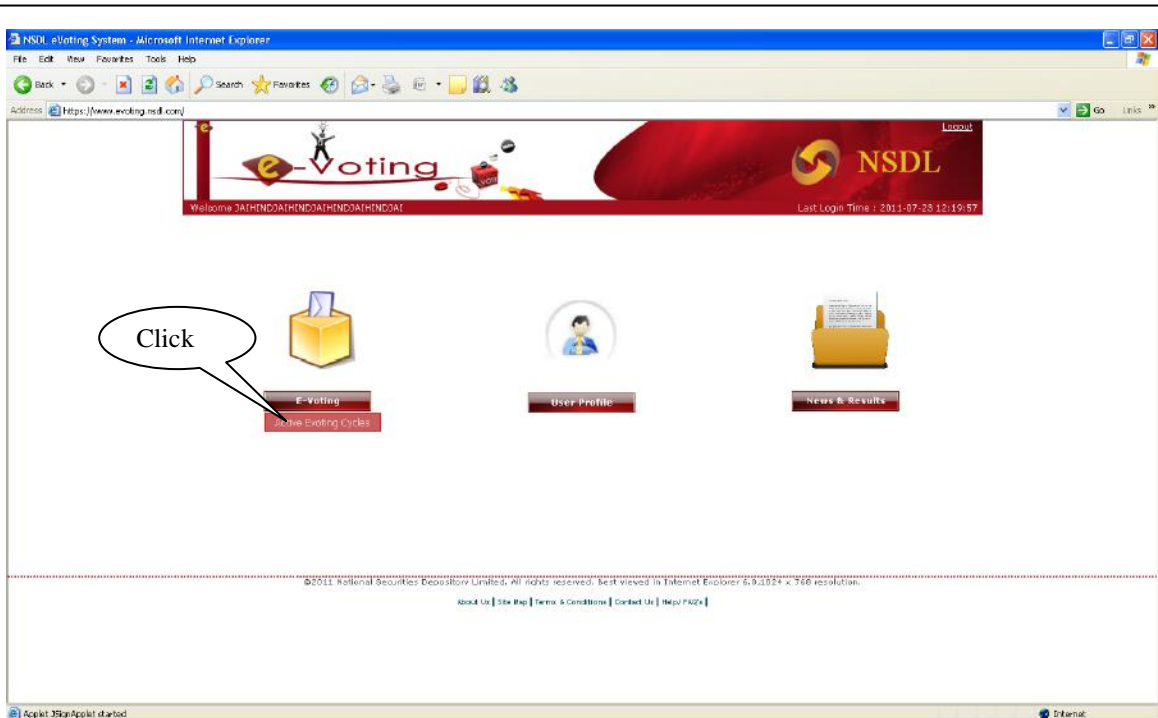


4. Process of Voting:

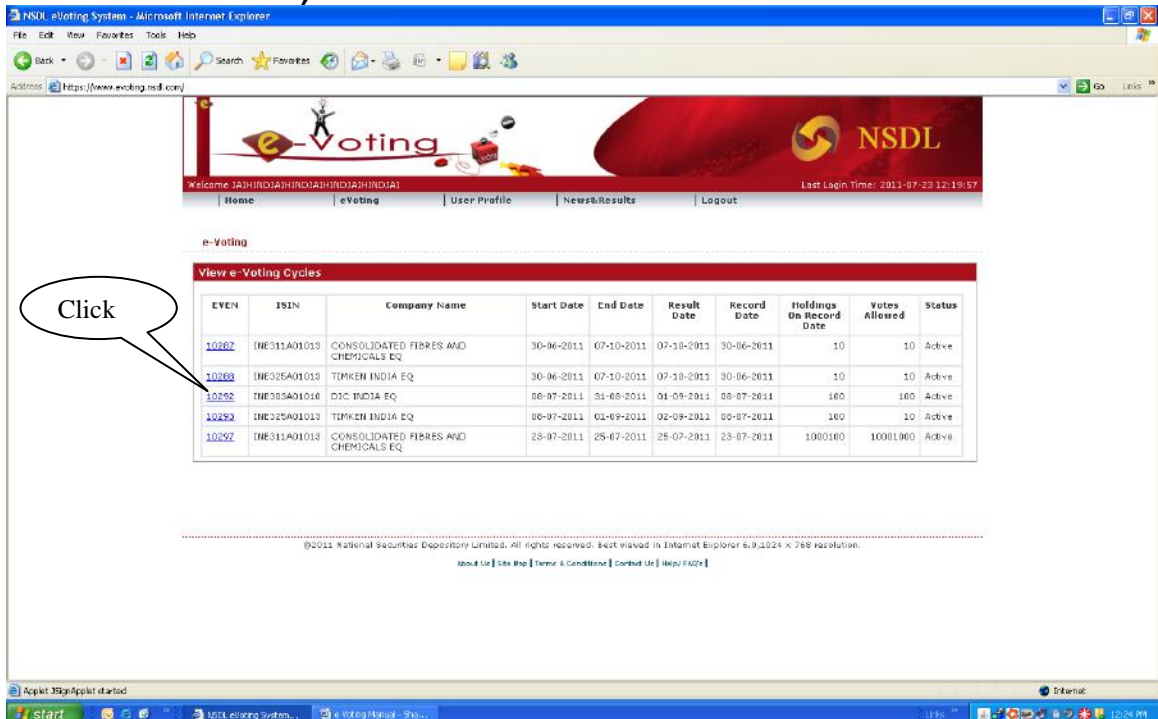
- I. Go to “eVoting” icon and select “Active Evoting Cycles” as shown below.



e-Voting Manual



- II. The following screen will be displayed with active evoting cycles. User may select the evoting cycle for voting by clicking on the hyperlink of “EVEN” (E Voting Event Number) as shown below.

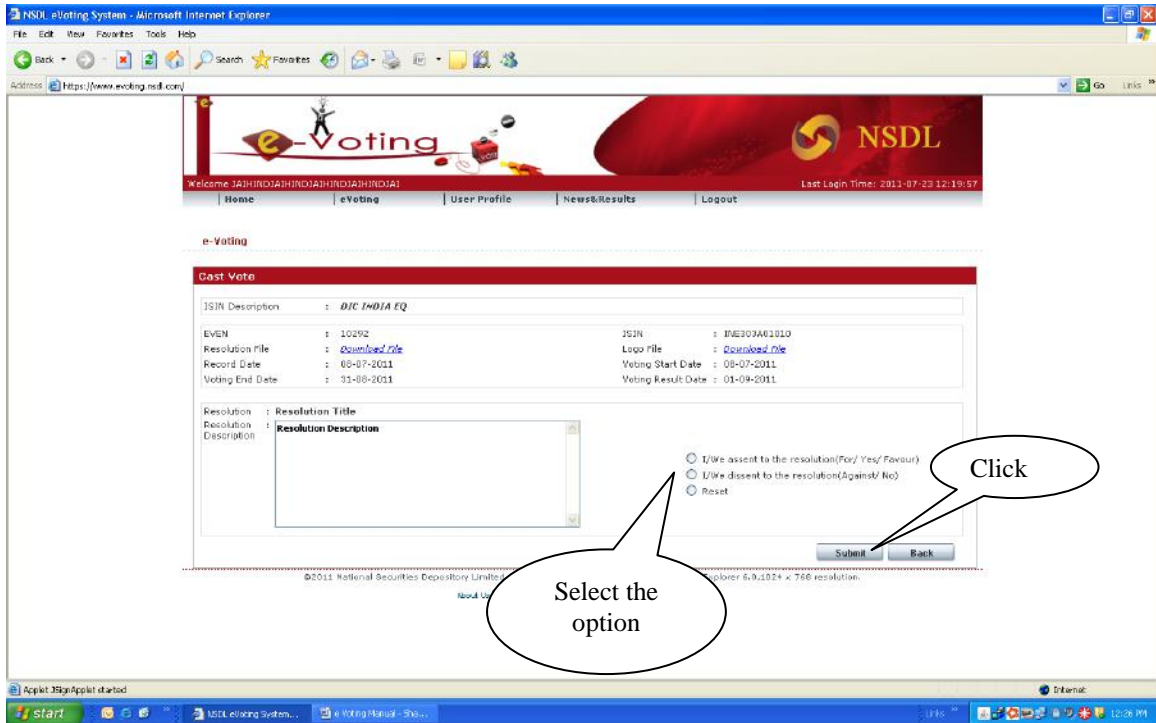


- III. After selecting the EVEN, the details of the EVEN shall be displayed. The user has an option to vote a resolution during the voting start and end date. The user shall cast the vote for a resolution of the EVEN by selecting the option for/against as shown below and click on submit. (The system shall then prompt for

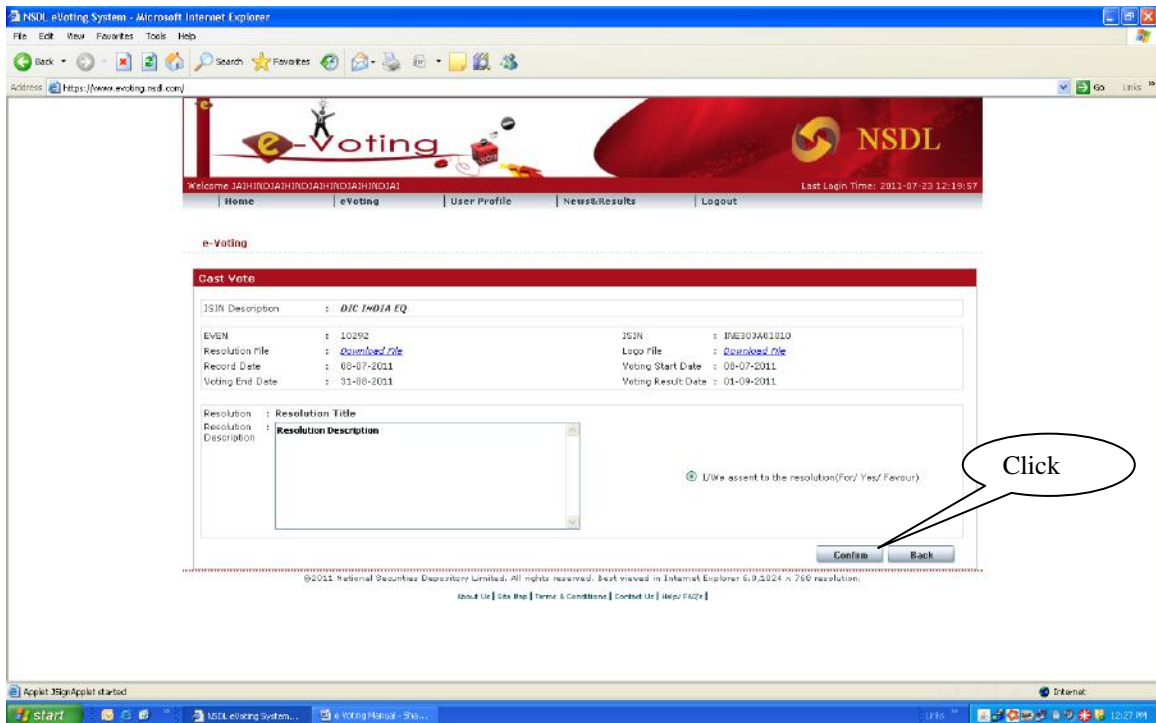


e-Voting Manual

confirmation on the screen as shown below). In case vote is not to be casted for a resolution then select **“Reset”** button.

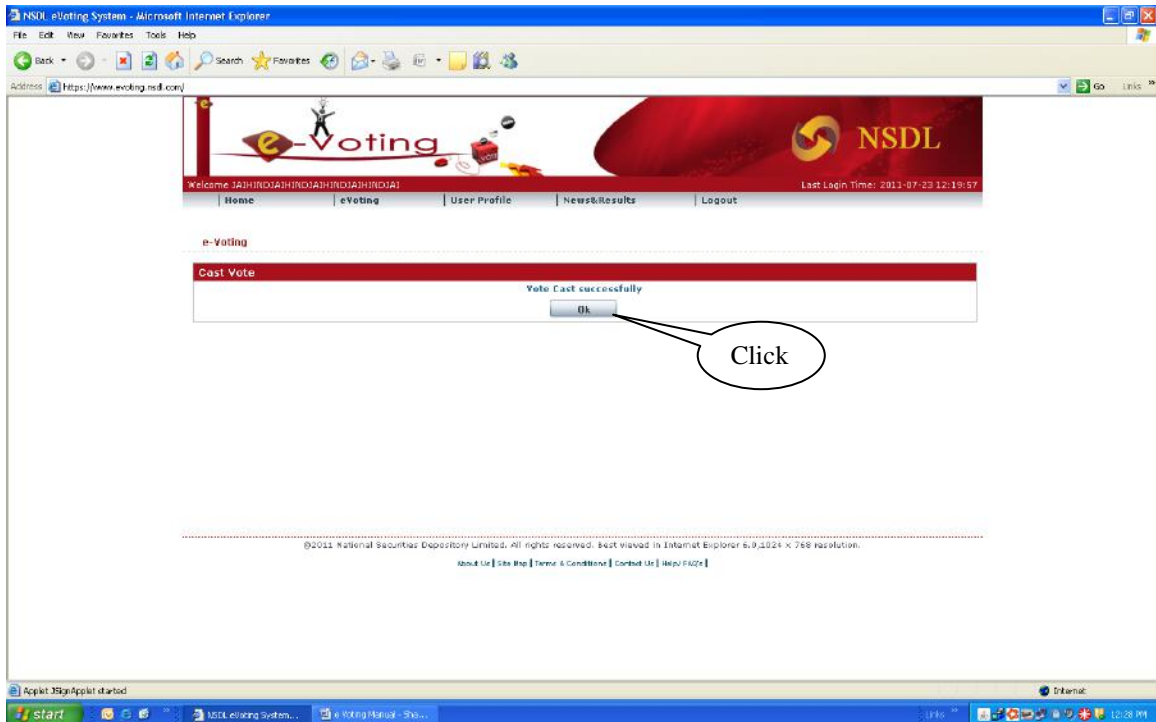


IV. Click on **“Confirm”** button to confirm the caste of vote as shown below





- V. Upon confirmation, the message **“Vote cast successfully”** will be displayed as shown below.



5. User Profile:

'User Profile' is the user interface which provides the following facilities to the user

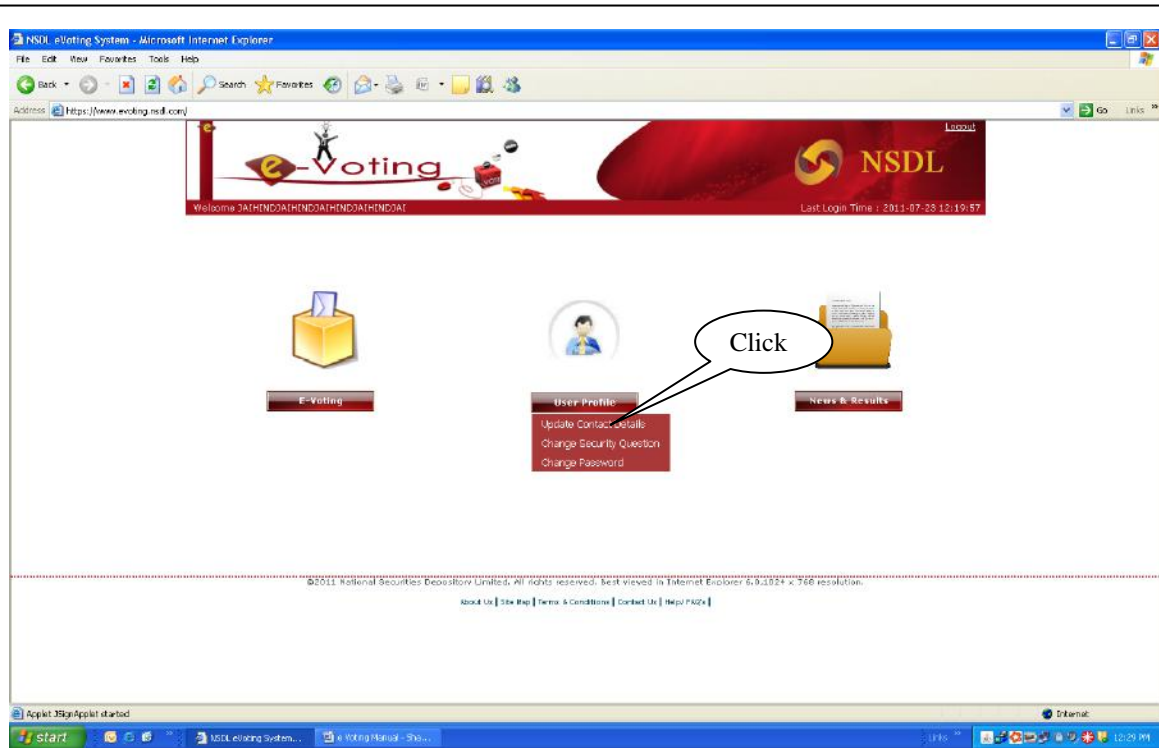
- View/Update Contact details
- Change Security question
- Change Password

5.1 View/Update Contact details

- I. Go to **“User Profile”** icon as shown below and click on the **“Update Contact Details”** to view contact details i.e. Mobile No. and Email ID, as available on the website.



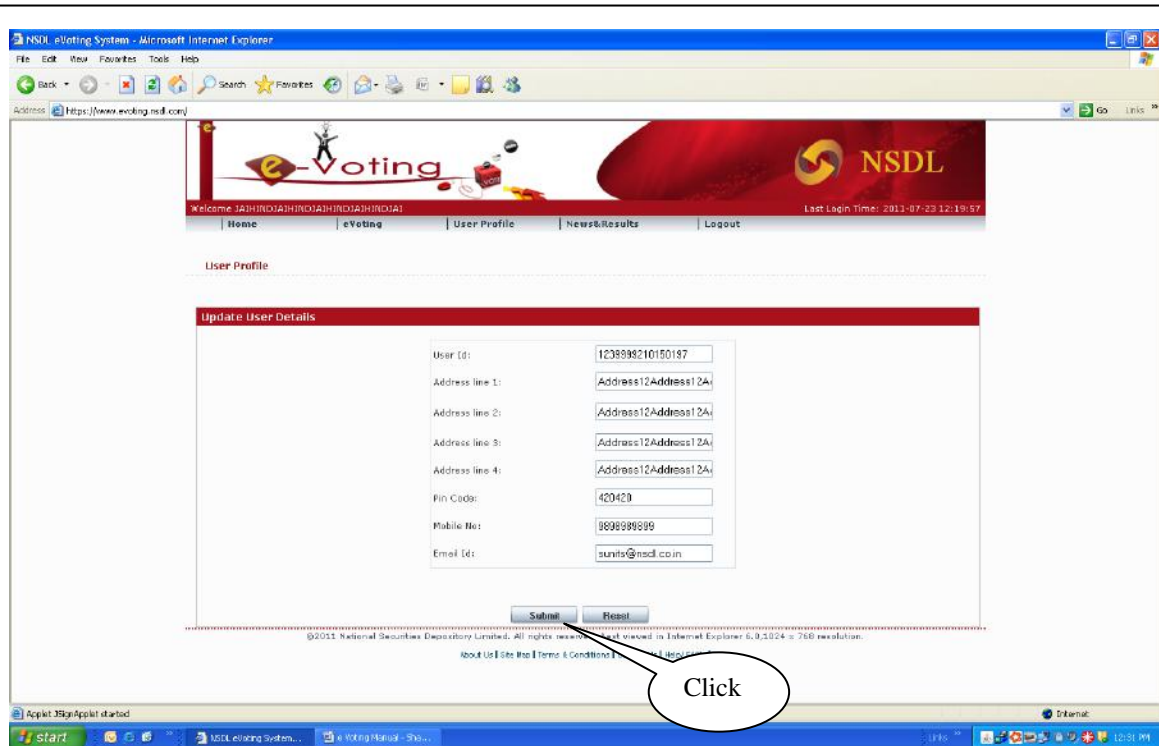
e-Voting Manual



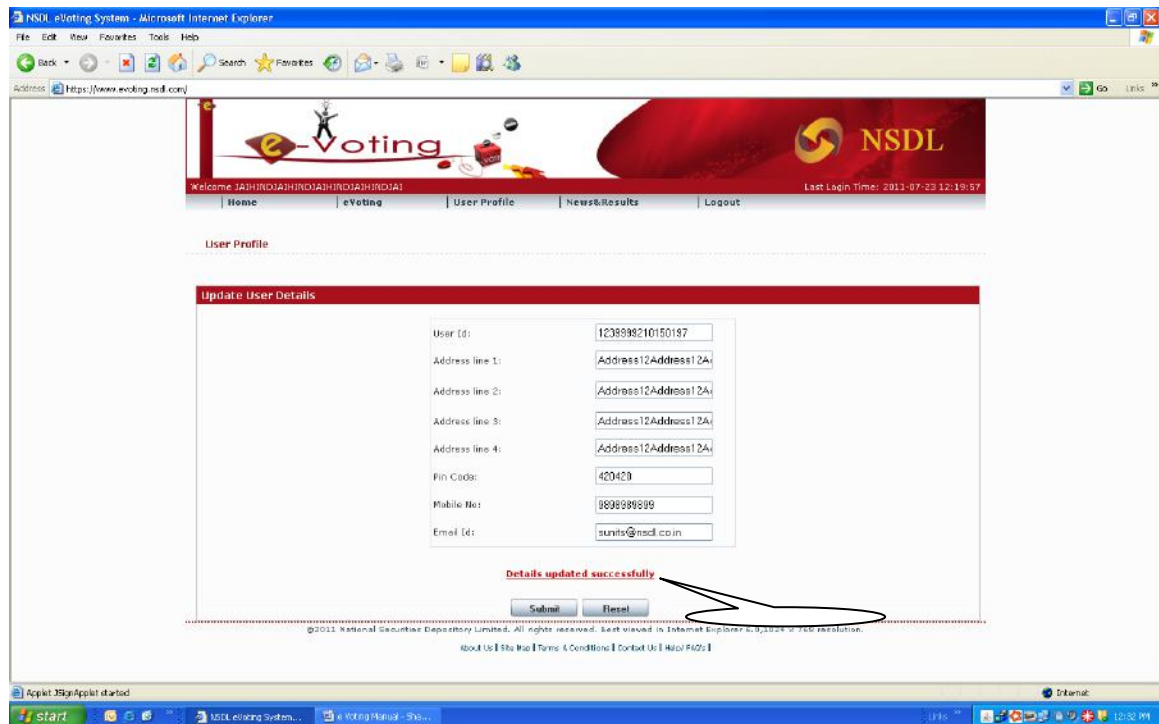
- II. To modify the aforesaid contact details click on “**Submit**” after modifying the contact details, it will display Details updated successfully as shown below.



e-Voting Manual



III. A confirmation dialogue will be displayed “**Details updated successfully**” as shown below.



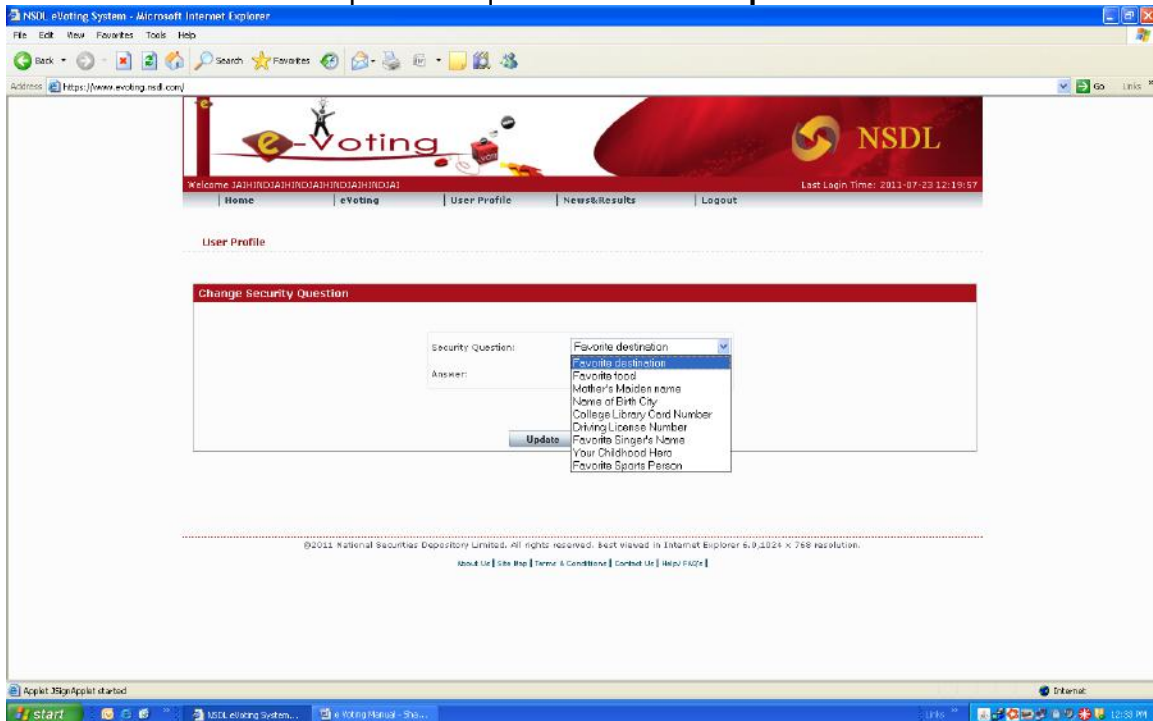
5.2 Change Security question



- I. Go to “**User Profile**” icon and click on the “**Change Security Question**” to change the security question which will be prompted in the instance of Forgot password as shown below.

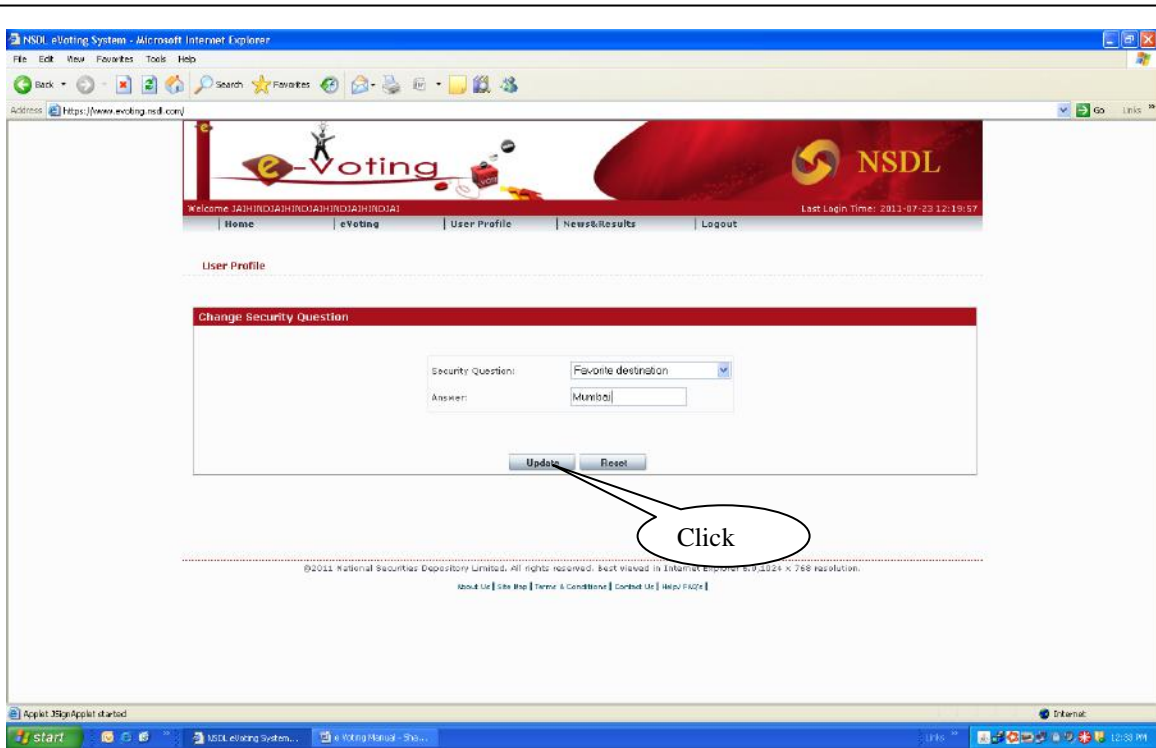


- II. Select the “**Security Question**” from the drop down and enter the answer in the “**Answer**” field for that particular question. Click on “**Update**” button as shown below.

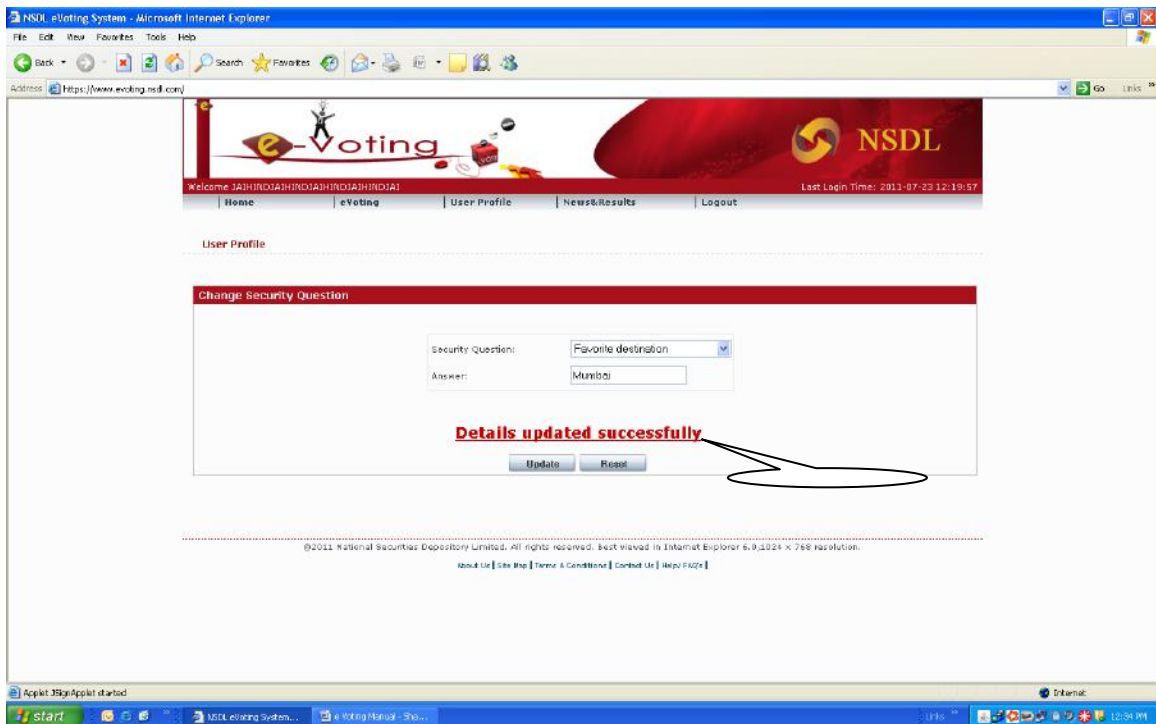




e-Voting Manual



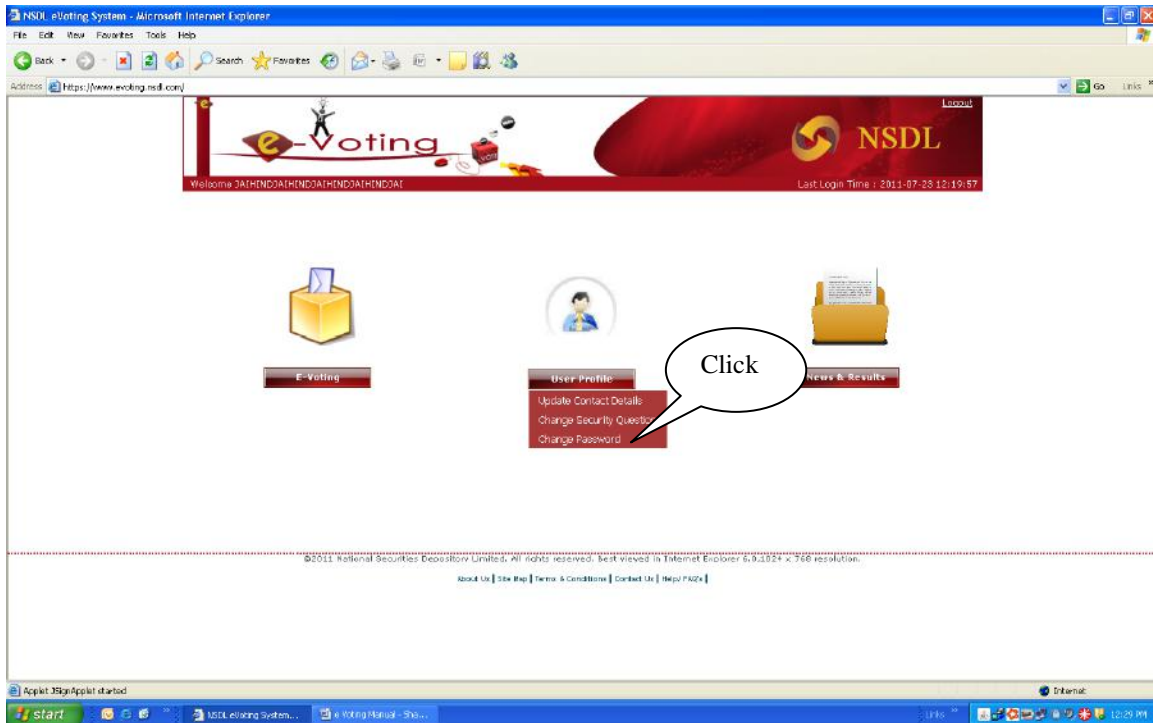
III. A confirmation dialogue will be displayed **“Details updated successfully”** as shown below.



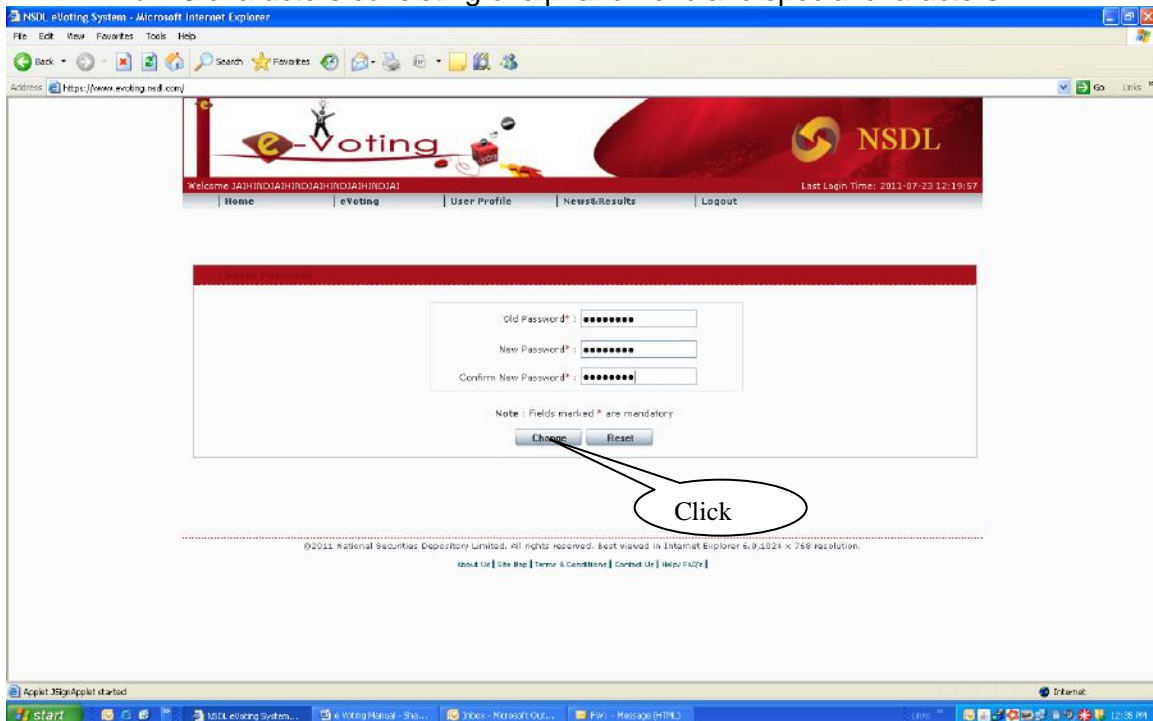
5.3 Change Password



I. Select “**User Profile**” icon and click on the “**Change Password**” as shown below.



II. Enter the existing password in the “**Old Password**” field. Enter new password in the “**New Password**” and “**Confirm New Password**” fields and click on “**Change**” button to change the password as shown below. Kindly ensure that the password has minimum 8 characters consisting of alphanumeric and special characters.





6. News & Results:

Go to “**News & Results**” icon to view News & Results if any, details as shown below.



e-Voting Manual

