

# Notice of the Second Annual General Meeting

**NOTICE** is hereby given that the Second Annual General Meeting ("**AGM**") of the Unitholders ("**Unitholders**") of Highways Infrastructure Trust ("**Trust**") will be held on Thursday, July 25, 2024 at 11:30 a.m. (IST) through Video Conferencing ("**VC**")/ Other Audio-Visual Means ("**OAVM**") without the physical presence of the Unitholders and the deemed venue for the meeting shall be at the principal place of business of the Trust (i.e. 601-602, 6th Floor, Windsor House, off CST Road, Kalina, Santacruz (East), Mumbai -98), in accordance with the provisions of the Securities and Exchange Board of India (Infrastructure Investment HITs) Regulations, 2014 ("**SEBI InvIT Regulations**") read with all relevant circulars issued by SEBI in this regard, from time to time, to transact the businesses mentioned below: -

## **ORDINARY BUSINESS:**

### **ITEM NO. 1:**

**TO CONSIDER AND ADOPT AUDITED STANDALONE FINANCIAL STATEMENTS AND AUDITED CONSOLIDATED FINANCIAL STATEMENTS OF HIGHWAYS INFRASTRUCTURE TRUST AS AT AND FOR THE FINANCIAL YEAR ENDED MARCH 31, 2024 TOGETHER WITH THE REPORT OF THE AUDITORS AND THE REPORT ON PERFORMANCE OF HIGHWAYS INFRASTRUCTURE TRUST FOR THE FINANCIAL YEAR ENDED MARCH 31, 2024.**

To consider and if thought fit, to pass with or without modification(s), the following resolution by way of a simple majority (i.e. where the votes cast in favour of a resolution are required to be more than the votes cast against the resolution) in terms of Regulation 22(3) of SEBI InvIT Regulations.

**"RESOLVED THAT** pursuant to the applicable provisions, if any, of the SEBI (Infrastructure Investment Trust) Regulations, 2014 and the circulars, clarifications, notifications, and guidelines issued thereunder, and other applicable rules and regulations, if any, including any statutory modifications, amendments or re-enactments thereof for the time being in force, the Audited Standalone Financial Statements and the Audited Consolidated Financial Statements of Highways Infrastructure Trust ("**Trust**") as at and for the financial year ended March 31, 2024 together with the Report of the Auditors and the report on the performance of Trust be and are hereby approved and adopted."

**"RESOLVED FURTHER THAT** the Board of Directors, Joint Chief Executive Officers, Chief Financial Officer, General Counsel and Company Secretary of Highway Concessions One Private Limited (the "**Investment Manager**") be and are hereby severally authorised on behalf of the Trust to inform

all concerned, in such form and manner as may be required or is necessary and also to execute such agreements, letters and other writings in this regard, including delegation of all, or any of these powers and to do all acts, deeds, things, and matters as may be required or are necessary to give effect to this resolution or as otherwise considered by the Board of Directors of the Investment Manager, to be in the best interest of Trust, as it may deem fit."

### **ITEM NO. 2:**

**TO CONSIDER AND ADOPT THE VALUATION REPORT OF THE ASSETS OF THE TRUST FOR THE FINANCIAL YEAR ENDED MARCH 31, 2024.**

To consider and if thought fit, to pass with or without modification(s), the following resolution by way of a simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution) in terms of Regulation 22(3) of the SEBI InvIT Regulations.

**"RESOLVED THAT** pursuant to Regulations 10., 13, 21, 22 and Schedule V of the SEBI (Infrastructure Investment Trust) Regulations, 2014, as amended from time to time, read with circulars and guidelines issued thereunder and other applicable provisions, if any, (including any statutory modification or reenactment thereof for the time being in force), the Valuation Report of Trust for the financial year ended March 31, 2024 issued by Mr. S. Sundararaman, Registered Valuer IBBI (Registration no.: IBBI/RV/06/2018/10238) as an Independent Valuer for Trust as on May 10, 2024 providing for the assets of Trust, be and is hereby approved and adopted."

### **ITEM NO. 3:**

**TO CONSIDER AND APPROVE THE APPOINTMENT OF VALUER OF THE TRUST FOR THE FINANCIAL YEAR 2024-25 AND FIX THEIR REMUNERATION.**

To consider and appoint Mr. S. Sundararaman, Registered Valuer (IBBI Registration Number IBBI/RV/06/2018/10238), as the Independent Valuer of the Trust for the financial year 2024-25 and, if thought fit, to pass with or without modification(s), the following resolution by way of a simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution by unit holders, so entitled and voting) in terms of regulation 22(3) of the SEBI InvIT Regulations.

**"RESOLVED THAT** pursuant to the provisions of Regulations 10(5), 21, 22 and other applicable provisions of Securities and Exchange Board of India (Infrastructure Investment



## Notice of the Second Annual General Meeting (Contd.)

Trust) Regulations, 2014, as amended from time to time, read with circulars and guidelines issued thereunder and other applicable provisions, if any, ("**SEBI InvIT Regulations**") (including any statutory modification(s) or re-enactment(s) thereof for the time being in force) and in accordance with the Appointment of Auditor and Valuer Policy of Highways Infrastructure Trust ("**Trust**"), the appointment of Mr. S. Sundararaman (IBBI Registration Number IBBI/RV/06/2018/10238) ("**Valuer**") who has confirmed his eligibility in terms of provisions of the SEBI InvIT Regulations, as the valuer of all assets held by the Trust for financial year 2024-2025, at a remuneration not exceeding ₹ 10,00,000 (Rupees Ten Lakhs only) (plus goods and services tax as applicable, and reimbursement of out-of-pocket expenses incurred, if any) for undertaking the annual valuation for the assets currently held by the Trust and such additional remuneration as may be mutually agreed by and between Highway Concessions One Private Limited (the "**Investment Manager**") and the Valuer for any new assets acquired in future or additional valuations that may be required, and on such other terms and conditions, as may be mutually agreed by and between the Investment Manager and the Valuer, is be and hereby approved."

**"RESOLVED FURTHER THAT** the Board of Directors, Joint Chief Executive Officers, Chief Financial Officer, General Counsel and Company Secretary of Highway Concessions One Private Limited (the "**Investment Manager**") be and is hereby severally authorised to finalise the terms and conditions of the aforesaid appointment, including any additional remuneration and to inform all regulatory, statutory and governmental authorities, as may be required under applicable laws, and in such form and manner as may be required or necessary and also to execute such agreements, letter and other writings and to do all acts,

deeds, things, and matters as may be required or necessary to give effect to this resolution or as otherwise considered by the Investment Manager to be in the best interest of the Trust, as it may deem fit."

For **Highways Infrastructure Trust**

By Order of the Board  
**Highway Concessions One Private Limited**  
(as the Investment Manager of Highways Infrastructure Trust)

**Sd/-**  
**Kunjai Shah**  
Company Secretary and Compliance Officer  
Date: June 29, 2024  
Place: Mumbai

### **Principal Place of Business and Contact Details of Trust:**

#### **Highways Infrastructure Trust**

601-602, 6th Floor, Windsor House, Off CST Road,  
Kalina, Santacruz East, Mumbai-400098

**SEBI Registration Number:** IN/InvIT/21-22/0019

**Tel:** +91 75063 33447

**E-mail:** [Compliance.highwaysinvt@highwayconcessions.com](mailto:Compliance.highwaysinvt@highwayconcessions.com)

**Website:** [www.highwaystrust.com](http://www.highwaystrust.com)

**Compliance Officer:** Ms. Kunjai Shah

### **Registered Office and Contact Details of the Investment Manager:**

#### **Highway Concessions One Private Limited**

601-602, 6th Floor, Windsor House, Off CST Road,  
Kalina, Santacruz East, Mumbai-400098

**CIN:** U45200MH2010PTC208056

**Email Id:** [Compliance.highwaysinvt@highwayconcessions.com](mailto:Compliance.highwaysinvt@highwayconcessions.com)

**Contact Person:** Ms. Kunjai Shah

## Notice of the Second Annual General Meeting (Contd.)

### NOTES:

1. Pursuant to Regulation 22(3)(a) of the Securities and Exchange Board of India (Infrastructure Investment Trust) Regulations, 2014 ("**SEBI InvIT Regulations**") read with SEBI circular bearing reference no. SEBI/HO/DDHS-PoD-2/P/CIR/2024/44 dated May 15, 2024 (the "**SEBI Circular**") and other relevant circulars issued by SEBI in this regard, from time to time, the Second Annual Meeting ('**AGM**') of the Trust is being held through Video Conferencing ('**VC**') or Other Audio Visual Means ('**OAVM**') which does not require the physical presence of the Unitholders at a common venue, subject to the fulfilment of conditions as specified in the relevant circulars issued thereunder. In compliance with the aforesaid, unitholders can attend and participate in the ensuing AGM through VC/OAVM. The deemed venue for the AGM shall be the principal place of business of Trust.
2. The explanatory statement stating all material facts and the reasons for the proposed resolution is annexed herewith.
3. Since this AGM is being held pursuant to the SEBI Circular through VC / OAVM, physical attendance of Unitholders has been dispensed with. Accordingly, the facility for appointment of proxies by the Unitholders will not be available for the AGM, and hence the Proxy Form, Attendance Slip and Route Map are not annexed to this Notice.
4. The Investment Manager on behalf of Highways Infrastructure Trust ("**Trust**") has engaged the services of M/s. Link Intime India Private Limited ("**Link Intime**"), the Registrar and Transfer Agent ("**RTA**") of the Trust for the purpose of providing a remote e-voting facility to the Unitholders. The detailed instructions for e-Voting are attached as "Annexure- I" to this Notice.
5. Ms. Deepti Kulkarni (Certificate of Practice No. 22502), failing her Mr. Omkar Dindorkar (Certificate of Practice No. 24580), Partners of M/s MMJB & Associates LLP, Practicing Company Secretaries ("**Scrutiniser**") is appointed as the Scrutiniser to scrutinise the e-voting process in a fair and transparent manner.
6. The Second Annual General Meeting Notice is being sent to Unitholders on their registered/ updated/ available email Ids with the Trust/ RTA except for those Unitholders whose email Ids are not registered/ updated/ available with the Trust and/or RTA. The Notice can also be accessed from the website of the TRUST: [www.highwaystrust.com](http://www.highwaystrust.com) as well on National Stock Exchange, the designated stock exchange on which the units of the Trust are listed. The Unitholders shall vote through electronic mode only as per the instructions for e-voting provided in the Notice.
7. Only those Unitholders whose names are recorded in the Register of Beneficial Owners maintained by the Depositories as on the close of business hours on cut-off date i.e. June 21, 2024 will be entitled to cast their votes.
8. Only those Unitholders, who will be present in the AGM through VC/OAVM facility and have not cast their vote on resolutions through a remote e-Voting and are otherwise not barred from doing so, may cast their vote during the AGM through the e-Voting system in the AGM.
9. The Unitholders who have cast their vote by remote e-Voting prior to the AGM may also participate in the AGM through VC/ OAVM Facility but shall not be entitled to cast their vote again.
10. The voting rights of Unitholders shall be in proportion to their Units of the Unit capital of Trust as on the cut-off date i.e. June 21, 2024.
11. Wherever required or possible, the Unitholders are requested to address all correspondence including distribution matters to the RTA by e-mail to [ganesh.jadhav@linkintime.co.in](mailto:ganesh.jadhav@linkintime.co.in) or to the Company Secretary and Compliance officer of the Trust by e-mail to [compliance.highwaysinvit@highwayconcessions.com](mailto:compliance.highwaysinvit@highwayconcessions.com).
12. Institutional Unitholders (i.e. other than individuals, HUF, NRI etc.) who are voting through their authorised signatory(ies) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution / Authority letter etc. with attested specimen signature of the duly authorised signatory(ies), to the RTA by e-mail to [ganesh.jadhav@linkintime.co.in](mailto:ganesh.jadhav@linkintime.co.in) and to the Company Secretary and Compliance officer of the Trust by e-mail to [compliance.highwaysinvit@highwayconcessions.com](mailto:compliance.highwaysinvit@highwayconcessions.com). It is also requested to upload the same in the e-voting module in their login.
13. All the documents referred to in the accompanying notice, shall be available for inspection through electronic mode, basis the request being sent to the Company Secretary and Compliance officer of the Trust by e-mail to [compliance.highwaysinvit@highwayconcessions.com](mailto:compliance.highwaysinvit@highwayconcessions.com).
14. The Unitholders can join the AGM in the VC/OAVM mode 15 minutes before the scheduled time for commencement of AGM by following the procedure mentioned in the Notice. The detailed instructions for



## Notice of the Second Annual General Meeting (Contd.)

joining the Meeting through VC/OAVM forms part of the Notes to this Notice.

15. The attendance of the Unitholders attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum.
16. The results declared along with Scrutiniser's Report(s) will be available on the website of Trust ([www.highwaystrust.com](http://www.highwaystrust.com)) and on Linkintimes' website ([www.instavote.linkintime.co.in](http://www.instavote.linkintime.co.in)) within two (2) days of passing of the resolutions and communication of the same to the National Stock Exchange of India Limited.
17. The Securities and Exchange Board of India (the "SEBI") has mandated the submission of a Permanent Account Number ("PAN") by every participant in the securities market. Unitholders are therefore requested to submit their PAN to their Depository Participants with whom they are maintaining their demat accounts.
18. Unitholders who have not registered their email address so far are requested to register their email address for receiving all communication including annual reports, notices, circulars etc. from the Investment Manager, on behalf of Trust, electronically.

### EXPLANATORY STATEMENT

The following statement set out the material facts and reasons for the proposed resolution stated in the accompanying notice above:

#### ITEM NO. 3

#### TO CONSIDER AND APPROVE THE APPOINTMENT OF VALUER OF THE TRUST FOR THE FINANCIAL YEAR 2024-25 AND FIX THEIR REMUNERATION.

Under the Securities and Exchange Board of India (Infrastructure Investment Trusts) Regulations, 2014, a valuer is required to be appointed to carry out valuation of assets of the Trust. Further, such valuer is required to be a "Registered Valuer" under section 247 of the Companies Act, 2013 or should have such qualifications as may be prescribed by the Securities and Exchange Board of India ("SEBI") from time to time. In this regard, as per the policy of "Appointment of Auditor and Valuer Policy", Highway Concessions One Private Limited, the investment manager of Highways Infrastructure Trust ("Trust") has appointed Mr. S. Sundararaman ("Valuer") holding IBBI Registration Number IBBI/RV/06/2018/10238, as the valuer of assets of the Trust for the financial year 2024-25.

Mr. S. Sundararaman is a fellow member of the Institute of Chartered Accountants of India, Graduate member of the Institute of Cost and Works Accountants of India, Information

Systems Auditor (DISA of ICAI) and has completed the Post Qualification Certification courses of ICAI on IFRS, Valuation.

He is a registered Insolvency Professional and a Registered Valuer for Securities or Financial Assets, having been enrolled with the Insolvency and Bankruptcy Board of India (IBBI) after passing the respective examinations. He possesses more than 29 years of experience in servicing large and medium sized clients. He is a partner at Haribhakti & Co. LLP.

It is proposed to pay a remuneration not exceeding ₹ 10,00,000 (Rupees Ten Lakhs only) (plus goods and services tax as applicable, and reimbursement of out-of-pocket expenses incurred, if any) for undertaking the annual valuation for the assets currently held by the Trust for 2024-2025. However, in the event additional assets are acquired, or any additional interim valuation services are obtained from the Valuer, additional consideration will be required to be paid. For the purpose of determining such additional remuneration and other terms of appointment, Highway Concessions One Private Limited (the "Investment Manager") as the investment manager of the Trust is seeking the delegated authority from the unitholders.

Accordingly, the approval of the unitholder is sought for appointment of Mr. S. Sundararaman in the Resolution set out at Item No. 3 of the accompanying Notice.

No director or affiliate of the Investment Manager is interested in the resolution.

The Investment Manager recommends the resolution as set out in the Notice for your approval by way of a simple majority (i.e. where the votes cast in favour of the resolution are required to be more than the votes cast against the resolution).

#### THE INSTRUCTIONS FOR UNITHOLDERS FOR REMOTE E-VOTING AND JOINING GENERAL MEETING ARE AS UNDER:

1. Open the internet browser and launch the URL: <https://instameet.linkintime.co.in> & Click on "Login".

Select the "Company" and 'Event Date' and register with your following details: -

- A. **Demat Account No. or Folio No:** Enter your 16 digit Demat Account No. or Folio No
  - Unitholders holding units in **CDSL demat account shall provide 16 Digit Beneficiary ID**
  - Unitholders holding units in **NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID**
  - Unitholders holding units in **physical form shall provide** Folio Number registered with the Company

## Notice of the Second Annual General Meeting (Contd.)

- B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Unitholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.
- C. Mobile No.:** Enter your mobile number.
- D. Email ID:** Enter your email id, as recorded with your DP/Company.
- Click "Go to Meeting" (You are now registered for InstaMeet and your attendance is marked for the meeting).

### **Instructions for Unitholders to Speak during the General Meeting through InstaMeet:**

- Unitholders who would like to speak during the meeting must register their request with the company.
- Unitholders will get confirmation on first cum first basis depending upon the provision made by the client.
- Unitholders will receive "speaking serial number" once they mark attendance for the meeting.
- Other shareholder may ask questions to the panellist, via active chat-board during the meeting.
- Please remember speaking serial number and start your conversation with panellist by switching on video mode and audio of your device.

Unitholders are requested to speak only when moderator of the meeting/ management will announce the name and serial number for speaking.

### **Instructions for Unitholders to Vote during the General Meeting through InstaMeet:**

Once the electronic voting is activated by the scrutiniser during the meeting, Unitholders who have not exercised their vote through the remote e-voting can cast the vote as under:

- On the Unitholders VC page, click on the link for e-Voting "Cast your vote"
- Enter your 16 digit Demat Account No. / Folio No. and OTP (received on the registered mobile number/ registered email Id) received during registration for InstaMEET and click on 'Submit'.
- After successful login, you will see "Resolution Description" and against the same the option "Favour/ Against" for voting.

- Cast your vote by selecting appropriate option i.e. "Favour/Against" as desired. Enter the number of units (which represents no. of votes) as on the cut-off date under 'Favour/Against'.
- After selecting the appropriate option i.e. Favour/ Against as desired and you have decided to vote, click on "Save". A confirmation box will be displayed. If you wish to confirm your vote, click on "Confirm", else to change your vote, click on "Back" and accordingly modify your vote.
- Once you confirm your vote on the resolution, you will not be allowed to modify or change your vote subsequently.

Note: Unitholders, who will be present in the General Meeting through InstaMeet facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting facility during the meeting. Unitholders who have voted through Remote e-Voting prior to the General Meeting will be eligible to attend/ participate in the General Meeting through InstaMeet. However, they will not be eligible to vote again during the meeting.

Unitholders are encouraged to join the Meeting through Tablets/ Laptops connected through broadband for better experience.

Unitholders are required to use Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.

Please note that Unitholders connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspot may experience Audio/Visual loss due to fluctuation in their network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

In case Unitholders have any queries regarding login/ e-voting, they may send an email to [instameet@linkintime.co.in](mailto:instameet@linkintime.co.in) or contact on: - Tel: 022-49186175.

### **Remote e-Voting Instructions for Unitholders:**

**Login method for Individual Unitholders holding securities in demat mode is given below:**

**Individual Unitholders holding securities in demat mode with NSDL: METHOD 1 - If registered with NSDL IDeAS facility**

**Users who have registered for NSDL IDeAS facility:**

- Visit URL: <https://eservices.nsdl.com> and click on "Beneficial Owner" icon under "Login".



## Notice of the Second Annual General Meeting (Contd.)

- b) Enter user id and password. Post successful authentication, click on "Access to e-voting".
- c) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**OR**

### **User 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) Proceed with updating the required fields.
- c) Post registration, user will be provided with Login ID and password.
- d) After successful login, click on "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **METHOD 2 - By directly visiting the e-voting website of NSDL:**

- a) Visit URL: <https://www.evoting.nsdl.com/>
- b) Click on the "Login" tab available under 'Unitholders' section.
- c) Enter User ID (i.e., your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.
- d) Post successful authentication, you will be redirected to NSDL depository website wherein you can see "Access to e-voting".
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **Individual Unitholders holding securities in demat mode with CDSL:**

#### **METHOD 1 – From Easi/Easiest**

##### **Users who have registered/ opted for Easi/Easiest**

- a) Visit URL: <https://web.cdslindia.com/myeasinew/home/login> or [www.cdslindia.com](http://www.cdslindia.com).
- b) Click on New System Myeasi
- c) Login with user id and password

- d) After successful login, user will be able to see e-voting menu. The menu will have links of e-voting service providers i.e., LINKINTIME, for voting during the remote e-voting period.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

**OR**

### **Users not registered for Easi/Easiest**

- a) To register, visit URL: <https://web.cdslindia.com/myeasinew/Registration/EasiRegistration>
- b) Proceed with updating the required fields.
- c) Post registration, user will be provided Login ID and password.
- d) After successful login, user able to see e-voting menu.
- e) Click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **METHOD 2 - By directly visiting the e-voting website of CDSL.**

- a) Visit URL: <https://www.cdslindia.com/>
- b) Go to e-voting tab.
- c) Enter 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) After successful authentication, click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### **Individual Unitholders holding securities in demat mode with Depository Participant:**

Individual Unitholders 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, unitholders shall navigate through "e-voting" tab under Stocks option.

## Notice of the Second Annual General Meeting (Contd.)

- c) Click on e-voting option, unitholders will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-voting menu.
- d) After successful authentication, click on "LINKINTIME" or "evoting link displayed alongside Company's Name" and you will be redirected to Link Intime InstaVote website for casting the vote during the remote e-voting period.

### Login method for Non-Individual Unitholders holding securities in demat mode is given below:

Non-Individual Unitholders holding securities in demat mode as on the cut-off date for e-voting may register for e-Voting facility of Link Intime as under:

1. Visit URL: <https://instavote.linkintime.co.in>
2. Click on "Sign Up" under 'SHARE HOLDER' tab and register with your following details: -

#### A. User ID:

Unitholders holding units in physical form shall provide Event No + Folio Number registered with the Company. Unitholders holding units in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID; Unitholders holding units in CDSL demat account shall provide 16 Digit Beneficiary ID.

**B. PAN:** Enter your 10-digit Permanent Account Number (PAN) (Unitholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable.

**C. DOB/DOI:** Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP / Company - in DD/MM/YYYY format)

**D. Bank Account Number:** Enter your Bank Account Number (last four digits), as recorded with your DP/Company.

\*Unitholders holding units in **NSDL form**, shall provide 'D' above

- 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).

- Click "confirm" (Your password is now generated).

3. Click on 'Login' under 'SHARE HOLDER' tab.
4. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on 'Submit'.

### Cast your vote electronically:

1. After successful login, you will be able to see the notification for e-voting. Select 'View' icon.
2. E-voting page will appear.
3. 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).

4. After selecting the desired option i.e. Favour / Against, click on 'Submit'. 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.

### Guidelines for Institutional Unitholders ("Corporate Body/ Custodian/Mutual Fund"):

#### STEP 1 – Registration

- a) Visit URL: <https://instavote.linkintime.co.in>
- b) Click on Sign up under "Corporate Body/ Custodian/Mutual Fund"
- c) Fill up your entity details and submit the form.
- d) A declaration form and organisation ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up at Sr.No. 2 above). 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) will be sent to Primary contact person's email ID.
- f) While first login, entity will be directed to change the password and login process is completed.

#### STEP 2 –Investor Mapping

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on "Investor Mapping" tab under the Menu Section



## Notice of the Second Annual General Meeting (Contd.)

- c) Map the Investor with the following details:
  - a. 'Investor ID' -
    - i. Unitholders holding units in NSDL demat account shall provide 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678
    - ii. Unitholders holding units in CDSL demat account shall provide 16 Digit Beneficiary ID.
  - b. 'Investor's Name' - Enter full name of the entity.
  - c. 'Investor PAN' - Enter your 10-digit PAN issued by Income Tax Department.
  - d. 'Power of Attorney' - Attach Board resolution or Power of Attorney. File Name for the Board resolution/Power of Attorney shall be – DP ID and Client ID. Further, Custodians and Mutual Funds shall also upload specimen signature card.
- d) Click on Submit button and investor will be mapped now.
- e) The same can be viewed under the "Report Section".

### STEP 3 – Voting through remote e-voting.

The corporate shareholder can vote by two methods, once remote e-voting is activated:

#### METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) Click on 'Votes Entry' tab under the Menu section.
- c) Enter Event No. for which you want to cast vote. Event No. will be available on the home page of Instavote before the start of remote voting.
- d) Enter '16-digit Demat Account No.' for which you want to cast vote.

- 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).
- f) After selecting the desired option i.e., Favour / Against, click on 'Submit'.
- g) 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).

#### OR

#### VOTES UPLOAD:

- a) Visit URL: <https://instavote.linkintime.co.in> and login with credentials as received in Step 1 above.
- b) You will be able to see the notification for e-voting in inbox.
- c) Select '**View**' icon for '**Company's Name / Event number**'. E-voting page will appear.
- d) Download sample vote file from 'Download Sample Vote File' option.
- e) Cast your vote by selecting your desired option 'Favour / Against' in excel and upload the same under 'Upload Vote File' option.
- f) 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:

#### Helpdesk for Individual Unitholders holding securities in physical form/ Non-Individual Unitholders holding securities in demat mode:

Unitholders facing any technical issue in login may contact Link Intime INSTAVOTE helpdesk by sending a request at [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or contact on: - Tel: 022 – 4918 6000.



## Notice of the Second Annual General Meeting (Contd.)

### Helpdesk for Individual Unitholders holding securities in demat mode:

Individual Unitholders 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 Unitholders holding securities in demat mode with NSDL	Unitholders facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at : 022 - 4886 7000 and 022 - 2499 7000
Individual Unitholders holding securities in demat mode with CDSL	Unitholders facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800 22 55 33

### Forgot Password:

#### Institutional Unitholders ("Corporate Body/ Custodian/ Mutual Fund") has forgotten the password:

If a Non-Individual Unitholders holding securities in demat mode has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the "Forgot Password" option available on the e-Voting website of Link Intime: <https://instavote.linkintime.co.in>

- Click on '**Login**' under '**Corporate Body/ Custodian/Mutual Fund**' tab and further Click '**forgot password?**'
- Enter User ID, Organisation ID and Enter Image Verification code (CAPTCHA). Click on "SUBMIT".

*In case Unitholders is having valid email address, Password will be sent to his / her registered e-mail address. Unitholders can set the password of his/ her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits) etc.*

*as mentioned above. 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 Unitholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Unitholders who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned depository/ depository participants website.

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