

UNIVERSAL OFFICE AUTOMATION LIMITED

CIN: L34300DL1991PLC044365

Regd. Office: 806, Siddhartha, 96, Nehru Place, New Delhi-110 019 Tel : 011-26444812

Website : www.uniofficeautomation.com, E-mail : investor@hcl.com

NOTICE is hereby given that the 29th Annual General Meeting (“AGM”) of the members of Universal Office Automation Limited (“Company”) will be held on Wednesday, 22nd day of September, 2021 at 2:30 P.M. (IST) through Video Conferencing (“VC”) or Other Audio Visual Means (“OAVM”), as mentioned in the notes to this Notice, to transact the following businesses:

ORDINARY BUSINESS:

ITEM NO. 1 - ADOPTION OF FINANCIAL STATEMENT ALONG WITH THE REPORT OF THE BOARD OF DIRECTORS AND OF THE AUDITORS THEREON

To receive, consider and adopt the Audited Financial Statement of the Company for the financial year ended March 31, 2021 together with the Report of the Board of Directors and of the Auditors thereon.

ITEM NO. 2 - RE-APPOINTMENT OF MS RITA GUPTA AS A DIRECTOR LIABLE TO RETIRE BY ROTATION

To re-appoint Ms. Rita Gupta (DIN - 00899240), who retires by rotation and being eligible, has offered for re-appointment as a Director, liable to retire by rotation.

SPECIAL BUSINESS:

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

Item No. 3 - APPOINTMENT OF MR VIPIN KUMAR GUPTA AS AN INDEPENDENT DIRECTOR OF THE COMPANY

“RESOLVED THAT pursuant to the provisions of Sections 149, 150 and 152 read with Schedule IV of the Companies Act, 2013 (“Act”) and the Rules made thereunder, applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), any other applicable laws and regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), the provisions of the Articles of Association of the Company and on the basis of the recommendation of the Nomination and Remuneration Committee and the Board of Directors of the Company, Mr Vipin Kumar Gupta (DIN - 08397846), who was appointed as an Additional Director of the Company with effect from August 12, 2021 to hold office as an Independent Director in terms of Section 161(1) of the Act and who has submitted a declaration to meet the criteria of independence under Section 149(6) of the Act and Regulation 16(1)(b) of the Listing Regulations and being eligible for appointment under the provisions of the Act, the Rules made thereunder and the Listing Regulations, and in respect of whom the Company has received a notice in writing under Section 160 (1) of the Act from a member of the Company proposing her candidature for the office of an Independent Director, be and is hereby

appointed as an Independent Director of the Company, not liable to retire by rotation, for a term of five consecutive years from the date of appointment as such.”

**By Order of the Board
For Universal Office Automation Limited**

August 12, 2021
New Delhi

Sd/-
**Naina Luthra
Company Secretary &
Compliance Officer**

NOTES:

1. In view of the continuing COVID-19 pandemic and restrictions imposed on the movement of people, the Ministry of Corporate Affairs (“MCA”) vide its Circular dated 5 May 2020 read with Circulars dated 8 April 2020, 13 April 2020 and Circular No. 02/2021 dated January 13, 2021 (collectively referred to as “MCA Circulars”) and SEBI vide its Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12 May, 2020 and SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 have permitted the holding of the Annual General Meeting (“AGM”) through Video Conference/ Other Audio Visual Means, without the physical presence of the Members at a common venue. The deemed venue for the 29th AGM shall be the Registered Office of the Company.
2. Pursuant to the provisions of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with the Circulars issued by MCA and SEBI, 29th AGM of the Company shall be conducted through VC / OAVM.
3. Pursuant to the Circular No. 14/2020 dated April 08, 2020, issued by the Ministry of Corporate Affairs, the facility to appoint proxy to attend and cast vote for the members is not available for this AGM. However, the Body Corporates members are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate there at and cast their votes through e-voting. The Resolution/Authorization in pursuance of Section 112 and Section 113 of the Companies Act, 2013 shall be sent to the Company at investor@hcl.com or the Skyline Financial Services Private Limited, Registrar and Share Transfer Agent at admin@skyline.com.
4. The attendance of the Members attending the AGM through VC/OAVM will be counted for the purpose of ascertaining the quorum under Section 103 of the Companies Act, 2013.
5. Register of Members and Share Transfer Books of the Company shall remain closed on Book Closure Dates i.e. from Saturday, 18th September, 2021 to Friday 24th September, 2021 (both days inclusive).
6. Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended) and Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended), and the

Circulars issued by the Ministry of Corporate Affairs dated April 08, 2020; April 13, 2020; May 05, 2020 & January 13, 2021 the Company is providing facility of remote e - voting to its Members in respect of the business to be transacted at the AGM. For this purpose, the Company has entered into an agreement with National Securities Depository Limited (NSDL) for facilitating voting through electronic means, as the authorized agency. The facility of casting votes by a member using remote e-voting system as well as on the date of the AGM will be provided by NSDL.

7. Members can join AGM in the VC/OAVM mode 40 minutes before and after the scheduled time of the commencement of the Meeting by following the procedure mentioned in the Notice. The facility of participation at the AGM through VC/OAVM will be made available for 1000 members on first come first served basis. This will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the AGM without any restriction on account of first come first served basis.
8. The Securities and Exchange Board of India (SEBI) vide its circular No SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 mandated all listed companies to update the PAN and Bank Account details of shareholders holding share in physical mode. Hence, the members holding shares in physical form are requested to send a copy of self -attested PAN card to the RTA. Members holding shares in electronic form can submit their PAN to their Depository Participants with whom they are maintaining their respective Demat accounts.
9. Pursuant to SEBI (Listing Obligations and Disclosure Requirements) (fourth amendment) Regulations, 2018 effective from June 8, 2018; except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository. Accordingly, members who have not yet converted their holding into the electronic form are requested to open an account with an authorized Depository Participant and arrange for dematerialization of their shares. The Procedure of getting Physical shares into Dematerialization form is available at website of NSDL/ CDSL.
10. Pursuant to the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020 & Circular No. 02/2021 dated January 13, 2021 the Notice convening the 29th AGM has been uploaded on the website of the Company at www.uniofficeautomation.com The Notice can also be accessed from the website of the Stock Exchange i.e. BSE Limited at www.bseindia.com and is also available on the website of NSDL (agency for providing the Remote e-Voting facility) i.e. www.evoting.nsdl.com
11. Electronic copies of the Annual Report for the year 2020 - 21 is being sent to all the members whose email address are registered with the Company/Depository participants. For members who have not registered their email address, can access the Annual report for the year 2020 21 at website of the company at www.uniofficeautomation.com and should update their email address with the respective depository participants and /or with the RTA of the company at admin@skylinerta.com

12. Relevant documents referred to in the Notice and the Annual Report are open for inspection by the members at the Registered Office of the Company on all week days i.e. except Saturday & Sunday, during business hours up to the date of the AGM.
13. Members holding shares in single name and physical form are advised to make nomination in respect of their shareholding in the Company. As per the provisions of Section 72 of the Companies Act, 2013, nomination facility is available to the Members, in respect of the equity shares held by them. Nomination Form SH 13 prescribed by the Government can be obtained from the RTA or the registered office of the Company. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote.
14. The Members are requested to notify any change in their addresses, mandates/bank details to the Company's Registrar and Share Transfer Agents for shares held in physical mode at the address given below-

M/s Skyline Financial Services Private Limited
**D-153 A, 1st Floor, Okhla Industrial Area, Phase - I,
New Delhi-110 020**
email: admin@skylinerta.com

The shareholders holding shares in electronic form are requested to notify any change in their addresses, mandates/bank details to their depository participants.

15. Voting through electronic means:
 - I. In compliance with provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended by the Companies (Management and Administration) Amendment Rules, 2015 and regulation 44 of the Listing Regulation and Secretarial Standards on General Meetings (SS2) issued by Institute of Companies Secretaries of India , the Company is pleased to provide members facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM ("remote e-voting") will be provided by National Securities Depository Limited (NSDL).
 - II. Since the 29th AGM of the company is being convened through VC, the facility for voting through ballot paper shall not be available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through ballot paper.
 - III. The remote e-voting period commences on 18th September, 2021 (9:00 am) and ends on 21st September, 2021 (5:00 pm). During this period members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 16th September, 2021, may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently.

NOTE: The “remote e-voting” end time shall be 5:00 p.m. on the date preceding the date of general meeting and the cut-off date shall not be earlier than 7 days before the date of AGM

- IV. The detailed instruction, process and manner for remote e-voting is annexed herewith the notice.
- V. The Scrutinizer shall within a period not exceeding three (3) working days from the conclusion of the e-voting period unblock the votes in the presence of at least two (2) witnesses not in the employment of the Company and make a Scrutinizer’s Report of the votes cast in favour or against, if any, forthwith to the Chairman of the meeting. The Results shall be declared after the Annual General Meeting and the resolutions will be deemed to be passed on the Annual General Meeting date subject to receipt of the requisite number of votes in favor of the Resolutions. The Results declared along with the Scrutinizer’s Report shall be placed on the website of NSDL & the Company immediately after their declaration.
16. As stipulated under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard-2, brief profile of Ms Rita Gupta & Mr Vipin Kumar Gupta, including names of companies in which they hold directorships and memberships / chairmanships of Board Committees, is provided in Table A.

Table A

Name of the Director	RITA GUPTA	VIPIN KUMAR GUPTA
Age	58 Years (DOB 21/02/1963)	46 yrs (DOB 17/06/1975)
Qualification	Chartered Accountant from the Institute of Chartered Accountants of India	Cost & Works Accountant from the Institute of Cost & Works Accountants of India
Experience	Experience of approx. 35 yrs. in Treasury Finance, Management and Accounting	21 yrs of rich experience in Project Accounting & Finance
Terms and Conditions of appointment	Non – Executive; Non Independent Director	Independent Director
Details of remuneration	Nil	Nil
Date of first appointment	13-08-2014	12-08-2021
Shareholding in the Company	Nil	Nil
Relationship with other director/Manager and other KMP	N/A	N/A
Directorships of other Board	<ul style="list-style-type: none"> • Vama Sundari Investments (Pondi) Private Limited 	<ul style="list-style-type: none"> • First Stonex Ltd • HCL Infosolutions Ltd

	<ul style="list-style-type: none"> • Digilife Distribution and Marketing Services Limited • HCL Infotech Limited • Renew Wind Energy (Jath) Limited 	<ul style="list-style-type: none"> • South Asian Computers Ltd
Membership / Chairmanship of Committees in other Companies	Nil	First Stonex Limited- Audit Committee, Nomination & Remuneration Committee - Member HCL Infosolutions Limited- Audit Committee, Nomination & Remuneration Committee - Member
Membership/Chairmanship of Committees in the Company	Audit Committee, Nomination & Remuneration Committee and Stakeholder Relationship Committee – Member; CSR Committee - Chairperson	Audit Committee, Nomination & Remuneration Committee and Stakeholder Relationship Committee – Chairman; CSR Committee - Member
No of Board Meetings attended during the financial year 2020 21	7	NA

EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013

In conformity with the provisions of Section 102 of The Companies Act, 2013, the following explanatory statement sets out all material facts relating to special business mentioned in the accompanying notice and should be taken as forming part of the notice.

Item No 3-

Mr Vikas Agarwal (DIN 07306627), independent director resigned from the board of directors of the company w. e. f. June 30, 2021 due to pre occupations. In view of the same strength of Independent Directors on the board reduced below the minimum stipulated strength i.e. half of the strength of the board under Regulation 17 of the Listing Regulations. Hence, the board of directors on the recommendation of Nomination & Remuneration committee, appointed Vipin Kumar Gupta (DIN 08397846) at its meeting held on August 12, 2021 as an Additional Director of the company.

In accordance with the provision of section 149 (10) of the Companies Act, 2013 ('the Act') and SEBI (Listing Obligations & Disclosure Requirements), Regulation 2015 an independent director can be appointed for a term of five years. However, the director shall be eligible for re appointment for a period of further five years on passing of special resolution by the members of the company.

The Board recommends appointment of Vipin Kumar Gupta as Independent Director for a term of five consecutive years i. e. from the date of appointment as independent director.

Vipin Kumar Gupta, being eligible for the aforesaid appointment, has consented to act as Independent Director in the company and provided the declaration of independence under section 149 (7) of the Act.

Further, pursuant to section 160 (1) of the Act, the board has received notice from HCL Corporation Pvt Ltd (member of the company) proposing the appointment of Vipin Kumar Gupta on the board of directors of the company. A brief profile of proposed director is provided in table A.

Except Vipin Kumar Gupta, none of the Directors or KMP and their relatives are in any way concerned or interested, financially or otherwise in the resolution set out in item no 3 of the notice

The Board of Directors recommend the resolution as set out under Item No 3 for approval of the members by way of Ordinary Resolution.

For Universal Office Automation Limited

**August 12, 2021
New Delhi**

**Sd/-
Naina Luthra
Company Secretary & Compliance Officer**

DETAILED INSTRUCTIONS FOR REMOTE E-VOTING

The remote e-voting period begins on September 18, 2021 at 09:00 A.M. and ends on September 21, 2021 at 05:00 P.M. The remote e-voting module shall be disabled by NSDL for voting thereafter. The voting right of shareholders shall be in proportion to their share in the paid-up equity share capital of the Company as on the cut-off date, being September 16, 2021.

As per the SEBI circular dated December 9, 2020 individual shareholders holding securities in demat mode can register directly with the depository or will have the option of accessing various e-voting Service Provider (ESP) portals directly from their demat accounts. Shareholders would be able to access the e-voting page of various ESPs through the websites of the Depositories without further authentication by ESPs for participating in the e-Voting process.

Detailed Instructions for e voting & joining the Annual General Meeting through VC / OAVM are as follows:





Step 1: Login to Evoting NSDL

Step 2: Caste your E vote

Step 3: Click on link 'VC/ AOVV' to join the Annual General Meeting

A. Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode

Type of INDIVIDUAL Shareholders	Login Method
Holding securities with NSDL	<ol style="list-style-type: none"> 1. Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsd.com either on a Personal Computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section, this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2. If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com. Select "Register Online for IDeAS Portal" or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp 3. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsd.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is

	<p>launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p style="text-align: center;">NSDL Mobile App is available on</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 10px;">   </div>
<p>Holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> 1. Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or www.cdslindia.com and click on New System Myeasi. 2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. NSDL. Click on NSDL to cast your vote. 3. If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration 4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. NSDL where the e-Voting is in progress.
<p>Individual Shareholders (holding securities in demat mode) login through their depository participants</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p>

Helpdesk for Individual Shareholders holding securities in demat mode 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 a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 or 022-23058542-43

B. Login method for e-Voting and joining virtual meeting for NON INDIVIDUAL shareholders holding securities in demat and physical mode

- i. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
- ii. Click on the “Login” icon which displayed under ‘Shareholders’ section.
- iii. Shareholders/ Members Login screen will open. Enter your User ID, your Password and a Verification Code as shown on the screen.
- iv. Details of User ID & Password are as follows:

Type of NON INDIVIDUAL Shareholders	Your User ID is
For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID <i>For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****</i>
For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID <i>For example if your Beneficiary ID is 12***** then your user ID is 12*****</i>
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company. <i>For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***</i>

Password details for shareholders other than Individual shareholders are given below:

- If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
 - a) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered (Refer Pg 13)**
- If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "Forgot User Details/Password?" (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL
 - v. Now, you will have to click on "Login" button
 - vi. After you click on the "Login" button, Home page of e-Voting will open

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

❖ **How to cast your vote electronically and join General Meeting on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle and General Meeting is in active status.
2. Select “EVEN” of company for which you wish to cast your vote.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to pcsnishantrana@gmail.com with a copy marked to evoting@nsdl.co.in
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “[Forgot User Details/Password?](#)” or “[Physical User Reset Password?](#)” option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-Voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request at evoting@nsdl.co.in or contact Ms. Pallavi Mhatre, Manager or Ms. Soni Singh, Asst. Manager, National Securities Depository Limited, Trade World, ‘A’ Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, at the designated email id – evoting@nsdl.co.in or pallavid@nsdl.co.in or SoniS@nsdl.co.in or at telephone nos.:- +91 22 24994545, +91 22 24994559, who will also address the grievances connected with voting by electronic means.

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self - attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to admin@skylinerta.com
2. In case shares are held in demat mode, please provide DPID – Client ID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self- attested scanned copy of PAN card), AADHAR (self - attested scanned copy of Aadhar Card) to admin@skylinerta.com . If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at step 1 (A) i.e. Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode.
3. Alternatively shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.

INSTRUCTIONS FOR MEMBERS FOR e-VOTING ON THE DAY OF THE AGM ARE AS UNDER:

1. Only those Members/ shareholders, who will be present in the AGM through VC/OAVM 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 system in the AGM.
2. Members who have opted to vote through Remote e-Voting shall not allowed to caste their vote again at the AGM.
3. In case of any queries, the shareholder may refer to the Frequently Asked Questions (FAQs) for Shareholders and e-Voting user manual available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800 1020 990 and 1800 22 44 30 OR send a request at evoting@nsdl.co.in OR contact Ms. Pallavi Mhatre, Manager or Ms. Soni Singh, Asst. Manager, National Securities Depository Limited at their designated email id – pallavid@nsdl.co.in (+91 22 24994545) or SoniS@nsdl.co.in (+91 22 24994559)

General instructions for members for attending the AGM through VC/OAVM are as under:

1. Members will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may follow the steps mentioned under the notice to log on to NSDL e-Voting system. After successful login, you can see link of “VC/OAVM link” placed under “Join General meeting” menu against company name. You are requested to click on VC/OAVM link placed under Join General Meeting menu.
2. Members are encouraged to join the Meeting through Laptops for better experience.
3. Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
4. Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches\
5. Shareholders may write their questions in advance mentioning their name demat account number/folio number, email id, mobile number at investor@hcl.com. Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID / Folio Number, PAN, Mobile Number at investor@hcl.com or admin@skylinerta.com latest by September 20, 2021; 2.30 PM. Those Members who have registered themselves as a speaker will only be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.