

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 Thirty First (31st) Annual General Meeting (“AGM”) of the members of Universal Office Automation Limited (“Company”) will be held on Tuesday, 26th day of September, 2023 at 3:30 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 STATEMENTS ALONG WITH THE REPORTS OF THE BOARD OF DIRECTORS AND OF THE AUDITORS THEREON

To receive, consider and adopt the Audited Financial Statements of the Company for the financial year ended March 31, 2023 together with the Reports of the Board of Directors and of the Auditors thereon.

ITEM NO. 2 - RE-APPOINTMENT OF MR SUNIL KUMAR SHRIVASTAVA (DIN 03072330) AS A DIRECTOR LIABLE TO RETIRE BY ROTATION

To re-appoint Mr. Sunil Kumar Shrivastava (DIN - 00259961), who retires by rotation and being eligible, offers himself for re-appointment as a Director liable to retire by rotation.

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

August 14,
2023
New Delhi

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

NOTES:

1. Ministry of Corporate Affairs (“MCA”) issued General Circular no 20/2020 dated May 05, 2020, General Circular no 02/2021 dated January 13, 2021, General Circular no 19/2021 dated December 08, 2021, General Circular no 21/2021 dated December 14, 2021 and General Circular no 10/2022 dated December 28, 2022 permitting the companies to convene their General Meetings via online mode i. e. through Video Conferencing / Other Audio Visual Means (VC/ OAVM) without physical presence at a common venue.
2. Pursuant to the aforesaid Circulars issued by the MCA, the Thirty first Annual General Meeting (31st AGM) of the Company shall be conducted through VC / OAVM. Deemed Venue for the 31st AGM shall be the Registered Office of the Company – 806, Sidharth, 96, Nehru Place, New Delhi - 110019.
3. Pursuant to the provisions of SEBI Circular no SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated January 05, 2023 read with MCA Circular dated December 28, 2022 Annual Report for the year 2022- 23 and notice convening the 31st Annual General Meeting is being sent through electronic mode only. However, a shareholder may obtain physical copy of the same by sending email to the company at investroa@hcl.com .
4. 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 authorized 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 investroa@hcl.com or the Skyline FinancialServices Private Limited, Registrar and Share Transfer Agent at admin@skyline.com.
5. 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.
6. Register of Members and Share Transfer Books of the

Company shall remain closed on Book Closure Dates i.e. from Monday, 18th September, 2023 to Thursday 28th September, 2023 (both days inclusive).

7. 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 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.
8. Members can join AGM in the VC/OAVM mode 30 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.
9. As an on-going measure to enhance the ease of doing business for investors in the securities market, SEBI, vide Circular Nos. SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/655 dated November 03, 2021 & SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2021/687 dated December 14, 2021, had prescribed the common and simplified norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination
10. In terms of SEBI Circular No SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023; It shall be mandatory for all holders of physical securities in listed companies to furnish PAN, Nomination, Contact details, Bank

A/c details and Specimen signature for their corresponding folio numbers. The folios wherein any of the aforementioned details in not updated, shall be frozen by the RTA on or after October 01, 2023.

11. The Securities and Exchange Board of India (SEBI) vide its circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 issued Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination more specifically mentioned hereunder.

Form ISR 1 - Availing investor services (such as updating PAN / address / Signature / email/ mobile / Demat account etc.)

Form ISR 2 - Updating Signature & KYC documents

Form ISR 3 – Declaration to Opt Out

Form SH 13 – Updating Nomination details

Form SH 14 – Change in nomination details

The above forms also uploaded on the website of the company and may be accessed at www.uniofficeautomation.com

12. The SEBI has vide its circular no SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2022/65 dated May 18, 2022 issued simplified procedure and standardization of formats of documents for Transmission of securities. As per the aforesaid circular transmission of securities is permitted only in demat mode. Shareholders are requested to take note of the same and follow the procedure prescribed therein.
13. Pursuant to the Ministry of Corporate Affairs (MCA) Circular No. 17/2020 dated April 13, 2020, the Notice convening the 31st 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
14. Electronic copies of the Annual Report for the year 2022 - 23 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 2022 23 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.

15. 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.
16. 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.
17. As the AGM will be held through VC / OAVM, the route map, proxy form and attendance slip are not required and accordingly, not attached to this Notice
18. In accordance with the SEBI Circular and the MCA Circulars, the facility to appoint a proxy to attend and cast votes for the members is not available for this AGM. However, Institutional / Corporate members (i.e. other than individuals / HUF, NRI, etc.) are required to send a scanned copy of their board or governing body resolution / authorization, etc., for authorizing their representatives to attend the AGM through VC / OAVM on their behalf and to cast vote through e-voting (including remote e-voting). The said resolution/ authorization shall be sent to the Scrutinizer by e-mail at its registered e-mail address at pcsnishantrana@gmail.com with a copy marked to NSDL at evoting@nsdl.co.in.
19. 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 Company 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 31st 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 by means of e voting only.
- III. The remote e-voting period commences on 23rd September, 2023 (9:00 am) and ends on 25th September, 2023 (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 21st September, 2023 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 two (2) 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 favor 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.

20. As stipulated under Regulation 36 (3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard-2, brief profile of Mr Sunil Kumar Shrivastava, including names of companies in which he hold directorships and memberships / chairmanships of Board Committees, is provided under Table 'A' hereunder:

Table A

| | |
|---|---|
| Name of Director | Mr. Sunil Kumar Shrivastava (DIN: 00259961) |
| Date of Birth & Age | 15-Jan-1961; 62 Yrs |
| Date of first Appointment | 31-Mar-2017 |
| Disclosure of relationship with other Director, KMP / Manager | None |
| Past Remuneration | Nil |
| Proposed Remuneration | Nil |
| Terms & Conditions of appointment / re appointment | Re appointment of Director retiring by rotation |
| Nature of expertise in specific functional areas | Corporate Laws & General Management |
| Experience | 28 Yrs (approx.) |
| Qualifications | MBA, LLB |
| Board Memberships of other Companies as on 31st March, 2023 | <ol style="list-style-type: none"> 1. First Stonex Limited 2.HCL Employees Investments Co Ltd. 3.HCL Infosolutions Limited 4.South Asian Computers Limited 5.Pimpri Chinchwad eServices Limited 6. International Data Management Limited 7.Esthetic Infra – Developers Pvt Ltd. 8.Cityframe Infra – Developers Pvt Ltd. 9. Buoyant Infra – Developers Pvt Ltd. 10 Grotto Infra Developers Pvt Ltd 11. Spire Infra Developers Pvt Ltd 12. Saola Infra Developers Pvt Ltd |
| Membership / chairmanship of Committees in the company | <ol style="list-style-type: none"> 1. Audit Committee, Member 2. Nomination & Remuneration Committee, Member 3. Stakeholder Relationship Committee, Member 4. CSR Committee, Member |

| | |
|---|---|
| Membership / chairmanship of Committees in other companies | International Data Management Limited: <ol style="list-style-type: none"> 1. Audit Committee, Member 2. Nomination & Remuneration Committee, Member 3. Stakeholder Relationship Committee, Member 4. CSR Committee, Member HCL Infosolutions Limited: <ol style="list-style-type: none"> 1. Audit Committee, Member 2. Nomination & Remuneration Committee, Member |
| Listed entities in which the Director has resigned in past three years | Nil |
| Number of shares held in the Company as on date | Shareholding as registered owner: <u>1182</u> Shareholding as beneficial owner: <u>Nil</u> |
| Brief Resume of the Director | Having experience in Corporate Laws & Compliances, Mr Sunil manages the overall operations & compliances of the company. He holds a degree in MBA & LLB and experience of approx. 28 years |
| No of Board meetings attended during the FY 2022 23 | 06 |

DETAILED INSTRUCTIONS FOR REMOTE E-VOTING

The remote e-voting period begins on **September 23, 2023 at 09:00 A.M. and ends on September 25, 2023 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 21, 2023.

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 advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

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





Step 1: Login to Evoting NSDL

Step 2: Cast 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 in demat with NSDL | 1. Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nSDL.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 |

| | |
|---|--|
| | <p>e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.</p> <ol style="list-style-type: none"> 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 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 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. Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience. <p style="text-align: center;">NSDL Mobile App is available on</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p>  </div> <div style="text-align: center;">  <p>Google Play</p>  </div> </div> |
| <p>Holding securities in demat mode with CDSL</p> | <ol style="list-style-type: none"> 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 |

| | |
|--|--|
| | <p>or www.cdslindia.com and click on New System Myeasi.</p> <ol style="list-style-type: none"> 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 participantts</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> |

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

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 125169 101456 then user ID is 125169001***</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 17)**

➤ 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 during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on “VC/OAVM” link placed under “Join Meeting
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 Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login
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. Soni Singh, 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 SoniS@nsdl.co.in or at telephone nos (1800 1020 990 / 1800 22 44 30), 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 or investoa@hcl.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 or investoraa@hcl.com . If you are an Individual shareholder 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 cast 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 Ms. Soni Singh, National Securities Depository Limited at their designated email id - SoniS@nsdl.co.in / evoting@nsdl.co.in (1800 1020 990 / 1800 22 44 30)
-

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. The link for VC/OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush.
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 investorqa@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 investorqa@hcl.com or admin@skylinerta.com latest by September 24, 2023; 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.