



Central Depository Services (India) Limited

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COMMUNIQUÉ TO REGISTRAR & TRANSFER AGENTS

CDSL/OPS/RTA/POLCY/2021/65

June 02, 2021

SEBI CIRCULAR FOR E-VOTING FACILITY PROVIDED BY LISTED ENTITIES

Issuers/RTAs are advised to refer to SEBI Circular no. **SEBI/HO/CFD/CMD/CIR/P/2020/242** dated December 09, 2020 [refer **Annexure-1**]. and CDSL circular no CDSL/OPS/RTA/POLCY/2020/149 dated December 11.2020 informing about the said **SEBI circular for e-Voting Facility Provided by Listed Entities** [refer **Annexure-2**].

1) In the aforesaid SEBI Circular, it has been stated as below:

- a) Under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.
- b) Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.
- c) In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting for all individual Demat account holders, by way of a single login credential, through their Demat accounts/websites of Depositories/Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process. The same shall be implemented in a phased manner i.e., phase 1 (To be implemented within 6 months of the date of the circular) & Phase-2 (To be implemented within 12 months from the completion of the process in phase 1)
- d) The afore mentioned facility shall be available to all individual shareholders holding the securities in Demat mode.

2) Accordingly, CDSL Depository services has been enhanced as per SEBI circular to enable individual shareholders holding securities in Demat mode to login and cast vote through their respective Demat account and also able to directly access the system of all e-Voting Service



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Providers with the new process of login through depository. Therefore, the Companies are required to incorporate the detailed new e-Voting instruction of CDSL in their notice. The copy of detailed evoting instruction is enclosed as [**Annexure3.**]

3) Further In the aforesaid SEBI Circular, it has been also stated as below:

The listed entity shall provide the details of the upcoming AGMs requiring voting to the Depository. The depository shall send SMS/email alerts in this regard, to the Demat account holders, at least 2 days prior to the date of the commencement of e-voting.

4) In order to facilitate listed companies to provide details of their upcoming AGMs requiring voting, CDSL has enhanced their issuer centre portal also to include e-Voting feature for listed companies to provide details of upcoming AGMs requiring voting and also enable depository to send SMS/email alerts in this regard. The said enhanced facility for issuer centre portal has been released in the CDSL system.

5) All the Issuers can access the Issuer Centre Portal from Home page of CDSL website <https://www.cdslindia.com> from Issuer Centre Tab or click on link <https://issuercentre.cdslindia.com/Home/Login> to access issuer centre portal and for providing the details of their upcoming AGMs requiring voting to depository.

6) Existing Issuers who are already registered with CDSL Issuer Centre Portal can use their existing login credentials to access the new e-Voting feature for providing details of upcoming events requiring voting.

7) Those Issuers who have not yet registered with issuer centre portal, the login credential will be sent separately on their Registered Email ID available with depository.

8) All the registered issuers to follow the below process for login on issuer centre portal.

- Visit CDSL website at <https://www.cdslindia.com> & click on Issuer Centre Tab.
- The Issuer has to login with already provided Admin userid & password
- The OTP will be confirmed by the Admin user, which is forwarded to Registered Email.
- Admin user has to create the specific User Login.
- The Privileges of E Voting Schedule has to be given to the specific user created.
- The user created can now proceed with scheduling of the E Voting events



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9) After successful login, the following will be Process for User to setup/provide the details for the upcoming AGMs requiring voting:

- a) User to click on **eVoting tab**.
- b) User to setup/ provide following information in system by clicking **Add new tab**.
 - ISIN (To be selected from Dropdown given)
 - ESP Name providing Evoting facility (CDSL, NSDL, KARVY, LINKINTIME)- (To be selected from dropdown given)
 - Record Date
 - Start Date and Start Time
 - End Date and End Time
 - Meeting Date and time
- c) There will be also option available to delete/view the details already provided in system.
- d) It is mandatory for Issuers to provide details on CDSL Issuer Centre Portal as per deadline to comply the SEBI circular.
- e) It is recommended to setup/provide such details on system on or before record/cut of date enable system to provide evoting facility to their members through depository system.
- f) It is recommended to setup/provide such details on system on or before record/cut off date enable system to capture the system position of record/cutoff date which will be used by depository to send email/sms alerts 2 days prior to commencement of voting.
- g) If due to any reasons, if Issuers could not able to setup/provide aforesaid details on or before record/cutoff date, then such Issuers needs to upload the BO-email details in specific format enable depository to send email/sms alerts.

10) Once Issuer user has updated the required evoting details on the system, the details will be considered as final for displaying evoting events to their shareholders and also for sending email/SMS alerts to the demat account holders of CDSL. Hence kindly ensure to provide correct details so as to provide correct communication to shareholders.

11) In case users have forgotten their password, they can reset their password by clicking on the 'Forgot password' link on the login page of Issuer centre portal. The user will need to follow to below mentioned steps:

- Enter the User ID in the 'Username' field and click 'Forgot password' option



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- Enter your registered email id
- The password is forwarded to the registered Email ID.

12) The aforesaid facility will be also provided to RTAs to setup/provide the details of upcoming AGMs requiring voting on behalf of their respective companies. The said facility for RTA also will be released shortly.

13) All Issuers/R & T Agents are advised to follow the steps mentioned above to adhere with the aforesaid SEBI circular. All R & T Agents are advised to inform their client companies suitably.

14) For any assistance, please feel free to contact to your designated Relationship Manager or can contact respective nearest CDSL branch office to serve you better.

Queries regarding this communiqué may be addressed to **CDSL – Helpdesk**: on telephone numbers (022) 2305-8542, 2305-8543, 2305-8738, Emails may be sent to: helpdesk.evoting@cdslindia.com.

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Ramkumar K.
Chief Operating Officer - Operations