

SINGHBHUM CHAMBER OF COMMERCE & INDUSTRY

CIN No: U91110JH1961NPL000470

INSTRUCTION FOR REMOTE E-VOTING

Pursuant to the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, 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 CENTRAL DEPOSITORY SERVICES (INDIA) LIMITED.

- I. The instructions for members remote voting electronically are as under:**
 - i.** The voting period begins on 20th September, 2019(11:00 a.m. IST) and ends on, 22nd September 2019 (5:00 p.m. IST). The e-voting module shall be disabled for voting thereafter i.e. 22nd September 2019 (5:00 p.m. IST).
 - ii.** The Members should log on to the e-voting website www.evotingindia.com.
 - iii.** Click on "Members" option.
 - iv.** Now Enter your User ID provided by CDSL through their email id,
 - v.** Next enter the Captcha Code as displayed and Click on Login.
 - vi.** Enter your password provided by CDSL IN YOUR email id,
 - vii.** After entering these details appropriately, click on "SUBMIT" tab.
 - viii.** Click on the EVSN of <**SINGHBHUM CHAMBER OF COMMERCE & INDUSTRY**> on which you choose to vote. EVSN means Electronic Voting Sequence number.
 - ix.** On the voting page, you will see ""LIST OF THE CANDIDATE TO BE VOTED ON AS PER THEIR POST" and against the same the option for radio button for voting. The participating member not exercising their votes in either of the option mentioned herein shall be deemed to have abstained from voting for that respective item.

- x. After selecting the members you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.

- xi. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.

- xii. In case you have any queries or issues regarding e-voting, write an email to helpdesk.evoting@cslindia.com or you may call at 9073980266.