



NOTICE OF 57TH AGM

NOTICE is hereby given that the 57th Annual General Meeting (AGM) of Hindustan Aeronautics Limited will be held on **Wednesday, September 30, 2020 at 3.00 P.M. IST** through Video Conferencing (VC) / Other Audio Visual Means (OAVM) to transact the following business:-

ORDINARY BUSINESS:

1. To receive, consider and adopt:
 - a. Audited Standalone Financial Statements of the Company for the financial year ended on March 31, 2020, together with the Board's Report and the Auditors' Report thereon and Comments of the Comptroller & Auditor General of India.
 - b. Audited Consolidated Financial Statements of the Company for the financial year ended on March 31, 2020, together with the Auditors' Report thereon and Comments of the Comptroller & Auditor General of India.
2. To confirm payment of Interim Dividend of ₹ 33.25 per equity share paid in March, 2020 as final dividend for the Financial Year 2019-20.
3. To appoint a Director in place of Shri M S Velpari, (DIN -08516652) who retires by rotation and being eligible, offers himself for re-appointment.
4. To appoint a Director in place of Dr. Tessy Thomas, (DIN - 08189164) who retires by rotation and being eligible, offers herself for re-appointment.
5. To fix remuneration of Statutory Auditors for the financial year 2020-21.

In terms of provisions of Section 142 of the Companies Act, 2013, the remuneration of the Auditors shall be fixed by the Company in General Meeting or in such manner as the Company in General Meeting may determine. Hence, it is proposed that the Members may authorize the Board to fix the remuneration of the Statutory Auditors of the Company for the financial year 2020-21, as may deem fit.

SPECIAL BUSINESS

6. To consider and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Section 152(2), 160 and other applicable provisions, if any, of the Companies Act, 2013, and the Rules made thereunder, Shri Alok Verma (DIN: 08652280) who was appointed as an Additional Director and designated as Director (Human Resources) of the Company by the Board of Directors with effect from January 1, 2020 as per the Govt. of India, MoD Letter F. No. 49016/1/2019 –D(HAL-III) dated December 30, 2019 and who holds office until the date of ensuing Annual General Meeting in terms of

Section 161 of the Companies Act, 2013, and in respect of whom the Company has received a notice in writing from him under Section 160 of the Companies Act, 2013 signifying his intention to appoint him as a Director, be and is hereby appointed as Director of the Company on terms and conditions as stipulated by the Government of India."

7. To ratify the remuneration payable to the Cost Auditor appointed by the Board of Directors of the Company for the financial year 2019-20 pursuant to Section 148 and all other applicable provisions of Companies Act, 2013, by passing with or without modification(s), the following resolution as **Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Section 148(3) of the Companies Act, 2013 read with Rule 14 of Companies (Audit and Auditors) Rules, 2014 and other applicable provisions of the Companies Act, 2013, the remuneration of ₹ 2,50,000/- (Rupees Two Lakhs and Fifty Thousand Only) excluding applicable Tax payable to M/s GNV & Associates, Cost Accountants, Bengaluru, for conducting cost audit of the Company for the financial year 2019-20, as approved by the Board of Directors of the Company, be and is hereby ratified."

8. To ratify the remuneration payable to the Cost Auditor appointed by the Board of Directors of the Company for the financial year 2020-21 pursuant to Section 148 and all other applicable provisions of Companies Act, 2013, by passing with or without modification(s), the following resolution as **Ordinary Resolution:**

"RESOLVED THAT pursuant to the provisions of Section 148(3) of the Companies Act, 2013 read with Rule 14 of Companies (Audit and Auditors) Rules, 2014 and other applicable provisions of the Companies Act, 2013, the remuneration of ₹ 2,50,000/- (Rupees Two Lakhs and Fifty Thousand Only) excluding applicable Tax payable to M/s GNV & Associates, Cost Accountants, Bengaluru, for conducting cost audit of the Company for the financial year 2020-21, as approved by the Board of Directors of the Company, be and is hereby ratified."

**By Order of the Board of Directors
For Hindustan Aeronautics Limited**



**(G V Sessa Reddy)
Company Secretary**

Place: Bengaluru
Date: August 27, 2020

NOTES:

1. In view of the COVID-19 pandemic, the Ministry of Corporate Affairs (MCA) vide its General Circular No. 20/2020 dated May 5, 2020 read with Circulars dated April 8, 2020 and April 13, 2020 ("Collectively referred as "MCA Circulars") and Securities Exchange Board of India (SEBI) vide its circular dated May 12, 2020 has permitted for holding of the Annual General Meeting ('AGM') through Video Conferencing (VC) / Other Audio Visual Means (OAVM), without the physical presence of the Members at the AGM venue. In Compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the 57th AGM of the Company is being held through VC / OAVM.
 2. The Company has enabled the members to participate at the 57th AGM through VC facility provided by the M/s KFin Technologies Private Limited ("KFinTech"). The participation at the AGM through VC shall be allowed on a first-come-first-served basis.
 3. In compliance with the aforesaid MCA Circulars and SEBI Circular, Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to those Members whose email addresses are registered with the Company / Depositories. Members may note that the Notice and Annual Report 2019-20 will also be available on the Company's Website www.hal-india.co.in, websites of the Stock Exchanges i.e BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively and on the website of KFinTech at <https://evoting.kfintech.com> at download section.
 4. We desire members to support 'Green Initiative' by receiving the Company's Communication through email. Members who have not registered their email addresses and mobile number so far are requested to validate/register their details with the Depository Participant in case of shares held in electronic form and with the Registrar viz. KFinTech in case the shares are held in physical form for receiving all communication including Annual Report and other Notices from the Company electronically
 5. Members who have not registered their E-mail address and in consequence the Annual Report, Notice of e-AGM and e-voting notice cannot be serviced, may temporarily get registered their email address and mobile number with KFinTech, by accessing the link: https://ris.kfintech.com/email_registration/. Members are requested to follow the process as guided to capture the email address and mobile number for sending the soft copy of the notice and e-voting instructions along with the User ID and Password. In case of any queries, shareholder may write to einward.ris@kfintech.com.
Kindly note that in case the shares are held in electronic form, the above facility is only for temporary registration
- of email address for receipt of Annual-Report and the e-voting instructions along with the User ID and Password. Such Members will have to register their email address with their DPs permanently, so that all communications are received by them in electronic form.
- In case of queries, Members are requested to write to einward.ris@kfintech.com or call at the toll free number 1800 345 4001.
6. In compliance with the provisions of section 108 of the Act, the Rules made thereunder and Regulation 44 of the SEBI Listing Regulations, the Members are provided with the facility to cast their vote electronically, through e-voting services provided by M/s KFin Technologies Private Limited, on all resolutions set forth in this Notice. Members attending the AGM through VC/ OAVM, who have not already cast their votes by remote e-voting shall be able to exercise their vote through e-voting during the AGM. Members, who have cast their vote by remote e-voting prior to the AGM, may attend the AGM through VC/ OAVM but shall not be entitled to cast their vote again. **The Procedure / Instruction for e-voting and joining AGM are provided in this notice.**
 7. The remote e-voting period commences on September 26, 2020 (9.00 A.M. IST) and ends on September 29, 2020 (5.00 P.M. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of September 23, 2020, may cast their votes electronically. A person who is not a Member as on the cut-off date should treat this Notice for information purposes only. The remote e-voting module shall be disabled by M/s KFin Technologies Private Limited for voting thereafter. Once the vote on a resolution(s) is cast by the Member, the Member shall not be allowed to change it subsequently
 8. Members attending the AGM through VC / OAVM shall be counted for the purpose of reckoning the quorum under section 103 of the Act.
 9. Pursuant to the provisions under section 105 of the Act, a member is entitled to attend and vote at a General Meeting, shall be entitled to appoint another person as a proxy to attend and vote on his/her behalf and the proxy need not be a Member of the Company. Since, this AGM is being held pursuant to the MCA Circular through VC / OAVM, physical attendance of members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice. However, pursuant to Section 112 and 113 of the Act, the President of India or Body Corporate who are members are required to send a scanned copy of its Board or Governing Body Resolution / Authorization etc., authorizing its representative to attend



- the AGM through VC / OAVM on its behalf and to vote through remote electronic – voting (e-voting). The said resolutions / Authorizations can be forwarded to RTA on evoting@kfintech.com or sent to the Company by email through its registered email address to investors@hal-india.co.in.
10. The Register of Members and Share Transfer Books of the Company will remain closed from September 24, 2020 to September 30, 2020 for the purpose of AGM (both days inclusive).
 11. The following documents will be available for inspection by the Members electronically during the AGM. Members seeking to inspect such documents can send an email to investors@hal-india.co.in.
 - (a) The Register of Directors and Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013.
 - (b) The Register of Contracts or arrangements in which the Directors are interested, maintained under Section 189 of the Companies Act, 2013.
 12. Brief profile of the Directors seeking appointment/ re-appointment as mandated under regulation 36(3) of the SEBI Listing Regulations forms part of the Notice.
 13. As per Regulation 40 (1) of SEBI Listing Regulations, as amended, Securities of Listed Companies can be transferred only in dematerialised form w.e.f April 1, 2019, except in case of request received for transmission or transposition of Securities. In view of this and to eliminate all risks associated with physical shares and for ease of portfolio management members holding shares in physical form are requested to consider converting their holdings to dematerialised form.
 14. Share transfer documents and all correspondence relating thereto, must be addressed to the Registrar & Share Transfer Agent (RTA) of the Company i.e. KFin Technologies Private Limited (formerly known as “Karvy Fintech Private Limited”), Selenium Building, Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Telangana 500032 Tel: 91 (40) 67162222, Fax: +91 (40) 2342 0814 e-mail Id: einward.ris@kfintech.com; website: www.kfintech.com.
 15. The Board has appointed M/s Thirupal Gorige & Associates LLP, Practicing Company Secretary, as the Scrutinizer to scrutinize the e-voting in a fair and transparent manner.
 16. The results of the above resolutions shall be declared not later than 48 hours from the conclusion of the AGM of the Company and the Resolutions will be deemed to be passed on the date of the AGM, subject to receipt of the requisite number of votes in favour of the resolutions.
 17. The results of the voting declared along with the scrutinizer's report will be published on the website of the Company (www.hal-india.co.in) and on website of RTA (<https://evoting.kfintech.com>) within 48 hours from the conclusion of the AGM and the same shall also be simultaneously communicated to the BSE Limited and the National Stock Exchange of India Limited.
 18. In terms of Section 72 of the Companies Act, 2013, nomination facility is available to individual shareholders. Members holding shares in physical form may nominate a person in respect of all the shares held by them whether singly or jointly. Members who hold shares in individual name are advised to avail nomination facility by filing their own interest. Blank form can be obtained from RTA on request. Members holding shares in dematerialised form may contact their respective DPs for registration of nomination.
 19. Pursuant to Section 139(5) read with Section 142 of the Companies Act, 2013, the Auditors of a Government Company are appointed or re-appointed by the Comptroller and Auditor General (C&AG) of India and their remuneration is to be fixed by the Company in the AGM. The members may authorise the Board to fix an appropriate remuneration of Auditors for the year 2020-21 after taking into consideration the increase in volume of work and prevailing inflation etc.
 20. Relevant Explanatory Statement pursuant to Section 102(2) of the Act, in respect of Special Business, as set out above is annexed hereto.
 21. Members are requested:
 - I. To quote their Folio/DP & Client identification No. in all correspondence.
 - II. To notify immediately any change of their address and bank particulars to the RTA or the Company, in case shares are held in physical form and in case their shares are held in dematerialised form, information should be passed on directly to their respective Depository Participants and not to the RTA/ Company, without any delay.
 - III. 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.
 22. The Company has designated an exclusive e-mail ID called investors@hal-india.co.in for redressal of shareholders'/ investors' complaints/grievances. In case you have any queries/complaints or grievances, then please write to us at the above e-mail address.
 23. Since the AGM will be held through VC /OAVM, the Route Map is not annexed in this AGM Notice.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013.

Item No. 6 - Appointment of Shri Alok Verma, as Director (Human Resources)

Pursuant to the MoD letter F. No 49016/1/2019 –D(HAL-III) dated December 30, 2019, Shri Alok Verma (DIN: 08652280), was appointed as additional director and designated as Director (Human Resources) of the Company by the Board of Directors with effect from January 1, 2020 under Section 161 of the Companies Act, 2013.

In terms of the provisions of Section 161 of the Companies Act, 2013, and Article No. 103 (7) of the Articles of Association of the Company, he would hold office upto the date of the ensuing Annual General Meeting. A notice in writing under Section 160 of the Act has been received from him signifying his intention to appoint him as Director of the Company along with deposit of Rupees One Lakh, which shall be refunded, in case he is elected as director or gets more than twenty-five percent of total valid votes cast on such resolution.

Shri Alok Verma is not disqualified from being appointed as a Director in terms of Section 164 of the Companies Act, 2013.

Born on December 1, 1962 Shri Alok Verma holds a Bachelor's Degree in Science from Patna University and Post Graduate Degree in Social Work. He also holds an LLB from Jiwaji University and a Post Graduate Diploma in Computer Applications from Punjab Technical University.

He joined HAL as Chief Manager (Human Resources) at Nasik Division in the year 2006. Prior to his appointment as Director (Human Resources), he was holding the post of General Manager (Human Resources - Employee Relations) of the Company. Shri Verma has rich and diverse experience of over three decades in the Human resources function.

Other particulars as per Reg. 36(3) of SEBI (LODR) Regulations, 2015 are provided as under:

- Disclosure of relationship between directors inter-se: Nil
- Directorship held in other listed Companies: Nil
- Membership/ Chairmanship in other listed Companies: Nil
- Shareholding in Hindustan Aeronautics Ltd: Nil

None of the Directors, Key Managerial Personnel of the Company or their relatives except Shri Alok Verma, is in any way, concerned or interested, financially or otherwise, in the resolution.

The Board of Directors recommends the Ordinary Resolution for your approval.

Item No. 7 – Ratification of Remuneration to Cost Auditors for FY 2019-20

The Board, on the recommendation of the Audit Committee, has approved through Circular Resolution on September 18, 2019, the appointment of M/s GNV & Associates, Cost Accountants, Bengaluru, at a remuneration of ₹ 2,50,000/- (Rupees Two Lakh Fifty Thousand only) excluding applicable Tax to conduct the Cost Audit of the Company for the financial year 2019-20.

In accordance with the provisions of Section 148 (3) of the Companies Act, 2013 read with Rule 14 of Companies (Audit & Auditor Rules), 2014, the remuneration payable to the Cost Auditor is required to be ratified by the members of the Company.

None of the Directors, Key Managerial Personnel of the Company or their relatives is in any way, concerned or interested, financially or otherwise, in the resolution.

The Board of Directors recommends the Ordinary Resolution for your approval.

Item No. 8 – Ratification of Remuneration to Cost Auditors for FY 2020-21

The Board, on the recommendation of the Audit Committee, has approved in its 437th meeting held on August 18, 2020, the appointment of M/s GNV & Associates, Cost Accountants, Bengaluru, at a remuneration of ₹ 2,50,000/- (Rupees Two Lakh Fifty Thousand only) excluding applicable Tax to conduct the Cost Audit of the Company for the financial year 2020-21.

In accordance with the provisions of Section 148 (3) of the Companies Act, 2013 read with Rule 14 of Companies (Audit & Auditor Rules), 2014, the remuneration payable to the Cost Auditor is required to be ratified by the members of the Company.

None of the Directors, Key Managerial Personnel of the Company or their relatives is in any way, concerned or interested, financially or otherwise, in the resolution.

The Board of Directors recommends the Ordinary Resolution for your approval.

**By Order of the Board of Directors
For Hindustan Aeronautics Limited**



**(G V Sessa Reddy)
Company Secretary**

Place: Bengaluru
Date: August 27, 2020



Additional information on Directors being appointed/re-appointed as required under Regulation 36 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Name of the Director	Shri M S Velpari	Dr. Tessy Thomas
DIN	08516652	08189164
Date of Birth	02.02.1962	27.04.1963
Date of appointment	01.08.2019	02.07.2018
Brief Resume	Shri M S Velpari, Director (Operations) holds a BE (Mechanical Engg.), Masters from IIT Madras in Aircraft Production Engineering. Shri Velpari joined HAL as Management Trainee in the year 1984. He has over 35 years of experience in the areas of Manufacturing, Assembly, Design, Product support, customer support, Indigenisation and other Management functions, in various types of fixed wing.	Dr. Tessy Thomas, Government Nominee Director is a post-graduate in Mechanical Engineering with specialization in Guided Missiles from Institute of Armament and has also done MBA in Operations Management from Indira Gandhi National Open University. She has been awarded Doctor of Philosophy (Ph.D) in Missile Guidance by Jawaharlal Nehru Technological University, Hyderabad. She has served more than 31 years in DRDO and has been conferred with various prestigious Awards / Honours, the latest being the "First Ladies" Award for First Missile Woman of India from the Hon'ble President of India as Exceptional Woman who transcended barriers to be the First in their Fields on January 21, 2018.
Directorship held in other Listed Companies	Nil	Nil
Membership/ Chairmanship in other listed Companies	Nil	Nil
Shareholding in the Company	Nil	Nil
Relationship with other directors and Key Managerial Personnel of the Company	Nil	Nil

PROCEDURE AND INSTRUCTIONS FOR e-VOTING

Remote e-voting: In compliance with the provisions of Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended and the provisions of Regulation 44 of the SEBI Listing Regulations, the Company has provided a facility to its Members to exercise their votes electronically through e-voting facility provided by M/s KFin Technologies Private Limited ('KFinTech') on all resolutions set forth in this Notice.

The process and manner for remote e-voting are as under:

Members whose email IDs are registered with the Company/ Depository Participants (s) will receive an email from KFinTech informing them of their User-Id and password. Once the members receive the email, he or she will need to go through the following steps to complete the e-voting process:

- Launch internet browser by typing the URL: <https://emeetings.kfintech.com>
- Enter the login credentials (i.e. User ID and Password).

User ID – for members holding shares in demat form:

- For NSDL : 8 character DP ID followed by 8 digit Client ID
- For CDSL: 16 digit Beneficiary ID

User ID – for members holding shares in physical form:
EVEN (E-Voting Event Number) followed by Folio Number

Password: Your unique password forwarded via email through the electronic notice.

However, if you are already registered with KFinTech for e-voting, you can use your existing User ID and password for casting your vote.

- After entering these details appropriately, click on "LOGIN".
- You will now reach password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#,\$,

etc.,). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.

- v. You need to login again with the new credentials.
- vi. On successful login, select the tab "Remote E-voting". The system will prompt to re-enter the user id and password and the captcha for the security reasons. Now kindly select "EVENT" of the company i.e., "**HINDUSTAN AERONAUTICS LIMITED.**"
- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off Date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially "AGAINST" but the total number in "FOR/AGAINST" taken together shall not exceed your total shareholding as mentioned herein above. You may also choose the option ABSTAIN. If the Member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
- viii. Members holding multiple folios / demat accounts shall choose the voting process separately for each folio / demat accounts.
- ix. Voting has to be done for each item of the notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
- x. You may then cast your vote by selecting an appropriate option and click on "Submit". A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify.
- xi. Once you have voted on the resolution (s), you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).
- xii. Corporate / Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/ Authority Letter etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at email gthirupal@gmail.com with a copy marked to evoting@kfintech.com. The scanned image of the above mentioned documents should be in the naming format "Corporate Name_Event No."

OTHER INSTRUCTIONS

- a. In case of any query and/or grievance, in respect of voting by electronic means, Members may refer to the Help &

Frequently Asked Questions (FAQs) and E-voting user manual available at the download section of <https://evoting.kfintech.com> or contact Mr. B. Srinivas (Unit:HINDUSTAN AERONAUTICS LIMITED) at KFin Technologies Private Limited, Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad - 500 032 or at einward.ris@kfintech.com or call toll free No. 1-800-345-4001 for any further clarifications.

- b. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- c. The remote e-voting period commences on September 26, 2020 (9.00 A.M. IST) and ends on September 29, 2020 (5.00 P.M. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of September 23, 2020, may cast their votes electronically. A person who is not a Member as on the cut-off date should treat this Notice for information purposes only. The remote e-voting module shall be disabled for voting thereafter. Once the vote on a resolution(s) is cast by the Member, the Member shall not be allowed to change it subsequently.
- d. The voting rights of Members shall be in proportion to their share of the paid up equity share capital of the Company as on the cut-off date i.e September 23, 2020.
- e. In case a person has become a Member of the Company after dispatch of AGM Notice but on or before the cut-off date for E-voting i.e., September 23, 2020, he/she may obtain the User ID and Password in the manner as mentioned below :
 - i. If the mobile number of the member is registered against Folio No./ DP ID Client ID, the member may send SMS: MYEPWD <space> E-Voting Event Number+Folio No. or DP ID Client ID to 9212993399

Example for NSDL:
MYEPWD <SPACE> IN12345612345678
Example for CDSL:
MYEPWD <SPACE> 1402345612345678
Example for Physical:
MYEPWD <SPACE> XXXX1234567890
 - ii. If e-mail address or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of <https://evoting.kfintech.com>, the member may click "Forgot Password" and enter Folio No. or DP ID Client ID and PAN to generate a password.
 - iii. Member may call KFin Technologies Private Limited toll free number 1800-3454-001.



INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC / OAVM ARE AS UNDER:

1. Member will be provided with facility to attend the e-AGM through VC platform provided by KFin Technologies Pvt. Ltd. Members may access the same at <https://emeetings.kfintech.com> by clicking "Video Conference" login by using the remote e-voting credentials as per the instruction for e-voting mentioned in the notice of AGM. Please note that the Members who have not registered their e-mail address or 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 other instructions for e-voting mentioned in this Notice.
2. The facility for joining the AGM through VC/ OAVM will be opened 15 minutes before the scheduled start time of the AGM and will be available for members on first-come-first-served basis.
3. Members are encouraged to join the Meeting using Google Chrome (preferred browser), Safari, Internet Explorer, Microsoft Edge or Mozilla Firefox 2.
4. Members will be required to grant access to the web-cam to enable two-way video conferencing.
5. Members are advised to use stable Wi-Fi or LAN connection to participate at the AGM through VC/OAVM in a smooth manner. Participants may experience audio/video loss due to fluctuation in their respective networks.
6. Members who may want to express their views or ask questions at the AGM may visit <https://emeetings.kfintech.com> and click on the tab "Post Your Queries" to post their queries in the window provided, by mentioning their email ID and mobile number. The window shall remain active during the remote e-voting period and shall be closed at 5.00 P.M. on September 29, 2020.
7. In addition to the above mentioned step, the Members may register themselves as speakers for the AGM to pose their queries. Accordingly, the Members may visit <https://emeetings.kfintech.com/> and click on 'Speaker Registration' during the remote e-voting period. Members shall be provided a 'queue number' and direct link to join the e-meeting before the AGM. The company reserves the right to restrict the speakers at the AGM to only those Members who have registered themselves, depending on the availability of time for the AGM.
8. Members who have not cast their vote through remote e-voting shall be eligible to cast their vote through e-voting system available during the AGM. E-voting during the AGM is integrated with the VC platform. Members may click on the voting tab or icon on the left side of the screen to cast their votes.
9. Members who may require any technical assistance or support before or during the AGM are requested to contact KFin Technologies Private Limited at toll free number 1-800-3454-001 or write to them at evoting@kfintech.com. The members can also play AV "How it Works" available on the <https://emeetings.kfintech.com> for easy reference.