e-Voting

By
Ankur Mittal
Senior Manager-NSDL
Legal Framework

- Section 108 of Companies Act, 2013 – Voting through electronic means
- Section 110 of Companies Act, 2013 - Postal ballots
- Ministry of Corporate Affairs (MCA) Circular No. 21/2011 dated May 2, 2011
Legal Framework

- Ministry of Corporate Affairs (MCA) Companies (Management and Administration) Rules, 2014 dated March 27, 2014

- Voting through electronic means (e-Voting)

- Procedure for postal ballots

- Provision for sending notices through electronic means
e-Voting for general meetings

- Every listed company or company having not less than one thousand shareholders to provide facility of e-Voting

- e-Voting to remain open for not less than one day and not more than three days

- e-Voting to be completed three days prior to the date of general meeting
e-Voting for general meetings

- Vote once cast by shareholder will not be allowed to be changed.

- The portal where votes are cast to be blocked at the end of the voting period.

- Scrutinizers to unblock the votes in presence of at least two witnesses within three working days from the date of conclusion of e-Voting.

- Scrutinizers to prepare the report.
Road Map of e-Voting system of NSDL

- MCA authorised NSDL for providing e-Voting facility - May 2, 2011

- NSDL developed e-Voting system - July 1, 2011.

- Obtained the STQC certificate from STQC Directorate, Department of Information Technology, Ministry of Communications & IT, Government of India - January 19, 2012.

- Home page of e-Voting system launched - January 25, 2012
Entities accessing e-Voting system

RTA/Company
Shareholder/Custodian/Mutual Fund (Voter)

www.eVoting.nsdl.com

Scrubinizer
Company/RTA

- Company to complete formalities for availing e-voting services of NSDL

- Company may authorise RTA to upload data, create voting cycle etc. on its behalf

- Company to intimate details of scrutinizers

- Company/RTA and scrutinizers to obtain Digital certificates to log into e-voting system
Company/RTA

- Create e-Voting Event Number (EVEN)
- Register Investors (File Upload)
- View/Modify EVEN Cycle.
Shareholder/Custodian/ Mutual Fund (Voter)

- First Login - Update Email/Mobile Number
- Cast the Vote
Scrutinizer

- View e-Voting Cycle
- Authorize the poll results.
Login to e-Voting website (Issuer/R&T Agent):

Launch the Internet Browser and type the following address in the address bar www.eVoting.nsdl.com and click on “Enter”. The Home screen will be displayed. Select the Issuer/R&T Agent “Login” as shown below.
Issuer/R&T Agent Login:

Login Screen:
After selecting the Issuer/R&T Agent login the following screen would appear.

![Login Screen Image]
Issuer/R&T Agent Login:

**Login Details:**
Enter **"User Id"** and select the **"Use Certificate"** Check Box and click on **"Login"** Button.

![Login Form Image]
Issuer/R&T Agent Login:

Digital Signature Certificate:
An option to select the DSC of the user will be displayed. Select the “Digital Certificate” of the user which is mapped for the e-Voting system and click on “OK” button.

Login

Invalid Certificate Details

User Id
Password

Use Certificate

Login  Reset

Forgot Password?

Select Signor Certificate

Select your digital certificate to digitally sign file(s)
Click [View Certificate] to view more details of the certificate

View Certificate  OK  Cancel

Copyright (c) 2008 Tata Consultancy Services Limited.
Issuer/R&T Agent Login:

On successful “Login” the following screen will be displayed.
Issuer/R&T Agent Login:

Register eVoting Details:
Select “E-Voting” icon and click on the “Register eVoting Details” as shown below.
### Issuer/R&T Agent Login:

Enter the eVoting details as shown below.

<table>
<thead>
<tr>
<th>ISIN</th>
<th>ISIN Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issuer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ISIN Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voting Start Date</th>
<th>Voting End Date</th>
<th>Voting Result Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Logo File</th>
<th>Resolution File</th>
<th>Voting Rights</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resolution no</th>
<th>Resolution Title</th>
<th>Resolution Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
</tr>
</tbody>
</table>

[NSDL eVoting System](https://www.evoting.nsdl.com/)
Issuer/R&T Agent Login:

Resolution upload:
Issuer/R&T Agent may upload the consolidated resolution file (viz., .pdf, .doc, etc.,) as shown below. Issuer/R&T Agent may also add single or more resolution(s) by clicking on “Add” button as shown below.
EVEN:
After adding the resolution click on “Submit” button. A confirmation message shall be displayed. Click on “OK” to create an E Voting Event Number (EVEN) for the given eVoting cycle as shown below. Kindly make note of the EVEN generated for e.g. 10501 as shown in the screen below.

Resolution details added successfully

Evoting Cycle is generated. EVEN is 10501

(To View/Print Evoting Cycle details, click on the generated EVEN)
Issuer/R&T Agent Login:

Upload of Shareholder Registration File:
After successful generation of EVEN, Issuer/R&T Agent has to upload the shareholder registration file from “Upload Shareholder Registration File” option in “E-Voting” module as shown below.
Issuer/R&T Agent Login:

Click on “Browse” button and select the path of the file to be uploaded from your computer as shown below.
Click on “Submit” button after selecting the particular file, this will generate a “Process Id” as shown below.
The “Process Id” is generated after successful upload of file (for e.g. 1111298) as shown below.
Issuer/R&T Agent Login:

User Profile:
Select "User Profile" icon and click on the "Update Contact Details" to view/modify contact details as shown below.
**Issuer/R&T Agent Login:**

The following screen will be displayed. Enter the contact details i.e. **Mobile Number or Email ID** which Issuer/R&T Agent wishes to modify and click on the “Submit” button as shown below.

![Update User Details](image)

<table>
<thead>
<tr>
<th>User Id:</th>
<th>IVIZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address line 1:</td>
<td>b.b.c</td>
</tr>
<tr>
<td>Address line 2:</td>
<td></td>
</tr>
<tr>
<td>Address line 3:</td>
<td></td>
</tr>
<tr>
<td>Address line 4:</td>
<td></td>
</tr>
<tr>
<td>Pin Code:</td>
<td></td>
</tr>
<tr>
<td>Mobile No:</td>
<td>9876543210 <em>(Required)</em></td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:iviza@tcs.com">iviza@tcs.com</a> <em>(Required)</em></td>
</tr>
</tbody>
</table>

**Note:** Fields marked as **Required** are mandatory.
Issuer/R&T Agent Login:

The following screen is displayed “Details updated successfully” on successful updation.
Issuer/R&T Agent Login:

**View/Modify eVoting Details:**
To view/modify eVoting details click on “View/Modify E-Voting Details” in “e-Voting” icon as shown below.
Issuer/R&T Agent Login:

The following screen will be displayed. Select the “EVEN” which Issuer/R&T wishes to view/modify as shown below.

```
<table>
<thead>
<tr>
<th>TEN</th>
<th>ISIN</th>
<th>Company Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Result Date</th>
<th>Record Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>100336</td>
<td>INE663FD01024</td>
<td>INFO EDGE INDIA LIMITED EQ NEW FV RS.10/-</td>
<td>22-12-2012</td>
<td>22-12-2012</td>
<td>23-12-2012</td>
<td>22-12-2012</td>
<td>Authorized</td>
</tr>
</tbody>
</table>
```

Click
Issuer/R&T Agent Login:

Issuer/R&T Agent can view/modify “e-Voting Details” of an EVEN before the “Voting Start Date” as shown below. Enter the details which Issuer/R&T Agent wishes to modify and click on “Update button” as shown below.

![Image of e-Voting Details](image)

### View e-Voting Details

<table>
<thead>
<tr>
<th>EVEN</th>
<th>100036</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISIN</td>
<td>INE693F01024</td>
</tr>
<tr>
<td>Issuer Description</td>
<td>INFO EDGE INDIA LIMITED</td>
</tr>
<tr>
<td>ISIN Description</td>
<td>INFO EDGE INDIA LIMITED EQ NEW FV RS.10/-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Voting Start Date</th>
<th>12/22/2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voting End Date</td>
<td>12/22/2012</td>
</tr>
<tr>
<td>Voting Result Date</td>
<td>12/23/2012</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Resolution No</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution Title</td>
<td>EV/FV</td>
</tr>
<tr>
<td>Resolution Description</td>
<td>ZKVI2XCV</td>
</tr>
</tbody>
</table>

Click
**Issuer/R&T Agent Login:**

Click on "OK" button to confirm the modification of EVEN as shown below.
Issuer/R&T Agent Login:

Upon confirmation, the message “Evoting Cycle is updated successfully” will be displayed as shown below.
Issuer/R&T Agent Login:

**News & Results:**
Select “**News & Results**” icon to view News & Results if any, details as shown below.

Click
Login to e-Voting website (Shareholders):
Launch the Internet Browser and type the following URL in the address bar [www.eVoting.nsdl.com](http://www.eVoting.nsdl.com) and click on “Enter”. The Home screen will be displayed. Select the Shareholder “Login” as shown below.
**Shareholders Login:**

**Login Screen:**
After selecting the Shareholder login as shown above the following screen would appear.

![Login Screen](image-url)
Shareholders Login:

Login Details:
Enter “User Id”, “Password” and “Verification Code” and click on “Login” button as shown below.
Shareholders Login:

On successful login the following screen will be displayed. The system will prompt the User to change password on first login. Further, User shall select the “Security Question” from the drop down list and enter the answer in “Answer” field. This...
Shareholders Login:

After changing the password the following screen will be displayed.

Click e-Voting.
**Shareholders Login:**

The following screen will be displayed with active evoting cycles. User may select the evoting cycle for voting by clicking on the hyperlink of “**EVEN**” (E Voting Event Number) as shown below.

![E-Voting Screen](image_url)
<table>
<thead>
<tr>
<th>Resolution Description</th>
<th>ISIN Description</th>
<th>EVEN</th>
<th>Resolution File</th>
<th>Record Date</th>
<th>Voting End Date</th>
<th>ISIN</th>
<th>Logo File</th>
<th>Voting Start Date</th>
<th>Voting Result Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Resolution Description</th>
<th>ISIN Description</th>
<th>EVEN</th>
<th>Resolution File</th>
<th>Record Date</th>
<th>Voting End Date</th>
<th>ISIN</th>
<th>Logo File</th>
<th>Voting Start Date</th>
<th>Voting Result Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>asdasd</td>
<td>asdasdasdasdasda</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>asdasd</td>
<td>asdasdasdasdasda</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Voting Rights**: 1.00 : 1
- **Total Number of Holdings**: 50,000
- **Holdings to Cast Vote**: 50,000

Options for voting:
- 1/We assent to the resolution (For/Yes/Favour)
- 1/We dissent to the resolution (Against/No)
- Reset

Options for voting:
- 1/We assent to the resolution (For/Yes/Favour)

Options for voting:
- 1/We assent to the resolution (For/Yes/Favour)

Options for voting:
- 1/We assent to the resolution (For/Yes/Favour)
## Shareholders Login:

**Welcome XYZ (9519958119199191)**

- **Home**
- **e-Voting**
- **User Profile**
- **News & Results**
- **Logout**

### e-Voting

#### Cast Vote

<table>
<thead>
<tr>
<th>ISIN Description</th>
<th>NSDL Company vaibhav</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVEN</td>
<td>10241</td>
</tr>
<tr>
<td>Resolution File</td>
<td>[Download File]</td>
</tr>
<tr>
<td>Record Date</td>
<td>11-06-2012</td>
</tr>
<tr>
<td>Voting End Date</td>
<td>20-07-2012</td>
</tr>
<tr>
<td>ISIN</td>
<td>INE456L01164</td>
</tr>
<tr>
<td>Logo File</td>
<td>[Download File]</td>
</tr>
<tr>
<td>Voting Start Date</td>
<td>20-06-2012</td>
</tr>
<tr>
<td>Voting Result Date</td>
<td>24-07-2012</td>
</tr>
</tbody>
</table>

**Resolution Description:**
- adsad
- asdasdasdasdasdas

**Voting Rights:** 1.00 : 1

**Total Number of Holdings:** 50,000

**Number of Holdings Selected:** 40,000

**Total Number of Votes Cast:** 40

- **I/We assent to the resolution (For/ Yes/ Favour)**

©2011 National Securities Depository Limited. All rights reserved. Best viewed in Internet Explorer 6.0, 1024 x 768 resolution.
Shareholders Login:

Welcome XYZ (9519958119199191)

e-Voting

Last Login Time:

<table>
<thead>
<tr>
<th>Home</th>
<th>e-Voting</th>
<th>User Profile</th>
<th>News &amp; Results</th>
<th>Logout</th>
</tr>
</thead>
</table>

e-Voting

Vote cast successfully. Click on the Print button below to print the details of the current eVoting cycle.

[Print] [Ok]
Shareholders Login:

**View/Update Contact details:**
Go to “User Profile” icon as shown below and click on the “Update Contact Details” to view contact details i.e. Mobile No. and Email ID, as available on the website.
Shareholders Login:

To modify the aforesaid contact details click on “Submit” after modifying the contact details, it will display Details updated successfully as shown below.

Update User Details

User Id: IN9999999999999

Address line 1: E - 15 SARITA VIHAR

Address line 2: 

Address line 3: 

Address line 4: 

Pin Code: 110044

Mobile No: 9999999998 (Required)

Email Address: chetana@nsdl.co.in (Required)

Note: Fields marked as Required are mandatory.

Click
Shareholders Login:

A confirmation dialogue will be displayed “Details updated successfully” as shown below.
Shareholders Login:

**Set Security Question:**
Go to “User Profile” icon and click on the “Change Security Question” to change the security question which will be prompted in the instance of Forgot password as shown below.
Shareholders Login:

Select the “Security Question” from the drop down and enter the answer in the “Answer” field for that particular question. Click on “Update” button as shown below.
Shareholders Login:

A confirmation dialogue will be displayed “Details updated successfully” as shown below.
Shareholders Login:

Change Password:
Select "User Profile" icon and click on the "Change Password" as shown below.
Shareholders Login:

Enter the existing password in the “Old Password” field. Enter new password in the “New Password” and “Confirm New Password” fields and click on “Change” button to change the password as shown below. Kindly ensure that the password has minimum 8 characters consisting of alphanumeric and special characters.
Shareholders Login:

**News & Results:**
Go to “News & Results” icon to view News & Results if any, details as shown below.
Login to e-Voting website (Scrutinizer)
**Scrubinizer Login:**

Launch the Internet Browser and type the following URL in the address bar: **www.eVoting.nsdl.com** and click on “Enter”. The Home screen will be displayed.

Select the “Scrubinizer Login” as shown below.
Scrutinizer Login:

**View e-Voting results:**
After successful Login, Scrutinizer can view e-Voting results from “View e-Voting Results” option in “E-Voting” module as shown below.
### View/Modify e-Voting Cycles

<table>
<thead>
<tr>
<th>EVEN</th>
<th>ISIN</th>
<th>Company Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Result Date</th>
<th>Record Date</th>
<th>Status</th>
</tr>
</thead>
</table>

*Click on EVEN 900000*
### Scrutinizer Login:

![Scrutinizer Login Page](image-url)

#### e-Voting Results

<table>
<thead>
<tr>
<th>ISIN Name</th>
<th>Test Eq</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVEN</td>
<td>900000</td>
</tr>
<tr>
<td>Resolution File</td>
<td>Download File</td>
</tr>
<tr>
<td>Record Date</td>
<td>2014-04-10</td>
</tr>
<tr>
<td>Voting End Date</td>
<td>2014-04-18</td>
</tr>
<tr>
<td>Resolution Description</td>
<td>test</td>
</tr>
<tr>
<td>ISIN</td>
<td>INE271C01023</td>
</tr>
<tr>
<td>Logo File</td>
<td>Download File</td>
</tr>
<tr>
<td>Voting Start Date</td>
<td>2014-04-17</td>
</tr>
<tr>
<td>Voting Result Date</td>
<td>2014-04-19</td>
</tr>
</tbody>
</table>

| I/We Assent To The Resolution(For/Yes/Favour) | 34.000 |
| I/We Dissent To The Resolution(Against/No)    | 0.000 |

[Authorize] [Back]
**Scrutinizer Login:**

**View/Modify eVoting Details:**
To view/modify eVoting details click on “View/Modify E-Voting Details” in “e-Voting” icon as shown below.
#### Scrutinizer Login:

Welcome SATELLITE (SCS)

<table>
<thead>
<tr>
<th>Home</th>
<th>e-Voting</th>
<th>User Profile</th>
<th>News&amp;Results</th>
<th>Logout</th>
</tr>
</thead>
</table>

**e-Voting**

**View/Modify e-Voting Cycles**

<table>
<thead>
<tr>
<th>EVEN</th>
<th>ISIN</th>
<th>Company Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Result Date</th>
<th>Record Date</th>
<th>Status</th>
</tr>
</thead>
</table>
Scrutinizer Login:

Click
Login to e-Voting website (Custodian):

Launch the Internet Browser and type the following URL in the address bar: www.eVoting.nsdl.com and click on “Enter”. The Home screen will be displayed. Select the Custodian “Login” as shown below.
Custodian Login:

Login Screen:
After selecting the Custodian login as shown above the following screen would appear.

[Image of login screen]

- User Id: [Field]
- Password: [Field]
- Use Certificate: [Checkbox]
- Verification Code: [Image with code: gSJiLG]
- (Enter Text from Image)
- Use Virtual Keyboard (For Password): [Checkbox]
- I hereby agree to all Terms and Conditions
- Login
- Reset

Forgot Password?
Custodian Login:

Custodian Facilities:
Custodian can upload Shareholder registration file and details of votes to be cast on behalf of its clients.
The shareholders having opened 3-in-1 account with ICICI Group i.e. bank account and demat account with ICICI Bank Limited and trading account with ICICI Securities Limited, can access e-Voting website of NSDL through their website viz.; www.icicidirect.com for the purpose of casting votes electronically by using the existing user ID and password used for accessing the website www.icicidirect.com.
Login to e-Voting website (ICICI direct.com)

On logging on to ICICI Direct website “Go To Customer Service”
Login to e-Voting website (ICICI direct.com):

In Customer Service, Locate Other Services and click on “e-Voting”.

Other services

- E-Voting
- Quick Lessons
- View Points
- Previous View Point
- Refer Your Friend
- Download utility for verifying Digital Contract
Login to e-Voting website (ICICI direct.com):

Enter your “DP ID”, “Client ID” and “PAN Number” and Click on Vote.

Click on VOTE button and you will be guided to NSDL e-voting page.
Redirected to Shareholders Login:
Advantages For Companies

- Faster voting process
- Reduce administrative cost.
- Accurate counting of votes
- Availability of voting details
Advantages For Shareholders

- Ability to take part in decision making process.
- Ease of voting.
- No scope for invalid votes.
- Transparent process
Salient features of NSDL e-voting system

- Majority of the shareholders familiar with NSDL system
- Facility to Custodians/Mutual Funds
- Secured system /Maintain IP address Logs
- Facility to shareholders to print details of vote
- Integration with other websites
Contact NSDL

Telephone Nos: 91-22-24994200, 24994360, 24994262, 24994588

Facsimile: 91-22-24994972, 24976355

e-mail address: evoting@nsdl.co.in

Visit us at: www.nsdl.co.in

www.evoting.nsdl.com
THANK YOU