

Notice

Notice is hereby given that the 20th Annual General Meeting (AGM) of the Company will be held on Friday, September 26, 2025, at 11.00 A.M. through Video Conferencing (VC) / Other Audio Visual means, to transact the following business:

ORDINARY BUSINESS

1. To receive, consider and, adopt if thought fit, to pass the following resolution as an Ordinary Resolution:

a) the Audited Financial Statements of the Company for the Financial Year ended March 31, 2025, together with the Report of the Board of Directors and the Auditors thereon;

"RESOLVED THAT the Audited Standalone Financial Statements of the Company for the quarter and financial year ended March 31, 2025 and the Reports of the Board of Directors and Auditors thereon, be and is hereby adopted."

b) the Audited Consolidated Financial Statements of the Company for the Financial Year ended March 31, 2025, together with the Report of the Auditors thereon.

"RESOLVED THAT the Audited Consolidated Financial Statements of the Company for the quarter and financial year ended March 31, 2025 and the Report of the Auditors thereon, be and is hereby adopted."

2. Re-appointment of Mr. Lalasaheb Vitthal Rao Shinde (DIN: 02053259), Whole Time Director of the Company, liable to retire by rotation.

"RESOLVED THAT in accordance with the provisions of Section 152 and other applicable provisions of the Companies Act, 2013, Mr. Lalasaheb Vitthal Rao Shinde (DIN : 02053259), Whole Time Director, who retires by rotation and being eligible for re-appointment at this meeting be and is hereby re- appointed as a Whole Time Director."

SPECIAL BUSINESS

3. To appoint M/s. Jaiswal A & Company (FIRM CODE: S2016WB399700), Practising Company Secretaries, as the Secretarial Auditors of the Company to hold office for a period of 5 (Five) consecutive financial

years, commencing from April 01, 2025, until March 31, 2030.

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 provision of Section 204 of the Companies Act, 2013 & Rule 9 of the Companies (Appointment and Remuneration of Personnel) Rules, 2014 (including any statutory modification(s), enactment(s) or re-enactment(s) thereof, for the time being in force) and other applicable provisions, if any of the Companies Act, 2013, and as per Regulation 24A of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, based on the recommendation of Audit Committee and the Board, the Members of the Company be and is hereby accorded to approve the appointment of M/s. Jaiswal A & Associates, Practising Company Secretaries (Firm Code: S2016WB399700), Calcutta as the Secretarial Auditors of the Company for a period of 5 years commencing from April 01, 2025, until March 31, 2030, for an annual remuneration plus applicable taxes and out-of-pocket expenses payable to them during their tenure as the Secretarial Auditors of the Company as determined by the Board."

"RESOLVED FURTHER THAT any one of the Directors or the Company Secretary of the Company be and is hereby authorised to file necessary forms with Registrar of Companies, disclose the information to Stock Exchanges and to do all such acts, deeds and things as may be necessary to give effect to the above said resolution."

NOTES:

1. AGM through Video Conference (VC)

The Ministry of Corporate Affairs vide its Circular No. 09/2024 dated September 19, 2024 read with Circular No. 09/2023 dated September 25, 2023 read with Circular No. 10/2022 dated December 28, 2022 read with Circular No. 02/2022 dated May 05, 2022 read with Circular No. 21/2021 dated December 14, 2021 read with Circular No. 02/2021 dated January 13, 2021 read with Circular No. 20/2020 dated May 05, 2020, Circular No. 14/2020 dated April 8, 2020 read with Circular No. 17/2020 dated April 13, 2020 Circulars") respectively and Securities and Exchange Board of India Circular

Nos. SEBI/HO/CFD/CMD1/ CIR/P/2020/79 dated May 12, 2020, SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021, SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 and SEBI/HO/CFD/CFDPoD 2/P/ CIR/2024/133 dated October 03, 2024 (hereinafter collectively referred to as "the Circulars"), which allows the Companies to hold AGM through Video Conferencing (VC)/ Other Audio Visual Means (OAVM), without the physical presence of members at a common venue. The deemed venue for AGM shall be the Registered Office of the Company. The detailed procedure for participating in the meeting through VC/ OAVM is appended herewith and available at the Company's website www.supremefacility.com.

2. Attendance & Proxy

Since the AGM is being held in accordance with the MCA Circulars through VC, 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, hence, the Proxy Form and Attendance Slip are not annexed to this Notice. However, Body Corporate(s) members, are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and participate thereat and cast their votes through e-Voting, provided certified copy of the Board Resolution / Power of Attorney authorising their representative to attend and vote in the AGM, pursuant to Section 113 of the Act, is sent to the Company through e-mail at compliance@supremefacility.in or by post to the Registered Office of the Company at KWT, Tower-3 floor no. 10, Office no. 1002 to 1005, Old Pune Mumbai Highway, Chinchwad East, Pune, Maharashtra – 411 019.

3. Quorum

The attendance of the Members attending the AGM through VC / OAVM will be reckoned for the purpose of quorum, under Section 103 of the Companies Act, 2013 ("the Act").

4. Register of Directors

The Register of Directors and Key Managerial Personnel and their shareholding, as maintained under Section 170 of the Companies Act, 2013 and the Register of Contracts or Arrangements in which the Directors are interested, as maintained under Section 189 of the Companies Act, 2013, and all other documents referred to in this Notice and Statement will be available electronically for inspection by the Members during the AGM without payment of any fee by the Members from the date of circulation of this Notice up to the

date of AGM, i.e. Friday, September 26, 2025. The said documents will also be available for inspection by Members at the Registered Office of the Company between 10:00 hrs (IST) and 17:00 hrs (IST) on all working days except Saturdays and Sundays and government holidays up to the date of the AGM of the Company. Members, seeking to inspect such documents, can send their request through an e-mail to compliance@supremefacility.com.

5. Particulars of Directors

Particulars of Director seeking re-appointment, pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard-2 (SS-2), are given in Appendix-A.

6. In compliance with the MCA and SEBI Circulars, Notice of the AGM along with the Annual Report for the financial year 2024-25 is sent only through electronic mode, to those Members whose e-mail addresses are registered with their Depository Participants or with the RTA. Members may note that the Notice and Annual Report for the financial year 2024-25 will also be available on the Company's website <https://www.supremefacility.com>, websites of the Stock Exchanges viz., National Stock Exchange of India Limited (www.nseindia.com) respectively and on the website of KFINTECH. Instructions to Members for attending the AGM through Video Conference is given in Appendix – B.

7. Voting Facilities

(a) Remote e-Voting

Pursuant to Section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management & Administration) Rules, 2014, Circulars issued by MCA and SEBI in this regard and as amended from time to time and Regulation 44 of SEBI (Listing Obligation & Disclosure Requirements) Regulations 2015, as amended from time to time, the Company provides facility for its Members to exercise their voting right by electronic means in respect of the business to be transacted at the AGM. The Company has availed the services of National Securities Depository Limited (NSDL) for facilitating voting through electronic means. The remote e-voting period commences on Tuesday, September 22, 2025 (9:00 A.M. IST) and ends on Thursday, September 25, 2025 (5:00 P.M. IST). During this period, Members holding shares as on Friday, August 22, 2025, i.e. cut-off date, may

cast their vote electronically. The voting rights of Members shall be in proportion to their shares reflecting in the paid up equity share capital of the Company as on the cut-off date of i.e; Friday, September 19, 2025. The Board of Directors has appointed M/s. Atul Jaiswal and Associates, Practising Company Secretary, Pune as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner. The Process and manner of e-voting, containing detailed instructions, is given in Appendix - B.

(b) Voting at Annual General Meeting (E-Voting during the AGM)

Members present in the AGM through VC and who have not cast their vote on the Resolutions through Remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through the e-voting system during the AGM. The Procedure for e-voting on the day of AGM is as same as the instructions given for Remote e-voting. Members who need assistance before or during the AGM in the use of technology, can send a request to evoting@kfintech.com

8. Permanent Account Number

SEBI has mandated the submission of the Permanent Account Number (PAN) by every participant in the securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participant(s) with whom they are maintaining their demat accounts. Members holding shares in physical mode can submit their PAN to the Company / to our RTA.

9. Route Map

Since the AGM will be held through VC, the Route Map is not annexed in this Notice.

10. Members are requested to intimate to their Depository Participants the changes, if any, pertaining to their name, postal address, e-mail address, telephone/mobile numbers, Permanent Account Number ('PAN'), mandates, nominations, power of attorney, bank details such as, name of the bank and branch details, bank account number, MICR code, IFSC code, etc., for equity shares held in dematerialized form.

11. Members may also note that SEBI vide its Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/ CIR/2022/8 dated January 25, 2022, has mandated the listed companies to issue securities in dematerialized form only while

processing service requests, viz., Issue of duplicate securities certificate; claim from unclaimed suspense account; renewal/exchange of securities certificate; endorsement; sub division/splitting of securities certificate; consolidation of securities certificates/folios; transmission and transposition. In view of the above and to eliminate the risks associated with physical shares, Members holding shares in physical form are requested to consider converting their holding to demat form. Members can contact the Company or our RTA for assistance in this regard.

12. Members are advised to not leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant, and holdings should be verified from time to time.

13. Declaration of results on the resolutions:

- a) The Scrutinizer shall, immediately after the conclusion of voting at the AGM, unblock the votes cast during the AGM and votes cast through remote e-voting and shall submit a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairperson or a person authorized by him in writing, who shall countersign the same. The results will be announced within the time stipulated under the applicable laws.
- b) The result declared along with the Scrutinizer's Report shall be placed on the Company's website <https://www.supremefacility.com> and on the website of e-voting service provider (KFINTech) within two (2) working days from the conclusion of the Meeting. The Company shall simultaneously forward the results to National Stock Exchange of India Limited, where the shares of the Company are listed.
- c) Subject to receipt of requisite number of votes, the resolutions shall be deemed to be passed on the date of the Meeting i.e. Friday, September 26, 2025.

**For and on Behalf of
Supreme Facility Management Limited**

Sd/-
Anshuman Singh Tomar
Company Secretary & Compliance Officer
M. No. A54574

Explanatory statement in respect of the Special Business pursuant to section 102 of the Companies Act, 2013.**Item No. 3 To appoint M/s. A Jaiswal & Associates (FIRM CODE: S2016WB399700), Practising Company Secretaries, Calcutta as the Secretarial Auditors of the Company to hold office for a period of 5 (Five) consecutive financial years, commencing from April 01, 2025, until March 31, 2030.**

This explanatory statement is provided in accordance with Regulation 36(5) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"). As per Section 204 of the Companies Act, 2013, and other relevant provisions, along with Rule 9 of the Companies (Appointment & Remuneration of Managerial Personnel) Rules, 2014 (as amended from time to time), every listed company and certain other prescribed categories of companies are required to attach a Secretarial Audit Report, issued by a Practising Company Secretary, to the Board's report prepared under Section 134(3) of the Companies Act, 2013. Additionally, pursuant to recent amendments to Regulation 24A of the SEBI Listing Regulations, every listed company is required to conduct a Secretarial Audit and include the Secretarial Audit Report in its annual report. Furthermore, a listed entity must appoint a Secretarial Audit firm for a maximum tenure of two consecutive terms of five years each, subject to shareholder approval at the Annual General Meeting. In line with these requirements, the Board of Directors, based on the recommendation of the Audit Committee, has approved the appointment of M/s. A Jaiswal & Associates, Practising Company Secretaries, Calcutta, as the Secretarial Auditors for a period of five years, from April 1, 2025, to March 31, 2030. The appointment is subject to approval by the shareholders at the Annual General Meeting. While recommending M/s. A Jaiswal & Associates for appointment, the Board and the Audit Committee considered several factors, including the firm's ability to handle a complex and diverse business environment, its experience in the Company's business segments, industry reputation, the quality of its clientele, and its technical expertise.

It was concluded that M/s. A Jaiswal & Associates is well-equipped to handle the scale, diversity, and complexity associated with the Company's Secretarial Audit. M/s. A Jaiswal & Associates is a well-established and peer-reviewed firm, registered with the Institute of Company Secretaries of India, Calcutta. The firm is led by highly experienced partners, recognized for their expertise in corporate governance, compliance, and other corporate legal matters. The firm's services include corporate advisory, transaction services, litigation, advocacy, and legal due diligence, and it is known for its commitment to high standards of integrity, competence, and professionalism. The firm specializes in compliance audits, advisory, representation, and transactional services. The terms of M/s. A Jaiswal & Associates appointment include a tenure of five years, from April 1, 2025, to March 31, 2030. The fixed remuneration for the Secretarial Audit for the financial year 2025-26 has been set at agreed, plus applicable taxes and other out-of-pocket expenses incurred during the audit. The proposed fees have been determined based on the scope of work, team size, industry experience, and the expertise required by M/s. A Jaiswal & Associates to effectively conduct the audit. Any additional fees for statutory certifications and other professional services will be determined separately, in consultation with M/s. A Jaiswal & Associates, and will require approval from the Board of Directors and/or the Audit Committee. The remuneration for subsequent financial years, from 2026-27 to 2029-30, will also be subject to the approval of the Board and/or the Audit Committee. M/s. A Jaiswal & Associates has given its consent to act as the Company's Secretarial Auditors and has confirmed that, if appointed, the proposed appointment will be in compliance with the provisions of the Companies Act, 2013, and the SEBI Listing Regulations. Accordingly, the consent of the shareholders is sought for the appointment of M/s. A Jaiswal & Associates as the Secretarial Auditors of the Company.

Appendix 1

Re-appointment of a Director retiring by rotation:

Additional Information in respect of Item No. 2 pursuant to Regulation 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standards - 2 issued by the Institute of Company Secretaries of India in respect of a director seeking appointment/re-appointment at the 20th Annual General Meeting are furnished hereunder:

S. No.	Particulars	Details
1.	Name of the Director	Mr. Lalasaheb Vitthal Rao Shinde
2.	DIN	02053259
3.	Date of Birth	02-06-1951
4.	Date of First Appointment on the Board	19-05-2005
5.	Qualifications	PHd.
6.	Experience	34 years, out of which more than 30 years in the service sector as an entrepreneur.
7.	Expertise in specific functional areas.	Facility Management Services.
8.	Terms and conditions of Appointment.	As per the Appointment Letter.
9.	Details of Remuneration: Remuneration last drawn Remuneration proposed	Last drawn: 72 lakhs No new Proposal.
10.	Number of Shares held in the Company (both own or held by/for other persons on a beneficial basis) as on March 31, 2025.	91, 20,474 Equity Shares.
11.	Relationship with other directors and KMP of the Company.	Father of Mr. Rajendra Lalasaheb Shinde, Father in Law of Mrs. Manisha Rajendra Shinde. Not related to KMPs of the Company.
12.	Number of Board Meetings attended during the year.	15/15
13.	Chairmanship / Membership of the Committees of the Board of Director of the Company.	One (1) CSR committee of the Company.
14.	List of other Public Companies in which Directorship held along with listed entities from which the person has resigned in the past three years.	None
15.	Chairmanship / Membership of the Committee of other companies in which he / she is a director along with listed entities from which the person has resigned in the past three years	None
16.	Whether debarred from holding office by order of SEBI or any authority	No

E-Voting Instructions:

1. The process and manner for remote e-voting and joining and voting at the AGM are explained below:
 - A) Access to Depositories e-voting system in case of individual members holding shares in demat mode;
 - B) Access to KFinTech e-voting system in case of members holding shares in physical mode and non-individual members in demat mode;
 - C) Access to join the AGM on KFinTech system to participate and vote during the AGM.

A) Access to Depositories e-voting system in case of individual members holding shares in demat mode:

Type of Members	Login Method
Individual members holding shares of the Company in demat mode with NSDL	<ol style="list-style-type: none"> 1. User already registered under IDeAS facility: <ol style="list-style-type: none"> i. Visit the e-services website of NSDL at https://eservices.nsdl.com either on a personal computer or on a mobile. ii. On the e-services home page click on the "Beneficial Owner" icon under 'Login' under IDeAS section. iii. On the new page, enter user ID and password. After successful authentication, please click on 'Access to e-Voting' iv. Click on the Company name i.e., 'Supreme Facility Management Limited or SFML, i.e., Kfin. v. Members will be re-directed to Kfin's website for casting the vote during the remote e-voting period. 2. User not registered under IDeAS facility: <ol style="list-style-type: none"> i. Visit https://eservices.nsdl.com for registering. ii. Select 'Register Online for IDeAS' or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp Proceed with completing the required fields. iii. After registration, visit https://www.evoting.nsdl.com/ iv. Once the home page of e-voting is launched, click on the icon 'Login' which is available under 'Shareholder/Member' section. A new screen will open. v. Members will have to enter their user ID (i.e. sixteen-digit demat account number held with NSDL), password/OTP and a verification code as shown on the screen. vi. After successful authentication, members will be requested to select the name of the Company i.e., Supreme Facility Management Limited or SFML i.e., KFin after which the members will be redirected to Kfin's website for casting the vote during the remote e-voting period. vii. Members can also download the NSDL Mobile App "NSDL Speede" facility by scanning the QR code mentioned below for seamless voting experience.

NSDL Mobile App is available on

 App Store
  Google Play


Type of Members	Login Method
Individual members holding shares of the Company in demat mode with CDSL	<p>1. User who have already opted for Easi/Easiest:</p> <ol style="list-style-type: none"> Members are requested to visit https://web.cdslindia.com/myeasitoken/home/login or www.cdslindia.com Click on 'New System Myeasi'. Members are requested to login with their registered user ID and password. Members will be able to view the e-voting menu. The menu will have links of KFin's website, which will redirect them to e-voting page of KFin to cast their vote without any further authentication. <p>2. User not registered under Easi/Easiest:</p> <ol style="list-style-type: none"> Visit https://web.cdslindia.com/myeasitoken/home/login for registering. Proceed to complete registration using the DP ID, Client ID (BO ID), etc. After successful registration, please follow the steps given in point no. 1 above to cast your vote. <p>3. Alternatively, by directly accessing the e-voting website of CDSL</p> <ol style="list-style-type: none"> Visit www.cdslindia.com Members are required to provide their demat account number and PAN number. System will authenticate user by sending OTP on their registered mobile & email ID as recorded in the demat account. After successful authentication, members will be provided link for selecting the name of the Company i.e., Supreme Facility Management Limited or SFML or for selecting i.e., KFin. Members will be re-directed to the e-voting page of KFin to cast their vote without any further authentication.
Individual members login through their demat accounts/ website of Depository Participant	<ol style="list-style-type: none"> Members can also login using the login credentials of their demat account through their DP registered with NSDL/CDSL for e-voting facility. Once logged-in, members will be able to see e-voting option. After clicking on e-voting option, members will be redirected to NSDL/CDSL website after successful authentication, wherein members will be able to see e-voting feature. Click on options available against the Company's name i.e., Supreme Facility Management Limited or SFML i.e., KFin, and members will be redirected to e-voting website of KFin for casting vote during the remote e-voting period without any further authentication.

Important note: Members who are unable to retrieve user ID/password are advised to use 'Forgot user ID' and 'Forgot Password' option available at respective websites.

Helpdesk for individual members holding shares of the Company in demat mode for any technical issues related to login through NSDL/CDSL.

Login type	Helpdesk details
Securities held with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.com or contact at 022-4886 7000
Securities held 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 1800 210 99 11

B) Access to KFintech e-voting system in case of members holding shares in physical mode and non-individual members in demat mode

- 1) Members whose email IDs are registered with the Company/DP(s), will receive an email from KFintech which will include details of E-Voting Event Number (EVEN), user ID and password. The following process shall be followed:
 - i. Launch internet browser by typing the URL: <https://evoting.kfintech.com/>
 - ii. Enter the login credentials (i.e. user ID and password). Members holding shares in physical mode: user ID will be EVEN (9128), followed by folio number. Members holding shares in demat account: user ID will be DP ID and Client ID. However, if members are already registered with KFintech for e-voting, they can use their existing user ID and password for voting purpose.
 - iii. After entering these details appropriately, click on 'LOGIN'.
 - iv. Members will be required to mandatorily change their 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 to change the password and update the contact details like mobile number, email ID etc. on first login. Members may also enter a secret question and answer of their choice to retrieve the password (if required). It is strongly recommended that members should not share their password with any other person and take utmost care to keep their password confidential.
 - v. Members are required to login again with their new credentials.
 - vi. On successful login, the system will prompt to select the 'EVEN' i.e., 'Supreme Facility Management of SFM in whole Document' and click on 'Submit'.
 - 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, members may partially enter any number in 'FOR' and partially 'AGAINST' but the total number in 'FOR/AGAINST' taken together shall not exceed the total shareholding as mentioned herein above. Members 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 members do not desire to cast their vote on any specific item, it will be treated as abstained.
 - x. Members may then cast their vote by selecting an appropriate option and click on 'Submit'.
 - xi. A confirmation box will be displayed. Click 'OK' to confirm else 'CANCEL' to modify. Once members have voted on the resolution(s), they will not be allowed to modify their vote. During the voting period, members can login any number of times till they have voted on the resolution(s).
 - xii. Corporates/Institutional members (i.e. other than Individuals, HUF, NRIs, etc.) are required to send scanned certified true copy (PDF/JPG Format) of the Board Resolution/Authority Letter, etc. authorizing its representative(s) to

vote on its behalf, to the Scrutinizer at e-mail ID: csatuljaiswal@gmail.com with a copy marked to evoting@kfintech.com and to the Company at Compliance@supremefacility.com. They may also upload the same in the e-voting module in their login page. The scanned image of the above mentioned documents should be in the naming format 'Corporate Name_EVEN'.

- xiii. If you have forgotten your password, you can reset your password by using 'Forgot Password' available on <https://evoting.kfintech.com> and following the password reset options provided therein or contact KFINTECH at toll free no.: 1800-309-4001.
- 2) Members whose email IDs are not registered with the Company/DP(s), and consequently the Annual Report, Notice of AGM and e-voting instructions cannot be serviced, will have to follow the following process:
 - i. In case shares are held in demat mode, please provide DP Id.-Client Id. (DP Id + Client Id), name, client master or copy of Consolidated Account Statement, self-attested scan copy of PAN card and Aadhar to evoting@kfintech.com.
If you are an individual shareholder holding securities in demat mode, please refer to the login method explained at Note 18(A) i.e. Login method for e-Voting for individual shareholders holding shares in demat mode.
If you are a non-individual shareholder holding securities in demat mode, please refer to the login method explained at Note 18(B) i.e. Login method for e-Voting for non-individual shareholders holding shares in demat mode.
 - ii. In case shares are held in physical mode, please provide Folio No., name of shareholder, scan copy of the share certificate (front and back), self-attested scanned copy of PAN card and Aadhar by email to evoting@kfintech.com.
If you are an individual shareholder holding securities in physical mode, please refer to the login method explained at Note 18(B) i.e. Login method for e-Voting for individual shareholders holding shares in physical mode.

- iii. Alternatively, shareholder may send a request to evoting@kfintech.com for procuring user id and password for e-Voting by providing above mentioned documents. After receiving the e-voting instructions, please follow steps explained at Note 18 to cast your vote by electronic means.

B) Access to join the AGM on Kfintech system to participate and vote during the AGM.

- 1) Member will be provided with a facility to attend the AGM through VC/OAVM platform provided by Kfintech. Members may access the same at <https://emeetings.kfintech.com/> by using the e-voting login credentials provided in the email received from the Company/Kfintech. After logging in, click on the 'Video Conference' tab and select the 'EVEN' of the Company. Click on the video symbol and accept the meeting etiquettes to join the meeting. Please note that the members who do not have the user ID and password for e-voting or have forgotten their user ID and password may retrieve the same by following the remote e-voting instructions mentioned above.
- 2) Facility for joining this AGM though VC/OAVM shall be open at least 15 minutes before the commencement of the AGM.
- 3) Members are encouraged to join the AGM through their laptops/desktops with Google Chrome (preferred browser), Safari, Internet Explorer, Microsoft Edge, Mozilla Firefox 22.
- 4) Members will be required to grant access to the webcam to enable VC/OAVM. Further, members connecting from their mobile devices/tablets/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) 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/OAVM platform. The

members may click on the voting icon displayed on the screen to cast their votes.

- 6) Facility of joining the AGM through VC/OAVM shall be available for atleast 2,000 members on first come first served basis.
- 7) Institutional Members are encouraged to attend and vote at the AGM through VC/OAVM.
- 8) In case of any query and/or assistance required, relating to attending the AGM

through VC/OAVM mode, members may refer to the Help & Frequently Asked Questions ("FAQs") and 'AGM VC/OAVM' user manual available at the download Section of <https://evoting.kfintech.com> or contact Mr. Mohammed Shanoor, Assistant Manager, KFinTech at the email ID evoting@kfintech.com or on phone No.: 040-6716 2222 or call KFinTech's toll free No.: 1800 309 4001 for any further clarifications / technical assistance that may be required.