

2023

# e-AGM Guidebook



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URL – <https://emeetings.kfintech.com>

[Calendar](#) [How it Works](#) [1800-309-4001](#)

**Remote e-Voting**  
Enable Shareholders to exercise voting on the resolutions

**Post your Queries**  
Shareholders can post their queries on Financial Results and on resolutions prior to the meeting

**Speaker Registration**  
Enable Shareholders to register as a Speaker prior to the Meeting

**Video Conference**  
Enable Shareholders to participate in the AGM/EGM proceedings

**e-Voting Calendar**  
Shareholders can check remote voting schedule of various companies

**Web Checkin**  
Enable Shareholders to register in advance for the Physical Meetings

**KFINTECH**  
EXPERIENCE TRANSFORMATION

**Login with your eVoting Credentials**

User ID \*  
bhaskar

Password \*  
\*\*\*\*\*

**LOGIN**

**FORGOT PASSWORD**

**DIRECTOR & KMP LOGIN**



**1 REMOTE E-VOTING**  
Scrutinizer e-Voting is a facility which enables the scrutinizer to view / authorize EVEN results.

**2 POST YOUR QUERIES**  
AGM is a gathering of a shareholders & present an annual report about the company's performance and strategy.

**3 SPEAKER REGISTRATION**  
Register Yourself as a speaker at eAGM

**4 VIDEO CONFERENCE**  
Shareholders can cast vote through e-Voting system during AGM through video-conferencing.

**5 FAQs**  
Read frequently asked questions regarding evoting and emeeting

**6 E-VOTING CALENDAR**  
e-Voting calendar is to enable the shareholders to check vote electronically on resolution of companies.

1- Investors can access e-voting page by clicking on the Remote E-VOTING tab

2 – Prior to scheduled AGM date, investors can post queries to be answered during the event

3 – Speaker Registration is available to enable live Q&A session. Investors need to register prior to the AGM.

4- To join the VC on the date of the event, investors need to click on the tab

5 – FAQ – Frequently asked questions to assist users with basic understanding

6 - E-Voting calendar provides a consolidated view of all the upcoming events for investor

URL: <https://evoting.kfintech.com>



The screenshot shows the e-Voting website interface. At the top, there is a navigation bar with the e-Voting logo and the KFINTTECH logo. Below the navigation bar, there are icons for Home, Feedback, Contact Us, SiteMap, and About Us. The main content area is divided into two columns. The left column contains an 'E-Voting' section with a description of the system and an 'About KFin Technologies Limited' section. The right column features a 'REMOTE VOTING LOGIN' form with fields for User ID, Password, and Security Code, along with Login and Reset buttons. Below the login form, there are three buttons: 'Click Here eAGM-Video Conference & Streaming', 'Speaker Registration Speaker Registration for eAGM', and 'Annual General Meeting Post Your Queries Here'. At the bottom, there is a section for 'Shareholder' with a description of the e-Voting process.

**e-Voting**

KFin Technologies Limited has set-up an electronic infrastructure, an alternative to the paper-based ballot process to facilitate shareholders to cast votes in electronic form through the internet. Using this simple system, shareholders can vote on resolutions of companies requiring voting through Ballot as per extant rules and regulations. The system would process, record votes automatically and facilitate the declaration of voting results quickly.

**About KFin Technologies Limited**

KFin Technologies Limited is the largest registrar and transfer agency and a market leader in the financial sector providing investor servicing. Our operations are spread across 200+ branches in India and 2 countries globally, namely Malaysia and Bahrain. With over 90 million investor accounts, we reach out to 3500+ issuers including banks, PSUs and mutual funds. All this is possible with a diverse and robust workforce of 5,300+ experienced professionals who hail from various disciplines.

KFintech is the first organization of its kind, to achieve the distinction of an ISO 9002 certification, which has now migrated to ISO 9001:2015 standards for quality management systems, certified by DNV.

Servicing over 90 million investors, and over one lakh transactions daily, KFintech has managed the two largest migrations in the mutual fund space, as well as corporate registry involving over 15 million investors.

**Shareholder** Registrar Scrutinizer Custodians

e-Voting enables the shareholders to vote electronically. Shareholders can vote on resolutions proposed by companies requiring ballot without having the necessity to be physically present at the meeting.

**REMOTE VOTING LOGIN**

User ID :

Password :

Security Code :

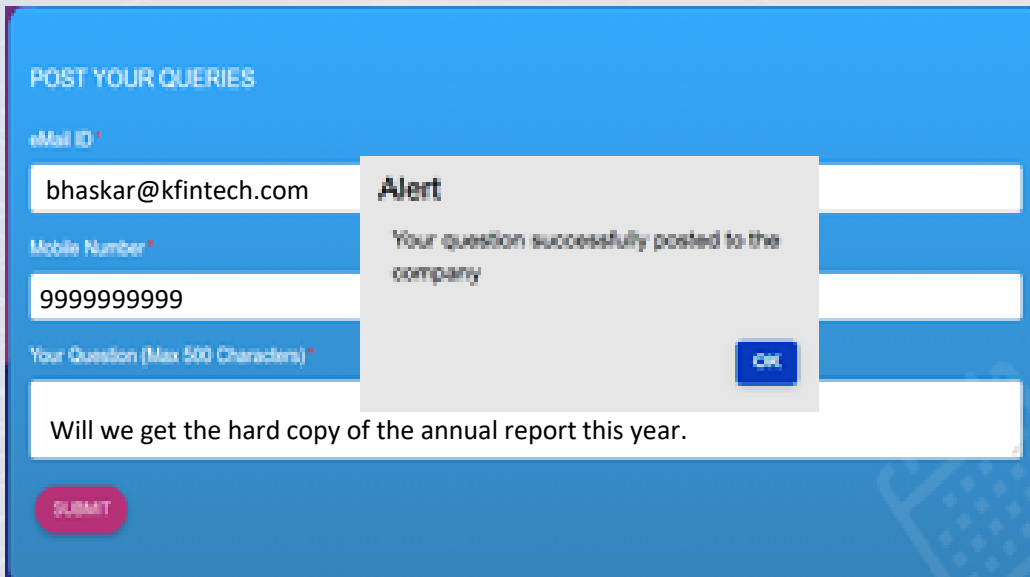
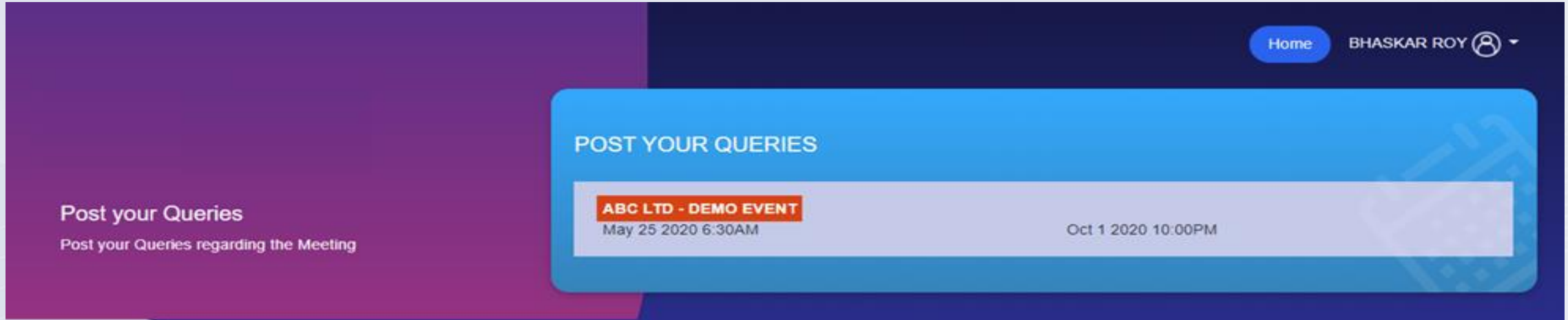
[Forgot your Password - Click here](#)

eAGM-Video Conference & Streaming

Speaker Registration for eAGM

Post Your Queries Here

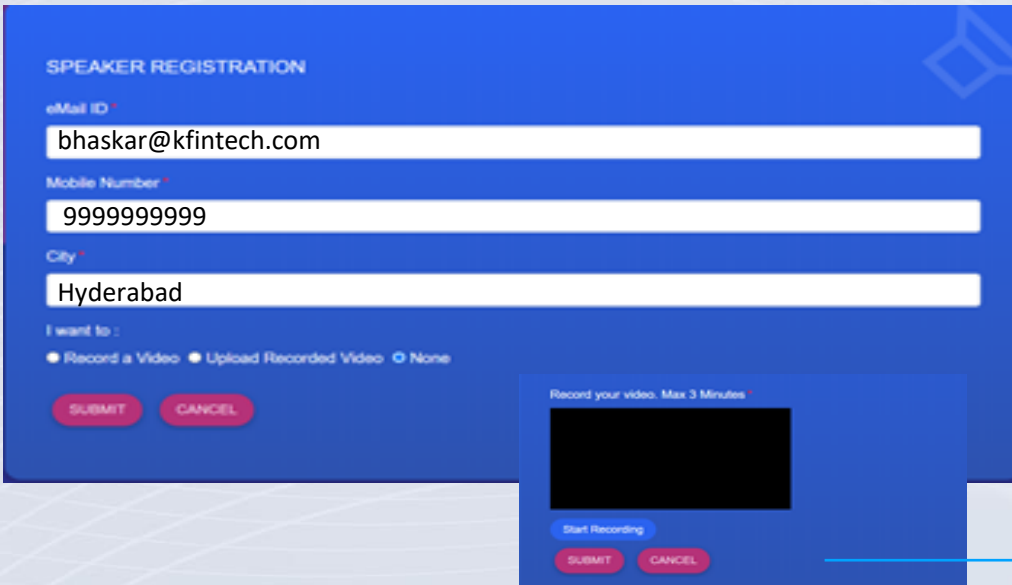
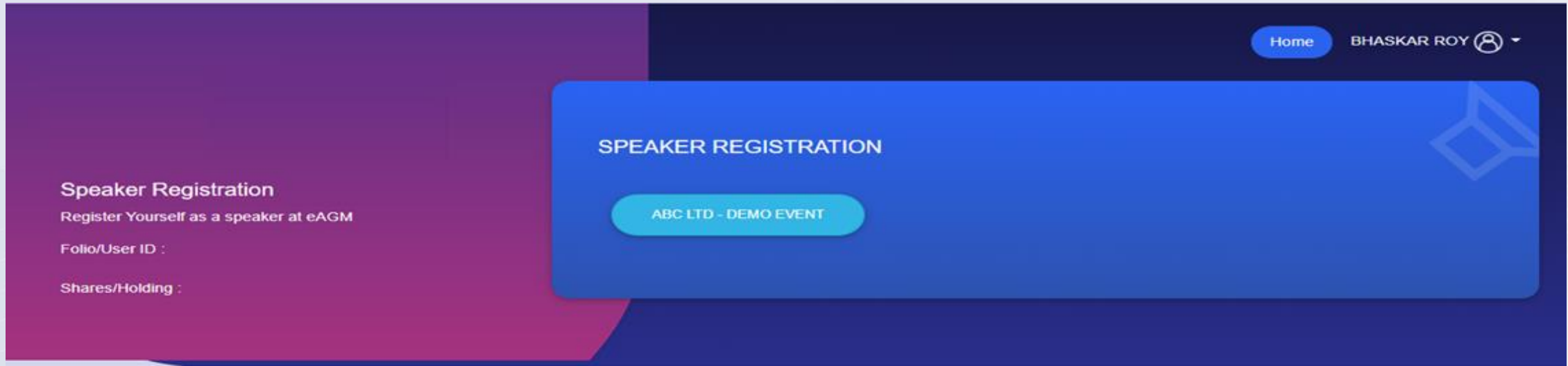
- I. Enter the login credentials provided and click on Login.
- II. Password change menu appears when you login for the first time with default password . You will be required to mandatorily change the default password. Follow password guidelines
- III. On successful login, the system will prompt you to select the “EVENT”
- IV. 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 above. 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.
- V. Members holding multiple folios / demat accounts may choose to vote differently for each folio / demat account.
- VI. Investor may then cast the vote by selecting an appropriate option and click on “Submit. Click “OK” to confirm or “CANCEL” to modify. Post confirmation, you cannot modify your vote.
- VII. Corporate/institutional members (i.e. other than individuals, HUF, NRI, etc.) are required to update scanned image (PDF/ JPG format) of certified true copy of relevant board resolution/authority letter, etc. together with attested specimen signature of the duly authorised signatory(ies) who is/are authorised to vote in the e-voting module in their login.



User will be required to only fill in email ID & Mobile Number

Shareholders can type in the questions of up to 500 characters including special characters.

Post submission, the user will be provided with a confirmation



The screenshot shows the registration form with the following fields and options:

- SPEAKER REGISTRATION**
- eMail ID \***: Input field containing 'bhaskar@kfintech.com'
- Mobile Number \***: Input field containing '9999999999'
- City \***: Input field containing 'Hyderabad'
- I want to :** Radio buttons for:
  - Record a Video
  - Upload Recorded Video
  - None
- SUBMIT** and **CANCEL** buttons.
- Record your video. Max 3 Minutes** section with:
  - Start Recording** button
  - SUBMIT** and **CANCEL** buttons.

User will be only required to fill\* Mail ID , Mobile Number & City.

An option is also provided to record a video or upload a pre recorded video (< 50 MB), and the same can be played during the AGM

Post submission, the user will be provided with a confirmation

Optional



**REMOTE E-VOTING**  
Scrutinizer e-Voting is a facility which enables the scrutinizer to view / authorize EVEN results.

**SPEAKER REGISTRATION**  
Register Yourself as a speaker at eAGM

**VIDEO CONFERENCE**  
Shareholders can cast vote through e-Voting system during AGM through video-conferencing.

**POST YOUR QUERIES**  
AGM is a gathering of a shareholders & present an annual report about the company's performance and strategy.

**FAQS**  
Read frequently asked questions regarding evoting and emeeting

**E-VOTING CALENDAR**  
e-Voting calendar is to enable the shareholders to check vote electronically on resolution of companies.

**Overview:**

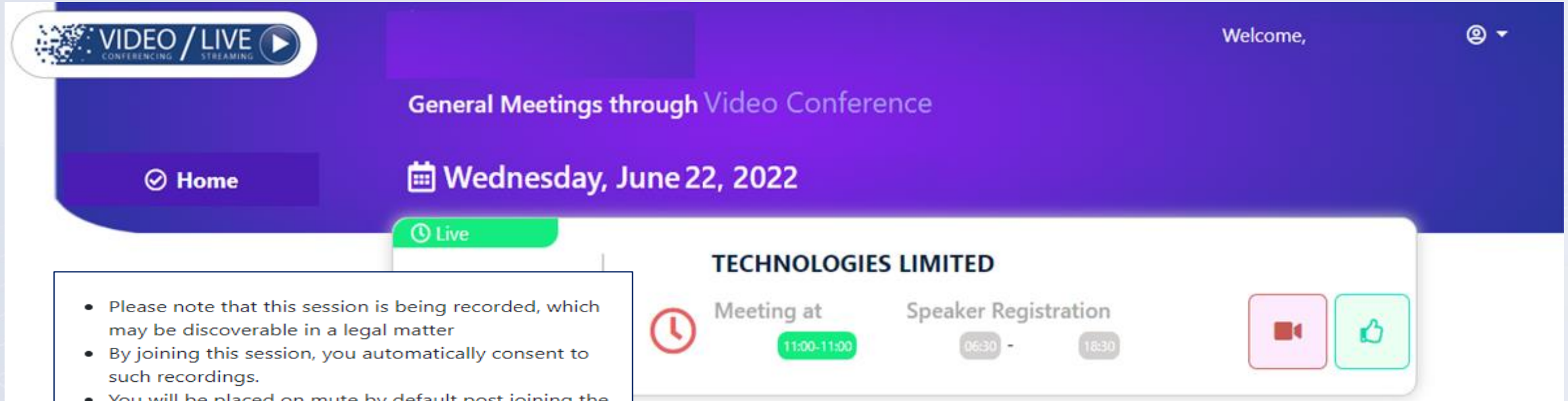
Active 15 mins to 30 mins prior to the event based on the schedule

Available only post login with credentials on eMeeting webpage

On clicking the VC tab, the user will be led to the page to display the units where they are investors

Investors need to click on Camera icon to join the live event.





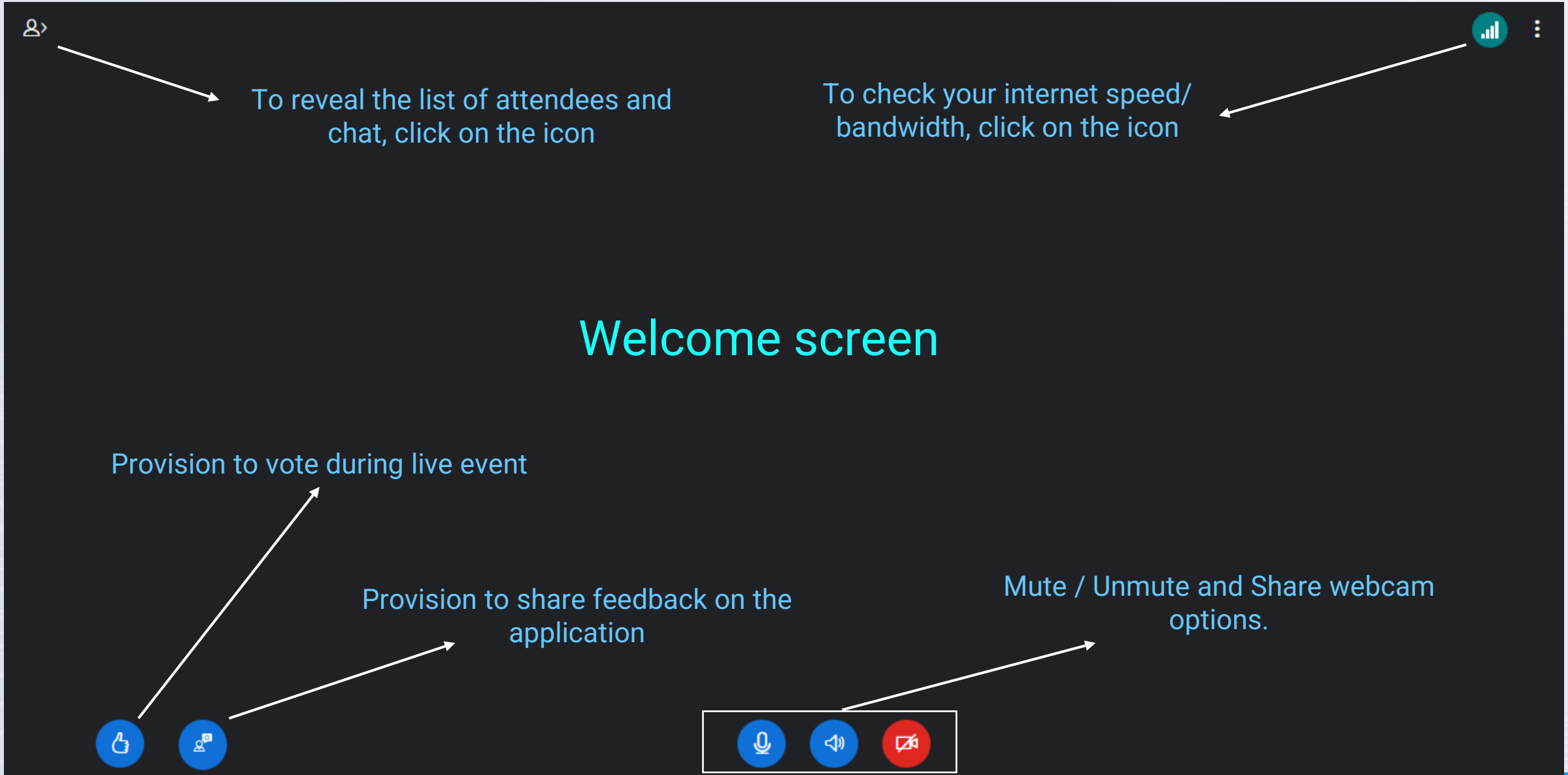
- Please note that this session is being recorded, which may be discoverable in a legal matter
  - By joining this session, you automatically consent to such recordings.
  - You will be placed on mute by default post joining the meeting.
  - Kindly unmute only if needed to speak.
  - For best viewing experience please use Firefox or Chrome
  - Use Head Phones to avoid disturbance and echo
- [Join Meeting](#) [Close](#)

Click on the Camera icon to join the live event.

Ensure that \*pop up blocker is switched off / disabled for the browser

Click on Join meeting to proceed to view the event

\*refer FAQ's if you wish to know, how to disable pop up blocker



The image shows a dark-themed video conferencing interface. At the top left is a person icon with a chevron. At the top right is a signal strength icon and a three-dot menu icon. In the center, the text "Welcome screen" is displayed in a light blue font. At the bottom, there are several icons: a thumbs-up icon, a person with a speech bubble icon, a microphone icon, a speaker icon, and a red icon with a crossed-out camera. Arrows point from text annotations to these icons.

To reveal the list of attendees and chat, click on the icon

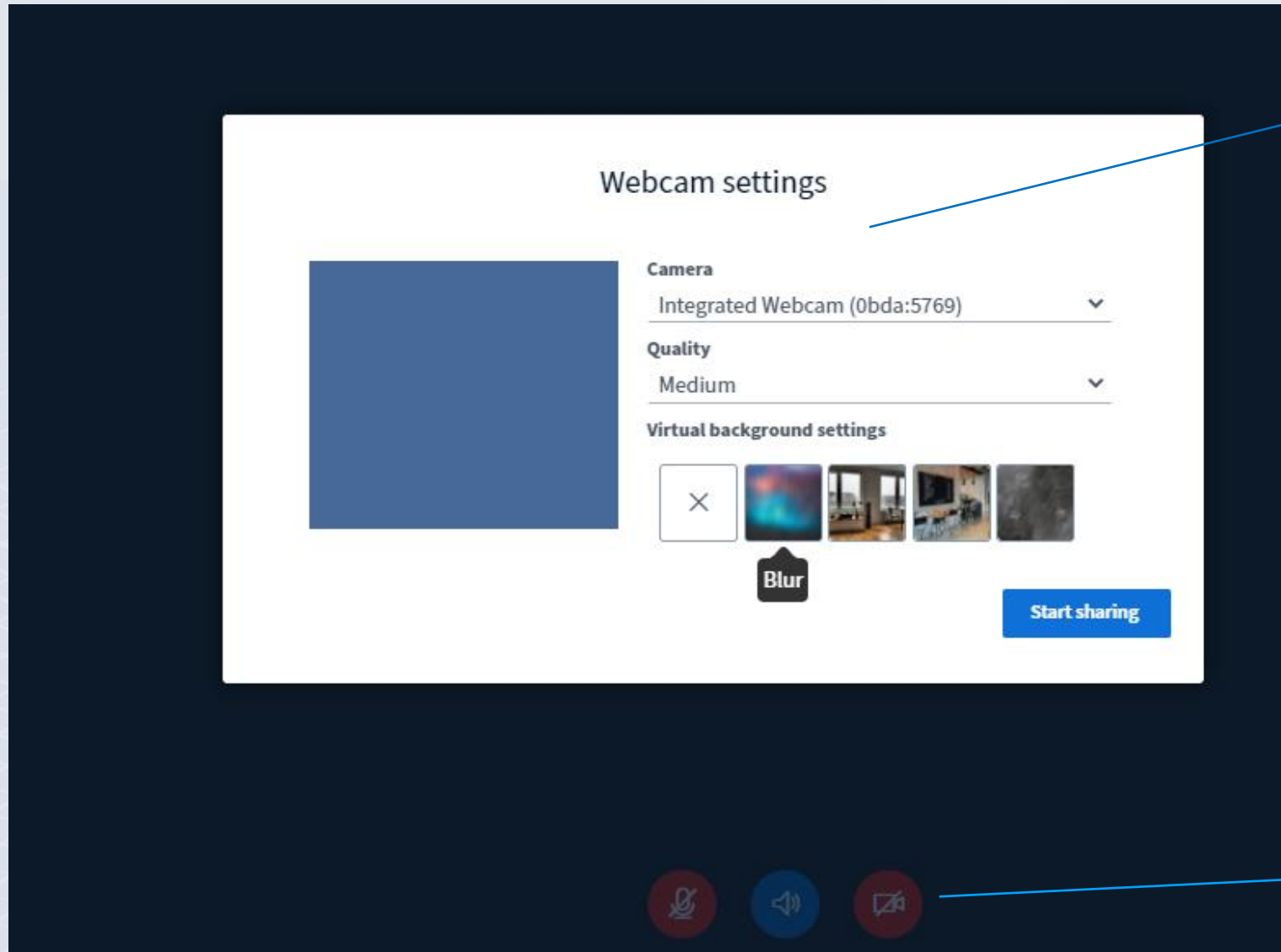
To check your internet speed/ bandwidth, click on the icon

## Welcome screen

Provision to vote during live event

Provision to share feedback on the application

Mute / Unmute and Share webcam options.



2. Pop up window will appear and should display image

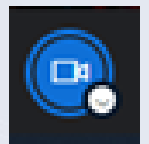
Camera - You can opt for any external camera / webcam if attached

Quality – Options to choose image quality

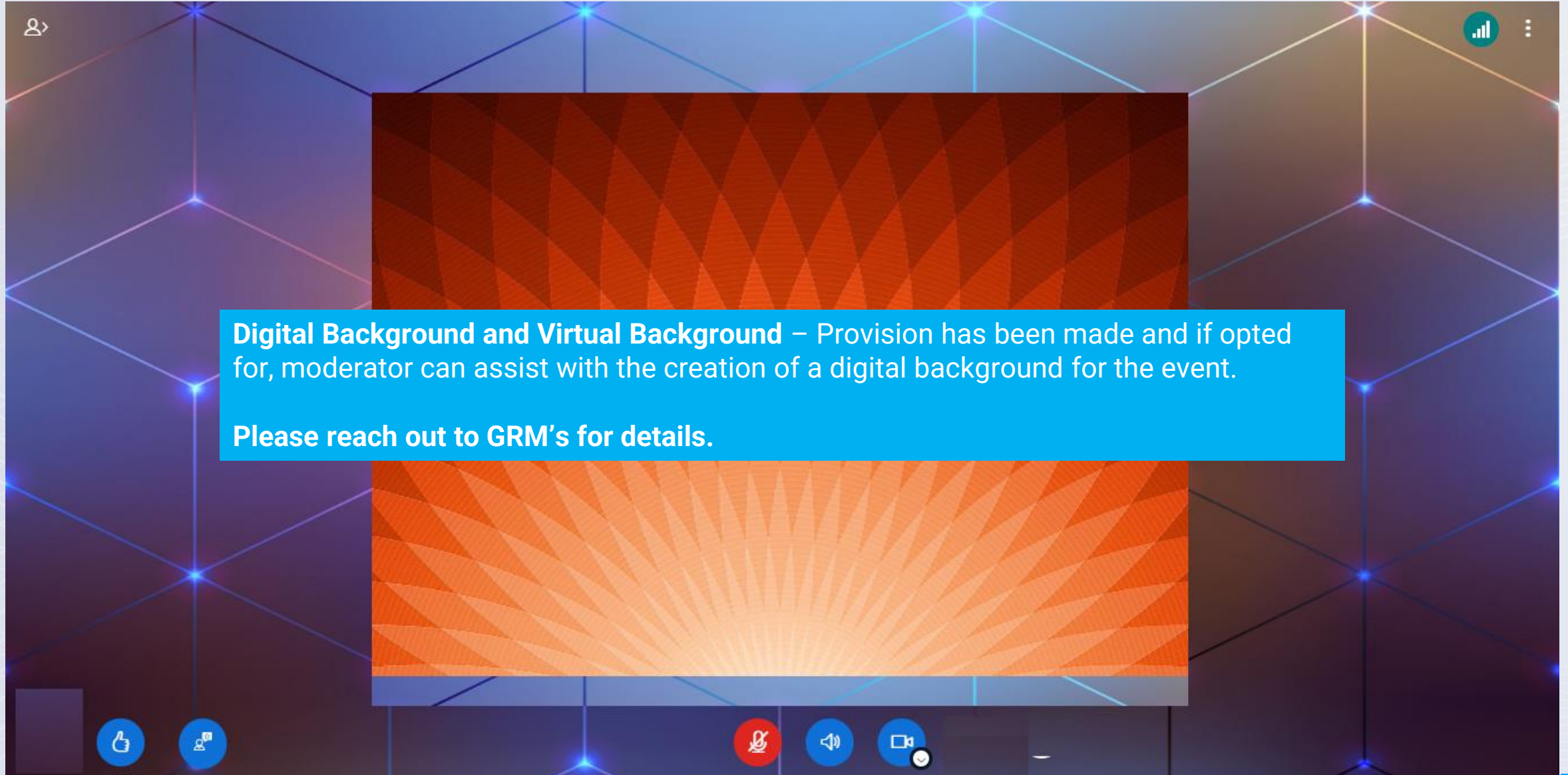
Virtual Background – Click on the icon to set it up as a virtual background for your camera display window.

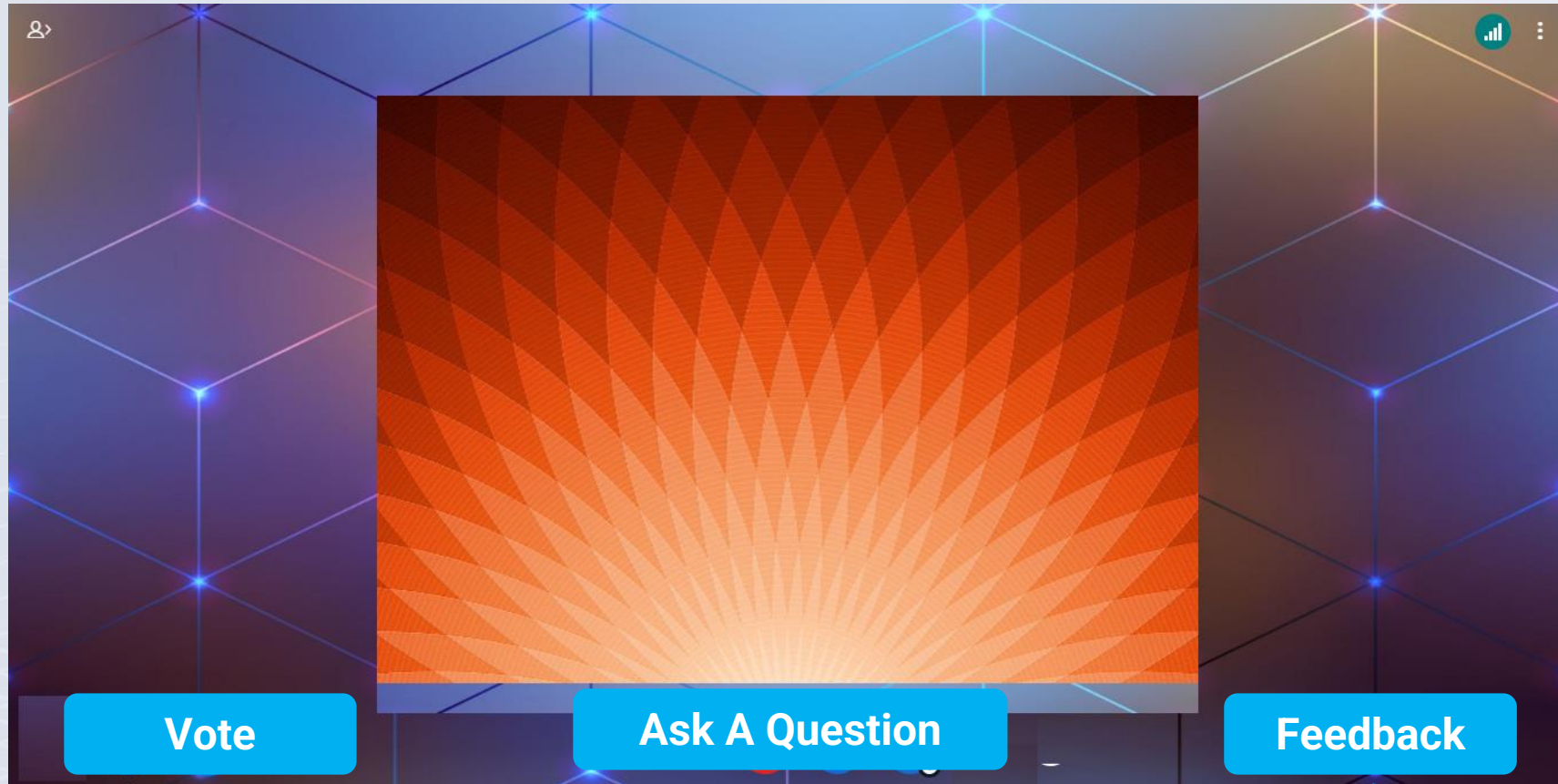
Click on Start sharing

Popup window will disappear, and the webcam icon will turn blue



1. Click on camera icon to share webcam

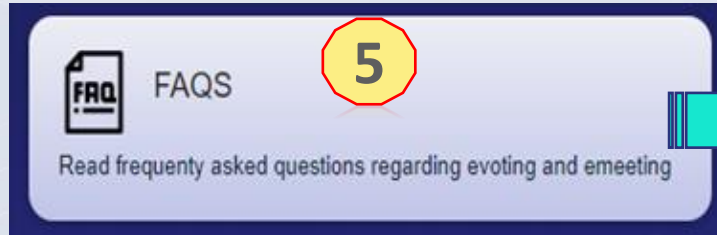




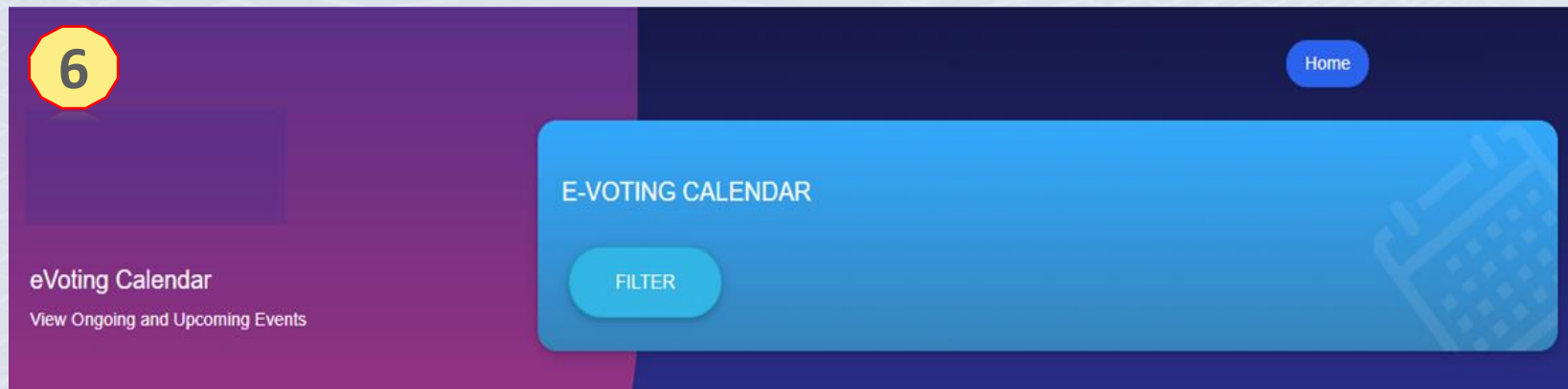
Audience can click and vote, if they have not used eVoting option earlier.

Investors can "Ask a question" which will reflect in Karisma and can be either addressed during the AGM or later via email communication

Audience can provide feedback on the tool / application



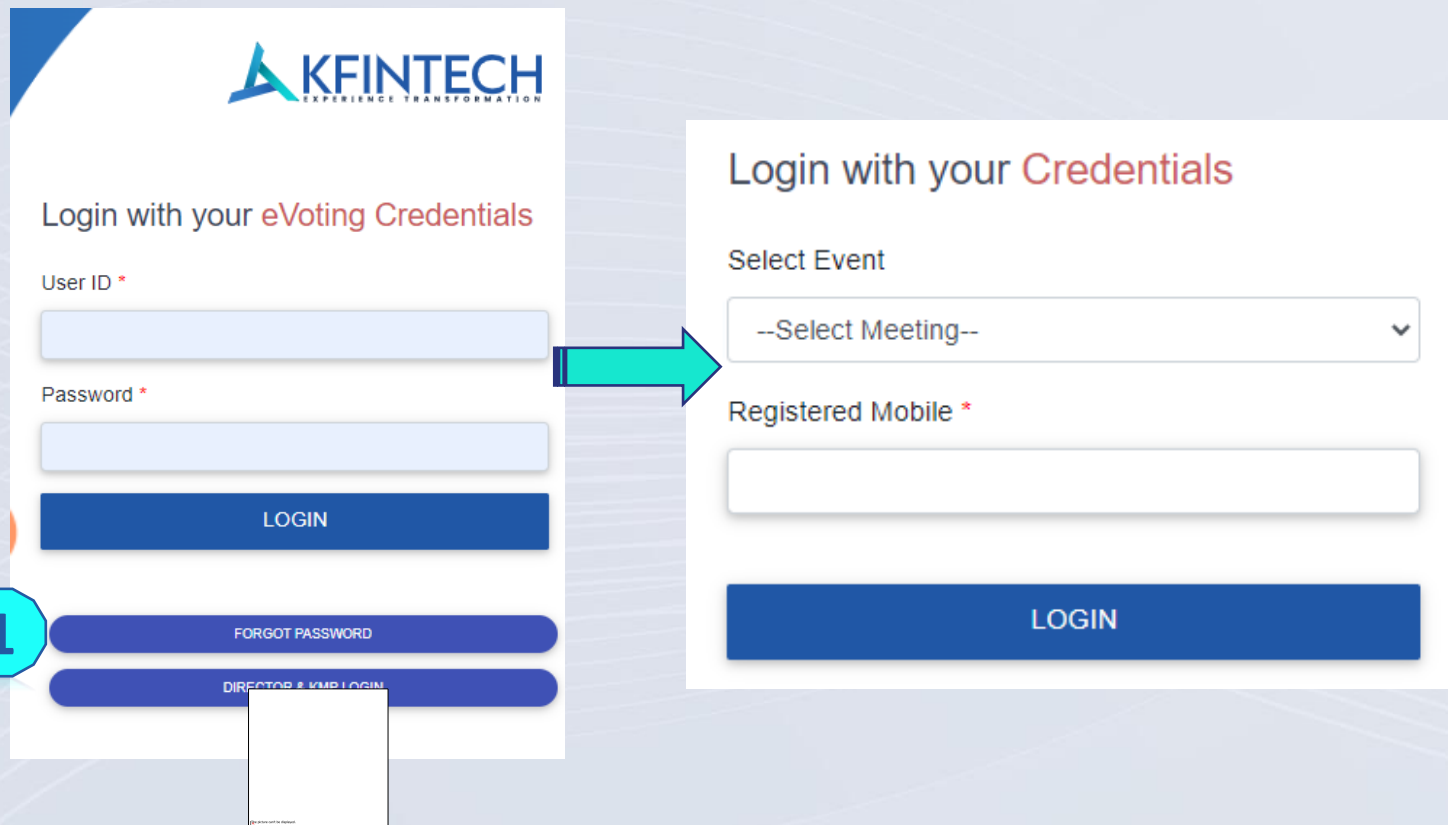
Clicking on FAQ tab will reveal the frequently asked question section for the investor



Investors will be able to view all up coming events and conduct voting on the resolutions as required.

An email with the link of the event will be sent directly to the Directors and KMP's on their registered email ID to join the event.

URL : <https://emeetings.kfintech.com/panelistlogin.aspx>



The image shows two screenshots of the KFINTECH login interface. The left screenshot shows the main login page with the KFINTECH logo and the heading "Login with your eVoting Credentials". It contains input fields for "User ID \*" and "Password \*", a "LOGIN" button, and links for "FORGOT PASSWORD" and "DIRECTOR & KMP LOGIN". A red circle with the number "1" is placed over the "DIRECTOR & KMP LOGIN" link. A red arrow points from this link to the right screenshot. The right screenshot shows a secondary login form titled "Login with your Credentials". It features a "Select Event" dropdown menu with "--Select Meeting--" as the selected option, a "Registered Mobile \*" input field, and a "LOGIN" button.

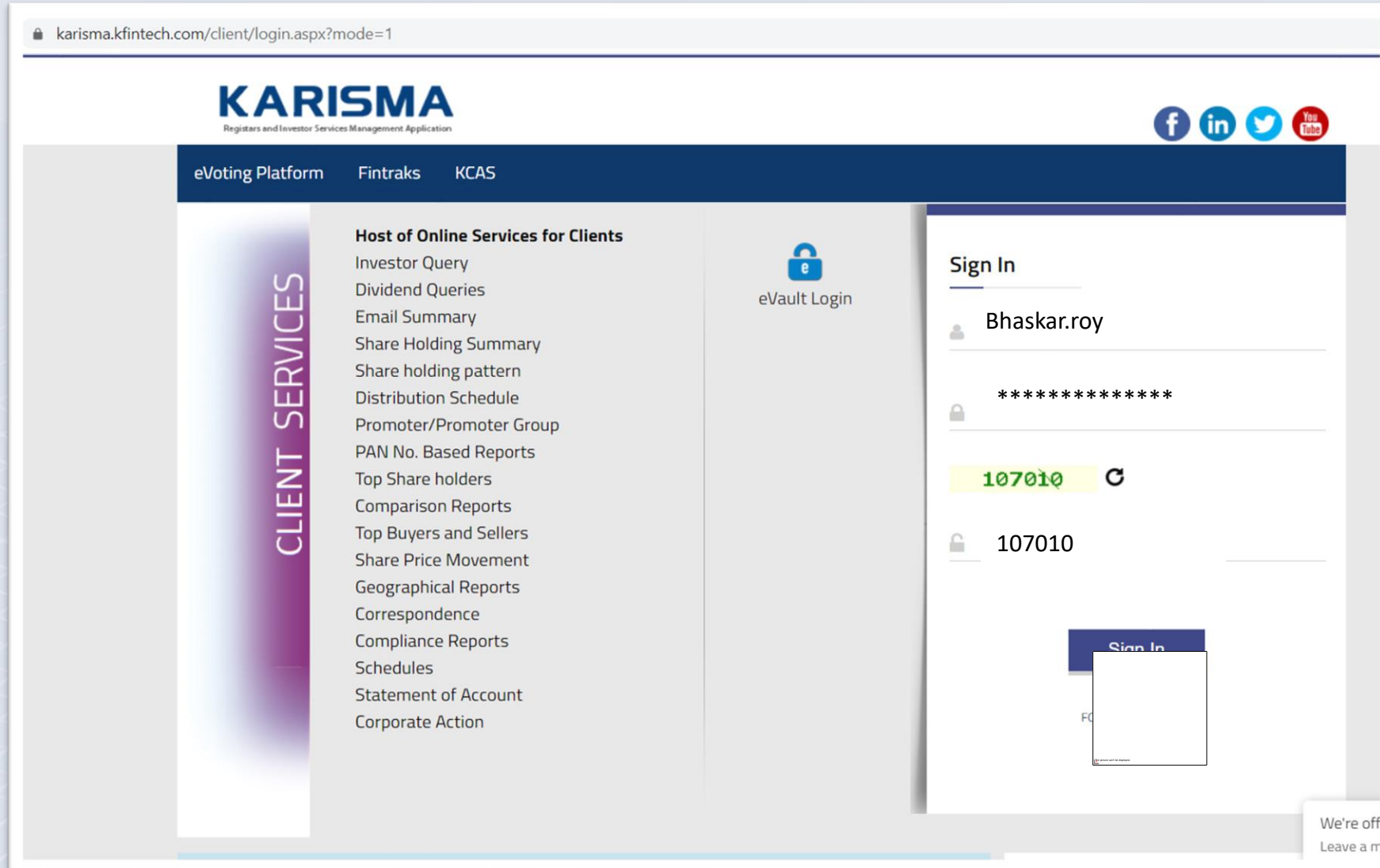
Alternatively, KMP's can click on the Dir and KMP login tab on meeting page as shown in image 1

On the next page, user needs to click on the drop down to select event/ meeting

Input the registered mobile number and click Login

Use the "OTP" and click on validate to join the selected event

URL – <https://karisma.kfintech.com>



The screenshot shows the KARISMA client portal login page. The URL in the browser is [karisma.kfintech.com/client/login.aspx?mode=1](https://karisma.kfintech.com/client/login.aspx?mode=1). The page features the KARISMA logo and tagline "Registers and Investor Services Management Application" at the top. A navigation bar includes "eVoting Platform", "Fintraks", and "KCAS". A vertical sidebar on the left is labeled "CLIENT SERVICES". The main content area is divided into three sections: "Host of Online Services for Clients" with a list of services, "eVault Login" with a lock icon, and a "Sign In" form. The "Sign In" form has fields for "Bhaskar.roy", a masked password field, a CAPTCHA "107010", and a numeric PIN field "107010". A "Sign In" button is visible below the form. A "We're off" notification is present in the bottom right corner.

**KARISMA**  
Registers and Investor Services Management Application

eVoting Platform Fintraks KCAS

**CLIENT SERVICES**

**Host of Online Services for Clients**

- Investor Query
- Dividend Queries
- Email Summary
- Share Holding Summary
- Share holding pattern
- Distribution Schedule
- Promoter/Promoter Group
- PAN No. Based Reports
- Top Share holders
- Comparison Reports
- Top Buyers and Sellers
- Share Price Movement
- Geographical Reports
- Correspondence
- Compliance Reports
- Schedules
- Statement of Account
- Corporate Action

eVault Login

**Sign In**

Bhaskar.roy

\*\*\*\*\*

107010

107010

**Sign In**

We're off  
Leave a m

Team can use the credentials provided to login in the **KARISMA portal** to access the schedules module and take necessary actions.





**KARISMA**  
Registrars and Investor Services Management Application

HOME COMPANY ADMIN QUERIES SUMMARY TOP N' LIST REPORTS COMPLIANCE MIS REPORTS **SCHEDULES** BILLING PROFILE LOGOUT

**Schedules**

- AGM Schedule
  - Attendance
  - Proxy/PAK
  - AGM Question & Answers**
  - AGM Officials Registration**
  - AGM Speaker Register**
  - AGM Documents Upload**
- Bonus Schedule
- Calendar
  - My Calendar

**Statement of Account**

- Brief Statement
- Detailed Statement

**Corporate Action**

- NSDL
- CDSL

**Downloads**

- Annual Internal Audit Report (2018-19)

**Feedback**

Once in the KARISMA site, please select the Schedules option from the available menu as shown in the figure above

4 new menu options have been provided under schedule specifically to cater to the AGM

- Q&A
- Officials Registration
- Speaker Registration
- Document Upload

Each one of these options are explained in the upcoming pages

## KARISMA

Registrars and Investor Services Management Application

HOME COMPANY ADMIN QUERIES SUMMARY TOP N' LIST REPORTS COMPLIANCE MIS REPORTS SCHEDULES BILLING PROFILE LOGOUT

### Directors & KMPs registration

|   |  |   |
|---|--|---|
| AGM Date - Event Id   | <input type="text" value="DD/MM/YYYY-XXXX"/> | <input type="button" value="Go"/>                 |
| Name  | <input type="text"/>                         | Designation <input type="text" value="-Select-"/> |
| Email ID  | <input type="text"/>                         | Mobile <input type="text"/>                       |
| Holding   | <input type="text" value="Yes"/>             | Folio/DP ID/ Client ID <input type="text"/>       |
| <input type="button" value="Submit"/> <input type="button" value="Cancel"/> |  |   |

AGM Date – event ID will be auto populated with requisite details

Rest all the fields will have to be updated

In case Holding is “Yes” , it is mandatory to fill in the Folio / DP ID / Client ID. The field will be greyed out if the Holding is “NO”

## KARISMA

Registrars and Investor Services Management Application

- HOME
- COMPANY
- ADMIN
- QUERIES
- SUMMARY
- TOP N' LIST
- REPORTS
- COMPLIANCE
- MIS REPORTS
- SCHEDULES
- BILLING
- PROFILE
- LOGOUT

### AGM Question & Answers

Refresh Download All Print

- New
- Reviewed
- Rejected

Search:

| QNO | FOLIO           | QUESTION   | ANSWER | MOBILE | EMAIL | QSTATUS |
|-----|-----------------|--|--------|--------|-------|---------|
| 4   | IN1111112345678 | what is the cost of printing of subsidiary annual reports? |        |        |       | Pending |
| 5   | IN1111112345678 | I have not received hard copy of annual report             |        |        |       | Pending |
| 6   | IN1111112345678 | How will the print of messages look?                       |        |        |       | Pending |
| 7   | IN1111112345678 | transmission is delayed...                                 |        |        |       | Pending |
| 8   | IN1111112345678 | It seems live webcast is over.....                         |        |        |       | Pending |
| 12  | IN1111112345678 | We are yet to receive printer                              |        |        |       | Pending |
| 13  | IN1111112345678 | Upto what time AGM will go on?                             |        |        |       | Pending |
| 14  | IN1111112345678 | test question  |        |        |       | Pending |
| 15  | IN1111112345678 | Today is Wednesday   |        |        |       | Pending |

We're offline  
Leave a message

## KARISMA

Registrars and Investor Services Management Application

- HOME
- COMPANY
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- REPORTS
- COMPLIANCE
- MIS REPORTS
- SCHEDULES
- BILLING
- PROFILE
- LOGOUT

### AGM Question & Answers

[Refresh](#) [Download All](#) [Print](#)

New

Reviewed

Rejected

Search:

| QNO | FOLIO           | QUESTION   | ANSWER  | MOBILE | EMAIL | QSTATUS  |
|-----|-----------------|--|---|--------|-------|----------|
| 1   | IN1111112345678 | its a stage....can someone perform on the stage for live demo testing? | yes we will.  |        |       | Answered |
| 2   | IN1111112345678 | Can photographer shoot other parts of the hall / green room also       | thank you   |        |       | Answered |
| 3   | IN1111112345678 | When will I get dividend?  | The dividend will be credited on 8th August; in your registered bank account. |        |       | Answered |
| 9   | IN1111112345678 | IT person is getting printer at the hall                               | Yes, we are waiting for it.   |        |       | Answered |
|     |                 |  |   |        |       |          |
|     |                 |  |   |        |       |          |

Showing 1 to 6 of 6 entries

We're offline  
Leave a message



## KARISMA

Registars and Investor Services Management Application

|      |         |       |         |         |             |         |            |             |           |         |         |        |
|------|---------|-------|---------|---------|-------------|---------|------------|-------------|-----------|---------|---------|--------|
| HOME | COMPANY | ADMIN | QUERIES | SUMMARY | TOP N' LIST | REPORTS | COMPLIANCE | MIS REPORTS | SCHEDULES | BILLING | PROFILE | LOGOUT |
|------|---------|-------|---------|---------|-------------|---------|------------|-------------|-----------|---------|---------|--------|

### Speaker Registration List

| Event Id | Unit Name            | AGM Date   |
|----------|----------------------|------------|
| 469      | ABC LTD - DEMO EVENT | 07/06/2020 |

| Regn No/Date            | Folio/DP ID/Client ID | Holder/Shares/City          | Email/Mobile                     | File                     | Status  | Action       | Reason               |                        |
|-------------------------|-----------------------|-----------------------------|----------------------------------|--------------------------|---------|--------------|----------------------|------------------------|
| 8<br>Jun 3 2020 5:33PM  | guest1                | guest1<br>2324<br>Hyderabad | mrvs1961@gmail.com<br>9177401545 | <a href="#">Download</a> | Confirm | --Select-- ▾ | <input type="text"/> | <a href="#">Submit</a> |
| 9<br>Jun 3 2020 5:33PM  | guest2                | guest2<br>2324<br>Hyderabad | mrvs1961@gmail.com<br>9177401545 | <a href="#">Download</a> | Confirm | --Select-- ▾ | <input type="text"/> | <a href="#">Submit</a> |
| 10<br>Jun 3 2020 5:33PM | guest3                | guest3<br>2324<br>Hyderabad | mrvs1961@gmail.com<br>9177401545 | <a href="#">Download</a> | Confirm | --Select-- ▾ | <input type="text"/> | <a href="#">Submit</a> |
| 11<br>Jun 3 2020 5:33PM | guest4                | guest4<br>2324<br>Hyderabad | mrvs1961@gmail.com<br>9177401545 | <a href="#">Download</a> | Confirm | --Select-- ▾ | <input type="text"/> | <a href="#">Submit</a> |
| 12<br>Jun 3 2020 5:33PM | guest5                | guest5<br>2324<br>Hyderabad | mrvs1961@gmail.com<br>9177401545 | <a href="#">Download</a> | Confirm | --Select-- ▾ | <input type="text"/> | <a href="#">Submit</a> |
| 13<br>Jun 3 2020 5:33PM | guest6                | guest6<br>2324<br>Hyderabad | mrvs1961@gmail.com<br>9177401545 | <a href="#">Download</a> | Confirm | --Select-- ▾ | <input type="text"/> | <a href="#">Submit</a> |

We're offline  
Leave a message

## KARISMA

Registrars and Investor Services Management Application

HOME COMPANY ADMIN QUERIES SUMMARY TOP N' LIST REPORTS COMPLIANCE MIS REPORTS SCHEDULES BILLING PROFILE LOGOUT

### Upload Documents

|                                       |   |                                       |
|---------------------------------------|---|---------------------------------------|
| AGM Date - Event Id                   | <input type="text"/>                                      | <input type="button" value="Go"/>     |
| Document Title                        | <input type="text"/>                                      | Description <input type="text"/>      |
| File                                  | <input type="button" value="Choose File"/> No file chosen |                                       |
| <input type="button" value="Submit"/> |   | <input type="button" value="Cancel"/> |

AGM Date – event ID will auto populate , rest all data has to be filled

**PDF** file format to be used. Max upload size is 5 MB

Files uploaded here can be viewed by shareholders on the e-AGM application on the day of the actual event.

Cannot be downloaded by the shareholders, however shareholders can use screen print or screen capture option on their personal devices.

|                           |   |
|---------------------------|---|
| <b>Hosting</b>            | <ul style="list-style-type: none"><li>• The conference is hosted in secured cloud infrastructure</li></ul>  |
| <b>Integration</b>        | <ul style="list-style-type: none"><li>• Video conference software through third party integration to the inhouse AGM AV conference module.</li><li>• Integration with Shareholder data base, AGM registration, speaker registration and e-voting at the conference</li></ul>                |
| <b>Scalability</b>        | <ul style="list-style-type: none"><li>• Can login up to 2000 -4000 shareholders</li><li>• Separate logins for the Directors, company secretary, Legal counsel, Statutory auditors and other officials</li><li>• Selective AV access rights to the speaker &amp; other officials</li></ul>   |
| <b>Accessibility</b>      | <ul style="list-style-type: none"><li>• Can be accessed across the globe through log in credentials</li><li>• Access through mobile, Apple &amp; Google chrome</li><li>• Quality &amp; Speed of the AV is dependent on the network, internet speed and desktop of the shareholder</li></ul> |
| <b>Certification</b>      | <ul style="list-style-type: none"><li>• ISO 9001:2008 - Quality Management System (QMS)</li><li>• ISO 27001:2013 by DNV - Information Security and Management System (ISMS)</li></ul>   |
| <b>Business expertise</b> | <ul style="list-style-type: none"><li>• Hands on experience in handling the AGM &amp; E-Voting processes.</li><li>• Dedicated relationship managers &amp; IT team on board during the AGM proceedings</li></ul>   |
| <b>Technology</b>         | <ul style="list-style-type: none"><li>• Mature , technology driven processes with embedded workflows</li><li>• Completely In-house developed applications &amp; IT Infrastructure</li></ul>   |

# Thank You !!!

