2023

e-AGM Guidebook

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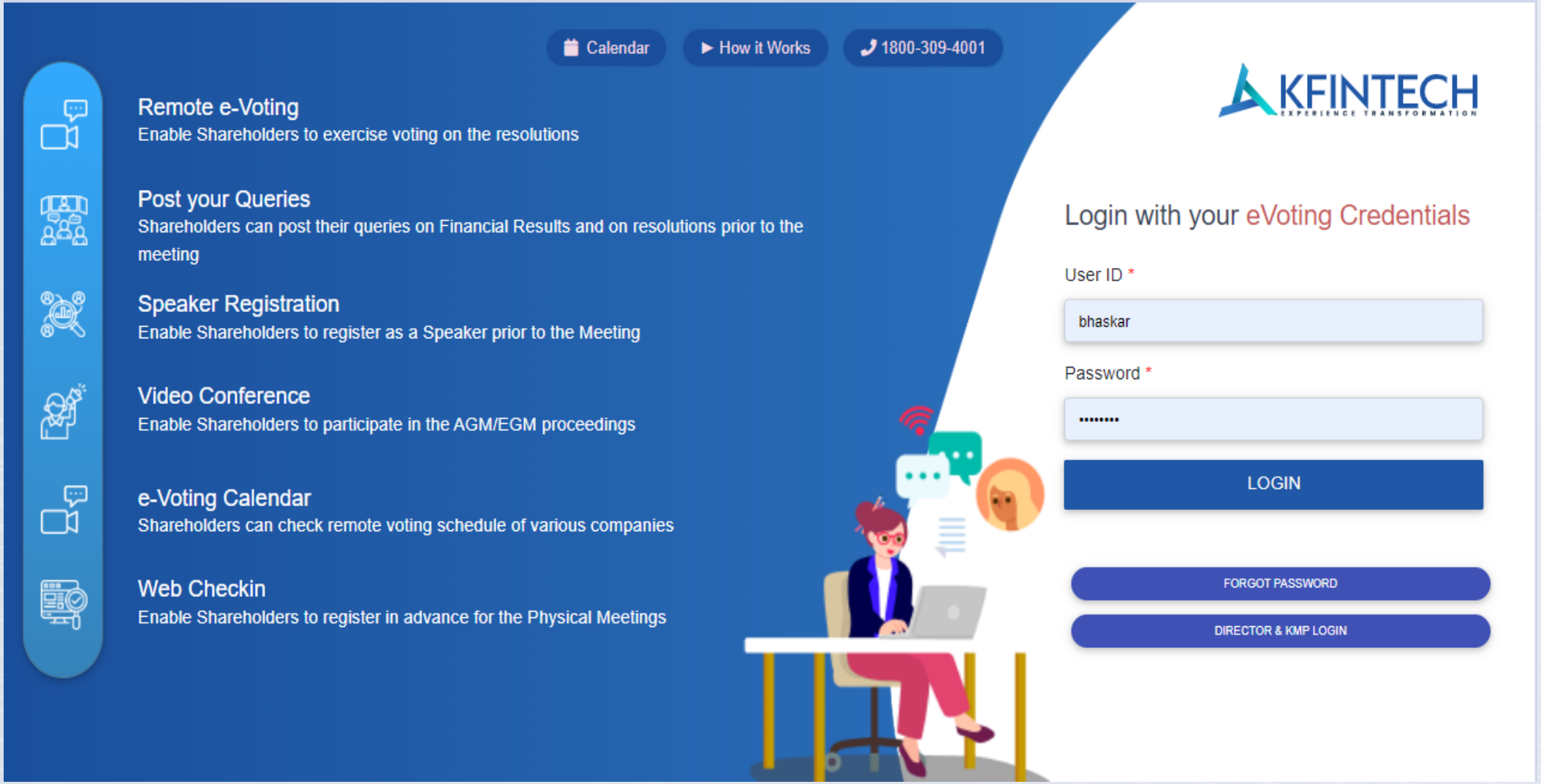
Landing Page - post Logon

URL – https://emeetings.kfintech.com



eMeeting access for investors - VC

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

1 e-Voting access for investors

URL: https://evoting.kfintech.com

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”

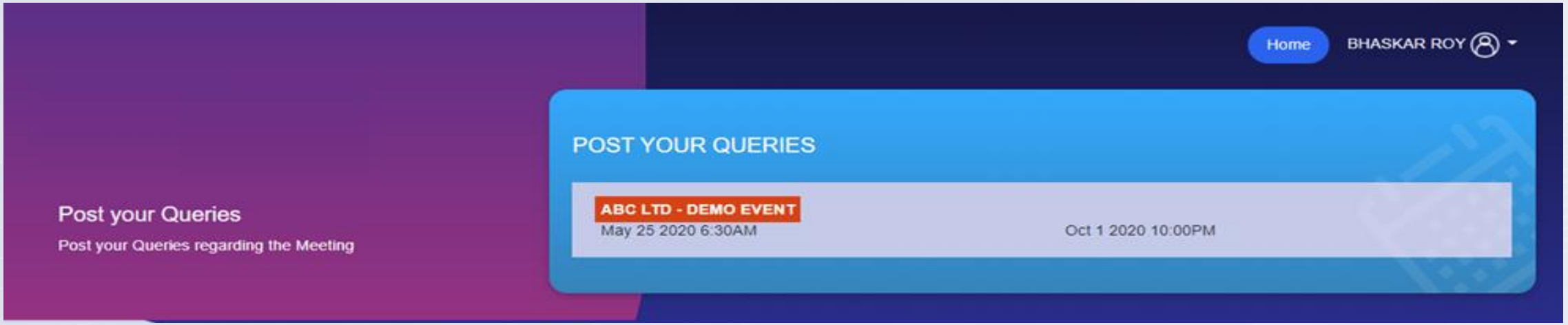
IV. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off date under “FOR / AGAINST” or alternatively, you may partially enter any number in “FOR” and partially “AGAINST” but the total number in “FOR / AGAINST” taken together shall not exceed your total 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.

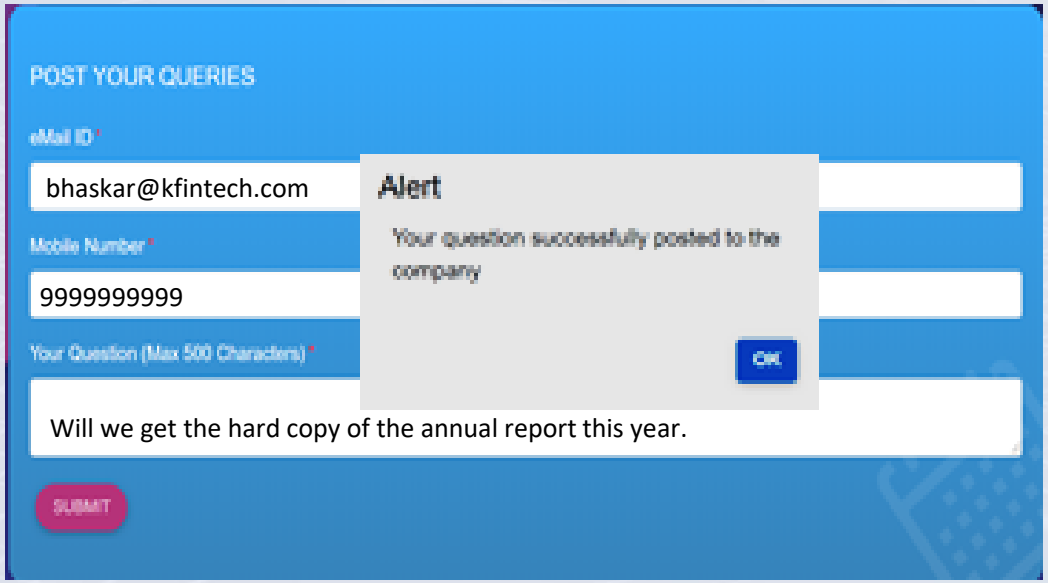
V. Members holding multiple folios / demat accounts may choose to vote differently for each folio / demat account.

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.

2 Post your queries



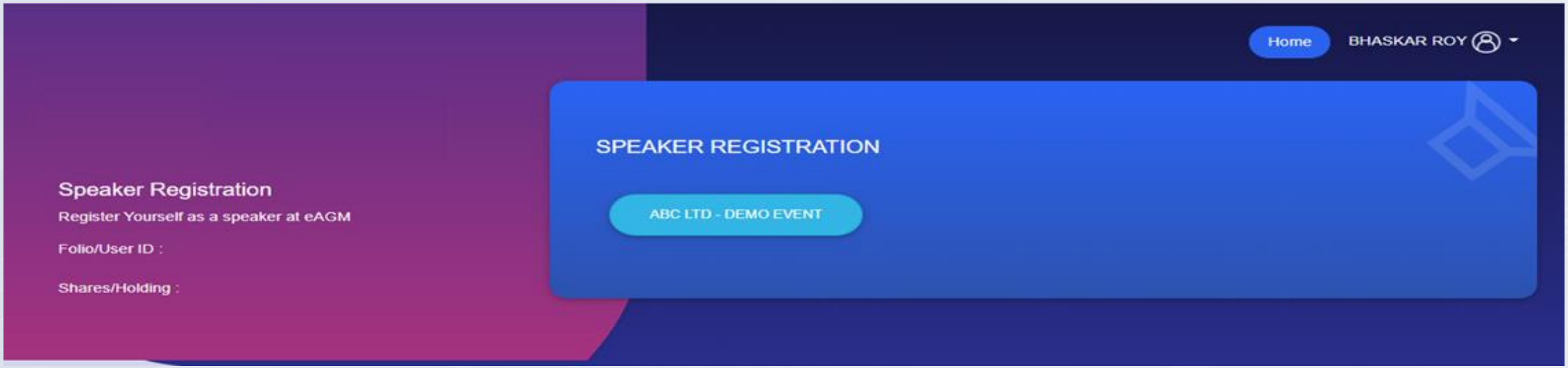


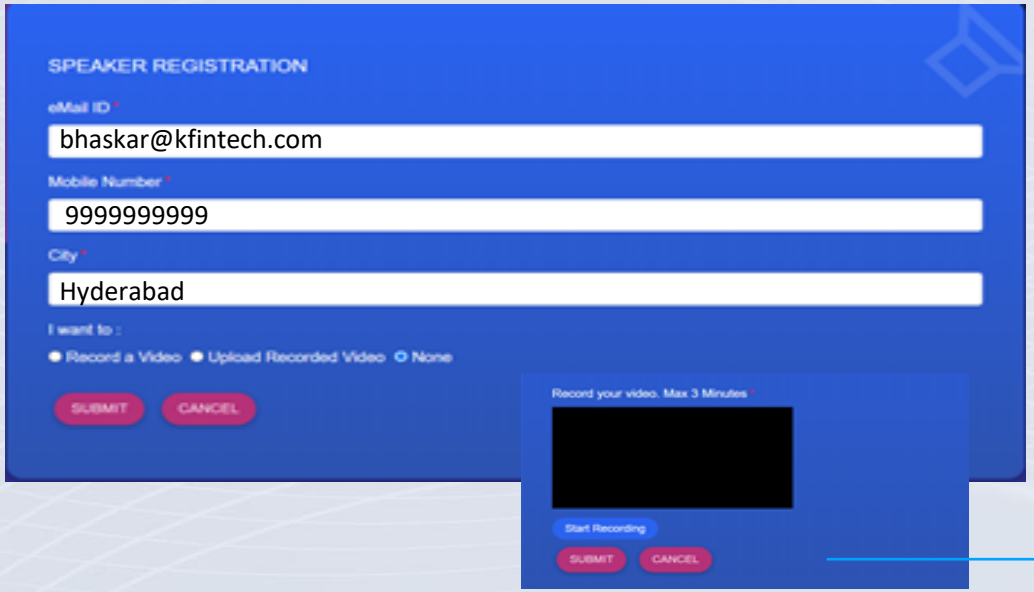
User will be required to only fill in email ID & Mobile Number

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

Post submission, the user will be provided with a confirmation

3 Speaker Registration





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

4 Video Conferencing – AGM

Overview:

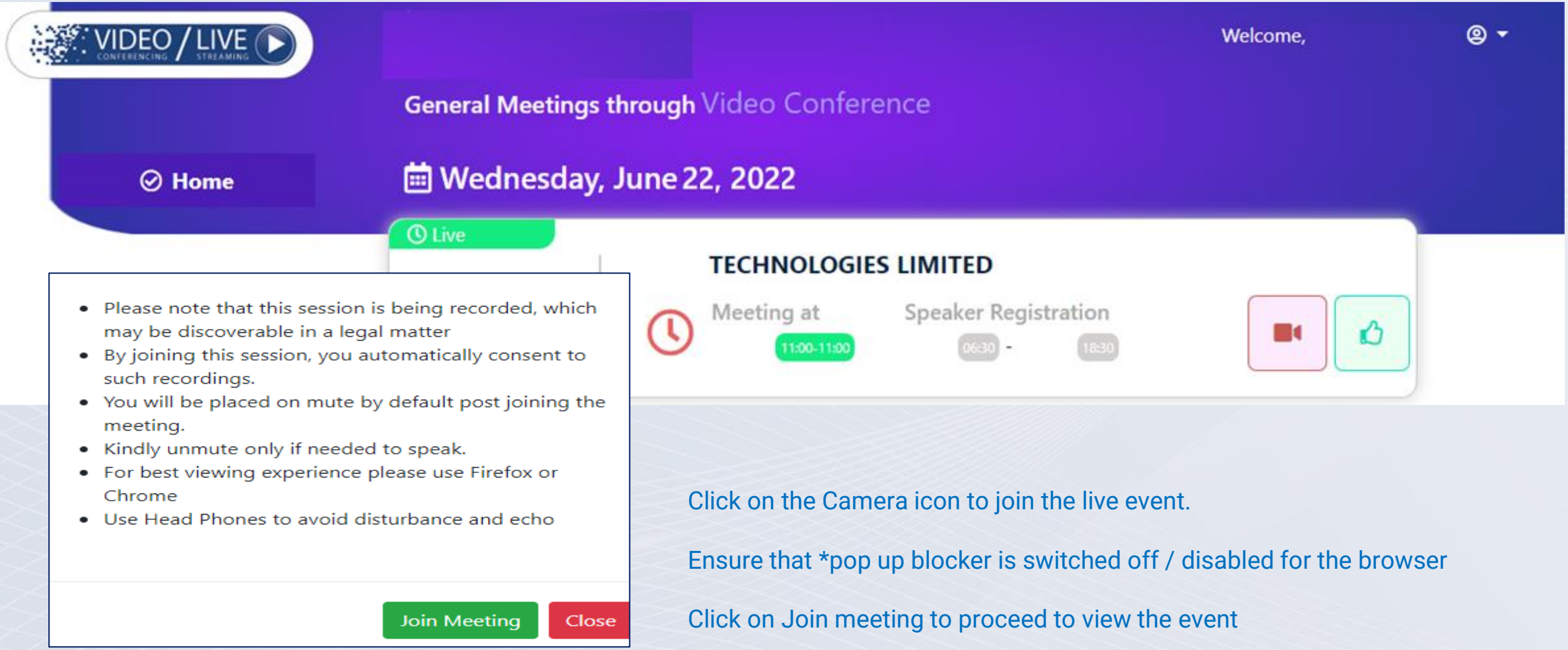
Active 15 mins to 30 mins prior to the event based on the schedule

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.

Video Conferencing



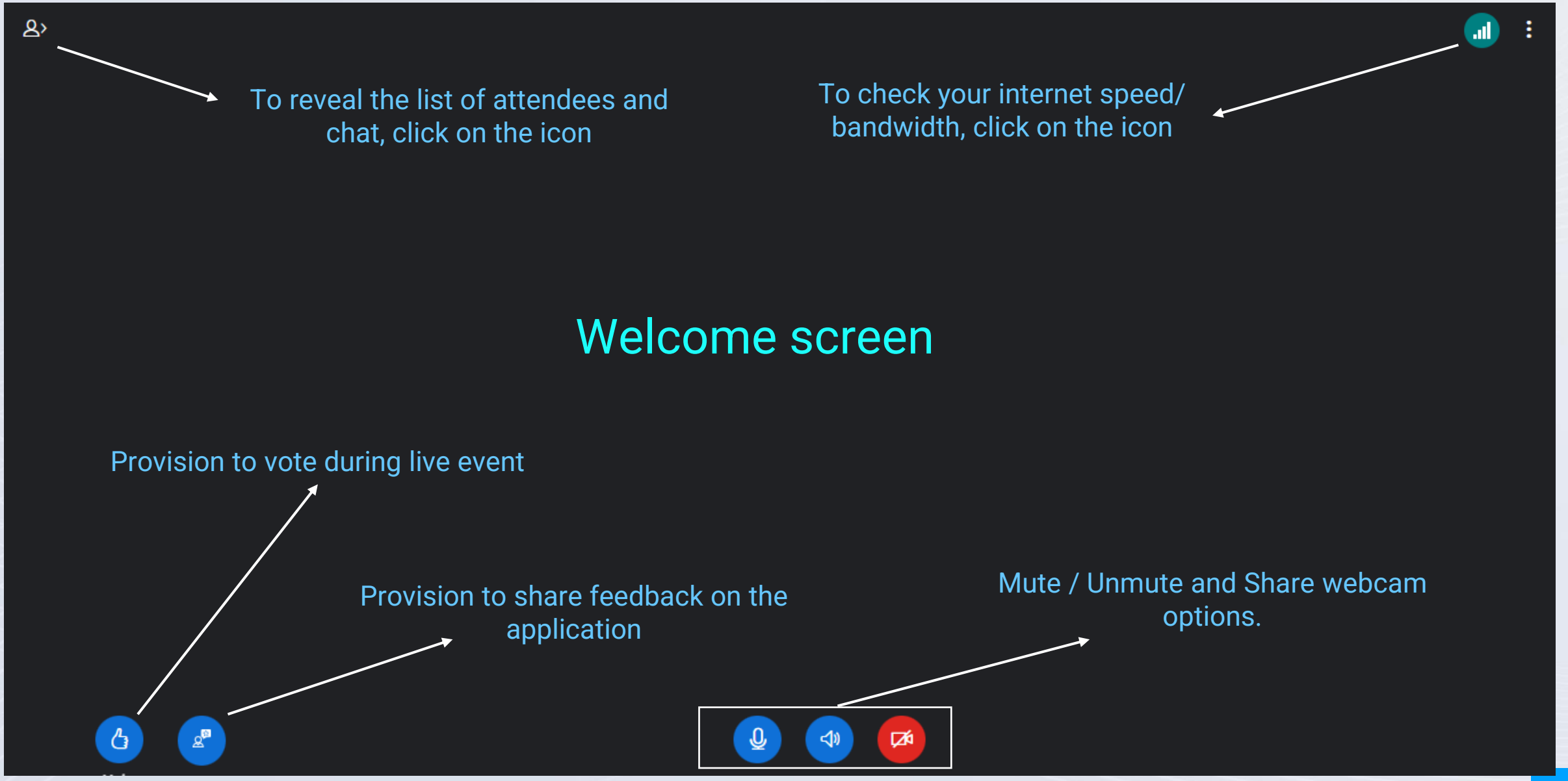
Click on the Camera icon to join the live event.

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

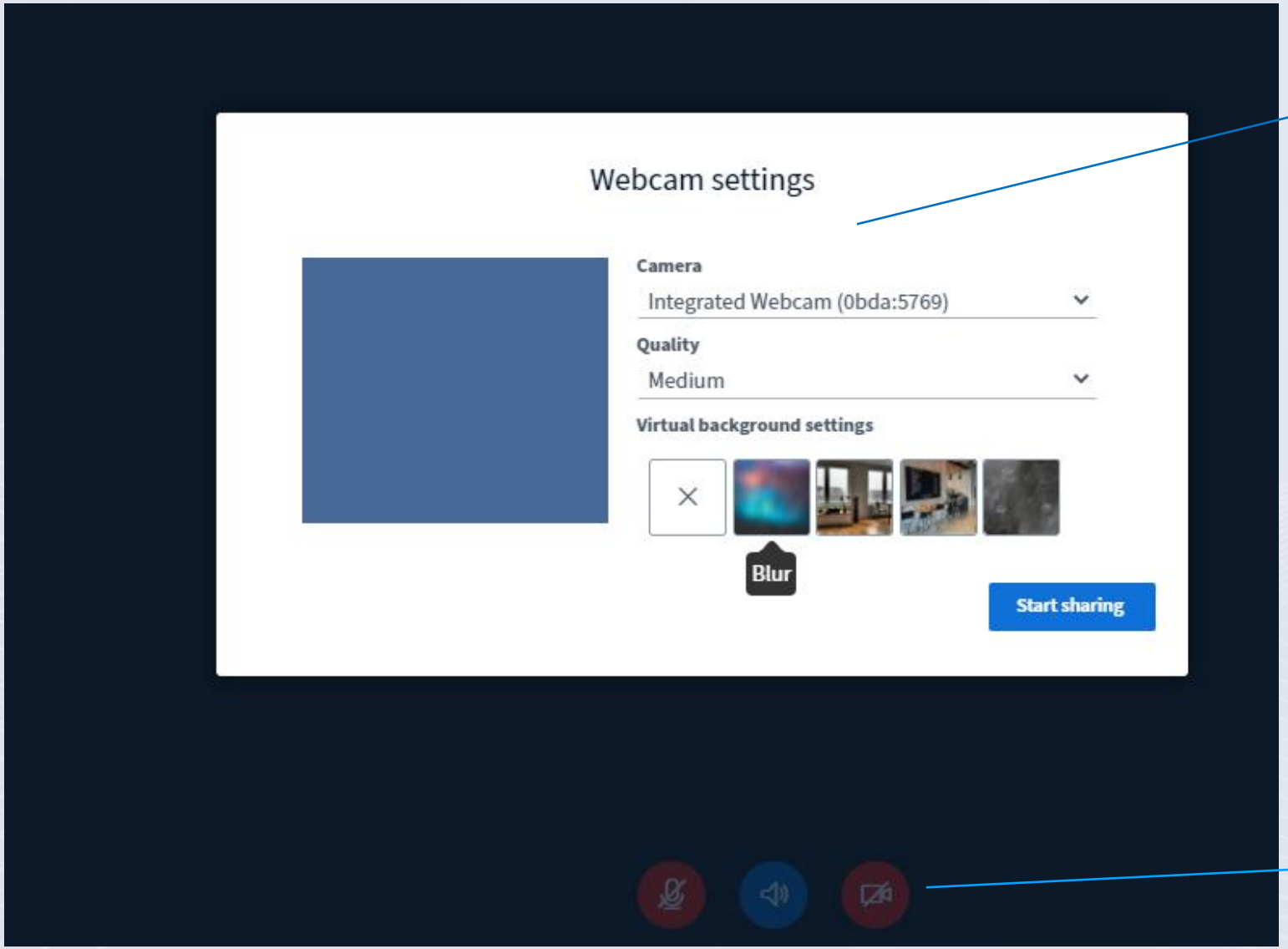
Click on Join meeting to proceed to view the event

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

Video Conferencing



Video Conferencing - Share Webcam



2. Pop up window will appear and should display image

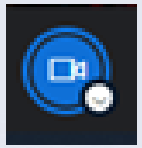
Camera - You can opt for any external camera / webcam if attached

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.

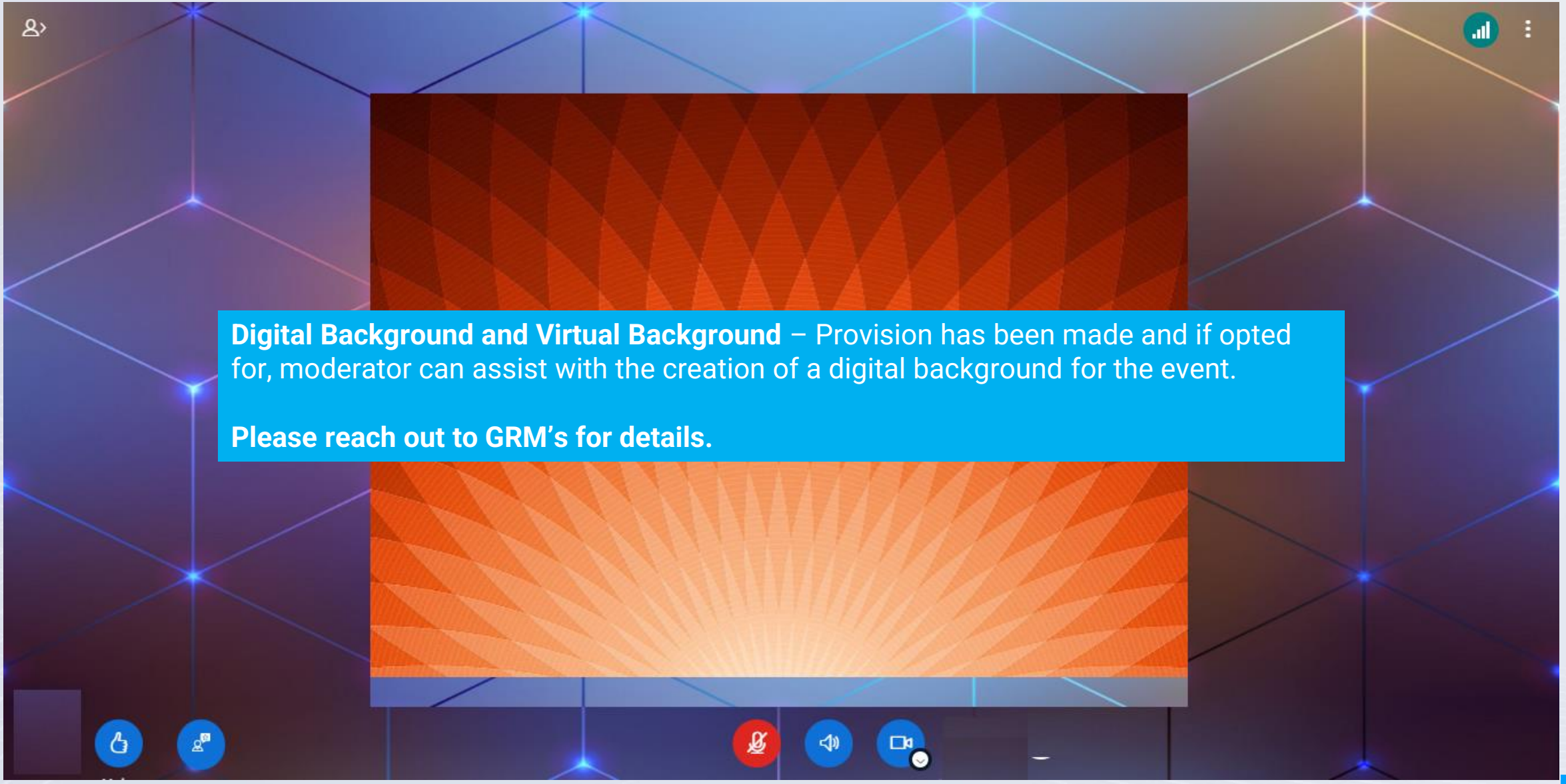
Click on Start sharing

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



1. Click on camera icon to share webcam

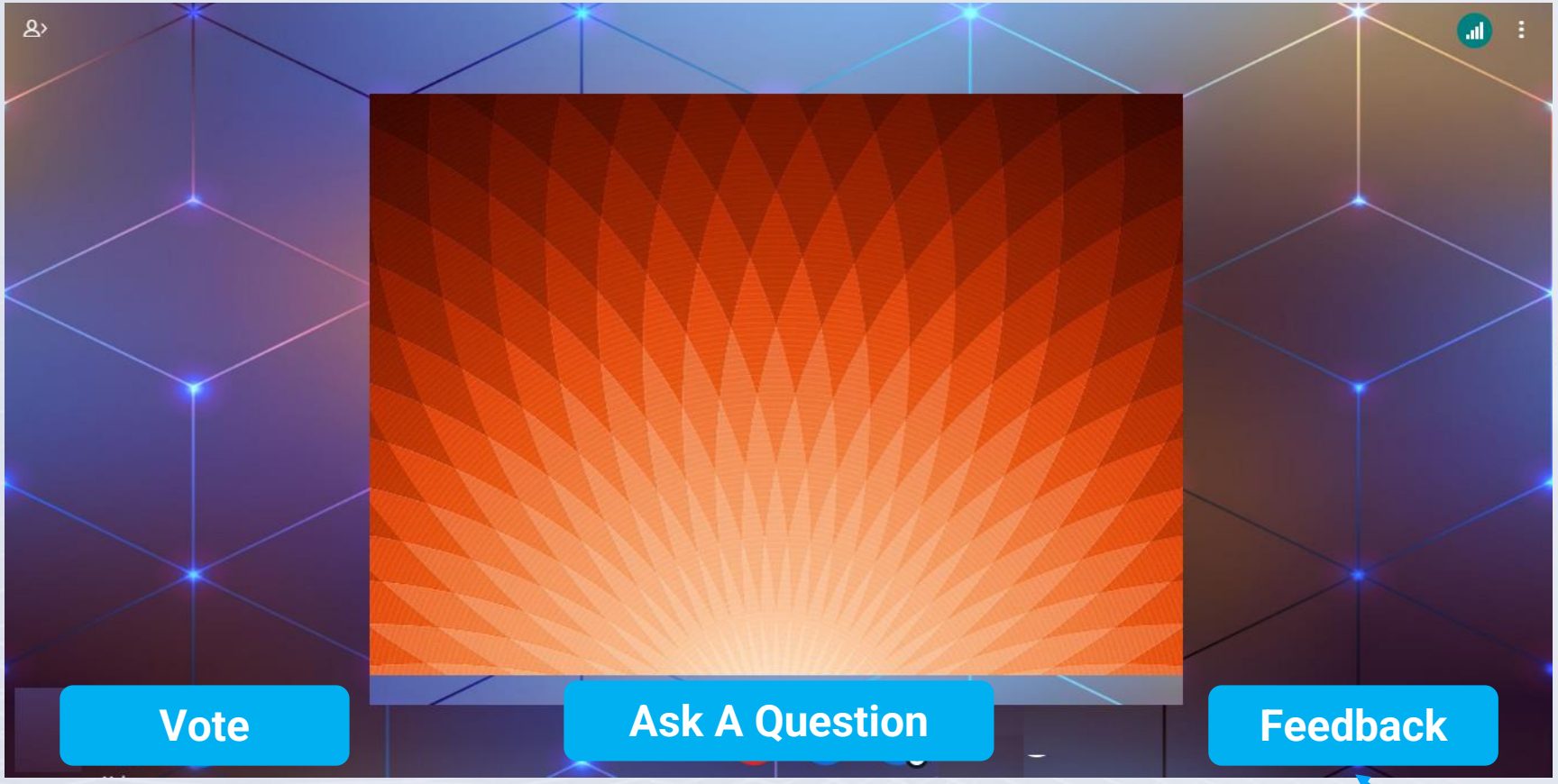
Digital Background and **Virtual Background**



Digital Background and Virtual Background – Provision has been made and if opted for, moderator can assist with the creation of a digital background for the event.

Please reach out to GRM's for details.

Video Conferencing Concluded

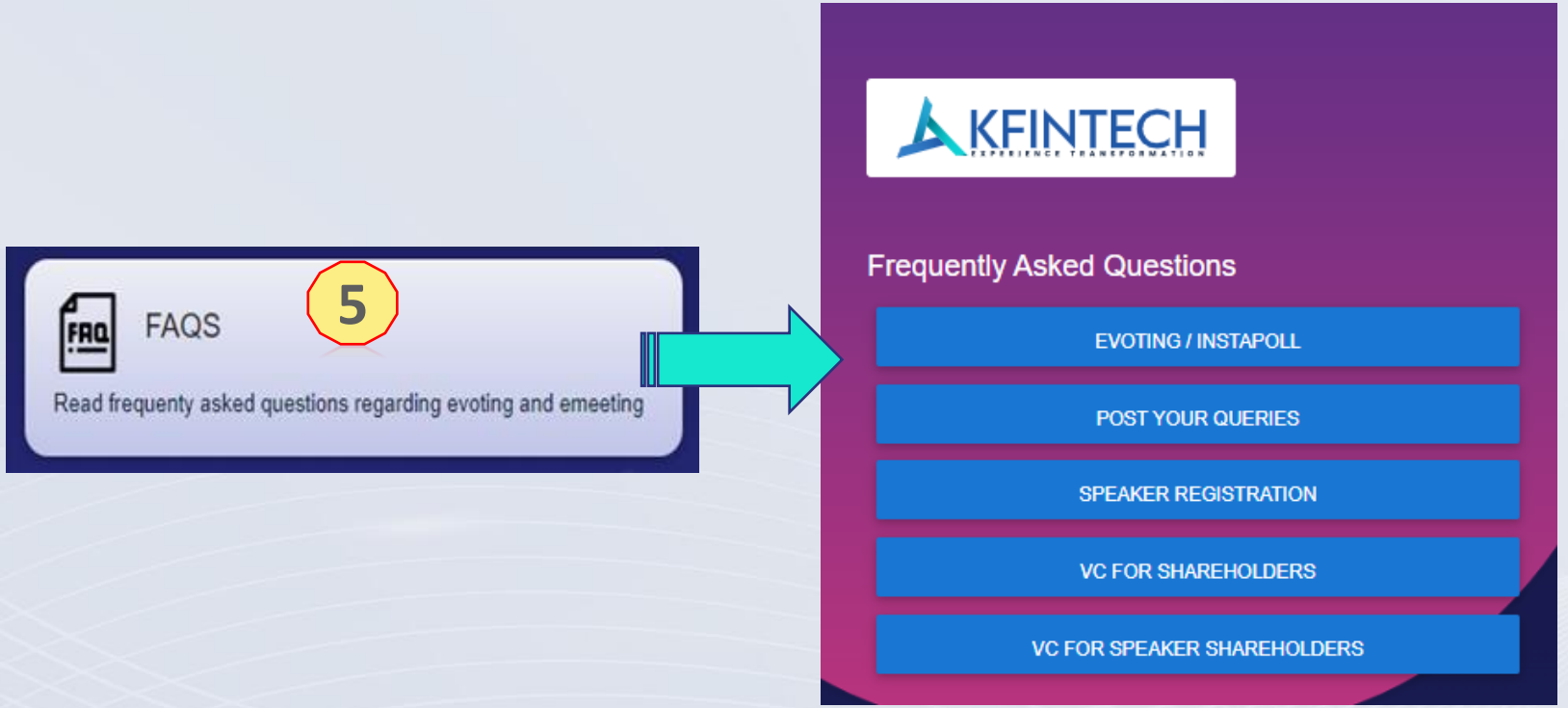


Audience can click and vote, if they have not used eVoting option earlier.

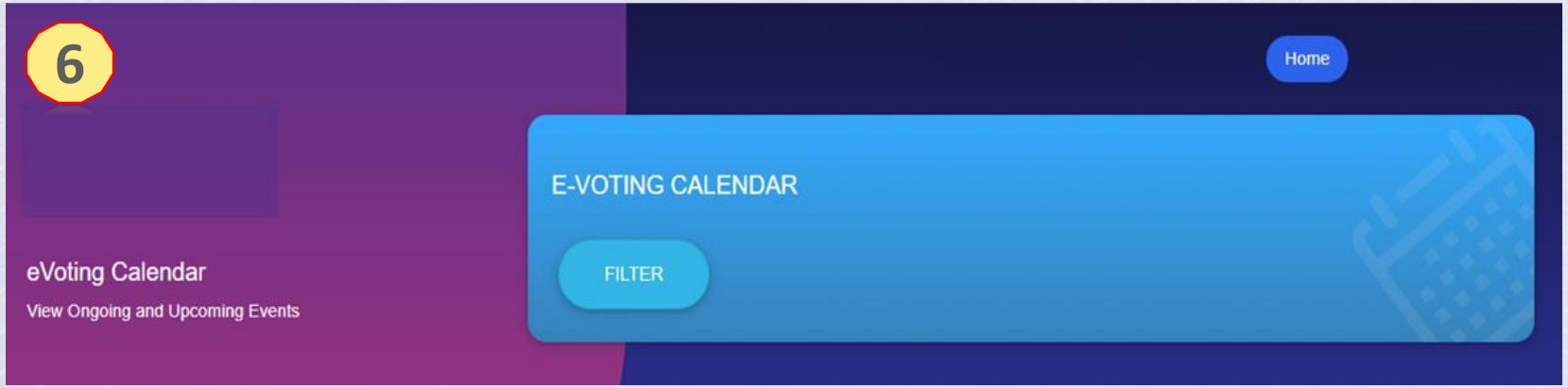
Investors can “Ask a question” which will reflect in Karisma and can be either addressed during the AGM or later via email communication

Audience can provide feedback on the tool / application

5 & 6 Frequently Asked Question (FAQ) & e-Voting calendar



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

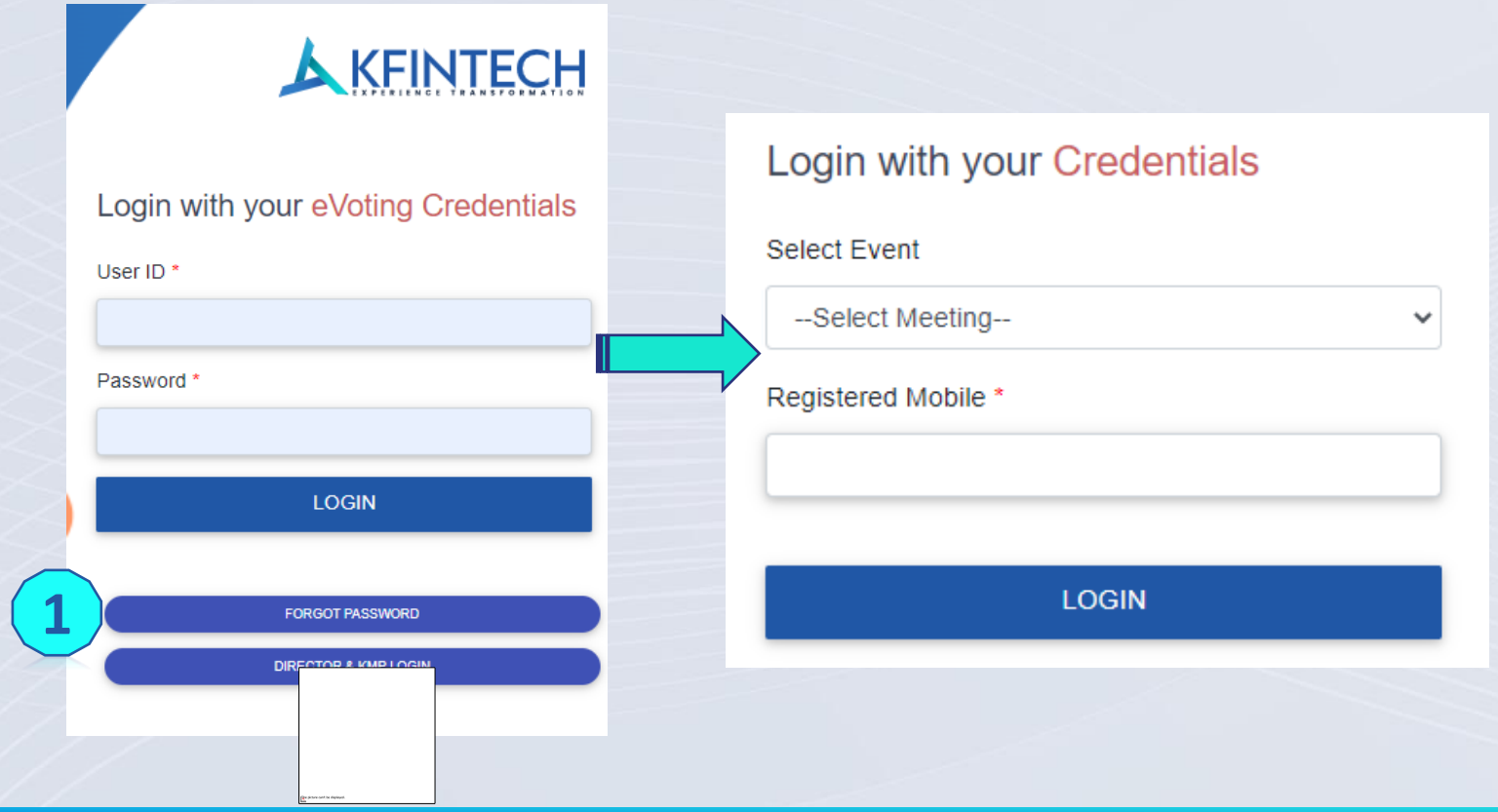


Investors will be able to view all up coming events and conduct voting on the resolutions as required.

Directors & KMP's Login

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



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

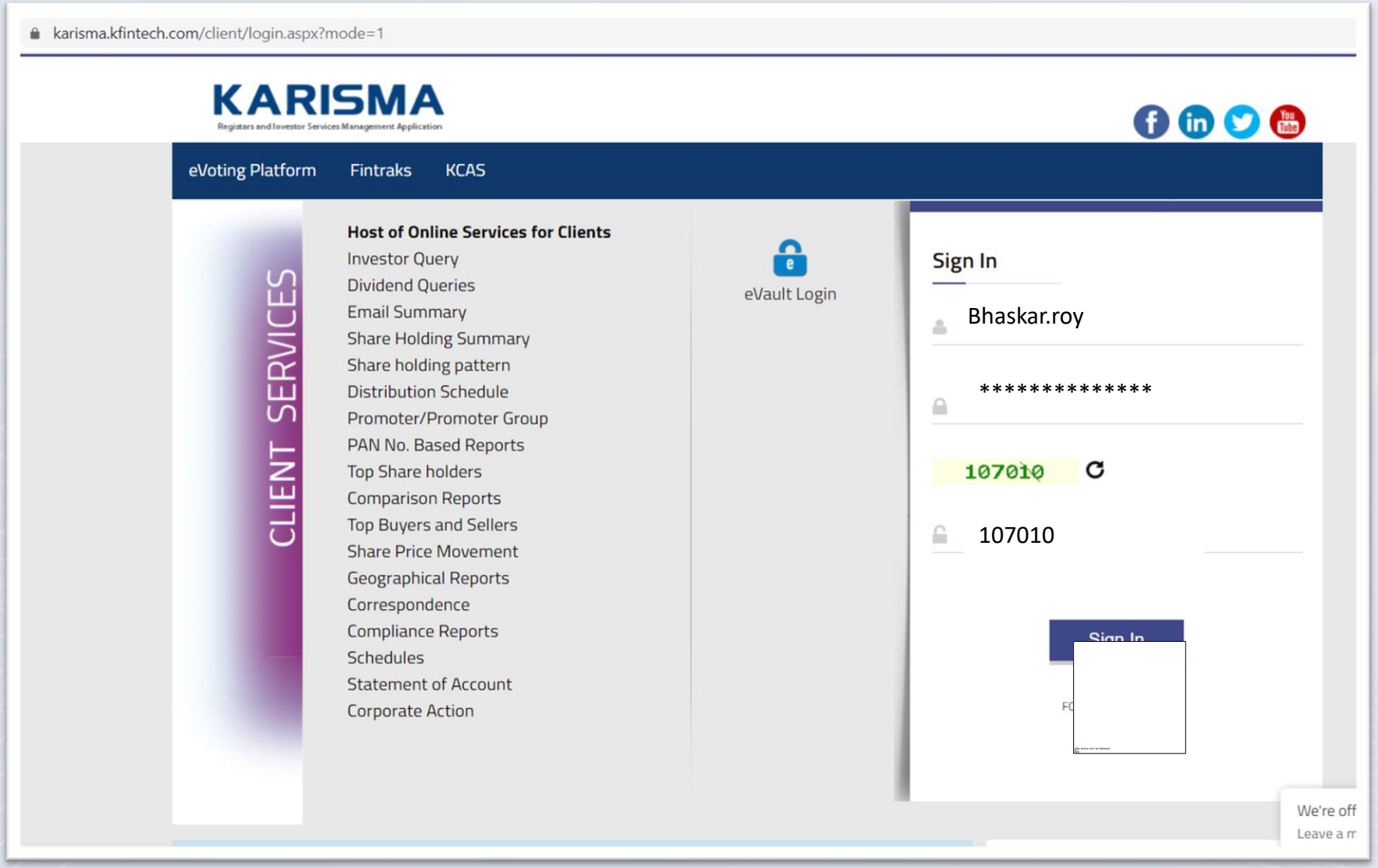
On the next page, user needs to click on the drop down to select event/ meeting

Input the registered mobile number and click Login

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

Karisma – Actions

URL – https://karisma.kfintech.com



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

Schedules

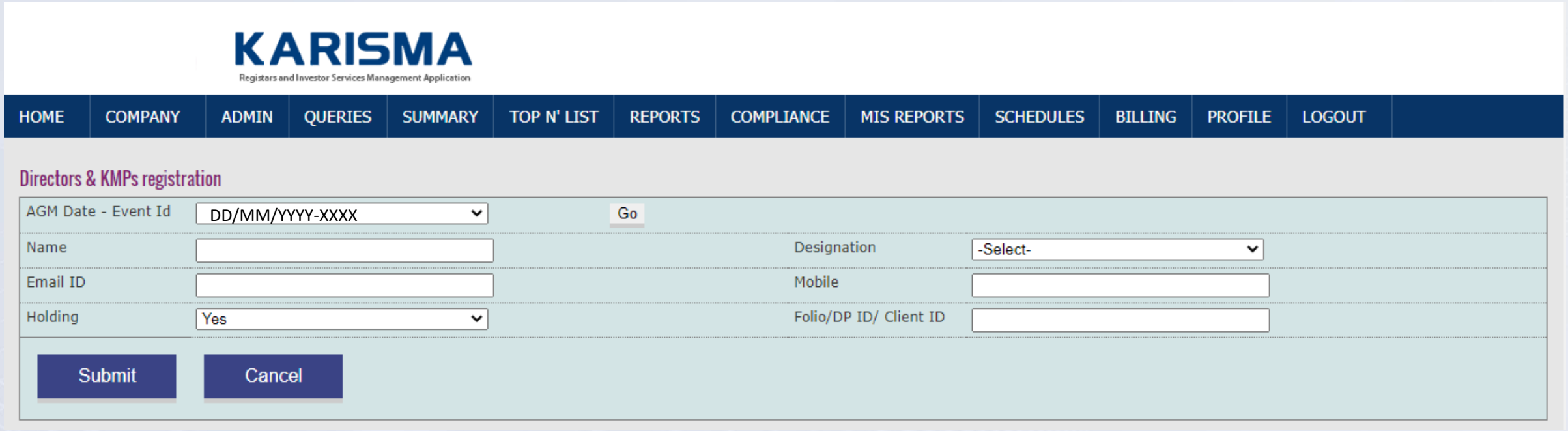
Once in the KARISMA site, please select the Schedules option from the available menu as shown in the figure above

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

AGM - Officials Registration



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”

AGM - Questions & Answers

KARISMA
Registars 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	IN11111112345678	what is the cost of printing of subsidiary annual reports?				Pending
5	IN11111112345678	I have not received hard copy of annual report				Pending
6	IN11111112345678	How will the print of messages look?				Pending
7	IN11111112345678	transmission is delayed...				Pending
8	IN11111112345678	It seems live webcast is over.....				Pending
12	IN11111112345678	We are yet to receive printer				Pending
13	IN11111112345678	Upto what time AGM will go on?				
14	IN11111112345678	test question				
15	IN11111112345678	Today is Wednesday				

We're offline
Leave a message

AGM - Questions & Answers

KARISMA
Registars 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
1	IN11111112345678	its a stage....can someone perform on the stage for live demo testing?	yes we will.			Answered
2	IN11111112345678	Can photographer shoot other parts of the hall / green room also	thank you			Answered
3	IN11111112345678	When will I get dividend?	The dividend will be credited on 8th August; in your registered bank account.			Answered
9	IN11111112345678	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

AGM - Speaker Register

KARISMA
Registars and Investor Services Management Application

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

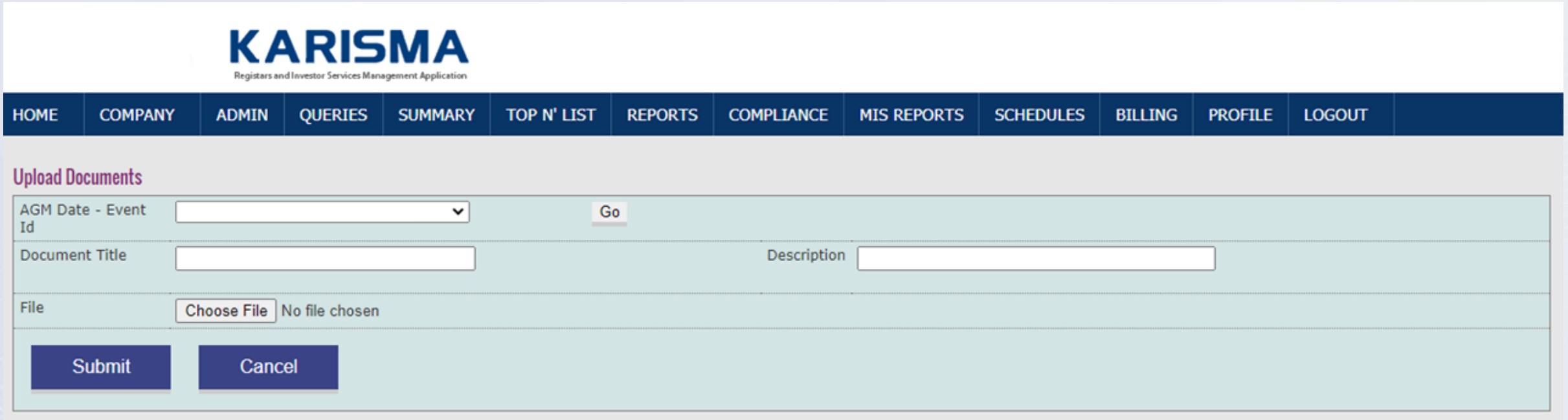
Speaker Registration List

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 Jun 3 2020 5:33PM	guest1	guest1 2324 Hyderabad	mrvs1961@gmail.com 9177401545	Download	Confirm	--Select--		Submit
9 Jun 3 2020 5:33PM	guest2	guest2 2324 Hyderabad	mrvs1961@gmail.com 9177401545	Download	Confirm	--Select--		Submit
10 Jun 3 2020 5:33PM	guest3	guest3 2324 Hyderabad	mrvs1961@gmail.com 9177401545	Download	Confirm	--Select--		Submit
11 Jun 3 2020 5:33PM	guest4	guest4 2324 Hyderabad	mrvs1961@gmail.com 9177401545	Download	Confirm	--Select--		Submit
12 Jun 3 2020 5:33PM	guest5	guest5 2324 Hyderabad	mrvs1961@gmail.com 9177401545	Download	Confirm	--Select--		Submit
13 Jun 3 2020 5:33PM	guest6	guest6 2324 Hyderabad	mrvs1961@gmail.com 9177401545	Download	Confirm	--Select--		

We're offline
Leave a message

AGM - Document Upload



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.

Technology features

Hosting	• The conference is hosted in secured cloud infrastructure
Integration	• Video conference software through third party integration to the inhouse AGM AV conference module. • Integration with Shareholder data base, AGM registration, speaker registration and e-voting at the conference
Scalability	• Can login up to 2000 -4000 shareholders • Separate logins for the Directors, company secretary, Legal counsel, Statutory auditors and other officials • Selective AV access rights to the speaker & other officials
Accessibility	• Can be accessed across the globe through log in credentials • Access through mobile, Apple & Google chrome • Quality & Speed of the AV is dependent on the network, internet speed and desktop of the shareholder
Certification	• ISO 9001:2008 - Quality Management System (QMS) • ISO 27001:2013 by DNV - Information Security and Management System (ISMS)
Business expertise	• Hands on experience in handling the AGM & E-Voting processes. • Dedicated relationship managers & IT team on board during the AGM proceedings
Technology	• Mature , technology driven processes with embedded workflows • Completely In-house developed applications & IT Infrastructure

Thank You !!!