

## **e-AGM** Guidebook



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



## 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



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



#### 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.



Speaker Registration

Speaker Registration for eAGM

Post Your Queries Here

Annual General Meeting

#### Enter the login credentials provided and click on Login.

- 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.



		Home BHASKAR ROY 🛞 -
	POST YOUR QUERIES	
Post your Queries Post your Queries regarding the Meeting	ABC LTD - DEMO EVENT May 25 2020 6:30AM	Oct 1 2020 10:00PM

#### POST YOUR QUERIES

eMai ID*		
bhaskar@kfintech.com	Alert	
Mobile Number*	Your question successfully posted to the	
9999999999	company	
Your Question (Max 500 Characters)*	CK	
Will we get the hard copy o	f the annual report this year.	
SUBMT		

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



		Home BHASKAR ROY 🛞 -
peaker Registration egister Yourself as a speaker at eAGM blio/User ID :	SPEAKER REGISTRATION ABC LTD - DEMO EVENT	
hares/Holding :		

COLAVED DECISTDATION
SPEAKER REGISTRATION

eMail ID*	
bhaskar@kfintech.com	
Mobile Number *	
9999999999	
City*	
Hyderabad	
I want to : Record a Video Upload Recorded Video O None	
	Record your video. Max 3 Minutes
	Start Recording
	SUBMIT CANCEL

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-

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



POST YOUR QUERIES

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



SPEAKER REGISTRATION

Register Yourself as a speaker at eAGM





#### VIDEO CONFERENCE

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



FAQS

Read frequenty 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.





## **Video Conferencing**





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

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

## Welcome screen



## 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



.1

**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.

ø

Please reach out to GRM's for details.



2>



## Video Conferencing Concluded





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



KFINTECH **Frequently Asked Questions** 5 FAQS FRO **EVOTING / INSTAPOLL** Read frequenty asked questions regarding evoting and emeeting POST YOUR QUERIES SPEAKER REGISTRATION VC FOR SHAREHOLDERS VC FOR SPEAKER SHAREHOLDERS 6

6 Home E-VOTING CALENDAR FLTER 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 **KFINTECH** Login with your Credentials Login with your eVoting Credentials Select Event User ID --Select Meeting--Password \* Registered Mobile \* LOGIN LOGIN FORGOT PASSWORD CTOP & KMP LOGI

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 – <u>https://karisma.kfintech.com</u>

▲ karisma.kfintech.com/client/login.aspx?mode=1

oting 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         ************************************

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

Leave a m

**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





#### **Directors & KMPs registration**

AGM Date - Event Id	DD/MM/YYYY-XXXX V Go	
Name		Designation -Select-
Email ID		Mobile
Holding	Yes 🗸	Folio/DP ID/ Client ID
Submit	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"



	Registars and Investor Services Management Application										
HOME	COMPANY ADMIN	QUERIES SU	UMMARY TOP N' LIST	REPORTS	COMPLIANCE	MIS REPORTS	SCHEDULE	S BILLING	PROFILE	LOGOUT	
AGM Ques	tion & Answers										
Refresh	Download All Print										
New	Reviewed	Rejected									
									s	Search:	
QNO	FOLIO		QUES	TION			ANSWER	MOBILE		EMAIL	QSTATUS
4	IN1111112345678	what is the cost of p	rinting of subsidiary annual report	s?							Pending
5	IN1111112345678	1111112345678 I have not received hard copy of annual report									
6	IN1111112345678 How will the print of messages look?										Pending
	IN1111112345678	How will the print of	messages look?								Pending Pending
7	IN11111112345678 IN11111112345678	How will the print of transmission is delay	f messages look? yed								Pending Pending Pending
7	IN1111112345678 IN11111112345678 IN11111112345678	How will the print of transmission is delay It seems live webcas	f messages look? yed st is over								Pending Pending Pending Pending
7 8 12	IN1111112345678 IN11111112345678 IN11111112345678 IN11111112345678 IN11111112345678	How will the print of transmission is delay It seems live webcas We are yet to receive	f messages look? yed st is over e printer								Pending Pending Pending Pending Pending
7 8 12 13	IN1111112345678 IN11111112345678 IN11111112345678 IN11111112345678 IN11111112345678 IN11111112345678	How will the print of transmission is delay It seems live webcas We are yet to receive Upto what time AGM	f messages look? yed st is over e printer A will go on?								Pending Pending Pending Pending Pending
7 8 12 13 14	IN1111112345678 IN1111112345678 IN11111112345678 IN11111112345678 IN11111112345678 IN11111112345678 IN11111112345678	How will the print of transmission is delay It seems live webcas We are yet to receive Upto what time AGM test question	f messages look? yed st is over e printer A will go on?						We'n	e offline	Pending Pending Pending Pending Pending



Registars and Investor Services Management Application														
HOME	COMPANY	ADMIN	QUERIES	SUMMARY	TOP N' LIST	REPORTS	COMPLIANCE	MIS REPORTS	SCHEDULES	BILLING	PROFILE	LOGOUT		
AGM Qu	AGM Question & Answers													
Refresi	1 Download All	Print												
Nev	Review	wed	Rejecte	d										
											s	earch:		
QNO	FOLIO			QUESTION	I.			Al	NSWER			MOBILE	EMAIL	QSTATUS
1	IN1111112345678	its a stag	ecan someone	perform on the sta	age for live demo tes	ting?	yes we will.							Answered
2	IN1111112345678	Can photo	ographer shoot o	ther parts of the h	all / green room also		thank you							Answered
3	IN1111112345678	When wil	I I get dividend?				The dividend will be c	redited on 8th August;	in your registered ba	nk account.				Answered
9	IN1111112345678	IT person	is getting printer	printer at the hall Yes, we are waiting for it.							Answered			
														1
Showin	Showing 1 to 6 of 6 entries													

Leave a message



K	Ά	R	15	Μ	Α
Regis	tars and In	vestor Serv	rices Manag	gement Ap	plication

HOME COMPANY ADMIN QUERIES SUMMARY TOP N'LIST REPORTS COMPLIANCE MIS REPORTS SCHEDULES BILLING PROFILE LOGOUT
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#### **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 ¥	Welze offline	Submit
13 Jun 3 2020 5:33PM	guest6	guest6 2324 Hyderabad	mrvs1961@gmail.com 9177401545	Download	Confirm	Select ¥	Leave a message	





Registars and Investor Services Management Application

HOME	COMPANY	ADMIN	QUERIES	SUMMARY	TOP N' LIST	REPORTS	COMPLIANCE	MIS REPORTS	SCHEDULES	BILLING	PROFILE	LOGOUT	
Upload Do	cuments												
AGM Date Id	e - Event			~	G	0							
Documen	t Title						Description						
File		Choose File	No file chosen										
S	ubmit	Canc	el										

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	<ul> <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>
Scalability	<ul> <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>
Accessibility	<ul> <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>
Certification	<ul> <li>ISO 9001:2008 - Quality Management System (QMS)</li> <li>ISO 27001:2013 by DNV - Information Security and Management System (ISMS)</li> </ul>
Business expertise	<ul> <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>
Technology	<ul> <li>Mature , technology driven processes with embedded workflows</li> <li>Completely In-house developed applications &amp; IT Infrastructure</li> </ul>



# Thank You !!!

