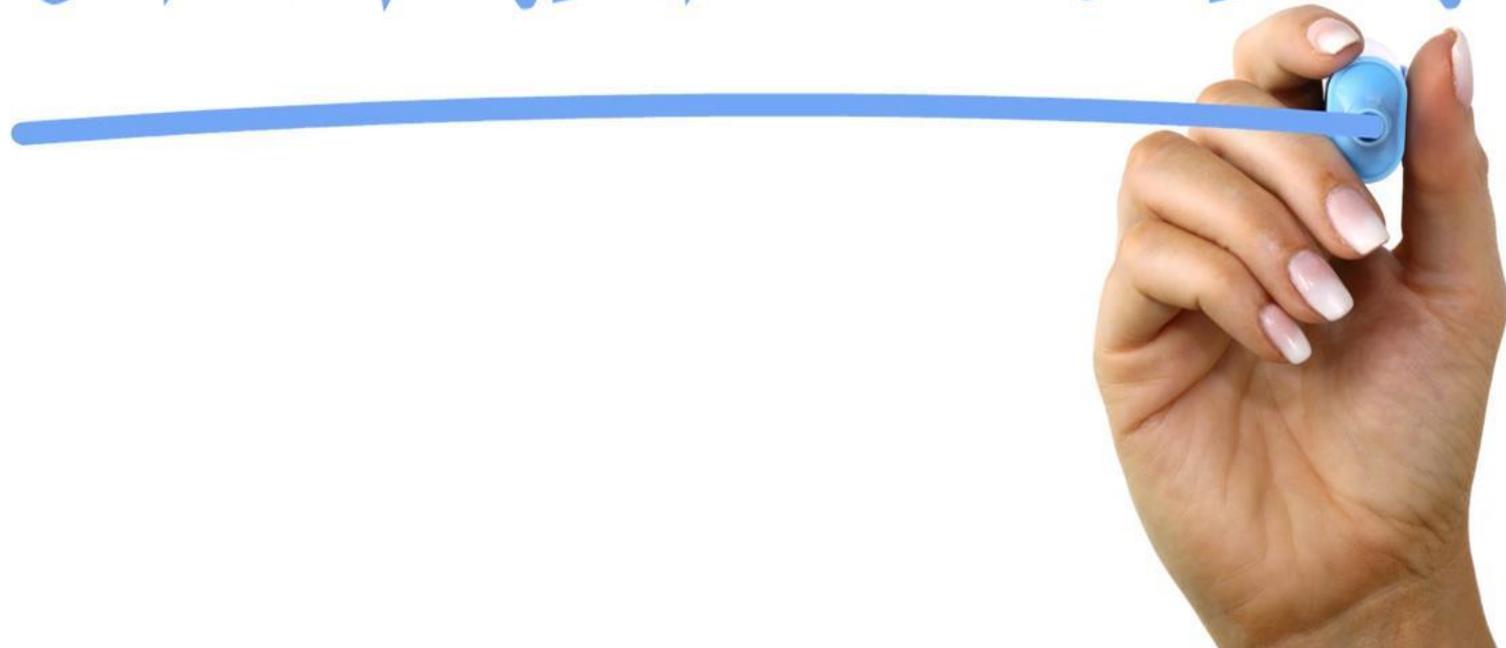


# e-AGM Guidebook 2026

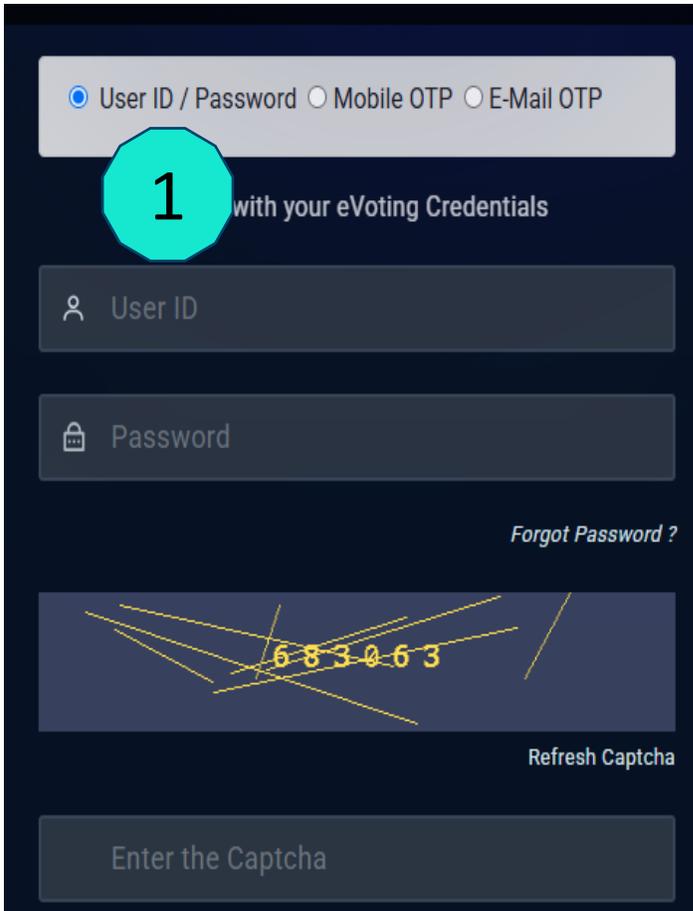


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# SHAREHOLDER



**“Strictly Confidential | For the intended recipients only”**



User ID / Password  Mobile OTP  E-Mail OTP

1 with your eVoting Credentials

User ID

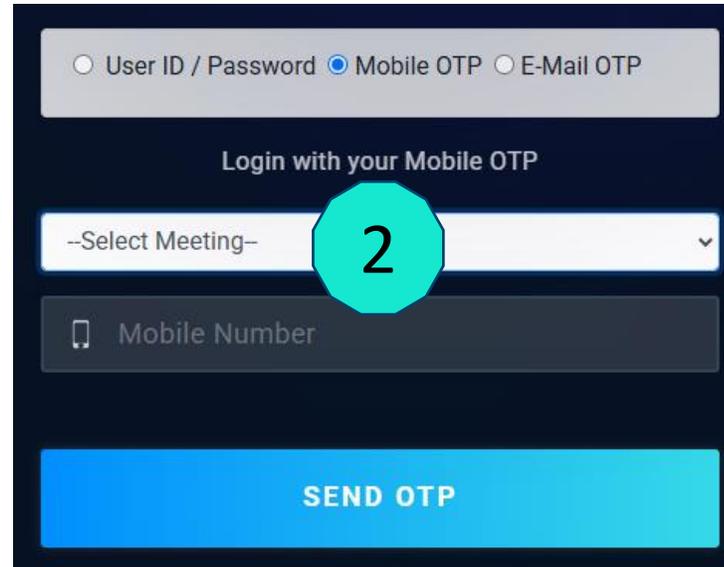
Password

[Forgot Password ?](#)

6 8 3 0 6 3

Refresh Captcha

Enter the Captcha



User ID / Password  Mobile OTP  E-Mail OTP

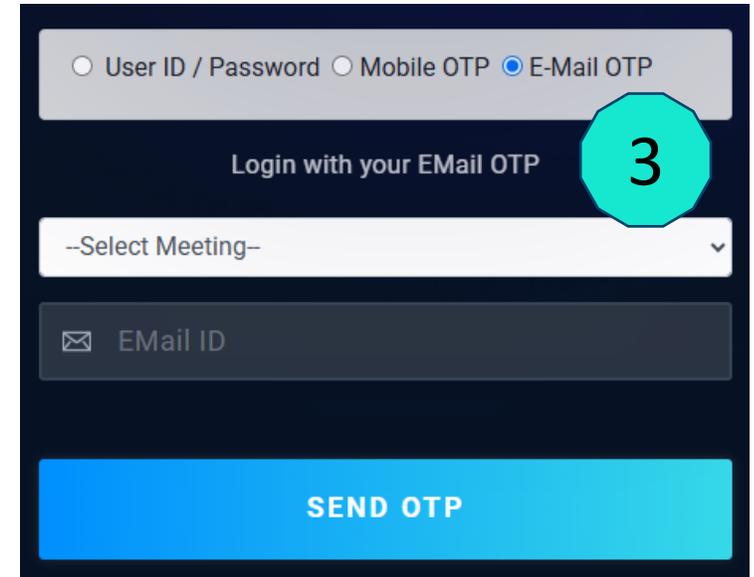
Login with your Mobile OTP

2

--Select Meeting--

Mobile Number

SEND OTP



User ID / Password  Mobile OTP  E-Mail OTP

3

Login with your EMail OTP

--Select Meeting--

E-Mail ID

SEND OTP

Investors can access e-meeting page by accessing the URL : <https://emeetings.kfintech.com/>

Multiple login process :

1. Using eVoting credentials
2. Using registered Mobile No. and OTP after selecting the meeting from drop down
3. Using registered email ID and OTP after selecting the meeting from drop down



**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

### REMOTE VOTING LOGIN

User ID :

Password :

067235 

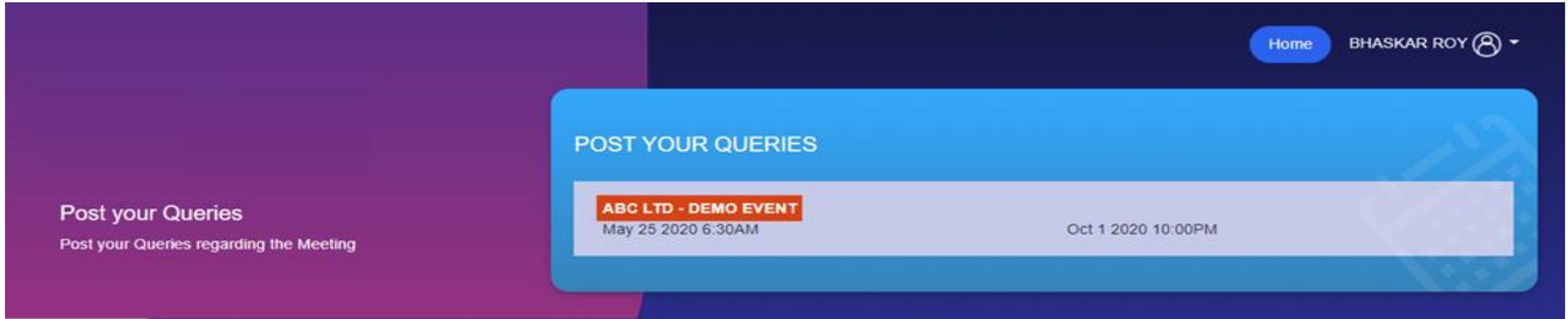
Security Code :

Login Reset

[Forgot your Password - Click 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.



POST YOUR QUERIES

eMail ID \*

bhaskar@kfintech.com

Mobile Number \*

9999999999

Your Question (Max 500 Characters) \*

Will we get the hard copy of the annual report this year.

SUBMIT

**Alert**

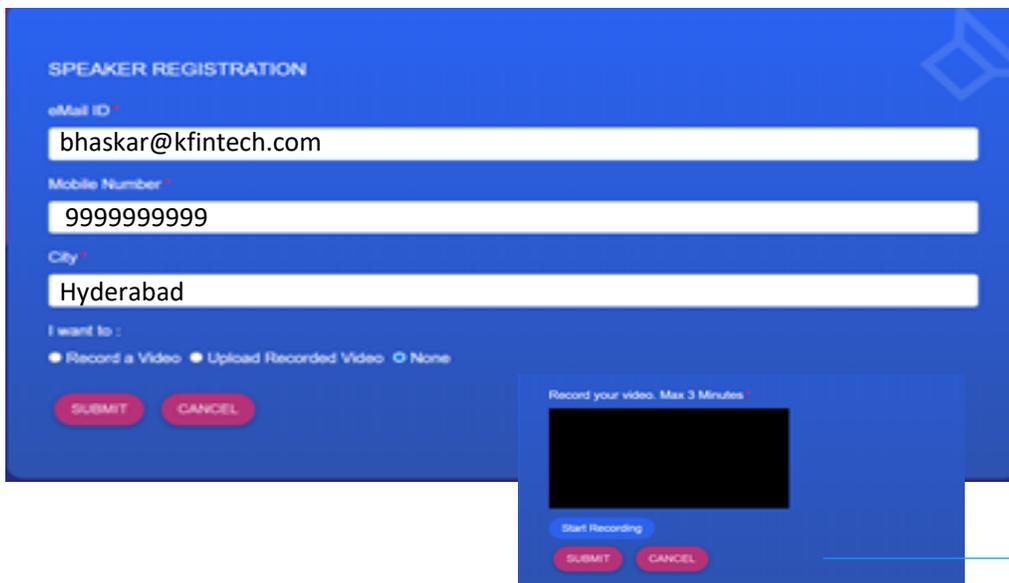
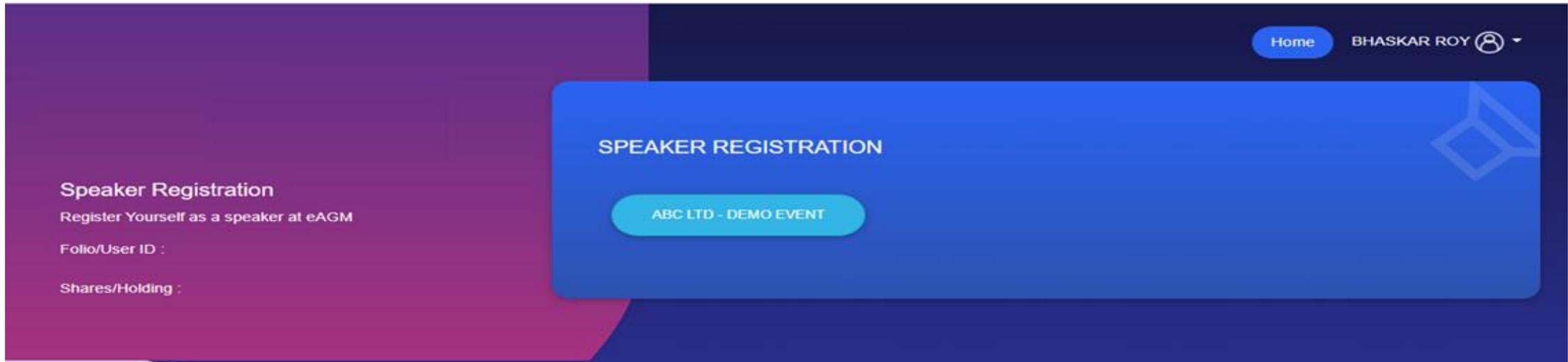
Your question successfully posted to the company

OK

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:

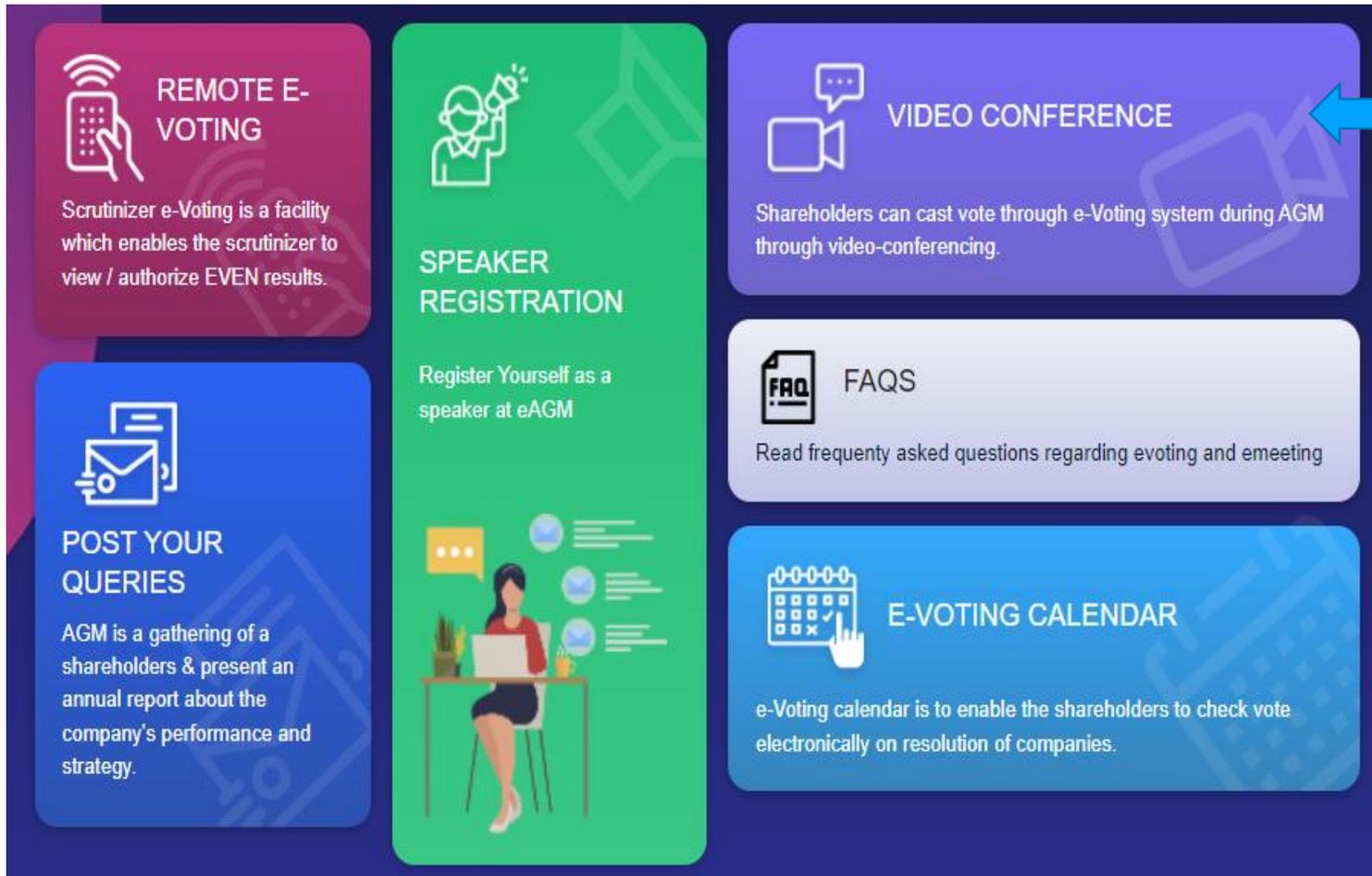
- SPEAKER REGISTRATION**
- eMail ID \***: bhaskar@kfintech.com
- Mobile Number \***: 9999999999
- City \***: Hyderabad
- I want to :**
  - Record a Video
  - Upload Recorded Video
  - None
- SUBMIT** and **CANCEL** buttons.
- Record your video. Max 3 Minutes** section with a video player, **Start Recording**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

**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.

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

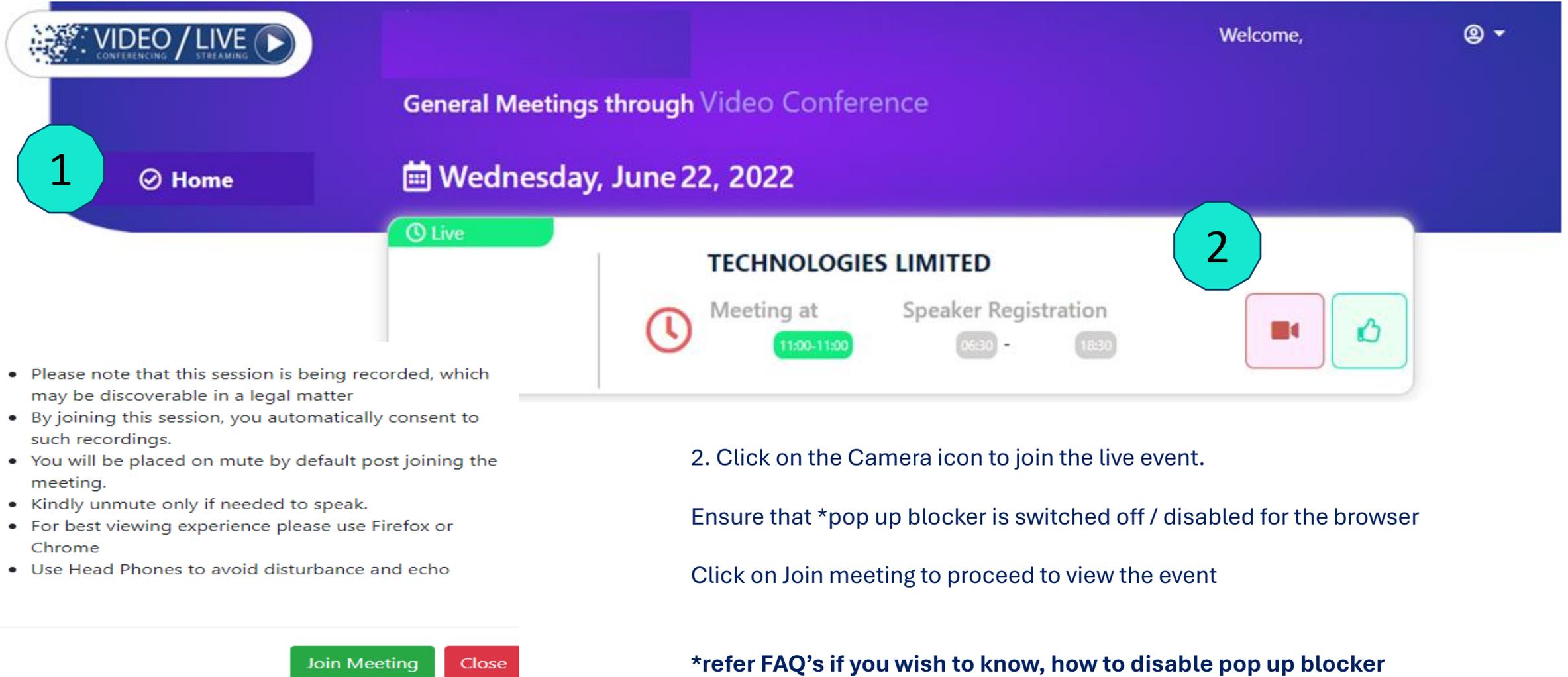
**Overview:**

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 / LIVE  
CONFERENCING / STREAMING

Welcome, 

General Meetings through Video Conference

1  Home

Wednesday, June 22, 2022

Live

**TECHNOLOGIES LIMITED**

Meeting at 11:00-11:00

Speaker Registration 06:30 - 18:30

2  

Join Meeting Close

- 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

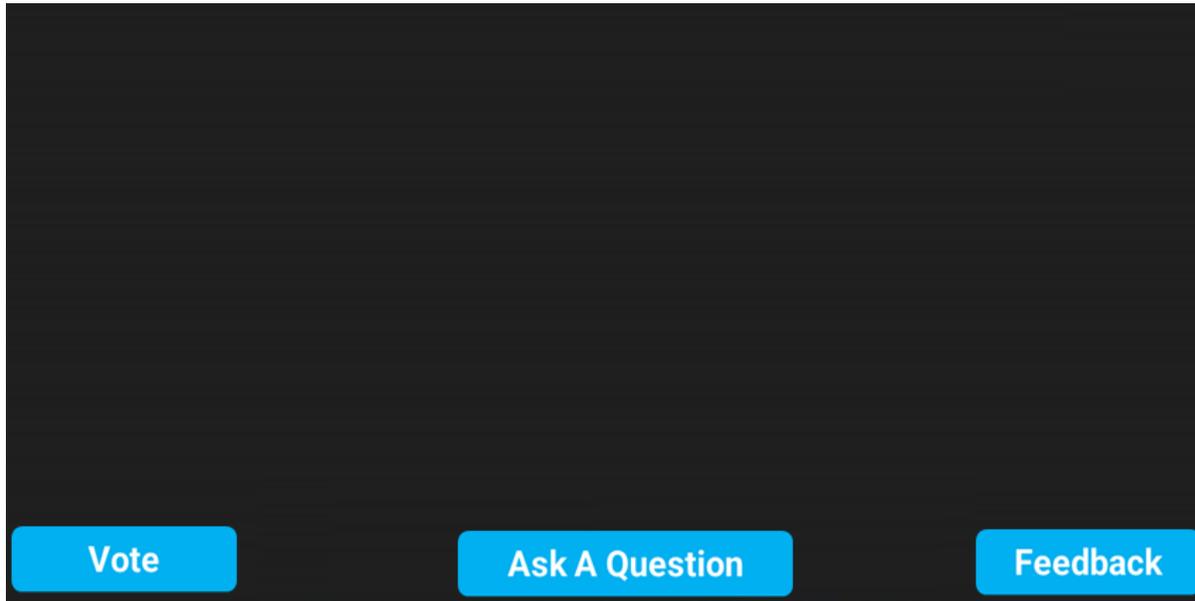
2. Click on the Camera icon to join the live event.

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

Click on Join meeting to proceed to view the event

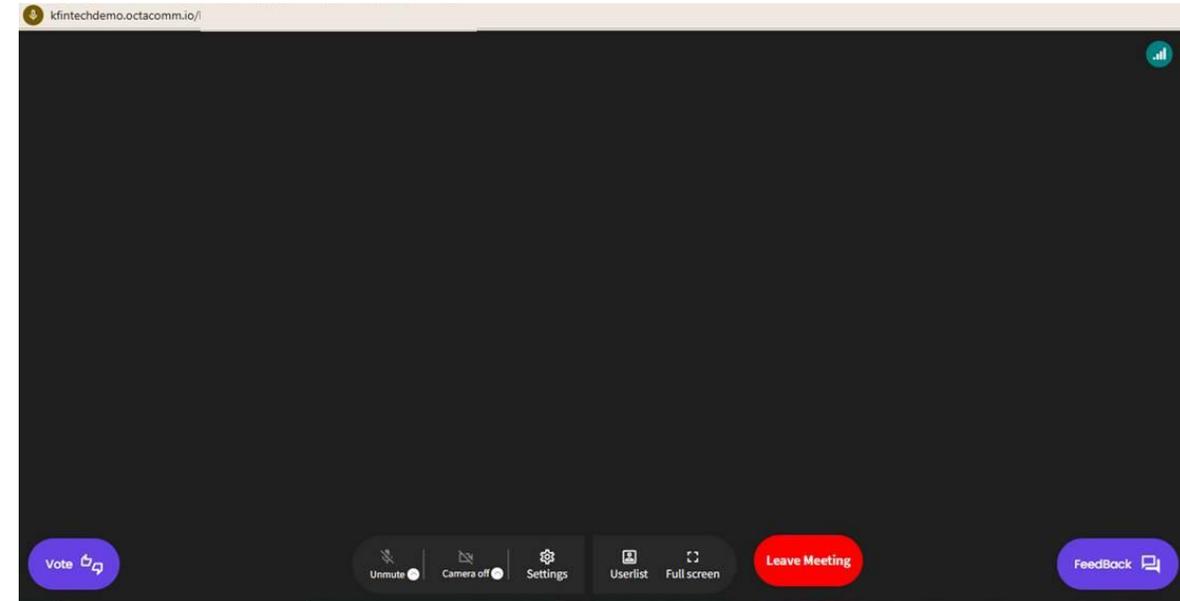
\*refer FAQ's if you wish to know, how to disable pop up blocker

## Shareholder **Without** Speaker Registration



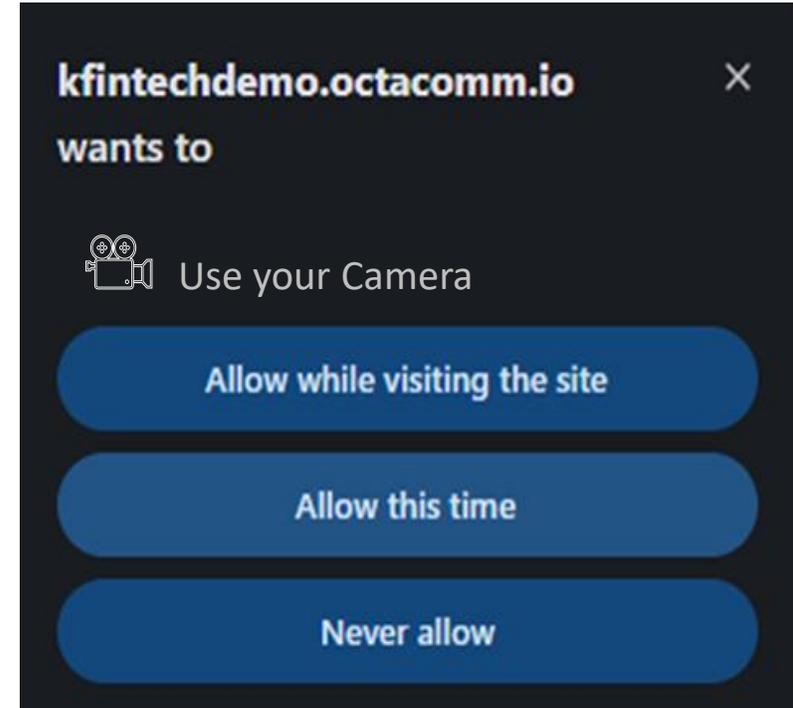
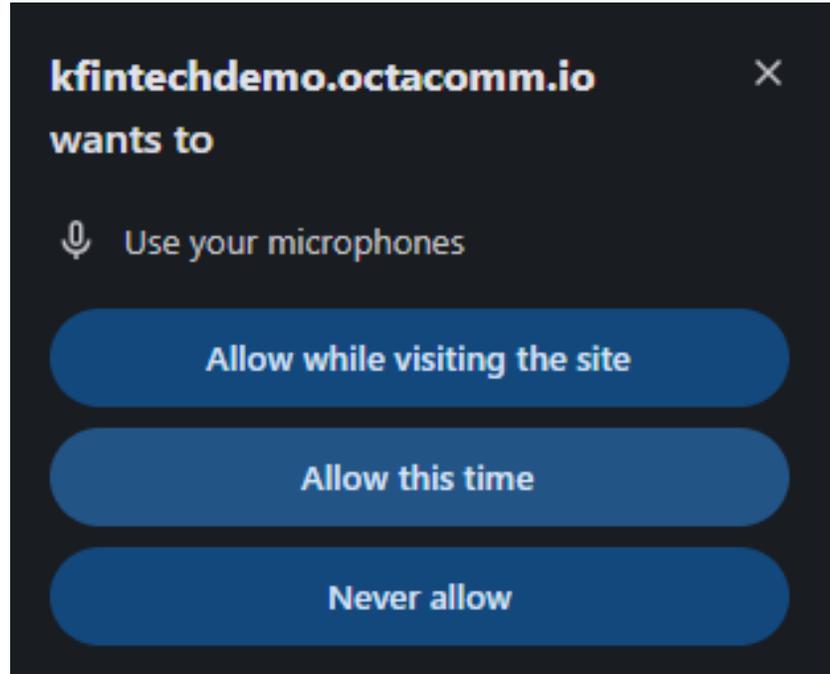
1. User will not have access to Microphone or Webcam
2. They can ask a question during AGM which will be available in KARISMA portal for review in real time.
3. They can vote once the voting lines are open and only if they have not voted during the eVoting phase earlier.

## Shareholder **With** Speaker Registration



1. User will have access to Microphone or Webcam
2. They can participate in the Q&A session during the AGM
3. They can vote once the voting lines are open and only if they have not voted during the eVoting phase earlier.

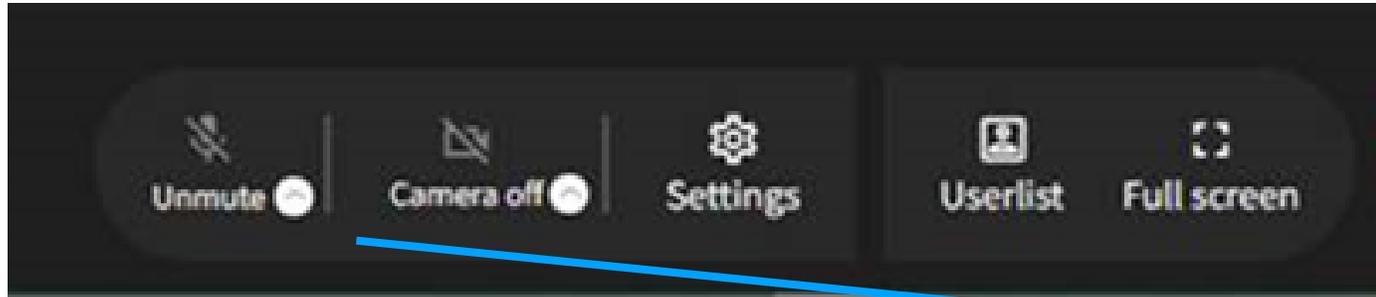
The screenshot shows a video conferencing interface with a dark background. At the top left, the URL 'kfintechdemo.octacomm.io/' is visible. In the top right corner, there is a small green icon with a signal strength indicator. The central text 'Welcome screen' is highlighted in a yellow box. At the bottom, there is a control bar with several buttons: 'Vote' (purple), 'Unmute' (grey), 'Camera off' (grey), 'Settings' (grey), 'Userlist' (grey), 'Full screen' (grey), 'Leave Meeting' (red), and 'FeedBack' (purple). Annotations with arrows point to these elements: 'To check your internet speed/ bandwidth, click on the icon' points to the signal strength icon; 'Welcome screen' points to the central text; 'Provision to vote during live event' points to the 'Vote' button; 'Mute / Unmute and Share webcam options.' points to the 'Unmute' and 'Camera off' buttons; and 'Provision to share feedback on the application' points to the 'FeedBack' button.



Post clicking the ‘Camera icon’ to join the live event.

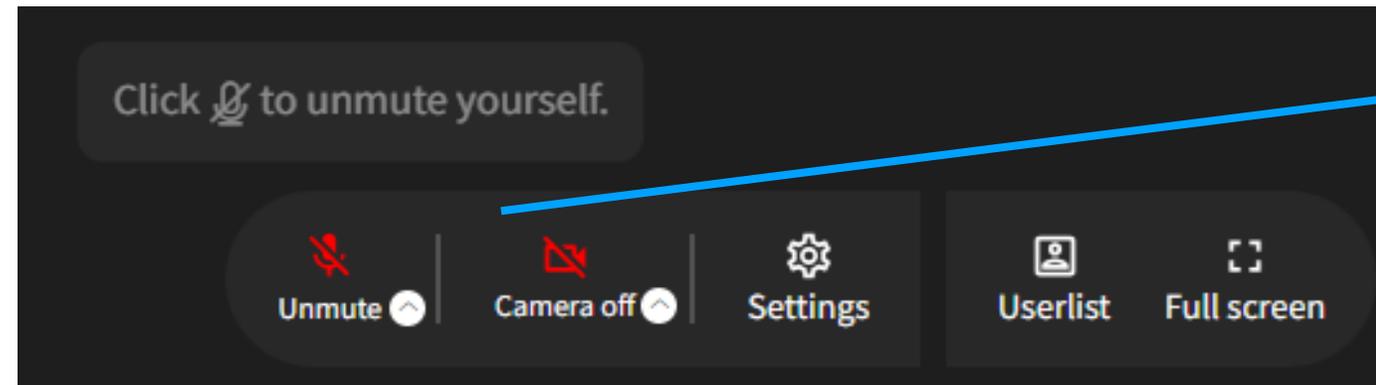
Forst time users will get a pop-up message seeking permission to use the Microphone and Camera.

Please click on **“Allow while visiting the site”**



Users will not be able to Unmute Mic or Switch on webcam unless the access is provided.

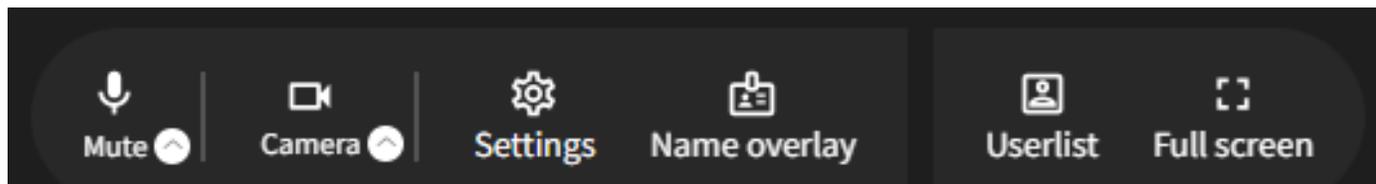
Icons will be displayed in Grey Color.

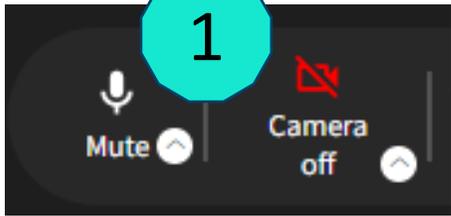


Once the access is provided the icons will change color to RED.

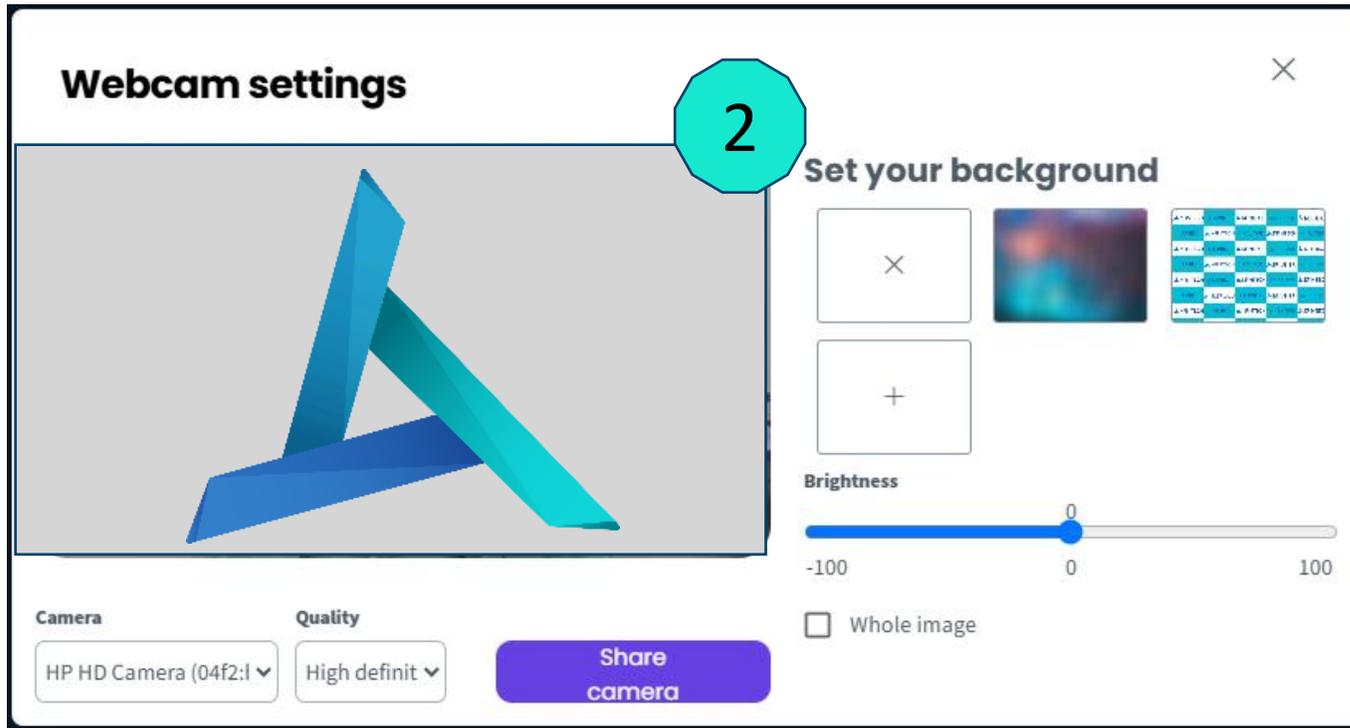
User can now click on the Mic icon to activate self audio and Camera Icon to switch on the webcam access.

**Icons will display no status when it is “ON / Active”**





1. Click on camera icon to share webcam



2. Pop up window will appear and should display image

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

Under Webcam Settings, you should be able to see your own image.

Quality – Options to choose image quality. Choose High Definition if your internet bandwidth and camera supports

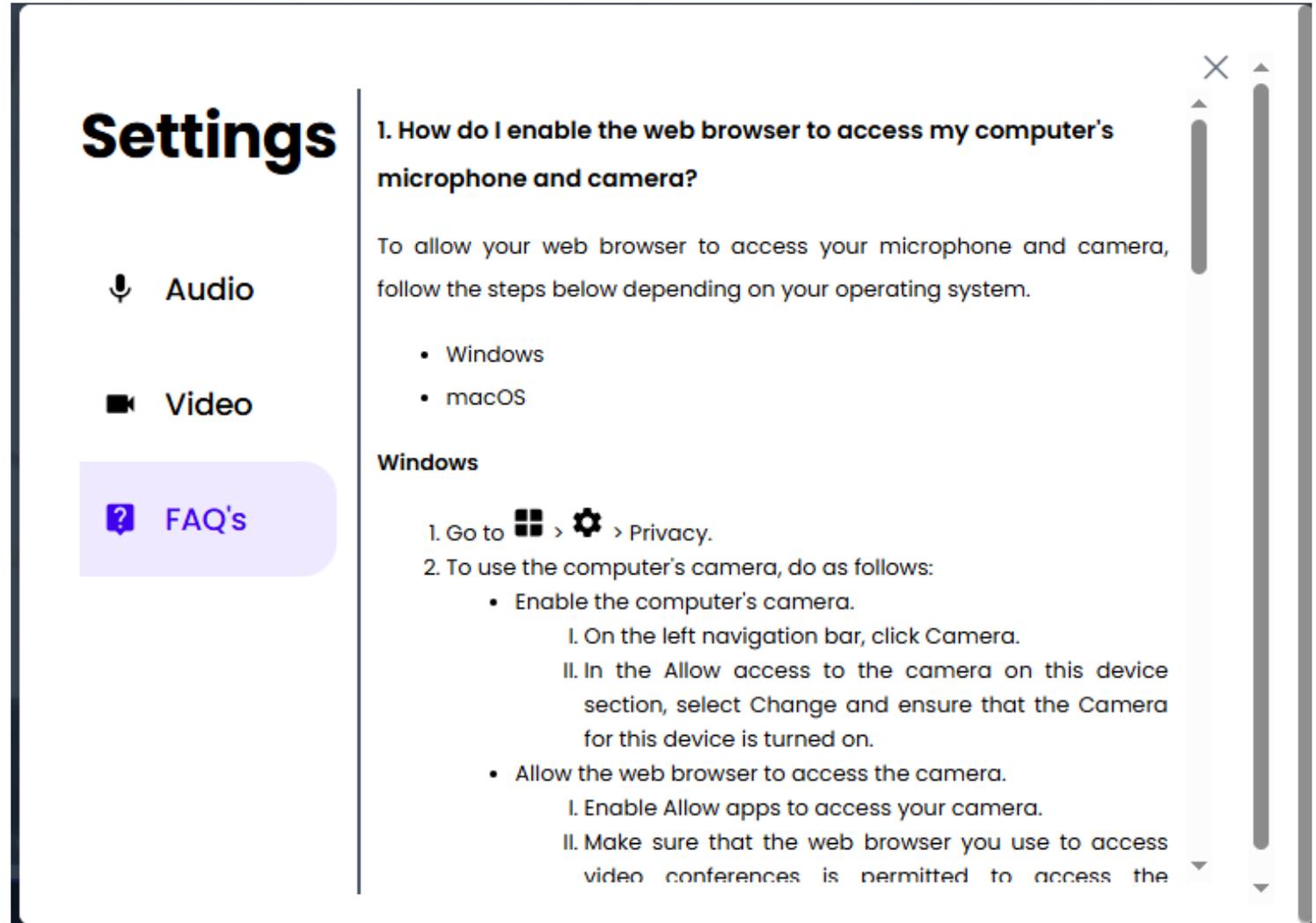
Virtual Background – Click on the icon to set it up as a virtual background for your camera display window.

Click on Share Camera

Settings Icon is available in the menu at the bottom of the screen.

User can Change Audio input device as well as the Video input device.

FAQs for troubleshooting are available for basic queries



## Settings

- Audio
- Video
- FAQ's**

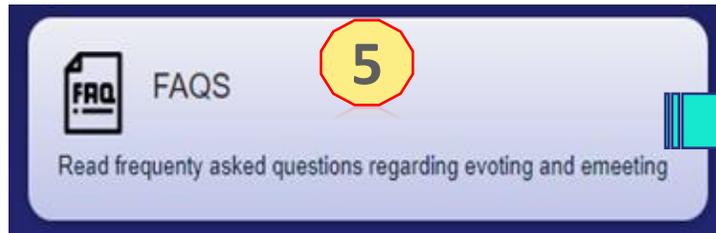
### 1. How do I enable the web browser to access my computer's microphone and camera?

To allow your web browser to access your microphone and camera, follow the steps below depending on your operating system.

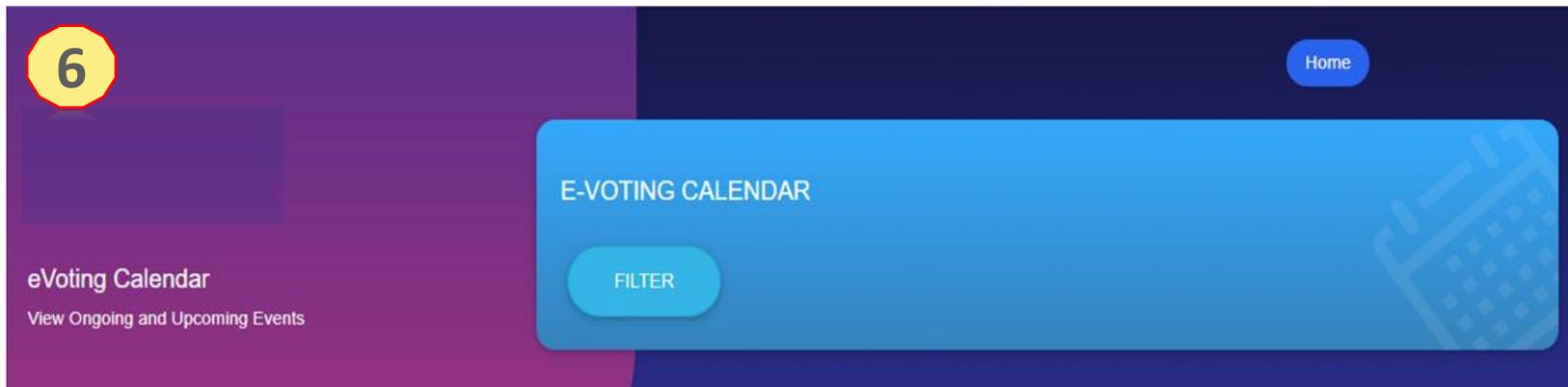
- Windows
- macOS

#### Windows

- Go to  >  > Privacy.
- To use the computer's camera, do as follows:
  - Enable the computer's camera.
    - On the left navigation bar, click Camera.
    - In the Allow access to the camera on this device section, select Change and ensure that the Camera for this device is turned on.
  - Allow the web browser to access the camera.
    - Enable Allow apps to access your camera.
    - Make sure that the web browser you use to access video conferences is permitted to access the



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



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



## KEY MANAGERIAL PERSONNEL

“Strictly Confidential | For the intended recipients only”

Invitation for AGM/EGM Wednesday 13 Nov 2024 At 11:00AM



Dear Sir/Madam,

We are happy to welcome you to participate in the below mentioned meeting through video conferencing:

Name of the Company

Date & Time

**Wednesday 13 Nov 2024 At 11:00AM**

For your convenience, we have enabled below options for login into video conference:

**Option I:**

Please click on the link [Video Conference](#) to join the AGM event or else copy the URL in the browser of your

**Instructions for Microphone and Webcam access:**

Ensure that the popup blocker on the device browser is **disabled**.

If prompted, allow microphone permission in your browser

You will be placed in the meeting with audio and video capability.

Click on the 'Microphone' icon to unmute.

Click on the 'Webcam/Camera' icon to share the video.

Allow camera permission in your browser to share your video in case prompted.

An email will be shared on the registered email ID (via KARISMA)

The email will be triggered from [karisma@kfintech.com](mailto:karisma@kfintech.com) email Id and hence you are requested to add the same to safe sender list

Email will contain the link embedded in “VIDEO CONFERENCING under OPTION I.

User is required to click on the “Video Conferencing” and join the event.

# Directors & KMP's Login – Option II

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

## Option II:

Access URL <https://emeetings.kfintech.com/panelistloginv2.aspx>

Select the meeting / company name from the drop-down list.

Enter the mobile number which was updated for creation of member login.

OTP will be triggered to the same mobile number which is used for Login creation.

Once OTP is validated, you will be placed in the meeting.

*Note: In case OTP is not received , please enter first 6 digits of your mobile number as OTP*

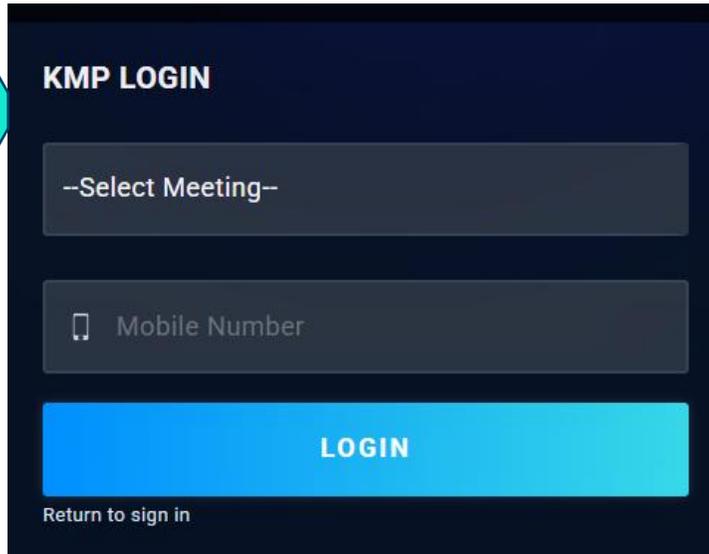
Alternatively, KMP's can click on the link provided in Option II of the email .

On the same 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

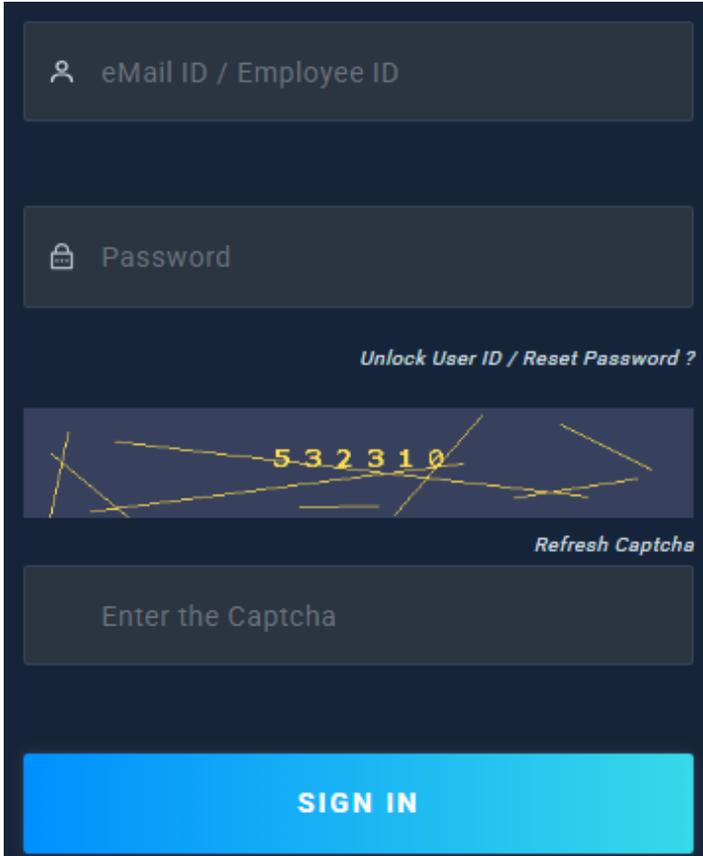
1



The screenshot shows a dark-themed login form titled "KMP LOGIN". It features three input fields: a dropdown menu with "--Select Meeting--", a text field with a mobile phone icon and the label "Mobile Number", and a large blue button labeled "LOGIN". Below the button is a link that says "Return to sign in". A red circle with the number "1" is overlaid on the top left of the form.

**KARISMA**

URL – <https://karisma.kfintech.com>



The screenshot shows the login interface for KARISMA. It features a dark blue background with several input fields and a button. At the top, there is a field for 'eMail ID / Employee ID' with a person icon. Below it is a 'Password' field with a lock icon. A link for 'Unlock User ID / Reset Password ?' is positioned between the password field and a captcha field. The captcha field displays the numbers '5 3 2 3 1 0' in yellow on a dark background with diagonal lines. Below the captcha is a 'Refresh Captcha' link. At the bottom, there is a large blue button labeled 'SIGN IN'.

CS Team can login to the KARISMA portal to access the schedules module and take necessary actions.

Path : KARISMA > Schedule > e-Meetings

## e-Meetings

### AGM Schedule

- Master Creation Form
- Attendance
- Proxy/AR
- AGM Question & Answers
- AGM Officials Registration
- AGM Speaker Register (List)
- AGM Documents Upload
- Speaker Registration
- VC Quick Links

User is required to fill the Master Creation Form to create the event as required.

Once an event is created user can input the details of the KMP's and Directors who would host the event.

Details as registered will be used to correspond as necessary

CS team can view the speaker registration prior to the event and take necessary actions.

Attendance and Ask a question will be available during the live event.

## 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 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	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

Registrars 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	<a href="#">Download</a>	Confirm	--Select-- ▾	<input type="text"/>	<a href="#">Submit</a>
9 Jun 3 2020 5:33PM	guest2	guest2 2324 Hyderabad	mrvs1961@gmail.com 9177401545	<a href="#">Download</a>	Confirm	--Select-- ▾	<input type="text"/>	<a href="#">Submit</a>
10 Jun 3 2020 5:33PM	guest3	guest3 2324 Hyderabad	mrvs1961@gmail.com 9177401545	<a href="#">Download</a>	Confirm	--Select-- ▾	<input type="text"/>	<a href="#">Submit</a>
11 Jun 3 2020 5:33PM	guest4	guest4 2324 Hyderabad	mrvs1961@gmail.com 9177401545	<a href="#">Download</a>	Confirm	--Select-- ▾	<input type="text"/>	<a href="#">Submit</a>
12 Jun 3 2020 5:33PM	guest5	guest5 2324 Hyderabad	mrvs1961@gmail.com 9177401545	<a href="#">Download</a>	Confirm	--Select-- ▾	<input type="text"/>	<a href="#">Submit</a>
13 Jun 3 2020 5:33PM	guest6	guest6 2324 Hyderabad	mrvs1961@gmail.com 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.

**“Strictly Confidential | For the intended recipients only”**

# Thank You !!!

