

SUNDARAM FINANCE LIMITED

CIN: L65191TN1954PLC002429

Regd. Office: 21, Patullos Road, Chennai 600 002. Tel: 044 2888 1236, Fax: 044 2855 8180

Email: investorservices@sundaramfinance.in | Website: www.sundaramfinance.in

POSTAL BALLOT NOTICE

(Pursuant to Section 110 of the Companies Act, 2013)

To

The Members

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014, for obtaining the approval of the Members by way of passing the following Resolutions through postal ballot:

- 1) Ordinary Resolution - Re-classification of Mr. Jaideep Chakravarthy, Promoter, as Public.
- 2) Special Resolution - Appointment of Mr. R. Venkatraman (holding DIN: 07119686) as an Independent Director of the Company to hold office for a term of five (5) consecutive years with effect from 5th February 2024.
- 3) Special Resolution - Re-appointment of Mr. R. Raghuttama Rao (holding DIN: 00146230) as an Independent Director of the Company to hold office for a further term of five (5) consecutive years with effect from 1st April 2024.

The draft resolutions, together with the Explanatory Statement pursuant to Section 102 (1) of the Companies Act, 2013, setting out the material facts and reasons thereto, are enclosed.

By Order of the Board

P.N. SRIKANT

CCO & Company Secretary

Chennai 600 002

Date: 16.02.2024

Notes:

1. This Notice is being sent only in electronic form, in accordance with the relaxation granted by the Ministry of Corporate Affairs and the Securities and Exchange Board of India, vide Circulars dated 25th September 2023 and 7th October 2023, respectively, to all the shareholders whose names appear on the Register of Members / list of Beneficial Owners as received from National Securities Depository Limited (NSDL) / Central Depository Services (India) Limited (CDSL) on Friday, the 16th February 2024 and who have registered their email id with the Company / Depositories.
2. The postal ballot facility through e-voting is being provided to the members in accordance with the provisions of Sections 108 and 110 of the Companies Act, 2013, read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
3. The Company has engaged the services of Central Depository Services (India) Limited (CDSL) to provide e-voting facilities, enabling the members to cast their vote electronically in a secure manner.
4. The detailed instructions on e-voting are enclosed. Grievances, if any, connected with e-voting may be addressed to Mr. Rakesh Dalvi, Sr. Manager, Central Depository Services (India) Limited (CDSL), A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 / helpdesk.evoting@cdslindia.com / Toll free no. 1800 22 55 33 / 022-23058542/43.
5. The e-voting will commence on **Wednesday, the 21st February, 2024 (9:00 A.M.) and end on Thursday, the 21st March, 2024 (5:00 P.M.)**.
6. The Board of Directors has appointed Mr. T.K. Bhaskar, Partner, H&B Partners, Advocates, Chennai, as the Scrutinizer, for conducting the postal ballot process in a fair and transparent manner.

7. The Scrutinizer will submit his report to the Executive Vice Chairman / Managing Director of the Company after completion of the scrutiny and the results of the postal ballot will be announced by the Executive Vice Chairman / Managing Director on Friday, the 22nd March, 2024 at 5:00 P.M., at the Registered Office of the Company at 21, Patullos Road, Chennai 600 002.
8. The date of declaration of the postal ballot results will be taken to be the date of passing the resolutions.
9. The results of the postal ballot will be posted on the Company's website – www.sundaramfinance.in.

DRAFT RESOLUTIONS

SPECIAL BUSINESS

1. To consider and if thought fit, to pass with or without modifications, the following resolution as an **Ordinary Resolution**:
- “RESOLVED** that pursuant to Reg. 31A of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and other applicable provisions, if any, the consent of the Company be and is hereby accorded for the re-classification of the status of Mr. Jaideep Chakravarthy, promoter, as public.”
- “FURTHER RESOLVED** that the Board of Directors and Key Managerial Personnel of the Company be and are hereby severally authorised to do all acts and take all such steps as may be necessary, proper or expedient for the purpose of giving effect to this resolution, execute applications/other documents to be submitted to the stock exchange(s) and take all other steps in this regard.”
2. To consider and if thought fit, to pass with or without modifications, the following resolution as a **Special Resolution**:
- “RESOLVED** that pursuant to (a) Sections 149,152 and other applicable provisions of the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules, 2014, read with Schedule IV to the Companies Act, 2013, (b) Reg. 16(1)(b), 17(1C), 25 and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (c) Master Direction – Reserve Bank of India (NBFC – Scale Based Regulation) Directions, 2023 and all other applicable regulatory provisions, Mr. R. Venkatraman (holding DIN: 07119686), who was appointed as an Additional Director to function as Independent Director of the Company by the Board of Directors with effect from 5th February 2024, and in respect of whom the Company has received a notice in writing from a member, under Section 160 of the Companies Act, 2013, proposing Mr. R. Venkatraman's candidature for appointment as an Independent Director, be and is hereby appointed as an Independent Director of the Company to hold office for a term of five (5) consecutive years up to 4th February 2029, not liable to retire by rotation.”
3. To consider and if thought fit, to pass with or without modifications, the following resolution as a **Special Resolution**:
- “RESOLVED** that pursuant to (a) Sections 149,152 and other applicable provisions of the Companies Act, 2013, the Companies (Appointment and Qualification of Directors) Rules, 2014, read with Schedule IV to the Companies Act, 2013, (b) Reg. 16(1)(b), 17(1C), 25 and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, (c) Master Direction – Reserve Bank of India (NBFC – Scale Based Regulation) Directions, 2023 and all other applicable regulatory provisions, Mr. R. Raghuttama Rao (holding DIN - 00146230), Independent Director, whose first term of office as Independent Director of the Company is coming to a close on 31st March 2024, and in respect of whom the Company has received a notice in writing from a member, under Section 160 of the Companies Act, 2013, proposing the re-appointment of Mr. R. Raghuttama Rao as an Independent Director of the Company, be and is hereby re-appointed as an Independent Director for a further term of five (5) consecutive years up to 31st March 2029, not liable to retire by rotation.”

EXPLANATORY STATEMENT UNDER SECTION 102(1) OF THE COMPANIES ACT, 2013

SPECIAL BUSINESS

ITEM 1

The Company has received a request from Mr. Jaideep Chakravarthy, promoter, seeking re-classification of his status as 'public', subject to necessary approvals, in accordance with the provisions of Reg. 31A – 'Conditions for re-classification of any person as promoter / public', of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI LODR Regulations).

Mr. Jaideep Chakravarthy, as part of his rationale for seeking such re-classification, has cited domestic commitments as the reason for which he may have to disinvest his shares in the future, which would require him to comply with complex regulatory requirements, resulting in considerable loss of time and return. He has also stated that he had been categorised as a promoter only by virtue of ancestral association and he did not have any participation in the day-to-day operations of the Company.

Further, Mr. Jaideep Chakravarthy and his relative:

- i. hold only 1.23% of the total voting rights in the Company;
- ii. do not have any participation in the day-to-day operations and therefore do not exercise control over the affairs of the Company directly or indirectly;
- iii. do not have any special rights with respect to the Company through formal or informal arrangements including through any shareholder agreements;
- iv. are not represented on the Board of Directors of the Company in any manner;
- v. do not act as a key managerial person in the Company;
- vi. are not 'wilful defaulters' as per the Reserve Bank of India Guidelines;
- vii. are not fugitive economic offenders.

As required under Reg.31A.(3).(a).(ii) of the SEBI LODR Regulations, the Board of Directors of the Company, at its meeting held on 5th February 2024, considered Mr. Jaideep Chakravarthy's request and approved the same for submission to the shareholders for approval. Further, as required under Reg.31A.(8) of the SEBI LODR Regulations, the request letter received from Mr. Jaideep Chakravarthy and the extract of the Board Resolution have been submitted to the National Stock Exchange of

India Limited on 5th January 2024 and 5th February 2024 respectively.

The Board of Directors of the Company is of the view that the request made by Mr. Jaideep Chakravarthy is fair and legitimate. Further, Mr. Jaideep Chakravarthy is not disqualified from seeking such re-classification under any of the points mentioned under Reg.31A.(3).(b) of the SEBI LODR Regulations. Accordingly, the enclosed draft Ordinary Resolution, approving the re-classification of the status of Mr. Jaideep Chakravarthy, promoter, as 'public', is submitted for consideration of the shareholders and the Board recommends that the resolution be passed.

Interest of Directors and Key Managerial Personnel

None of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested in the resolution.

ITEM 2

Considering the scale of operations of the Company, together with the volume, diversified nature of the business, macro-economic conditions and frequent changes in accounting / regulatory procedures, it is intended to broaden the Board by inducting a professional, with skills, expertise and experience that are considered suitable for the Company's line of business, as an Independent Director.

Accordingly, based on the recommendations of the Nomination, Compensation and Remuneration Committee, your Board of Directors has, on 5th February 2024, co-opted Mr. R. Venkatraman, aged 62 years, as an Additional Director, to function as an Independent Director of your Company with effect from the said date. The details of his profile are furnished under Particulars of Directors annexed to the Notice.

In terms of Section 149 and other applicable provisions of the Companies Act, 2013 (the Act), read with Reg. 16(1)(b) and 17 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI LODR Regulations), Mr. R. Venkatraman, being eligible and offering himself for appointment, is proposed to be appointed as an Independent Director for a term of five (5) consecutive years as mentioned in the Special Resolution.

According to the provisions of Reg.17(1C), read with Reg.25(2A) of the SEBI LODR Regulations, the Company is required to obtain the approval of the Shareholders by way of a Special Resolution, for the appointment of Mr. R. Venkatraman as an Independent Director on the Board, at the next annual general meeting or within three months from the date of his appointment by the Board, i.e., 4th May 2024, whichever is earlier. Hence, approval of the shareholders is being sought through Postal Ballot for the appointment of Mr. R. Venkatraman as an Independent Director on the Board, not liable to retire by rotation. Notice has been received from a member proposing Mr. R. Venkatraman's candidature for appointment as an Independent Director.

In the opinion of the Board, Mr. R. Venkatraman fulfills the eligibility criteria laid down under the Act and Rules framed thereunder, as well as the applicable provisions of the SEBI LODR Regulations and Master Direction – Reserve Bank of India (NBFC – Scale Based Regulation) Directions, 2023, for his appointment as an Independent Director of the Company and is independent of the management.

A copy of the draft Letter of Appointment of the Independent Director, setting out the terms and conditions, would be available for virtual inspection by the members, without any fee, on the website of the Company.

The Board considers that Mr. R. Venkatraman's association would be of immense benefit to the Company and it is desirable to avail his services as an Independent Director. Accordingly, the Board recommends the Special Resolution in relation to the appointment of the Independent Director, for approval by the shareholders of the Company.

Interest of Directors and Key Managerial Personnel

Except Mr. R. Venkatraman, Director and his relatives, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested in the resolution.

ITEM 3

Mr. R. Raghuttama Rao was appointed as an Independent Director of the Company w.e.f. 1st April 2019, for a term of five (5) consecutive years, in accordance with the provisions of Section 149 (10) of the Companies Act, 2013 (the Act). His first term of office comes to a close on 31st March 2024.

In the opinion of the Board, Mr. R. Raghuttama Rao fulfills the eligibility criteria laid down under the Act and Rules framed thereunder, as well as the applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI LODR Regulations) and the Master Direction – Reserve Bank of India (NBFC – Scale Based Regulation) Directions, 2023, for being re-appointed as an Independent Director of the Company and is independent of the management.

Accordingly, after consideration of the recommendations of the Nomination, Compensation and Remuneration Committee, and evaluation of his performance, your Board of Directors has, on 16th February 2024, recommended the re-appointment of Mr. R. Raghuttama Rao as an Independent Director for a further term of five (5) consecutive years from the date of expiry of his present term of office, subject to the approval of the shareholders, in accordance with the provisions of sub-sections (10) and (11) of Section 149 of the Act, read with Reg. 17(1C) and 25(2A) of the SEBI LODR Regulations. The details of his profile are furnished under Particulars of Directors annexed to the Notice.

According to the provisions of sub-sections (10) and (11) of Section 149 of the Act, an independent director shall be eligible for re-appointment for a further term of a maximum period of five (5) consecutive years, subject to the approval of the shareholders by Special Resolution. Further, according to the provisions of Reg.17(1C), read with Reg.25(2A) of the SEBI LODR Regulations, the Company is required to obtain the approval of the Shareholders by way of a Special Resolution, for the re-appointment of Mr. R. Raghuttama Rao as an Independent Director on the Board, at the next annual general meeting or within three months from the date of his re-appointment by the Board, i.e., 15th May 2024, whichever is earlier. Hence, approval of the shareholders is being sought through Postal Ballot for the re-appointment of Mr. R. Raghuttama Rao as an Independent Director on the Board, not liable to retire by rotation. Notice has been received from a member proposing the re-appointment of Mr. R. Raghuttama Rao as an Independent Director.

A copy of the draft Letter of Re-appointment of the Independent Director, setting out the terms and conditions, would be available for virtual inspection by the members, without any fee, on the website of the Company.

Considering the knowledge, experience and expertise of Mr. R. Raghuttama Rao, as well as the contribution made by him to the proceedings of the Board and its Committees, the Board of Directors considers that his re-appointment would be of immense benefit to the Company and it is desirable to avail his services as an Independent Director for a further period of five (5) years. Accordingly, the Board recommends the Special Resolution in relation to the re-appointment of Mr. R. Raghuttama Rao as an Independent Director, for approval by the shareholders of the Company.

Interest of Directors and Key Managerial Personnel

Except Mr. R. Raghuttama Rao, Director and his relatives, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested in the resolution.

By Order of the Board

Chennai 600 002

Date : 16.02.2024

P.N. SRIKANT

CCO & Company Secretary

Particulars of the Directors seeking appointment/re-appointment pursuant to Reg. 36(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Special Resolution for	Appointment	Re-appointment
Name of Director	Mr. R. Venkatraman	Mr. R. Raghuttama Rao
DIN	07119686	00146230
Date of Birth	9 th September 1961	10 th May 1963
Skills and Expertise required for the role	<p>Skills</p> <ul style="list-style-type: none"> • Technical / Professional • Analytical • Technological • Behavioural <p>Expertise</p> <ul style="list-style-type: none"> • In-depth Industry Knowledge • Risk Assessment and Management • Audit and Financial Management • Treasury • Legal and Regulatory Framework • Business Policies • Capital Markets 	
Expertise in specific functional areas	Has nearly 4 decades of experience in consulting and advisory services across various industries. He was the head of KPMG India's consulting practice, and the co-head of their risk advisory services. He was also a partner at AT Kearney and Andersen Business Consulting. He is also a visiting professor at Indian Institute of Management, Trichy.	Has over 3 decades of work experience spanning Manufacturing, Financial Markets, Public Policy and Management Consulting. Currently CEO of Gopalakrishnan - Deshpande Centre for Innovation & Entrepreneurship, IIT Madras. Formerly, MD of IMaCS and Joint Managing Director of ICRA.
Qualifications	BE (Mechanical) - Birla Institute of Technology, MBA/PGDM - IIM Bangalore	B.Tech. (Mech. Engg.) – IIT Madras, CMA – ICWAI, P.G.D.M. - IIM Ahmedabad

Name of Director	Mr. R. Venkatraman	Mr. R. Raghuttama Rao
Relationship with other Directors	-	-
List of other public companies in which directorship held as on 16.02.2024	<ul style="list-style-type: none"> • Sundaram Finance Holdings Limited • Goodricke Group Limited • Sundaram Business Services Limited 	<ul style="list-style-type: none"> • Wheels India Limited • Latent View Analytics Limited • Sundaram Asset Management Company Limited • TVS Training and Services Limited
Chairman/Member of the Committees of the Board of other public companies in which he is a Director as on 16.02.2024	<p>Chairman:</p> <p>Sundaram Finance Holdings Limited</p> <ul style="list-style-type: none"> - Audit Committee - Nomination & Remuneration Committee - Stakeholders Relationship Committee - Risk Management Committee <p>Goodricke Group Limited</p> <ul style="list-style-type: none"> - Audit Committee - Nomination & Remuneration Committee <p>Sundaram Business Services Limited</p> <ul style="list-style-type: none"> - Corporate Social Responsibility Committee <p>Member:</p> <p>Sundaram Finance Holdings Limited</p> <ul style="list-style-type: none"> - Investment Committee <p>Goodricke Group Limited</p> <ul style="list-style-type: none"> - Stakeholders Relationship Committee - Corporate Social Responsibility Committee 	<p>Chairman:</p> <p>Wheels India Limited</p> <ul style="list-style-type: none"> - Risk Management Committee <p>Latent View Analytics Limited</p> <ul style="list-style-type: none"> - Risk Management Committee <p>Member:</p> <p>Wheels India Limited</p> <ul style="list-style-type: none"> - Audit Committee - Nomination & Remuneration Committee <p>Latent View Analytics Limited</p> <ul style="list-style-type: none"> - Audit Committee - Nomination & Remuneration Committee <p>Sundaram Asset Management Company Limited</p> <ul style="list-style-type: none"> - Audit Committee
Listed entities from which the person has resigned from the directorship in the past three years	-	-
Shareholding as on 16.02.2024	-	2,200 equity shares

THE INSTRUCTIONS TO SHAREHOLDERS FOR REMOTE E-VOTING AS ISSUED BY CDSL:

- (i) The voting period begins on **Wednesday, the 21st February 2024 at 9:00 A.M. and ends on Thursday, the 21st March 2024 at 5:00 P.M.** During this period, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Friday, the 16th February 2024, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 09.12.2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/ retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

Step 1: Access through Depositories CDSL/NSDL e-Voting system in case of individual shareholders holding shares in demat mode.

- (iii) In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Pursuant to above said SEBI Circular, Login method for e-Voting for Individual shareholders holding securities in Demat mode CDSL/NSDL is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL Depository	<p>1) Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login to Easi / Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab.</p> <p>2) After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers' website directly.</p>

	<p>3) If the user is not registered for Easi/Easiest, option to register is available at cdsi website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.</p> <p>4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
<p>Individual Shareholders holding securities in demat mode with NSDL Depository</p>	<p>1) If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsd.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider name and you will be re-directed to e-Voting service provider website for casting your vote during the remote e-Voting period.</p>
	<p>2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com. Select “Register Online for IDeAS Portal” or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</p> <p>3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsd.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</p>
<p>Individual Shareholders (holding securities in demat mode) login through their Depository Participants (DP)</p>	<p>You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</p>

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode 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 toll free no. 1800 22 55 33
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

Step 2: Access through CDSL e-Voting system in case of shareholders holding shares in physical mode and non-individual shareholders in demat mode.

(iv) Login method for Remote e-Voting for Physical shareholders and shareholders other than individual holding in Demat form.

- 1) The shareholders should log on to the e-voting website www.evotingindia.com.
- 2) Click on “Shareholders” module.
- 3) Now enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- 4) Next enter the Image Verification as displayed and Click on Login.
- 5) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier e-voting of any company, then your existing password is to be used.
- 6) If you are a first-time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares in Demat.
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none">• Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. <ul style="list-style-type: none">• If both the details are not recorded with the depository or company, please enter the member id / folio number in the Dividend Bank details field.

- (v) After entering these details appropriately, click on “SUBMIT” tab.
- (vi) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach ‘Password Creation’ menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (vii) For shareholders holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (viii) Click on the EVSN for the relevant <Company Name> on which you choose to vote.

- (ix) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (x) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xi) After selecting the resolution, you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (xii) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xiii) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xiv) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xv) There is also an optional provision to upload BR/POA if any uploaded, which will be made available to scrutinizer for verification.
- (xvi) Additional Facility for Non – Individual Shareholders and Custodians –For Remote Voting only.
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the “Corporates” module.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
 - The list of accounts linked in the login will be mapped automatically & can be delink in case of any wrong mapping.
 - It is Mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
 - Alternatively Non Individual shareholders are required mandatory to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer and to the Company at the email address viz; investorservices@sundaramfinance.in, if they have voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES.

1. For Physical shareholders- please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to investor@cameoindia.com
2. For Demat shareholders -, Please update your email id & mobile no. with your respective Depository Participant (DP)
3. For Individual Demat shareholders – Please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding e-Voting from the CDSL e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

The detailed instructions on e-voting are enclosed. Grievances, if any, connected with e-voting may be addressed to Mr. Rakesh Dalvi, Sr. Manager, Central Depository Services India Limited (CDSL), A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call at toll free no 1800 22 55 33 or call on 022-23058542/43.