

**KIFS Financial Services Limited**

(CIN: L67990GJ1995PLC025234)

Registered Office: B- 81, Pariseema Complex, C. G. Road, Ellisbridge, Ahmedabad – 380 006

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**1. Voting through electronic means**

- I. In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide members facility to exercise their right to vote at the Annual General Meeting (AGM) by electronic means and the business may be transacted through e-Voting Services provided by National Securities Depository Limited (NSDL):
- II. In this regard, your Demat Account/Folio Number has been enrolled by the Company for your participation in e-voting on resolution placed by the Company on e-Voting system.
- III. The Notice of the AGM of the Company *inter alia* indicating the process and manner of e-Voting process along with printed Attendance Slip and Proxy Form can be downloaded from the link <https://www.evoting.nsdl.com> or [www.kifsfinance.com](http://www.kifsfinance.com).

The instructions for e-voting are as under:

- (i) The Notice of the 19<sup>th</sup> AGM of the Company *inter alia* indicating the process and manner of e-Voting process along with printed Attendance Slip and Proxy Form is being dispatched to all the Members. Initial password is provided as below /at the bottom of the Attendance Slip for the 19<sup>th</sup> AGM:

<b><u>EVEN (E Voting Event Number)</u></b>	<b><u>USER ID</u></b>	<b><u>PASSWORD/PIN</u></b>
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- (ii) NSDL shall also be sending the User-ID and Password, to those members whose shareholding is in the dematerialized format and whose email addresses are registered with the Company/Depository Participants(s). For members who have not registered their email address, can use the details as provided above.
- (iii) Launch internet browser by typing the following URL: <https://www.evoting.nsdl.com/>
- (iv) Click on Shareholder – Login
- (v) If you are already registered with NSDL for e-voting, then you can use your existing USER ID and password for Login.
- (vi) If you are logging in for the first time, please enter the USER ID and password as initial password noted in step (i) above. Click Login.
- (vii) Password change menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (viii) Home page of e-Voting opens. Click on e-Voting: Active Voting Cycles.
- (ix) Select “EVEN” (E-voting Event Number) of KIFS Financial Services Limited provided in this document.
- (x) Once you enter the number, Caste Vote page will open. Now you are ready for e-Voting
- (xi) Cast your vote by selecting appropriate option and click on “Submit” and also “Confirm” when prompted.
- (xii) Upon confirmation, the message “Vote cast successfully” will be displayed
- (xiii) Once you have voted on the resolution, you will not be allowed to modify your vote

- (xiv) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail [asejaipur@yahoo.com](mailto:asejaipur@yahoo.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

Please note that:

- Login to e-voting website will be disabled upon five unsuccessful attempts to key-in the correct password. In such an event, you will need to go through 'Forgot Password' option available on the site to reset the same.
  - Your login id and password can be used by you exclusively for e-voting on the resolutions placed by the companies in which you are the shareholder.
  - It is strongly recommended not to share your password with any other person and take utmost care to keep it confidential.
- IV. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the Downloads section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- V. If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.
- VI. You can also update your mobile number and e-mail id in the user profile details of the folio which may be used for sending future communication(s).
- VII. **The e-voting period commences on 1<sup>st</sup> September, 2014 (9:00 am) and ends on 2<sup>nd</sup> September, 2014 (6:00 pm). During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 25<sup>th</sup> July, 2014, may cast their vote electronically. The e-voting module shall also be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.**
- VIII. The voting rights of Shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on, Friday, 25<sup>th</sup> July, 2014.
- IX. Since the Company is required to provide members facility to exercise their right to vote by electronic means, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 25<sup>th</sup> July, 2014 and not casting their vote electronically, may only cast their vote at the Annual General Meeting.
- X. Mr. Jayendra Bhavsar, Practicing Company Secretary (Mem. No.: A13321; CP No.: 6046) who is Proprietor of M/s. Jay Bhavsar & Associates, Company Secretaries, has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner
- XI. The Scrutinizer shall within a period of not exceeding three(3) working days from the conclusion of the e-Voting period unlock the votes in the presence of atleast two(2) witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.
- XII. The Results shall be declared on or after the 19<sup>th</sup> Annual General Meeting of the Company. The Results declared alongwith the Scrutinizer's Report shall be placed on the Company's website [www.kifsfinance.com](http://www.kifsfinance.com) and on the website of NSDL within two(2) days of passing of the resolutions at the 19<sup>th</sup> Annual General Meeting of the Company on 6<sup>th</sup> September, 2014 and communicated to the BSE Limited.
2. All documents referred to in the accompanying Notice and the Explanatory Statement shall be open for inspection at the Registered Office of the Company during Monday to Friday – 10.30 a.m. to 6.30 p.m. and on Saturday - 11.00 a.m. to 4.00 p.m. up to the date of declaration of the result of the 19<sup>th</sup> Annual General Meeting of the Company.