

Dear voters,

Please find below instructions from NSDL for conduct of 13th IISLA council elections.

Please note there are 3 voting EVENS. One for All India Vacancy, One for South Zone and One for West Zone.

Please note there are **2 vacancies for All India** and therefore voter should select two candidates of his/her choice from the list of candidates. However, vote for one candidate will also be registered if voter select only one candidate instead of two for All India Vacancies.

For South Zone and West Zone there is one vacancy each and voter is required to select one candidate.

Email containing user ID and password will be sent to registered email addresses of voters. OTPs will be sent to registered mobile numbers and email addresses. It is responsibility of voter to ensure security and confidentiality of his/her User ID and password/OTP. Voter should cast his/her vote on his/her own and not share credentials with others which include passwords and OTPs.

In case any voter do not receive user ID and password or is unable to exercise his/her right to vote, please contact NSDL at 1800 1020 990 /1800 224 430 or send a request to evoting@nsdl.co.in. Option for retrieving the user ID is also provided by NSDL below.

Nimisha Srivastava
Election Officer
13th IISLA Council Elections

1. Members are requested to carefully read the “**Procedure and Instructions for remote e-voting**” given below.

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:
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Step 1: Log-in to NSDL e-Voting system at https://www.evoting.nsdl.com/
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Step 2: Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

- a) Visit the e-Voting website of NSDL. Open web browser by typing the URL <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile;
- b) Once the home page of e-Voting system is launched, click on the icon ‘Login’ which is available under ‘Shareholder/ Member’ section.
- c) After clicking on the ‘Login’ which is available under ‘Shareholder/Member’ section, a new screen will open. You are required to enter the login credentials (i.e. User ID and password) from NSDL as received in the PDF file attached with the email on the mail-id registered with the IISLA. Please note that password to open the PDF file would be your membership number in upper case (without using slash). After entering these details appropriately, enter the verification code, tick on “I hereby agree to allTerms and Conditions” and click on ‘LOGIN.’
- d) On successful login, the system will prompt you to change password on first login. Further, User shall select the “Security Question” from the drop down list and enter the answer in “Answer” field.

Note: You are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.).

Example: Notice@1234

- e) Up on the successful change of Password, the system will prompt you to login again with new password. Once you login with the new password, the Home page of e-Voting will appear.
- f) Now you are ready for remote e-voting.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL E-Voting system?

- a) After successful login at Step 1, you will be able to see the Home page of e-Voting.
 - b) User may select the e-voting cycle for voting by clicking on the hyperlink of "EVEN" (Electronic Voting Event Number). Kindly, select the "EVEN" i.e., 'Indian Institute of Insurance Surveyors and Loss Assessors"
EVEN I -Council Election of members for All india basis (2 vacancies. Members can select candidates as per their choice not exceeding the number of vacancy)
EVEN II - Council Election of members for Western Zone (1 vacancy. Members can select candidates as per their choice not exceeding the number of vacancy)
EVEN III - Council Election of members for Southern Zone (1 vacancy. Members can select candidates as per their choice not exceeding the number of vacancy)
 - c) Cast your vote by selecting appropriate candidates as per your choice and click on "Submit" and also "Confirm" when prompted.
 - d) Upon confirmation the OTP will be sent to the registered mobile number and registered mail id of member. Enter the OTP and click on submit.
 - e) Upon confirmation, the message "Vote cast successfully" will be displayed.
 - f) Once you confirm your vote, you will not be allowed to modify your vote.
 - g) It is strongly recommended not to share your password/OTP with any other person and take utmost care to keep your password/OTP confidential.
 - h) In case of any queries, you may call on toll free no: 1800 1020 990 /1800 224 430 or send a request to evoting@nsdl.co.in.
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IN CASE YOU HAVE NOT RECEIVED USER-ID OR PASSWORD FROM NSDL:

In case you have not received user-id or password from NSDL, you can alternatively use OTP based log-in on <https://www.evoting.nsd.com> (Under Shareholder/Member Login)

User-Id will be as follows:

User ID: EVEN No (i.e. 119048) + Membership No (Without using slash '/' and in upper case)

For Example: If your Membership is A/S/12345 and EVEN for the Election is 101010

Then the user-id will be: 101010AS12345

*** Please consider EVEN 119048 for deriving the User ID to cast vote for all 3 EVENS.**

Note: EVEN of the COUNCIL ELECTIONS for ALL INDIA , SOUTH ZONE and WEST ZONE will be available on the website of NSDL at www.evoting.nsd.com under Current and Future Events.

Select log in type as OTP and follow the instructions and proceed. The OTP will be sent to your registered Mobile Number and/or E-Mail, using the OTP received you can log-in and cast your vote.

For any queries or issues relating to e-voting, the Members may write the same to the following from the e-mail id registered with the Company (IISLA) only:

NSDL Helpdesk at Tel No. (Toll Free) 1800 1020 990 /1800 224 430

E-Mail Us at: evoting@nsdl.co.in

Note:

Any query or issues written from the mail-id other than registered mail-id shall not be entertained and addressed. Company or E-voting Agency shall not be held responsible.