

**PROCEDURE AND INSTRUCTIONS FOR REMOTE E-VOTING AT THE ADJOURNED
13TH ANNUAL GENERAL MEETING (AGM):**

A. PROCEDURE AND INSTRUCTIONS FOR REMOTE E-VOTING:

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| 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. |
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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) as received from NSDL in the PDF file attached with the e-mail sent on the mail-id registered with the IIISLA. 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 all Terms 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'
- c) Cast your vote by selecting appropriate options i.e., assent or dissent and click on "Submit" and also "Confirm" when prompted.
- d) Upon confirmation the OTP will be sent to the registered mobile number and/or registered mail-id of member. Enter the OTP and click on submit.
- e) Upon successful submission of OTP, 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.

B. INSTRUCTIONS FOR VOTING ON THE DAY OF THE ADJOURNED 13TH AGM:

- a) Only those Members, who will be attending the Adjourned 13th AGM and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through Ballot papers or Polling papers as provided in the Adjourned 13th AGM.

- b) Members who have voted through Remote e-Voting will be eligible to attend the Adjourned 13th AGM. However, they will not be eligible to vote at the Adjourned 13th AGM.
- c) Members who will be attending the Adjourned 13th AGM at the Venue are compulsory required to adhere to COVID-19 guidelines issued by the relevant authorities.

C. 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.nsdl.com> (Under Shareholder/Member Login)

User-Id will be as follows:

User ID: EVEN No + Membership No (Without using slash '/')

For Example: If your Membership is A/S/12345 and EVEN for the AGM is 120387

Then the user-id will be: 120387AS12345 (Alphabets in upper case)

Note: EVEN No of the Adjourned 13th Annual General Meeting will be available on the website of NSDL at www.evoting.nsdl.com.

Select log in type as OTP and follow the instructions and proceed. The OTP will be sent to your registered Mobile Number and 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 (IIISLA) 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.