Rustomjee Central Park, Office B Wing - 201, Chakala,
Andheri - Kurla Road, Andheri (E), Mumbai-400093. India
Ph.: +91-22-2823 9111 / 12 / 13 / 14 • Fax.: +91-22-2823 9115
E Mail : info@refshape.com • Website : www.refshape.com
CIN : L26921MH1996PLC096012

REFRACTORY SHAPES LIMITED

17th November, 2026

To,
The Listing Compliance Department
National Stock Exchange of India Limited
Exchange Plaza, C-1, Block G,
Bandra Kurla Complex,
Bandra East
Mumbai-400051

Subject: Notice of the Extraordinary General Meeting (EGM)

Respected Sir,

Pursuant to Regulations 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we are enclosing herewith the following documents:

1. Notice of the EGM (including e-voting instructions) (EGM Notice)

Please take on records and acknowledge the same.

Thanking You,

Yours faithfully,

For Refractory Shapes Limited

REFRACTORY SHAPES LIMITED

Dayashankar Krishna Shetty
Managing Director
DIN: 00384537

Encl: as above

REFRACTORY SHAPES LIMITED
CIN: L26921MH1996PLC096012
Registered Off: B 201, Rustomjee Central Park Chakala, Andheri-Kurla Road, Andheri (East), Mumbai 400069, Maharashtra, India.
Phone:022-2823-9111 Email: info@refshape.com web: www.refshape.com

NOTICE OF EXTRA-ORDINARY GENERAL MEETING

Notice is hereby given that the Extraordinary General Meeting ('EGM') of the Members of Refractory Shapes Limited will be held on Thursday, December 10th, 2026 at 11.00 a.m. at Registered office situated at B 201, Rustomjee Central Park Chakala, Andheri-Kurla Road, Andheri (East) 400069, Mumbai, Maharashtra, India to transact the following business.

SPECIAL BUSINESS:

1. **To consider and approve the proposed sale, transfer and conveyance of the parcel of land situated at RS. No. 105, P 12, Jetparda, Taluka Wankaner, District Morbi, Gujarat 363621, adjacent to the Company's factory premises, in favour of Windsor Refractories Ltd, pursuant to the applicable provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015:**

   To consider, and if thought fit, to pass the following resolution as a special resolution:

   "RESOLVED THAT pursuant to the provisions of Sections 180(1)(a), 188 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act"), read with the rules made thereunder, Regulation 23, Regulation 37A(1) and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), as amended from time to time, the Company's "Related Party Transactions Policy" for dealing with material related party transaction, including any statutory modification(s) or re-enactment(s) thereof for the time being in force and subject to such approvals, consents and permissions as may be necessary from the concerned statutory and regulatory authorities, the consent of the Members of the Company be and is hereby accorded by way of a Special Resolution to the Board of Directors of the Company (hereinafter referred to as the "Board", which term shall be deemed to include any Committee thereof or any person duly authorised by the Board) for the sale, transfer and conveyance of the parcel of land situated at RS. No. 105, P 12, Jetparda, Taluka Wankaner, District Morbi, Gujarat - 363621, adjacent to the Company's factory premises, in favour of Windsor Refractories Ltd, for such consideration and on such terms and conditions as may be mutually agreed upon between the Company and the purchaser and as may be considered appropriate by the Board in the best interests of the Company."

By Order of the Board of Directors,
For Refractory Shapes Limited

Dayashankar Krishna Shetty
Managing Director
DIN: 00384537

Place: Mumbai
Date: 17th November, 2026

Notes:

1. A member entitled to attend and vote is entitled to appoint a proxy to attend and vote instead of himself and a proxy need not be a member of the company. Proxies, in order to be effective, should be completed, stamped and signed and must be deposited at the registered office of the company not less than 48 hours before the commencement of the meeting.

A person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the company carrying voting rights. a member holding more than ten percent of the total share capital of the company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

2. Corporate Members intending to send their authorized representatives are requested to send a duly certified copy of the Board Resolution authorizing the representatives to attend and vote at the Extra-ordinary General Meeting.

3. Any member proposing to seek any clarification on the accounts is requested to send the queries to the Company at its registered office at least seven days prior to the date of Extra-ordinary General Meeting to enable the management to compile the relevant information to reply the same in the meeting.

4. The route map for the venue of the Extra-ordinary General Meeting is attached herewith for your reference.

5. The Register of Directors' and Key Managerial Personnel and their Shareholding maintained under Section 170 of the Companies Act, 2013 will be available electronically for inspection by the members at the Extra-ordinary General Meeting.

6. Members are requested to bring their copy of Extra-ordinary Report and attendance slip to the meeting. Members are requested to hand over the Attendance Slip, duly filled in and signed in accordance with their specimen signature(s) registered with the Company for admission to the EGM hall. Members who hold shares in dematerialized form are requested to bring their Client ID and DP ID Numbers for identification.

7. Relevant documents referred to in the accompanying Notice, are open for inspection by the members at the Registered Office of the Company on all working days, except Saturdays, during business hours up to the date of the Meeting.

8. Members who would like to receive notices, letters, Extra-ordinary reports, documents and any other correspondence by electronic mode are requested to register their email addresses and changes therein, from time to time, with Company's Registrar and Transfer Agent i.e. M/s. Bigshare Services Private Limited.

9. In accordance with the provisions of Section 101 of the Companies Act, 2013 read with Rule 18 of the Companies (Management and Administration) Rules, 2014, this Notice are being sent by e-mail to those Members who have registered their e-mail address with the Company and/ or its Registrar and Share Transfer Agent or with their Depository Participants (DPs).

10. The company is providing facility for voting by electronic means and the business may be transacted through e-voting.

11. The facility for voting through ballot or polling paper shall be made available at the meeting and the members attending the meeting who have not already cast their votes by remote e-voting shall be able to exercise their right at the meeting.

12. The remote e-voting facility shall be opened from Monday, 07th December, 2026 at 09.00 A.M to Wednesday, 09th December, 2026 till 05.00 P.M. both days inclusive. The remote e-voting facility shall not be allowed beyond 5.00 p.m., during the period when facility for remote e-voting is provided. The members of the Company, holding shares in dematerialized form, as on the cut-off date/entitlement date, may opt for remote e-voting. Provided that once the vote on a resolution is cast by the member, he shall not be allowed to change it subsequently or cast the vote again.

13. The Company has fixed Friday, 04th December, 2026 as the cut-off date for identifying the Shareholders for determining the eligibility to vote by electronic means or in the Meeting by Ballot. Instructions for exercising voting rights by remote e-voting are attached herewith and forms part of this Notice. A person whose name is recorded in the Register of Members or in the Register of Beneficial Owners maintained by the depositories as on the cut-off/ entitlement date only shall be entitled to avail the facility of remote e-voting as well as voting at the Extra-ordinary General Meeting.

14. Any person who becomes a member of the Company after the dispatch of the Notice of the Meeting and holding shares as on the cut-off date i.e, Friday, 04th December, 2026, may obtain the User ID and Password by sending an email request to Mr. Anand Poojary at investors@refshape.com or write to Refractory Shapes Limited, B 201, Rustomjee Central Park Chakala, Andheri-Kurla Road, Andheri (East), Mumbai 400069, Maharashtra, India.

15. The Voting Rights will be reckoned on the paid-up value of shares registered in the name of shareholders on Friday, 04th December, 2026 the cut-off date/entitlement date for identifying the Shareholders for determining the eligibility to vote by electronic means or at the Meeting by ballot.

16. The Notice of the Meeting is being placed on the website of the Company www.refshape.com

17. Mrs. Neelakshee R. Marathe, Company Secretary in Whole Time Practice, (COP No. 9983) has been appointed as a Scrutinizer for conducting the voting by remote e-voting and voting by ballot at the Meeting in a fair and transparent manner.

18. The Scrutinizer shall, immediately after the conclusion of voting at the EGM, first count the votes cast at the EGM, and thereafter unblock the votes cast through remote e-voting, in the presence of at least two (2) witnesses not in the employment of the Company. The Scrutinizer will collate the votes cast at the EGM and votes downloaded from the e-voting system and make, not later than forty-eight hours from the conclusion of the EGM, a consolidated Scrutinizer's Report of the total votes cast in favor or against, if any, to the Chairperson or a person authorized by him in writing, who shall countersign the same. The Chairperson or the person authorized by him in writing shall forthwith on receipt of the consolidated Scrutinizer's Report, declare the result of the voting. The results declared along with the report of the Scrutinizer shall be placed on the website of the Company at www.refshape.com

19. The instructions for members for voting electronically are as under:-

The voting period begins on Monday, 07th December, 2026 at 09.00 A.M to Wednesday, 09th December, 2026 till 05.00 P.M. both days inclusive. During this period shareholders'of the Company, holding shares either in dematerialized form, as on the cut-off date, Friday, 04th December, 2026 may cast their vote electronically. The e-voting module shall be disabled by Bigshare Services Private Limited for voting thereafter.

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

SPECIAL BUSINESS:

The following explanatory statement, as required under section 102 (1) of the Companies Act, 2013 sets out all material facts relating to special business mentioned in the notice for convening the Extra-ordinary General Meeting of the Company.

Item No. 1:

The Company had acquired a parcel of land situated at Rs. No. 105, P 12, Jetparda, Taluka Wankaner, District Morbi, Gujarat - 363621, adjacent to its existing factory premises, during the year 2023, for a consideration of approximately Rs. 85,00,000/- (Rupees Eighty-Five Lakhs Only), with the intention of utilising the same for its future expansion and business requirements.

However, owing to the Company's existing business commitments and other operational and compliance-related considerations, the proposed expansion could not be undertaken and the said parcel of land has remained unutilised. Accordingly, the Board of Directors of the

Company, after considering the present business requirements and the effective utilisation of the Company's assets, has proposed to sell, transfer and convey the aforesaid parcel of land in favour of Windsor Refractories Ltd, for a consideration of approximately Rs. 1,10,00,000/- (Rupees One Crore Ten Lakhs Only) on such terms and conditions as may be mutually agreed upon between the parties.

The proposed sale is expected to enable the Company to unlock the value of an unutilised asset, improve the utilisation of its resources and generate funds which may be utilised towards the Company's business requirements and other general corporate purposes.

The Board of Directors considers the proposed transaction to be commercially beneficial and in the best interests of the Company and its Members. Accordingly, the approval of the Members is being sought by way of a Special Resolution for the proposed sale, transfer and conveyance of the aforesaid parcel of land in favour of Windsor Refractories Ltd.

None of the Directors, Key Managerial Personnel of the Company or their respective relatives is concerned or interested, financially or otherwise, in the proposed resolution, except to the extent of their shareholding, if any, in the Company.

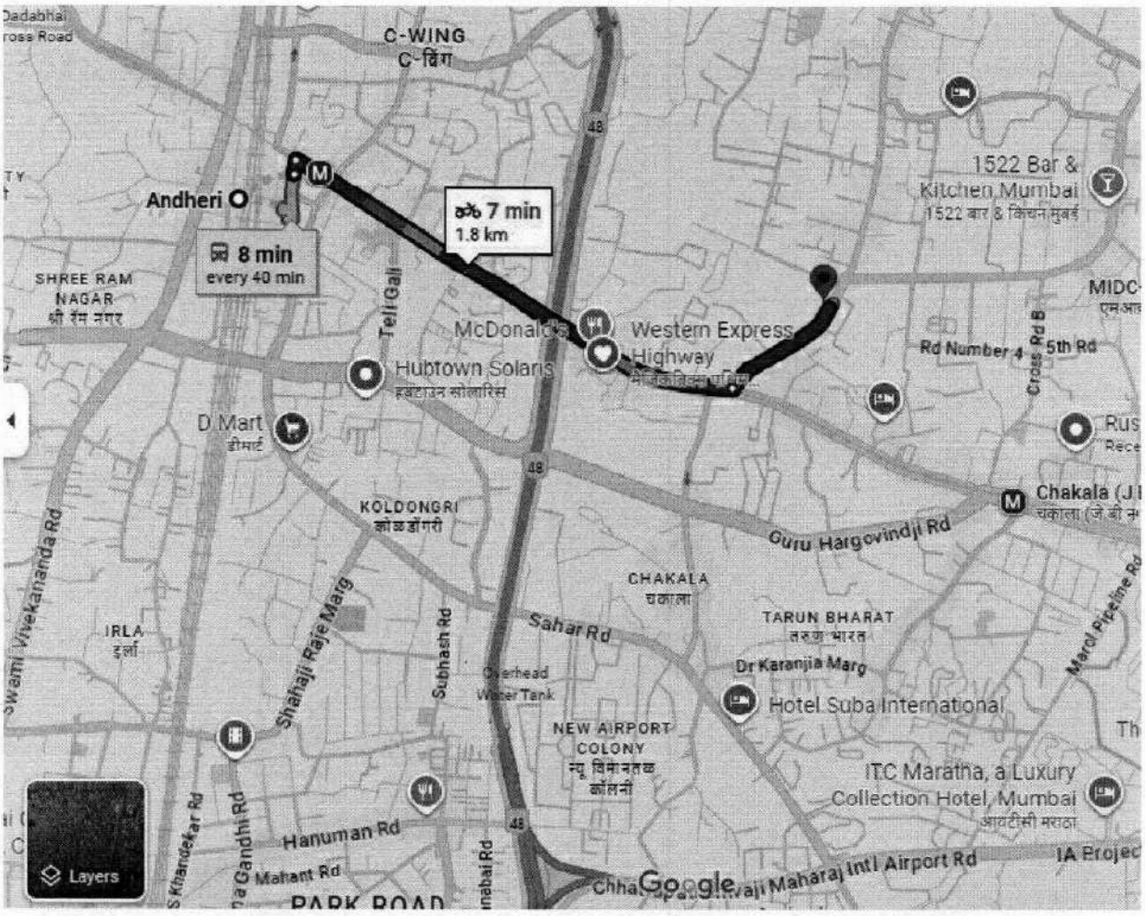
The Board recommends the Special Resolution set out at Item No. 1 of the accompanying Notice for approval of the Members.

By Order of the Board of Directors,
For Refractory Shapes Limited

Dayashankar Krishna Shetty
Managing Director
DIN: 00384537

Place: Mumbai
Date: 17th November, 2026

Route Map


C-WING
C-विंग
Andheri
7 min
1.8 km
8 min
every 40 min
SHREE RAM NAGAR
श्री राम नगर
Teli Gali
McDonald's
Western Express Highway
Hubtown Solaris
हबटाउन सोलारिस
D Mart
डीमार्ट
1522 Bar & Kitchen Mumbai
1522 बार & किचन मुंबई
Rd Number 4
5th Rd
Cross Rd B
KOLDONGRI
कोल्डोंगरी
Guru Hargovindji Rd
Chakala (J.
चकाला (जे.बी.न
CHAKALA
चकाला
TARUN BHARAT
तरुण भारत
Dr Karanjia Marg
Hotel Suba International
IRLA
इर्ला
Shahaji Raje Marg
Subhash Rd
Sahar Rd
Overhead Water Tank
NEW AIRPORT COLONY
न्यू विमानतळ कॉलनी
ITC Maratha, a Luxury Collection Hotel, Mumbai
आयटीसी मराठा
Hanuman Rd
Mahant Rd
PARK ROAD
Layers
Google
Swami Vivekananda Rd
Mandi Pipeline Rd
48

Form No. MGT-11
PROXY FORM

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]

CIN: L26921MH1996PLC096012
Name of the Company: Refractory Shapes Limited
Registered Office: B 201, Rustomjee Central Park Chakala, Andheri-Kurla Road, Andheri (East), Mumbai 400069, Maharashtra, India.

Name of the member (s): Registered address : E-mail Id: Folio No/ Client Id : DP ID :

I/We, being the member (s) of _____ shares of the above named company, hereby appoint

1. Name :

Address :

E-mail Id :

Signature :....., or failing him/her

2. Name:

Address:

E-mail Id :

Signature:....., or failing him/her

1. Name:

Address:

E-mail Id :

Signature:....., or failing him/her

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the Extra-Ordinary General Meeting ('EGM') of the company, to be held on Thursday, December 10th, 2026 at Registered office situated at B 201, Rustomjee Central Park Chakala,

Andheri-Kurla Road, Andheri (East), 400069 Mumbai, Maharashtra, India and at any adjournment thereof in respect of such resolutions as are indicated below:

Resolution No.

1. To consider and approve the proposed sale, transfer and conveyance of the parcel of land situated at RS. No. 105, P 12, Jetparda, Taluka Wankaner, District Morbi, Gujarat 363621, adjacent to the Company's factory premises, in favour of Windsor Refractories Ltd, pursuant to the applicable provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Signed this..... day of..... 20.....

Signature of shareholder

Affix
Revenue
Stamp

Signature of Proxy holder(s)

Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of the Meeting.

ATTENDANCE SLIP

(To be handed over at the time of the Meeting)

Extra-Ordinary General Meeting
10th December, 2026

I / We hereby record my / our presence at the Extra-ordinary General Meeting of the Company to be held on Thursday, December 10th, 2026 at 11.00 a.m at Registered office situated at B 201, Rustomjee Central Park Chakala, Andheri-Kurla Road, Andheri (East), 400069 Mumbai, Maharashtra, India.

Full name of the Member
(in BLOCK LETTERS) _____

Registered. Folio No./DP ID & Client ID _____

No. of shares held _____

Full name of Proxy
(in BLOCK LETTERS) _____

_____

Signature of the member(s) or
Proxy/proxies present

Resolution No.

1. To consider and approve the proposed sale, transfer and conveyance of the parcel of land situated at RS. No. 105, P 12, Jetparda, Taluka Wankaner, District Morbi, Gujarat 363621, adjacent to the Company's factory premises, in favour of Windsor Refractories Ltd, pursuant to the applicable provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

BIGSHARE I-VOTE E-VOTING SYSTEM

THE INTRUCTIONS OF SHAREHOLDERS FOR REMOTE E-VOTING ARE AS UNDER:

i. The voting period begins on, Monday, 07th December, 2026 at 09.00 A.M to Wednesday, 09th December, 2026 till 05.00 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 (record date) of Friday, 04th December, 2026 may cast their vote electronically. The e-voting module shall be disabled by Bigshare for voting thereafter.

ii. Shareholders who have already voted prior to the meeting date would not be entitled to vote at the meeting venue.

iii. 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.

iv. 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.

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

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with **CDSL**	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 URL for users to login to Easi/Easiest is https://web.cdslindia.com/myeasitoken/home/login or visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then use your existing my easi username & password. 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 **BIGSHARE** the e-Voting service provider and you will be re-directed to **i-Vote** website for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers i.e. **BIGSHARE**, so that the user can visit the e-Voting service providers' website directly. 3) If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration 4) Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a link https://evoting.cdslindia.com/Evoting/EvotingLogin 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. Click on **BIGSHARE** and you will be re-directed to **i-Vote** website for casting your vote during the remote e-voting period.
Individual Shareholders holding securities in demat mode with **NSDL**	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.nsdl.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 **BIGSHARE** and you will be re-directed to **i-Vote** website for casting your vote during the

	remote e-Voting period. 2) If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS "Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.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 **BIGSHARE** and you will be redirected to **i-Vote** website for casting your vote during the remote e-Voting period. 4) For OTP based login you can click on https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp. You will have to enter your 8-digit DP ID,8-digit Client Id, PAN No., Verification code and generate OTP. Enter the OTP received on registered email id/mobile number and click on login. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page with all e-Voting Service Providers. Click on **BIGSHARE** and you will be re-directed to **i-vote (E-voting website)** for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
Individual Shareholders (holding securities in demat mode) login through their **Depository Participants**	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.

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.com or call at 022- 48867000.

2. **Login method for e-Voting for shareholder other than individual shareholders holding shares in Demat mode & physical mode is given below:**

- You are requested to launch the URL on internet browser: https://ivote.bigshareonline.com

- Click on **"LOGIN"** button under the **'INVESTOR LOGIN'** section to Login on E-Voting Platform.

- Please enter you **'USER ID'** (User id description is given below) and **'PASSWORD'** which is shared separately on you register email id.
    - Shareholders holding shares in **CDSL demat account should enter 16 Digit Beneficiary ID** as user id.
    - Shareholders holding shares in **NSDL demat account should enter 8 Character DP ID followed by 8 Digit Client ID** as user id.
    - Shareholders holding shares in **physical form should enter Event No + Folio Number** registered with the Company as user id.

  ***Note** If you have not received any user id or password please email from your registered email id or contact i-vote helpdesk team. (Email id and contact number are mentioned in helpdesk section).*

- Click on **I AM NOT A ROBOT (CAPTCHA)** option and login.

  NOTE: If Shareholders are holding shares in demat form and have registered on to e-Voting system of https://ivote.bigshareonline.com and/or voted on an earlier event of any company then they can use their existing user id and password to login.

- If you have forgotten the password: Click on **'LOGIN'** under **'INVESTOR LOGIN'** tab and then Click on **'Forgot your password?**

- Enter **"User ID"** and **"Registered email ID"** Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on **'Reset'**.
  (In case a shareholder is having valid email address, Password will be sent to his / her registered e-mail address).

Voting method for shareholders on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.
- Click on **"VIEW EVENT DETAILS (CURRENT)"** under **'EVENTS'** option on investor portal.
- Select event for which you are desire to vote under the dropdown option.
- Click on **"VOTE NOW"** option which is appearing on the right hand side top corner of the page.
- Cast your vote by selecting an appropriate option **"IN FAVOUR"**, **"NOT IN FAVOUR"** or **"ABSTAIN"** and click on **"SUBMIT VOTE"**. A confirmation box will be displayed. Click **"OK"** to confirm, else **"CANCEL"** to modify. Once you confirm, you will not be allowed to modify your vote.
- Once you confirm the vote you will receive confirmation message on display screen and also you will receive an email on your registered email id. During the voting period, members can login any number of times till they have voted on the resolution(s). Once vote on a resolution is casted, it cannot be changed subsequently.
- Shareholder can **"CHANGE PASSWORD"** or **"VIEW/UPDATE PROFILE"** under **"PROFILE"** option on investor portal.

3. **Custodian registration process for i-Vote E-Voting Website:**

- You are requested to launch the URL on internet browser: https://ivote.bigshareonline.com
- Click on **"REGISTER"** under **"CUSTODIAN LOGIN"**, to register yourself on Bigshare i-Vote e-Voting Platform.
- Enter all required details and submit.
- After Successful registration, message will be displayed with **"User id and password will be sent via email on your registered email id"**.
  NOTE: If Custodian have registered on to e-Voting system of https://ivote.bigshareonline.com and/or voted on an earlier event of any company then they can use their existing user id and password to login.
- If you have forgotten the password: Click on **'LOGIN'** under **'CUSTODIAN LOGIN'** tab and further Click on **'Forgot your password?**
- Enter **"User ID"** and **"Registered email ID"** Click on **I AM NOT A ROBOT (CAPTCHA)** option and click on **'RESET.**
  (In case a custodian is having valid email address, Password will be sent to his / her registered e-mail address).

Voting method for Custodian on i-Vote E-voting portal:

- After successful login, **Bigshare E-voting system** page will appear.

Investor Mapping:

- First you need to map the investor with your user ID under **"DOCUMENTS"** option on custodian portal.
    - Click on **"DOCUMENT TYPE"** dropdown option and select document type power of attorney (POA).
    - Click on upload document **"CHOOSE FILE"** and upload power of attorney (POA) or board resolution for respective investor and click on **"UPLOAD"**.
      Note: The power of attorney (POA) or board resolution has to be named as the **"InvestorID.pdf"** (Mention Demat account number as Investor ID.)
    - Your investor is now mapped and you can check the file status on display.

Investor vote File Upload:

- To cast your vote select **"VOTE FILE UPLOAD"** option from left hand side menu on custodian portal.
- Select the Event under dropdown option.
- Download sample voting file and enter relevant details as required and upload the same file under upload document option by clicking on **"UPLOAD"**. Confirmation message will be displayed on the screen and also you can check the file status on display (Once vote on a resolution is casted, it cannot be changed subsequently).
- Custodian can **"CHANGE PASSWORD"** or **"VIEW/UPDATE PROFILE"** under **"PROFILE"** option on custodian portal.

Helpdesk for queries regarding e-voting:

Login type	Helpdesk details
Shareholder's other than individual shareholders holding shares in Demat mode & Physical mode.	In case shareholders/ investor have any queries regarding E-voting, you may refer the Frequently Asked Questions ('FAQs') and i-Vote e-Voting module available at https://ivote.bigshareonline.com, under download section or you can email us to ivote@bigshareonline.com or call us at: 022-62638338