

e-Voting User Manual for Members to vote

User Manual on CDSL's e-Voting system

The screenshot shows the CDSL e-Voting website. At the top, there is a navigation bar with links: Home, About Us, Group Sites, Registration, Help, Contact Us, Terms of Use, and a search bar. The CDSL logo is on the right. Below the navigation bar, the page is divided into sections. On the left, under 'Purpose of www.evotingindia.com', there are five bullet points describing the system's goals: eliminating paper, facilitating electronic voting, enabling secure voting, eliminating postal delays, and increasing participation. Below this is a paragraph about the platform's aim to improve transparency and governance. On the right, there are four colored buttons for different user roles: Shareholders / Members (orange), Custodian / Corporate Shareholder (green), Issuer / RTA (blue), and Scrutinizer (dark blue). Below these buttons, a maintenance notice states the site will be inaccessible from 00:00 hrs to 00:30 hrs. At the bottom, there is a table with columns for 'On Going', 'Forthcoming', and 'eVoting Notices - Results'. The table lists five entries with their serial numbers, EVSNs, company names, and voting dates. To the right of the table is a 'News & Events' section with a 'What's New?' heading and a media release about CDSL crossing 1 crore Demat Accounts.

Purpose of www.evotingindia.com

- To eliminate paper in the voting process. This involves sending of notices and ballot papers and receiving the said ballot votes.
- Facilitate electronic voting on resolutions of companies in a fair and transparent manner for all classes of security/stakeholders.
- Enable security holders to vote at a time and place of their convenience.
- Eliminate postal and other natural delays which cause a hindrance to postal ballot.
- Increase shareholder participation in shareholder meetings.

The e-Voting platform aims to improve transparency and Corporate Governance standards and also helps in reducing the administrative cost associated with Postal Ballot while facilitating declaration of results immediately after the close of the voting. Additionally investors are also benefited where they can cast their votes on till last day from the comfort of their home / office, while eliminating the chances of their votes being declared invalid.

The site will not be accessible between 00:00 hrs to 00:30 hrs , due to regular maintenance activity.

On Going		Forthcoming		eVoting Notices - Results	
Sr No	EVSN	Company Name	Start Date	End Date	
1	150806001	AT THE MOMENT	14-Jan-2016 15:00 Hrs	31-Dec-2019 17:00 Hrs	
2	160114001	AT THE MOMENT	14-Jan-2016 15:00 Hrs	31-Dec-2019 17:00 Hrs	
3	150723002	AT THE MOMENT	14-Jan-2016 15:00 Hrs	31-Dec-2019 17:00 Hrs	
4	160216001	CAPEXIL	16-Feb-2016 16:00 Hrs	17-Feb-2016 17:00 Hrs	
5	160215001	CDSL DEMO	16-Feb-2016 10:00 Hrs	23-Feb-2016 17:00 Hrs	

News & Events

What's New?

Media Release: CDSL crosses 1 crore Demat Accounts

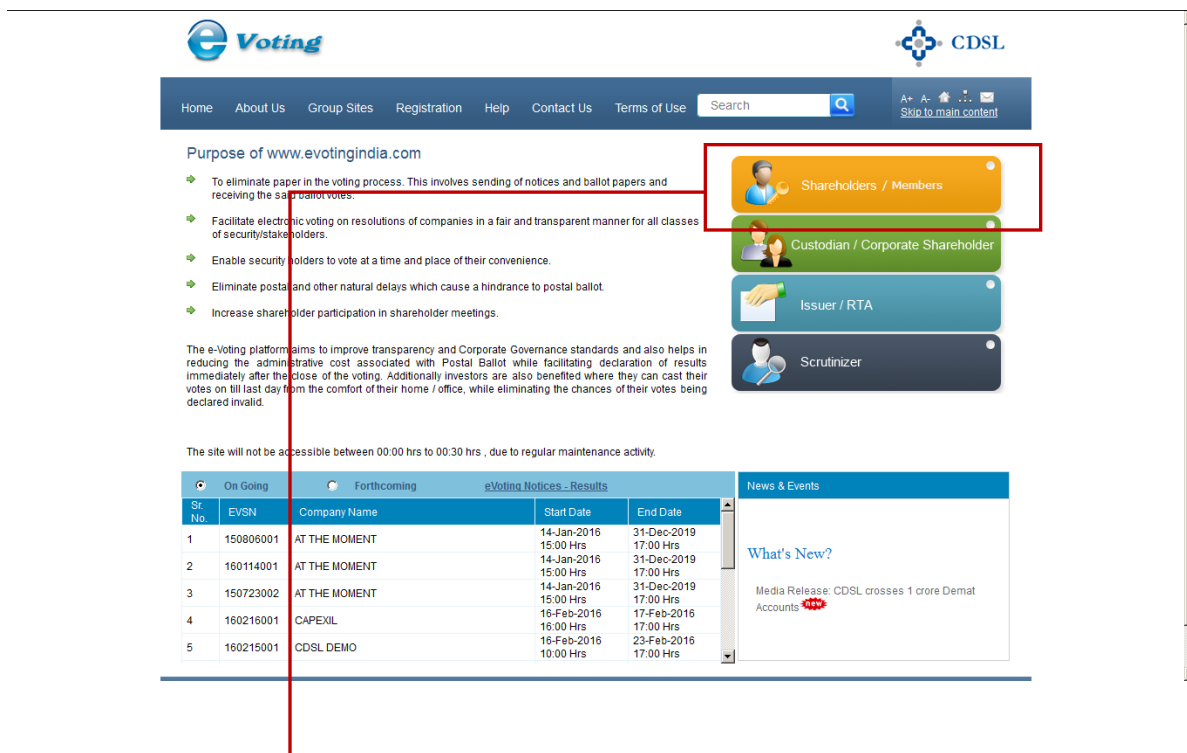
For Members to cast their votes

e-Voting User Manual for Members to vote
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1. Login to e-Voting

Launch a web browser from your desktop and type the following address in the address bar www.evotingindia.com and click on “Enter (↵)” key.



Purpose of www.evotingindia.com

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News & Events

What's New?


Media Release: CDSL crosses 1 crore Demat Accounts 

Click on Shareholders / Members and enter the User id as received in your email / mobile.
After entering the userid, enter the characters displayed and click on Login as shown below:

e-Voting User Manual for Members to vote



HomeAbout UsGroup SitesRegistrationHelpContact UsTerms of Use[Skip to main content](#)

Shareholders / Members

Please enter the userid as communicated to you and replicate the image text(code) you see below for validation.
After entering the login details you would be able to select the Company for which you intend to vote.

User ID *

Enter the Characters
Displayed *

479252

[Refresh](#)

☐ Click to use Virtual Keyboard

LoginForgot Password

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Enter the password as provided in the communication received by you, then click on Submit.

The screenshot shows the e-Voting login interface. At the top, there is a navigation bar with links: Home, About Us, Group Sites, Registration, Help, Contact Us, Terms of Use, and a search bar. The CDSL logo is on the right. Below the navigation bar, a message states: "Character Validation was successful. Kindly enter other login details to proceed." The login form includes fields for "User ID" (containing CHEMEXCILS2243) and "Password" (masked with dots). A red box highlights the "Submit" button. Below the form, there is a checkbox for "Click to use Virtual Keyboard" and a note: "* Field Mandatory. # Any one field mandatory entered." The footer contains copyright information for 2013 and site update details.

After login the Members will be taken directly to the Electronic Voting Sequence Number (EVSN) selection screen.

The screenshot shows the "Investor / Member Voting Screen" after login. It displays a table with columns: EVSN, EVSN Title, Company, Start Date, End Date, and Holding Date. A red box highlights the first row of the table. Below the table, there is a footer with copyright information and site update details.

EVSN	EVSN Title	Company	Start Date	End Date	Holding Date
160216001	Election Voting	CHEMEXCIL - PANEL III- COSMETIC, TOILETRIES AND ESSENTIAL OILS - MSME CATEGORY: 1 SEAT	24- Feb-2016 10:30 Hrs	29-Feb-2016 17:00 Hrs	

Click on the relevant EVSN for which voting is required.

2. Casting your Vote

After clicking on the EVSN the following screen would be displayed for the user to vote.

Welcome VIJAYAM OVERSEAS TRADING CORPORATION (CHEMEXCILS2243) [Home](#) [Change Password](#) [Feedback](#) [Logout](#)

Member Voting Screen

Please cast your Vote here.
 Votes will be considered only if **Yes** option is used for each candidate.
 Please check your votes carefully before you click on **Submit**.
 Once you click on **Submit**, your vote will be recorded and cannot be changed.
 In order to view the Resolution File, click the link for [Resolution File](#) below.

Click here to print

Company: CHEMEXCIL - PANEL III- COSMETIC, TOILETRIES AND ESSENTIAL OILS - MSME CATEGORY: 1 SEAT
 EVSN: 160216001
 Voting period: From 24-Feb-2016 10:30 Hrs - 29-Feb-2016 17:00 Hrs [Resolution file](#)

Sr. No.	Candidate Selection	Choice	Reset
1	AGENCY TRADING (MR. RAM PRAKASH)	<input type="radio"/> Yes	Reset
2	WING EXPORTS (MR. SUYOG DHAWAN)	<input type="radio"/> Yes	Reset
3	TOTAL TRADE (MR. SURESH CHAWAN)	<input type="radio"/> Yes	Reset

[Submit](#)

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To cast your vote:

1. Select the Candidates carefully. The notice of the EVSN is available under the “[Resolution file](#)” link.
2. Select the relevant options which you desire to select in order to vote.
3. Kindly note that as per the selection the user would not be able to select more than one option as decided by the council.

e-Voting User Manual for Members to vote

The screenshot shows the 'Member Voting Screen' for VJAYAM OVERSEAS TRADING CORPORATION (CHEMEXCIL S2243). It includes a navigation bar with links like Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. Below the navigation bar, there's a welcome message and a 'Click here to print' link. The main content area displays the company name, EVSN (160216001), and the voting period (24-Feb-2016 10:30 Hrs to 29-Feb-2016 17:00 Hrs). A table lists three candidates: AGENCY TRADING (MR. RAM PRAKASH), WING EXPORTS (MR. SUYOG DHAWAN), and TOTAL TRADE (MR. SURESH CHAWAN). Each candidate has a 'Choice' column with a radio button labeled 'Yes' and a 'Reset' button. A red box highlights the 'Submit' button at the bottom of the table.

Sr. No.	Candidate Selection	Choice	Reset
1	AGENCY TRADING (MR. RAM PRAKASH)	<input checked="" type="radio"/> Yes	Reset
2	WING EXPORTS (MR. SUYOG DHAWAN)	<input type="radio"/> Yes	Reset
3	TOTAL TRADE (MR. SURESH CHAWAN)	<input type="radio"/> Yes	Reset

Select the relevant options and then click on Submit. The following pop-up would be displayed.

This screenshot is identical to the previous one, but with a red box highlighting the 'Reset' button next to the 'AGENCY TRADING (MR. RAM PRAKASH)' candidate. A red line connects this 'Reset' button to the 'Submit' button in the previous screenshot, indicating that clicking 'Reset' clears the selection.

Sr. No.	Candidate Selection	Choice	Reset
1	AGENCY TRADING (MR. RAM PRAKASH)	<input checked="" type="radio"/> Yes	Reset
2	WING EXPORTS (MR. SUYOG DHAWAN)	<input type="radio"/> Yes	Reset
3	TOTAL TRADE (MR. SURESH CHAWAN)	<input type="radio"/> Yes	Reset

The selection can be cleared by clicking on Reset alongside the selection.

e-Voting User Manual for Members to vote

The screenshot shows the 'Member Voting Screen' for VJAYAM OVERSEAS TRADING CORPORATION (CHEMEXCIL S2243). A confirmation dialog box is displayed in the center with the text 'Are you sure, you wish to Confirm your vote?'. It has two buttons: 'OK' (circled in red) and 'Cancel' (circled in blue). Below the dialog box, the voting details are visible: Company: CHEMEXCIL - PANEL III- COSMETIC, TOILETRIES AND ESSENTIAL OILS - MSME CATEGORY: 1 SEAT; EVSN: 160216001; Voting Period: From 24-Feb-2016 10:30 Hrs to 29-Feb-2016 17:00 Hrs. A table lists three candidates for selection, each with a 'Yes' radio button and a 'Reset' link. The table is as follows:

Sr. No.	Candidate Selection	Choice	Reset
1	AGENCY TRADING (MR. RAM PRAKASH)	<input checked="" type="radio"/> Yes	Reset
2	WING EXPORTS (MR. SUYOG DHAWAN)	<input type="radio"/> Yes	Reset
3	TOTAL TRADE (MR. SURESH CHAWAN)	<input type="radio"/> Yes	Reset

At the bottom of the screen, there is a 'Submit' button and a footer with copyright information for Central Depository Services (India) Limited.

Click on OK to confirm your Vote or if you intend to change your vote click on [Cancel](#).

Once you 'CONFIRM' your vote on the resolution, you will not be allowed to modify your vote. After clicking on Confirm a dialog box as shown below would be displayed.

The screenshot shows a success message dialog box with the text 'Vote(s) have been successfully recorded. Thank you for using eVoting system.' and an 'OK' button (circled in red). The background is a solid grey color.

Click on OK to close the box.

The user will be directed to the home screen after login where EVSN can be selected. If the user clicks on the EVSN link again, the candidate against whom voting has already been recorded will be displayed, however, the user would be unable to change their vote or vote on any option exceeding the available selections.

e-Voting User Manual for Members to vote

Welcome VIJAYAM OVERSEAS TRADING CORPORATION (CHEMEXCIL S2243)

Home Change Password Feedback Logout

Member Voting Screen

Please cast your Vote here.
Votes will be considered only if Yes option is used for each candidate.
Please check your votes carefully before you click on Submit.
Once you click on Submit, your vote will be recorded and cannot be changed.
In order to view the Resolution File, click the link for Resolution File below.

Click here to print

Company CHEMEXCIL - PANEL III- COSMETIC, TOILETRIES AND ESSENTIAL OILS - MSME CATEGORY: 1 SEAT Resolution file
EVSN 160216001
Voting Period From 24-Feb-2016 10:30 Hrs 29-Feb-2016 17:00 Hrs

Sr. No.	Candidate Selection	Choice	Reset
1	AGENCY TRADING (MR. RAM PRAKASH)	<input checked="" type="radio"/> Yes	
2	WING EXPORTS (MR. SUYOG DHAWAN)	<input type="radio"/> Yes	Reset
3	TOTAL TRADE (MR. SURESH CHAVAN)	<input type="radio"/> Yes	Reset

Submit

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The user can re-login after voting with the user id and password provided to them any number of times during the voting period to view their voting pattern or vote, if not voted. Users not intending to vote can simply click on Logout.

3. View or Print Voting

Members have the option to view / print the voting details for the candidate for whom they have voted during the period of the Voting.

Click on Shareholders/ Members and login as mentioned in chapter 1 and click on the relevant EVSN for which you intend to view the voting pattern. The following screen would be displayed.

e-Voting **CDSL**

Home About Us Group Sites Registration Help Contact Us Terms of Use Search

Welcome VJAYAM OVERSEAS TRADING CORPORATION (CHEMEXCIL S2243) Home Change Password Feedback Logout

Member Voting Screen

Please cast your Vote here.
 Votes will be considered only if Yes option is used for each candidate.
 Please check your votes carefully before you click on Submit.
 Once you click on Submit, your vote will be recorded and cannot be changed.
 In order to view the Resolution File, click the link for Resolution File below.

Company CHEMEXCIL - PANEL III- COSMETIC, TOILETRIES AND ESSENTIAL OILS - MSME CATEGORY: 1 SEAT [Resolution file](#)
EVSN 160216001
Voting Period From 24-Feb-2016 10:30 Hrs 29-Feb-2016 17:00 Hrs

Sr. No.	Candidate Selection	Choice	Reset
1	AGENCY TRADING (MR. RAM PRAKASH)	<input checked="" type="radio"/> Yes	
2	WING EXPORTS (MR. SUYOG DHAWAN)	<input type="radio"/> Yes	Reset
3	TOTAL TRADE (MR. SURESH CHAVAN)	<input type="radio"/> Yes	Reset

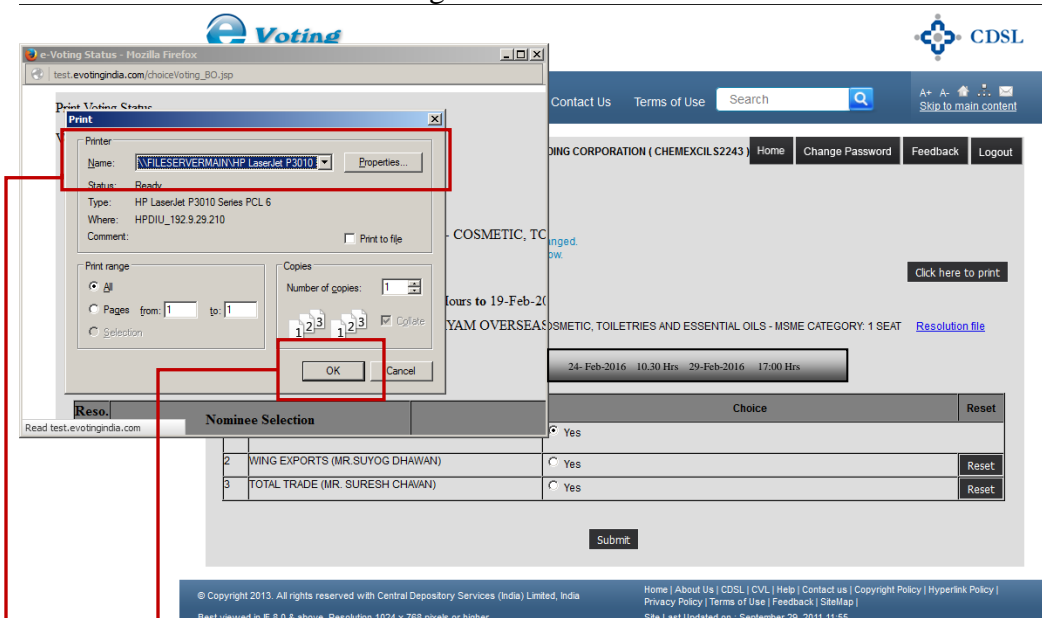
Submit

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 Best viewed in IE 8.0 & above. Resolution 1024 x 768 pixels or higher.

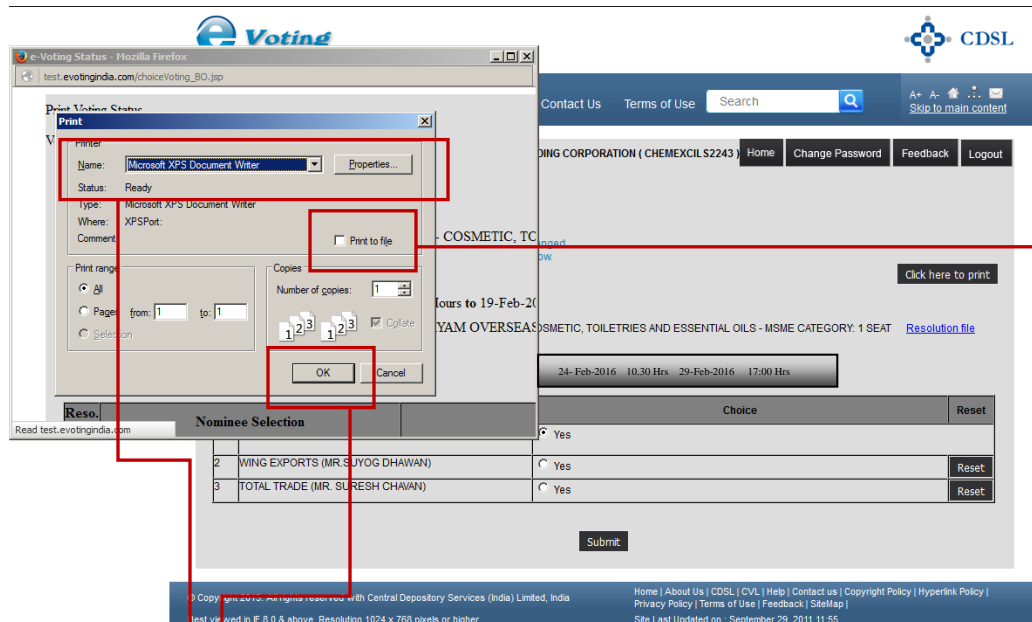
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Click on Click Here to Print. The following screen would be displayed.

e-Voting User Manual for Members to vote

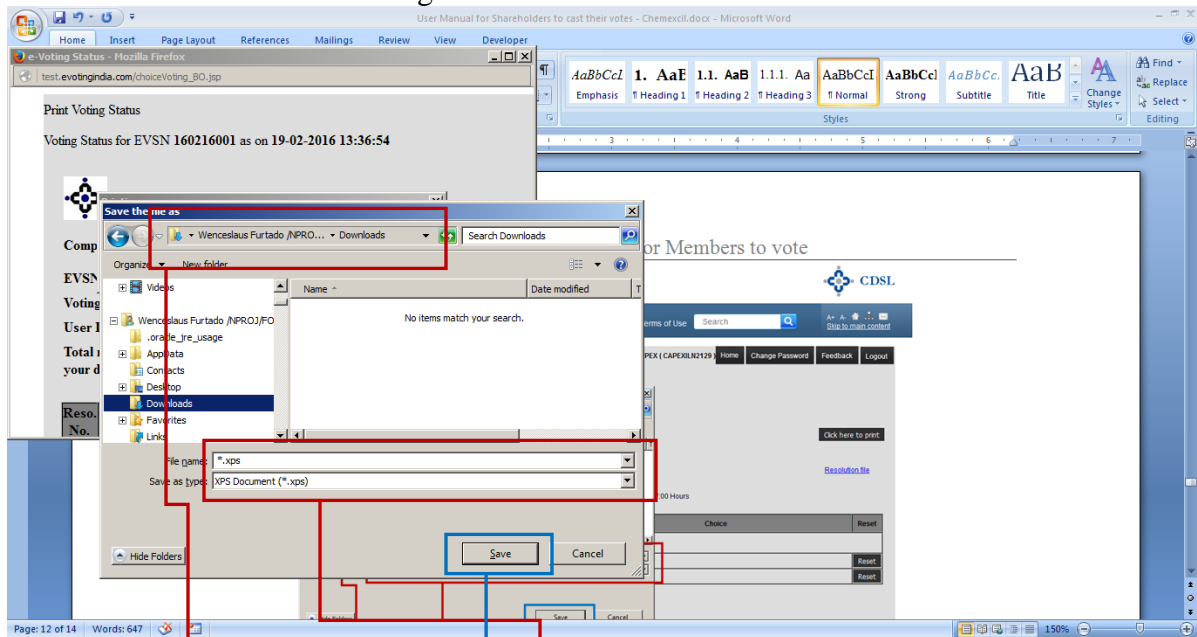


Click on OK to print or if a soft copy of the same is intended to be saved click on Microsoft XPS Document Writer from the drop down. The following screen would be shown



Select Microsoft XPS Document Writer from the dropdown and tick the box saying Print to file click on OK. The following window would be displayed.

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Specify the location and the desired filename where the document has to be saved and provide the file name and click on Save.

4. Change Password

Members have the option to change their password to a password of their choice by clicking on this button.

Click on Change Password and the following screen would be displayed.

The screenshot shows the 'Change Password' interface. At the top, there's a navigation bar with links like Home, About Us, Group Sites, Registration, Help, Contact Us, and Terms of Use. Below this, a welcome message for 'VIJAYAM OVERSEAS TRADING CORPORATION (CHEMEXCIL S2243)' is displayed. The main heading is 'Change Password'. A note states: 'Kindly note that you will be automatically logged out once password is successfully updated.' There are three input fields: 'Old Password *', 'New Password *', and 'Confirm Password *'. A 'Submit' button is located below these fields. A red line from the 'Submit' button in this screenshot points to the 'OK' button in the subsequent screenshot.

Enter the existing password and desired password in the New Password and the Confirm Password field and click on Submit. The following screen would be displayed.

This screenshot shows the same 'Change Password' interface, but with a modal dialog box in the center. The dialog box contains the text: 'Password has been changed. Please re-login' and an 'OK' button. A red line from the 'Submit' button in the previous screenshot points to this 'OK' button. The background of the page is dimmed.

Click on OK and re-login with the revised password.

e-Voting User Manual for Members to vote

In case of any queries pertaining to e-Voting you may contact us on 1800-200-5533 or email helpdesk.evoting@cdslindia.com.
