



## **Instructions for Members for attending the 57<sup>th</sup> AGM through VC/OAVM are as under:**

- 1) On first day i.e. on 05.12.2020, Login facility will be available to members 45 minutes before scheduled time of meeting.
- 2) Members will be provided with the facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com> under Shareholder/Member login by using User ID & Password. The link for VC/OAVM will be available in Shareholder/Member login where the name of the bank will be displayed.
- 3) To join meeting on 05.12.2020 through VC/OAVM Members will get their User ID & Password in PDF file via registered email. PDF is password protected and password of the file is your 6 digit membership number. If the membership number contains less than 6 digits, please prefix zero/zeros to the membership number e.g. If the membership number is 1517, password would be 001517.
- 4) Members, whose Mobile No. is registered with the Bank, will get User ID & Password through SMS.
- 5) Open the Internet browser and type- <https://www.evoting.nsdl.com> and click on “Shareholder/ Member” login button.
- 6) A new screen will open wherein you will have to enter your User ID and your Password which is provided to you through e-mail/SMS/branch. Further you will also have to verify as per the verification code/ Captcha shown on the screen.
- 7) The “Password Change” menu will appear on the screen. There you have to enter your existing password in “old password” field and create a new password in the following manner:

**Password should contain minimum one lower case, upper case, special character and number each. Minimum password length allowed is 8 and maximum 15**

You have to repeat the new password again in “Confirm New Password” field.

In the same screen questionnaires i.e. “Security Question” and “Answer” will appear, You have to select the “Security Question “ from the drop down as per your choice and type the answer.

The rest of the fields are non-mandatory.

(Shareholders can change the password any time prior to the AGM).

- 8) After successful login, Home Page of e-Voting will open. Click on e-Voting. Then click on Active Voting Cycles.
- 9) Then you have to click on “Join General Meeting-VC/OAVM”.
- 10) Members, who have not received User ID and Password through email or SMS, they will have to contact nearest branch prior to the meeting date. Branch will provide them User Id & Password. Then procedure as above is to be followed.
- 11) Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may contact NSDL also on [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)/ 1800-222-990 or please contact I.T. Dept. on 68778900, 25272081/83/85 between 10.00 am to 5.00 pm on working days.

### **Instructions for 08.12.2020 and 09.12.2020 for e-Voting:**

Procedure for e-Voting: Follow the instructions as follows:

- Open the Internet browser and type- <https://www.evoting.nsdl.com> and click on “Shareholder/Member” login button.
- Enter User ID & Password.
- After successful login, Home Page of e-Voting will open. Click on e-Voting. Then, click on Active Voting Cycles.
- Then you have to click on “e-Voting”. After you click on “e-Voting” on subjects of Agenda, Resolutions will be displayed. There you have to cast your vote by clicking appropriate option and click on “Submit” and also “Confirm” when prompted.
- Upon confirmation, the message “Vote Cast Successfully” will be displayed.
- Once you confirm your vote on the resolution, you will not be allowed to modify your vote.