

Procedure for remote e-voting

- I. The Company has engaged the services of Karvy Computershare Private Limited (“Karvy”) for facilitating remote e-voting for AGM. The instructions for remote e-voting are as under:
 - a) In case of Members receiving an e-mail from Karvy:
 - i. Launch an internet browser and open <https://evoting.karvy.com>
 - ii. Enter the login credentials (i.e. User ID and password). The Event No. + Folio No. or DP ID - Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote.
 - iii. After entering the above details Click on - “LOGIN”.
 - iv. Password change menu will appear. Change the Password with a new Password of your choice. The new password shall comprise minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@,#,\$,etc.) The system will also prompt you to update your contact details like mobile number, e-mail ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential. You need to login again with the new credentials.
 - v. On successful login, the system will prompt you to select the E-Voting Event.
 - vi. Select the EVENT of Housing Development and Infrastructure Limited and click on - Submit.
 - vii. Now you are ready for e-voting as ‘Cast Vote’ page opens.
 - viii. Cast your vote by selecting appropriate option and click on ‘Submit’. Click on ‘OK’ when prompted.
 - ix. Upon confirmation, the message ‘Vote cast successfully’ will be displayed.
 - x. Once you have voted on the Resolution, you will not be allowed to modify your vote.
 - xi. Institutional shareholders (i.e. other than individuals, HUF etc.) are required to send scanned copy (PDF/ JPG Format) of the relevant Board Resolution/ Authority Letter, along with attested specimen signature of the duly authorised signatory(ies) who are authorised to vote, to the Scrutinizer by an e-mail at scrutinizer@mgconsulting.in, they may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format “Corporate Name_EVENT NO.”
 - b) In case of Shareholders receiving physical copy of the Notice of AGM and Attendance Slip:
 - i. Initial Password is provided, at the bottom of the Attendance Slip.
 - ii. Please follow all steps from Sr. No. (i) to Sr. No. (xi) above, to cast vote.
- II. In case of any queries, you may refer to the ‘Frequently Asked Questions’ (FAQs) and ‘e-voting user manual’ available in the downloads section of Karvy’s e-voting website <https://evoting.karvy.com>

- III. If you are already registered with Karvy for e-voting then you can use your existing User ID and Password for casting vote.
- IV. The voting rights shall be as per the number of equity share held by the Member(s) as on September 22, 2015, Members are eligible to cast vote electronically only if they are holding shares as on that date.
- V. The Companies (Management and Administration) Amendment Rules, 2015, provides that the electronic voting period shall close at 5:00 p.m. on the date preceding the date of AGM. Accordingly, the voting period shall commence at 10:00 a.m. on Saturday, September 26, 2015 and will end at 5:00 p.m. on Tuesday, September 29, 2015. The e-voting module shall be disabled by Karvy at 5:00 p.m. on the same day.
- VI. The Members who have cast their vote by remote e-voting may also attend the Meeting but shall not be entitled to cast their vote again.
- VII. Members who have acquired shares after the despatch of the Annual Report and before the book closure may obtain the user ID by approaching the Company for issuance of the User ID and Password for exercising their right to vote by electronic means.
 - a. If e-mail or mobile number of the Member is registered against Folio No. / DP ID-Client ID, then on the home page of <https://evoting.karvy.com>, the Member may click "forgot password" and enter Folio No. or DP ID-Client ID and PAN to generate a password.
 - b. Member may call Karvy's toll free number 1800-3454-001
 - c. Member may send an e-mail request to evoting@karvy.com
- VIII. The results shall be declared on or after the AGM. The results along with the Scrutinizer's Report, shall also be placed on the website of the Company.