



SRG HOUSING FINANCE LIMITED

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Website: www.srghousing.com, Email-id: info@srghousing.com

23rd Annual General Meeting of SRG Housing Finance Limited to be held on Friday August 5, 2022 at 12:15 P.M. through Video Conferencing (VC) / Other Audio Visual Means (OAVM)

I. Instructions for attending the AGM through VC / OAVM

- a) Members who wish to attend this AGM through VC / OAVM are requested to follow the steps enumerated under (II) below for login to the e-voting system of National Securities Depository Limited (NSDL).

After login, click on the '**VC / OAVM**' link appearing under '**Join Meeting**' against the Electronic Voting Event Number (EVEN) of SRG Housing Finance Limited

- b) The facility for the Members to join this AGM through VC / OAVM will be available from 15 minutes before the time scheduled for the meeting and may close not earlier than 15 minutes after the commencement of the meeting.
- c) Members are requested to login to the NSDL e-voting system using their laptops / desktops / tablets with stable Wi-Fi or LAN connection for better experience. Members logging in from mobile devices or through laptops / desktops / tablets connecting via mobile hotspot or with low bandwidth, may experience audio / video loss due to fluctuation in their respective network.

II. Instructions for remote e-voting

Step 1: Access to NSDL e-voting website

For Members holding shares in demat account with NSDL

If you are registered for NSDL 'IDeAS' facility, you are required to follow the below-mentioned steps:

- a. Launch internet browser by typing the URL: <https://eservices.nsd.com> and click on '**Beneficial Owner**' tab under the 'IDeAS' section.

- b. Insert your existing user ID, password and the verification code as shown on the screen
- c. After login, click on '**Access to e-voting**' under value added services and you will be able to see the e-voting page.
- d. Click on '**evote**' link available against SRG Housing Finance Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

If you are not registered for 'IDeAS', you are required to follow the below-mentioned steps:

- a. Launch internet browser by typing the URL: <https://evoting.nsdl.com> and click on '**Shareholder / Member - Login**'.
- b. Insert your existing user ID, password / OTP and the verification code as shown on the screen, and agree to the terms and conditions by clicking the box.
- c. After authentication, you will be re-directed to NSDL e-services website wherein you will be able to see the e-voting page.
- d. Click on '**evote**' link available against SRG HOUSING FINANCE Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

For Members holding shares in demat account with Central Depository Services (India) Limited (CDSL)

If you are registered for CDSL 'Easi / Easiest' facility, you are required to follow the below-mentioned steps:

- a. Login at www.cdslindia.com and click on '**New System Myeasi**', or launch internet browser by typing the URL: <https://web.cdslindia.com/myeasi/home/login> .
- b. Insert your existing user ID and password.
- c. After login, you will be able to view the e-voting menu.
 - d. Click on '**evote**' link available against SRG Housing Finance Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

You can also directly access the e-voting page from a link on the home page of www.cdslindia.com with your demat account number and PAN.

After OTP based authentication, you will be provided link for '**evoting**' against SRG Housing Finance Limited or '**e-voting service provider - NSDL**'. Click on the link and proceed to Step 2 to cast your vote.

For Members logging in through the websites of their Depository Participants

- a) Login to your demat account, using the login credentials, through the concerned Depository Participant registered with NSDL / CDSL for e-voting.
- b) Click on the option available for e-voting. You will be re-directed to NSDL e-services website wherein you will be able to see the e-voting page
- c) Click on '**evote**' link available against SRG HOUSING FINANCE Limited or '**e-voting service provider - NSDL**' and proceed to Step 2 to cast your vote.

Members who are unable to retrieve their user ID or password are advised to use 'Forgot User ID' / 'Forgot Password' option(s) available on the websites of the respective Depositories / Depository Participants.

For Non-Individual Members holding shares in dematerialised form

If you are holding shares in dematerialised form and are registered for NSDL 'IDeAS' facility, you can login at <https://eservices.nsdl.com> with your existing IDeAS login and click on 'Access to e-voting' to proceed to Step 2 to cast your vote.

Other Members are required to follow the below-mentioned steps:

- a. Launch internet browser by typing the URL: <https://evoting.nsdl.com> and click on '**Shareholder / Member - Login**'.
- b. Insert your existing user ID, password and the verification code as shown on the screen.

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****

Password details -

<p>a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.</p> <p>Members may also use OTP based login.</p>
<p>b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.</p> <p>c) How to retrieve your 'initial password'?</p> <p>(i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.</p> <p>(ii) If your email ID is not registered, please follow steps mentioned below process for those shareholders whose email ids are not registered</p>
<p>1. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:</p> <p>a) Click on "Forgot User Details/Password?"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.</p> <p>b) If you are still unable to get the password by aforesaid option, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.</p>

Details on Step 2 is given below:

<p>How to cast your vote electronically on NSDL e-Voting system?</p> <ol style="list-style-type: none">1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.3. Select "EVEN" of SRG Housing Finance Limited.4. Now you are ready for e-Voting as the Voting page opens.

5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
6. Upon confirmation, the message “Vote cast successfully” will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

Other Instructions

- a. Corporate and Institutional Members (companies, trusts, societies etc.) are required to send a scanned copy (in PDF / JPG format) of the relevant Board Resolution / appropriate authorisation to the Scrutinizer through e-mail at Shivhari Jalan shivharijalancs@gmail.com with a copy marked to NSDL's e-mail ID evoting@nsdl.co.in .
- b. Those who become Members of the Company after sending the Notice but on or before **29th July, 2022 (cut-off date)** may write to NSDL at evoting@nsdl.co.in or to the Company at info@srghousing.com requesting for user ID and password. On receipt of user ID and password, the steps under 'Step 2: Cast your vote on NSDL e-voting website' should be followed for casting of vote.
- c. In case of any query / grievance, you may refer to the Frequently Asked Questions for Shareholders and e-voting User Manual for Shareholders available under the Downloads section of NSDL's e-voting website www.evoting.nsdl.com or contact:
 - Sarita Mote, Assistant Manager, National Securities Depository Limited, Trade World, 'A' Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013 at telephone nos. 91 22 24994890; or send e-mail to SaritaM@nsdl.co.in or evoting@nsdl.co.in
 - Ms. Sunaina Nagar, Company Secretary of the Company, Tel: 0294-2561882 and email info@srghousing.com.

III. Instructions for e-voting during the AGM

- a. The procedure for e-voting during the AGM is same as mentioned under (II) above for remote e-voting.
 - b. The aforesaid facility will be available only to those Members who participate in the AGM and who do not cast their votes by remote e-voting prior to the AGM. Members who cast their votes by remote e-voting will not be entitled to cast their votes again.

General Information

- a. There will be one vote for every Client ID / folio number irrespective of the number of joint holders.
- b. In case the Members require any technical assistance with respect to attending the meeting or voting during the meeting, they may contact the helpline numbers mentioned above under Clause (c) of 'Other Instructions' for remote e-voting.

Individual Members holding shares in dematerialised form may also reach out for any technical issue related to login through their respective Depositories, i.e. NSDL and CDSL, as follows:

- NSDL - e-mail at evoting@nsdl.co.in or call at telephone nos. **1800-1020-990** or **1800-224-430 (toll free)**.
 - CDSL - e-mail at helpdesk.evoting@cdslindia.com or call at telephone nos. **022-2305 8738** or **022-2305 8542 / 43**.
- c. **The Results of voting will be declared within two working days from the conclusion of the AGM and the Resolutions will be deemed to be passed on the date of the AGM, subject to receipt of requisite number of votes.** The declared Results, along with the Scrutinizer's Report, will be available forthwith on the Company's corporate website www.srghousing.com under the section 'Investor Desk' and on the website of NSDL; such Results will also be forwarded to the BSE Limited, where the Company's shares are listed.