



**E-Voting instructions for the 14<sup>th</sup> Annual General Meeting of the Bank to be held on Friday, 16<sup>th</sup> June, 2017:**

➤ **Voting Rights:**

In terms of sub-section (2E) of Section 3 of the Banking Companies (Acquisitions & Transfer of Undertakings) Act, 1970, no shareholder of the corresponding new Bank, other than the Central Government, shall be entitled to exercise voting rights in respect of any shares held by him/her in excess of **ten per cent of the total voting rights of all the shareholders of the Bank.**

As per Regulation 10 of the Regulations, if any share stands in the names of two or more persons, the person first named in the register shall, as regards voting, be deemed to be the sole holder thereof. Thus, if shares are in the name of joint holders, then first named person is only entitled to attend the meeting and vote on the Agenda item either through remote e-voting or voting at the meeting.

➤ **E-Voting process:**

a) **SPECIFIED DATE FOR ELECTION (AGENDA ITEM NO. 3):**

For the purpose of determining the Shareholders entitled to participate in the Election i.e. to **Nominate, Contest and Vote** for the Election of ONE Director representing the Shareholders of the Bank, other than the Central Government, **Tuesday, 16<sup>th</sup> May, 2017** is fixed as Specified Date, as mentioned in the Notice. Thus Voting Rights of shareholders in respect of election shall be reckoned as on Tuesday, 16<sup>th</sup> May 2017

b) **CUT-OFF DATE FOR AGENDA ITEM NO. 1 AND 2:**

Pursuant to Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended, Voting Rights of the Shareholders in respect of agenda items No.1 and 2 shall be reckoned as on Friday, 09<sup>th</sup> June, 2017.

c) **REMOTE E-VOTING:**

Pursuant to Regulation 44(1) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, your Bank is pleased to provide remote e-voting facility to enable Shareholders to cast their votes electronically on the item mentioned in the notice for which Bank has appointed Central Depository Services (India) Limited (CDSL) as the remote e-voting service providing agency to provide the remote e-voting platform. The Bank has appointed M/s. S. N.

ANANTHASUBRAMANIAN & Co., Company Secretaries, Mumbai as the Scrutinizer for conducting the remote e-voting process in a fair and transparent manner. **Remote E-voting is optional.** Shareholders of the Bank holding shares either in physical or in Dematerialized form, as on the **Cut – off Date and / or on the Specified Date** may cast their vote electronically. Remote e-voting facility shall remain open to all shareholders from **09:00 a.m. on Tuesday, 13<sup>th</sup> June, 2017 till 05:00 p.m. on Thursday, 15<sup>th</sup> June, 2017 and the e-voting platform will be disabled thereafter.**

**I. The process and manner for remote e-voting are as under:**

a) Follow steps to cast E-vote:

(i) Launch internet browser by typing the following URL:

<https://www.evotingindia.com/>

(ii) Click on Shareholder – **Login**

(iii) Now Enter your User ID

a. For CDSL: 16 digits beneficiary ID,

b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,

c. Members holding shares in Physical Form should enter Folio Number registered with the Company.

(iv) Next enter the Image Verification as displayed and Click on Login.

(v) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.

(vi) If you are a first time user follow the steps given below:

<b>For Members holding shares in Demat Form and Physical Form</b>	
PAN	<p>Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)</p> <ul style="list-style-type: none"> <li>Members who have not updated their PAN with the Bank/ RTA/ Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.</li> <li>In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.</li> </ul>
Dividend Bank Details OR Date of Birth (DOB)	<p>Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the Bank/ RTA's records in order to login.</p> <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or</li> </ul>

	company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iii).
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- (vii) After entering these details appropriately, click on “SUBMIT” tab.
- (viii) Members holding shares in physical form will then directly reach the Bank selection screen. However, members holding shares in demat form will now reach ‘Password Creation’ menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (ix) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (x) Click on the relevant EVSN for the relevant <BANK OF MAHARASHTRA > on which you choose to vote.
- (xi) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.

#### **For Agenda Items No.1 and 2**

- (xiii) On the voting page, the number of shares as held by the Shareholder of the Bank as on the **Cut-off Date** (09<sup>th</sup> June, 2017) will appear.
- (xiv) In respect of Agenda items no.1 and 2, you may click on the assent or dissent as the case may be. Cast your vote by selecting appropriate option and click on “**SUBMIT**” and also “**CONFIRM**” when prompted.

#### **For Agenda Item No.3**

- (xv) In respect of Agenda No. 3, those holding shares as on the Specified Date i.e. 16<sup>th</sup> May, 2017, can cast their vote in favour of only ONE candidate, out of the contesting candidates whose names will appear on the screen. Casting vote exceeding ONE candidate shall render your vote as invalid. Cast your vote by selecting appropriate option and click on “**SUBMIT**” and also “**CONFIRM**” when prompted.
- (xvi) After selecting the resolution you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.

- (xvii) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xviii) You can also take a print of the votes cast by clicking on “Click here to print” option on the Voting page.
- (xix) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xx) **Note for Non – Individual Shareholders and Custodians**
- a) Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
  - b) A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
  - c) After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
  - d) The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
  - e) A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- b) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com).
- c) Any person, who acquires shares of the Bank and becomes shareholder of the Bank after the dispatch of the notice and is holding shares as of the cut-off date i.e. 09<sup>th</sup> June, 2017 may obtain the login ID and password by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or to Bank/RTA. However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using “Forgot User Details/Password” option available on [www.evotingindia.com](http://www.evotingindia.com) or contact CDSL at the following Toll free no.: 1800-200-5533.
- d) The Portal will remain open for e-voting from 9.00 a.m. on Tuesday, 13<sup>th</sup> June, 2017 till 05:00 p.m. on Thursday, 15<sup>th</sup> June, 2017 and will be disabled thereafter.
- e) Shareholders may visit Bank’s website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) – Investor Services link on home page for updated e-voting instructions.

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