

## Postal Ballot / E-voting

(Friday, 18<sup>th</sup> January, 2019 to Saturday, 16<sup>th</sup> February, 2019)

### E-Voting instructions

#### ➤ E-Voting process:

- (i) Shareholders of the Bank holding shares either in physical or in Dematerialized form, as on the **Cut – off Date(s) i.e. 04<sup>th</sup> January, 2019** may cast their vote electronically. E-voting facility shall remain open to all shareholders from **09:00 a.m. on Friday, 18<sup>th</sup> January, 2019 till 05:00 p.m. on Saturday, 16<sup>th</sup> February, 2019.** The e-voting module shall be disabled by CDSL for voting 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 Bank.
- (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](https://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</li> </ul>

	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.
Dividend Bank Details  <b>OR</b> Date of Birth (DOB)	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. <ul style="list-style-type: none"> <li>If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iii).</li> </ul>

- (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 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 Item No.1 & 2**

- (xiii) On the voting page, the number of shares as held by the Shareholder of the Bank as on the **Cut-off Date** i.e. Friday, 04<sup>th</sup> January, 2019 will appear.
- (xiv) In respect of Agenda item No.1& 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.
- (xv) 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.
- (xvi) Once you "CONFIRM" your vote on the agenda items, you will not be allowed to modify your vote.
- (xvii) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.

(xviii) *If you are holding shares in electronic form and have 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.*

(xix) **Shareholders can also cast their vote using CDSL’s mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.**

(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) and cc to [scrutinizer@snaco.net](mailto:scrutinizer@snaco.net)*

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 you may contact Mr. Rakesh Dalvi, Manager, CDSL, ‘A’ Wing, 25th Floor, Marathon Futurex, Mafatlal Mills Compounds, N M Joshi Marg, Lower Parel (E), Mumbai – 400 013 or contact at a toll free number 1800-22-5533 or you may write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)*

c) *Shareholders may visit Bank’s website [www.bankofmaharashtra.in](http://www.bankofmaharashtra.in) – Investor Relations link on home page for updated e-voting instructions.*

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