

## **INSTRUCTIONS FOR E-VOTING**

1. Use the following URL for e-voting from KARVY website: <http://evoting.karvy.com>
2. Shareholders of the Company holding shares either in physical form or in dematerialized form, as on the record date, may cast their vote electronically.
3. Enter the login credentials [i.e., user id and password mentioned overleaf]. Your Folio No/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.
4. After entering the details appropriately, click on LOGIN.
5. You will reach the password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (@,#,\$, etc). The system will prompt you to change your password and update any contact details like mobile, email etc on first login. You may also enter the secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
6. You need to login again with the new credentials.
7. On successful login, the system will prompt you to select the EVENT i.e., PRAJAY ENGINEERS SYNDICATE LIMITED.
8. On the voting page, enter the number of shares as on the cutoff date under “FOR/AGAINST” or alternately you may enter partially any number in “FOR” and partially in “AGAINST”, but the total number in “FOR/AGAINST” taken together should not exceed the total shareholding. You may also choose the option “ABSTAIN” and the shares will not be counted under either head.
9. Institutional Shareholders (i.e. Members other than individuals, HUF, NRIs etc) are required to send a scanned copy of the Board Resolution/authority letter to the Scrutinizer via email at [corpadv.narendar@gmail.com](mailto:corpadv.narendar@gmail.com) with copy marked to [evoting@karvy.com](mailto:evoting@karvy.com).
10. Shareholders holding multiple folios / demat accounts shall choose the voting process separately for each folios / demat account.
11. Cast your vote by selecting an appropriate option and click on “SUBMIT”. A confirmation box will be displayed. Click “OK” to confirm else “CANCEL” to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution.
12. Once the vote on the Resolution is cast by the Member, he/she shall not be allowed to change it subsequently.
13. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Members and e-voting User Manual for Members available at the download section of <http://evoting.karvy.com> or contact KARVY at Tel No.1800 345 4001 (toll free).
14. The Scrutinizer shall immediately after the conclusion of the AGM, count the votes cast at the AGM and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in employment of the Company. The Scrutinizer shall submit a consolidated Scrutinizer’s Report of the total votes cast in favor of or against, if any, not later than two days after the conclusion of the AGM to the Chairperson of the Company. The Chairperson or any other person authorised by the Chairperson, shall declare the result of the voting forthwith.
15. The results shall be declared on or after the AGM of the Company. The results declared along with the scrutinizer’s report shall be placed on the website of the Company [www.prajayengineers.com](http://www.prajayengineers.com) and on the website of KARVY <https://evoting.karvy.com> within two days of passing of the Resolutions at the AGM of the Company and communicated to the BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed for placing the same in their website.