



COLGATE-PALMOLIVE (INDIA) LIMITED

Regd. Office: Colgate Research Centre, Main Street,
Hiranandani Gardens, Powai, Mumbai - 400 076.

CIN. L24200MH1937PLC002700

Tel. No. : 022 - 6709 5050 **Fax:** (91 22) 25705088

Website: www.colgatepalmolive.co.in E-mail: investors_grievance@colpal.com

POSTAL BALLOT NOTICE

Dear Members,

NOTICE is hereby given pursuant to Section 108 and 110 and all other applicable provisions of the Companies Act, 2013 (the "Act") read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (the "Rules"), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") (including any statutory modification or re-enactment thereof for the time being in force, and as amended from time to time), and the Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India ("SS-2") read with the Circular No. 09/2023 dated September 25, 2023 issued by the Ministry of Corporate Affairs ("MCA") and other relevant circulars in this regard ('hereinafter collectively referred to as MCA Circulars') and pursuant to any other applicable laws and regulations, the Company is seeking approval of the Members for the proposed resolution as set out herein below, by the way of Postal Ballot through voting by electronic means ("e-voting") only.

In terms of the requirements specified in the said MCA Circulars, the Company is sending this Notice in electronic form only, to all its Members who have registered their e-mail addresses with the Company, Registrars and Transfer Agents of the Company i.e. Link Intime India Private Limited or Depositories or Depository Participants.

The communication of assent/dissent of the Members will only take place through the e-voting system. Further, as per the MCA circulars, physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope will not be sent to the Members for this Postal Ballot.

The resolution proposed to be passed by way of Postal Ballot and the Explanatory Statement pursuant to Section 102 and any other provisions as may be applicable of the Act, setting out all material facts and reasons for the proposal are annexed hereto for consideration of the Members.

The Company has appointed Mr. S.N. Ananthasubramanian (FCS 4206) or failing him Mr. S. N. Viswanathan, (ACS 61955) of M/s. S.N. Ananthasubramanian & Co. Company Secretaries, Practicing Company Secretaries, to act as the scrutinizers, to scrutinize the e-Voting process in a fair and transparent manner.

The declared Results, along with the Scrutinizer's Report, will be available forthwith on the Company's website under the section Investor Section on www.colgatepalmolive.co.in and will also be forwarded to the Stock Exchanges where the shares of the Company are listed i.e.

on www.bseindia.com and www.nseindia.com and will also displayed on the website of NSDL on www.evoting.nsdl.com.

SPECIAL BUSINESS :

Item No 1:

1. Appointment of Mr. Sanjay Gupta (DIN : 05100297) as an Independent Director of the Company

To consider and if thought fit, to pass the following resolution as a **Special Resolution:**

“RESOLVED THAT in accordance with the provisions of Sections 149, 150 and 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 (the “Act”) and the Companies (Appointment and Qualifications of Directors) Rules, 2014 and the applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“the SEBI Listing Regulations”) (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), and upon the recommendation of the Nomination and Remuneration Committee and the Board of Directors, Mr. Sanjay Gupta (DIN : 05100297), who was appointed as an Additional Director designated as Non-Executive, Independent Director, and who is eligible for appointment and meets the criteria for independence as provided under Section 149(6) of the Act along with the Rules made thereunder and Regulation 16(1)(b) of the SEBI Listing Regulations and who has submitted a declaration to that effect, and in respect of whom the Company has received a notice in writing under Section 160 of the Act from a Member proposing his candidature for office of Director, be and is hereby appointed as an Independent Director of the Company, not liable to retire by rotation, for a first term of 5 (five) consecutive years commencing from January 22, 2024 to January 21, 2029.

RESOLVED FURTHER THAT any of the Director of the Company be and are hereby authorized to do all such acts, deeds and things as may be deemed proper and expedient to give effect to this Resolution, without being required to seek any further consent or approval of the Members of the Company.”

By Order of the Board
For **Colgate-Palmolive (India) Limited**

Sd/-
Surender Sharma
Whole-time Director - Legal &
Company Secretary
DIN: 02731373

Place: Mumbai
Date : January 22, 2024

Notes and instructions:

- 1) The Explanatory Statement for the proposed resolution, pursuant to Section 102 and 110 of the Companies Act, 2013 (the "Act") setting out all material facts and reasons is appended to the Notice as Annexure I.
- 2) The details of the Director seeking appointment, in terms of Regulation 36(3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("Listing Regulations") and the Act (including Secretarial Standard-2), are appended hereto and form part of this Notice.
- 3) The Notice is being sent electronically only to those Members, whose names appear in the Register of Members/ list of beneficial owners as received from National Securities Depository Limited ('NSDL')/ Central Depository Services (India) Limited ('CDSL') and who have registered their e-mail addresses in respect of electronic holdings with NSDL/CDSL through the concerned Depository Participants and in respect of physical holdings with the Company's Registrar and Share Transfer Agents (RTA) i.e. Link Intime India Private Limited as on Friday, January 26, 2024 (Cut-Off Date).

Members who have not yet registered their email addresses are requested to register the same with their Depository Participants in case the shares are held by them in electronic mode and with the RTA of the Company in case the shares are held by them in physical form. However, for limited purposes like receiving this Postal Ballot Notice, Members holding shares in electronic mode may register their email address with the RTA as per the process given under General Guidelines for shareholders in the e-Voting instructions of the notes to this Notice.

- 4) Only those Members whose names are appearing in the Register of Members / List of Beneficial Owners as on the Cut-off Date shall be eligible for casting their votes through e-voting. A person who is not a Member on the Cut-off Date should treat this Notice for information purposes only. The voting rights of Members shall be in proportion to their shares of the paid-up equity share capital of the Company as on the Cut-Off Date; Friday, January 26, 2024.

It is however, clarified that all Members of the Company as on the Cut-off Date (including those Members who may not have received this Notice due to non-registration of their e-mail IDs with the Company's (RTA/ Depositories) shall be entitled to vote in relation to the resolution specified in this Notice in accordance with the process specified hereinafter in this Notice.

- 5) Members may download the Notice from the Company's website at www.colgatepalmolive.co.in or from NSDL's website at www.evoting.nsdl.com A Copy of the Notice is also available on the website of BSE at www.bseindia.com and NSE at www.nseindia.com
- 6) The Company has appointed Mr. S.N. Ananthasubramanian (FCS 4206) or failing him Mr. S. N. Viswanathan, (ACS 61955) of M/s. S.N. Ananthasubramanian & Co. Company Secretaries, Practicing Company Secretaries, to act as the Scrutinizer, to scrutinize the e-Voting process in a fair and transparent manner. The Scrutinizer's decision on the validity of the vote on Postal Ballot shall be final and binding;

- 7) The Company is pleased to offer e-voting facility to all the Members, to cast their vote electronically. The Company has availed the electronic voting platform of National Securities Depositories Limited (NSDL), to provide e-voting facility to its Members. The detailed procedure with respect to e-voting is mentioned in this Notice.

Dispatch of the Notice shall be deemed to be completed on the date on which NSDL sends out the communication for the postal ballot process by e-mail to the Members of the Company. The e-voting shall commence on Friday, February 2, 2024 at 08.00 A.M. (IST) and end on Saturday, March 2, 2024 at 5.00 P.M. (IST) (both days inclusive). During this period, Members of the Company holding shares in physical or dematerialized form as on the Cut - Off Date may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once a vote on a resolution is cast by the member, he/she shall not be allowed to change it subsequently or cast the vote again.

- 8) The Scrutinizer will after the conclusion of e-voting, submit the report to the Chairman or any other person authorised by Board and declare the result of the voting forthwith, after scrutiny of the votes cast through e-voting and the result of the Postal Ballot shall be declared on or before Tuesday, March 05, 2024.
- 9) The results declared along with the Scrutinizers' Report shall be placed on the Company's website www.colgatepalmolive.co.in and on the websites of Stock Exchanges and NSDL. The proposed Resolution, if approved, shall be deemed to have been passed on the last day of e-voting i.e. Saturday, March 2, 2024.

All relevant document(s) referred to in this Postal Ballot Notice are available for inspection on the Company's website- www.colgatepalmolive.co.in from the date of circulation of this Notice upto the date of declaration of Postal Ballot results.

- 10) The vote in this Postal Ballot cannot be exercised through proxy.
- 11) SEBI vide its Circular SEBI/HO/MIRSD/MIRSD-PoD1/P/CIR/2023/37 dated March 16, 2023 stated that all the listed companies shall intimate its securities holders holding in physical mode to comply with the requirements of registration/updation of valid PAN, KYC details and Nomination with them/their RTAs for the folios wherein the details are missing and are not registered. As per the Circular any request/complaint from the holder/claimant shall be entertained only after the folio is fully KYC compliant as per the Circular. Accordingly, the Company had sent an intimation letter to all the shareholders holding shares in physical form at their registered address requesting them to comply with the provisions of the aforesaid SEBI Circular. The forms for updating the aforesaid details are available on the RTA's website www.linkintime.co.in and also available on the website of the Company.
- 12) The instructions for the Members for e-voting are as provided in Annexure II.

Annexure I to Postal Ballot Notice dated January 22, 2024

EXPLANATORY STATEMENT SETTING OUT ALL MATERIAL FACTS CONCERNING THE BUSINESS TO BE TRANSACTED THROUGH POSTAL BALLOT AS STATED IN THE NOTICE DATED JANUARY 22, 2024 : [Pursuant to Section 102 and Section 110 of the Companies Act, 2013 and Secretarial Standard 2]

Item No. 1

In terms of the provisions of Section 149 read with Schedule IV of the Companies Act, 2013 and Rules framed thereunder ("the Act") and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), Regulations, 2015, as amended ("the SEBI Listing Regulations"), and upon the recommendation of the Nomination and Remuneration Committee, the Board of Directors appointed Mr. Sanjay Gupta (DIN : 05100297) as an Additional Director designated as a Non-Executive Independent Director of the Company for a period of 5 (five) consecutive years with effect from January 22, 2024 till January 21, 2029, subject to the approval of the Members of the Company.

Mr. Gupta has granted the consent for his appointment as an Independent Director. Further, the Company has received declarations from him confirming that he meets the criteria of Independence prescribed under sub-section (6) of Section 149 of the Act, Rules framed thereunder read with Schedule IV of the Act and the SEBI Listing Regulations. Also, he is not disqualified from being appointed as Director in terms of Section 164 of the Act.

A Notice under Section 160 of the Act has been received from a member proposing Mr. Sanjay Gupta as a candidate for the Office of the Director of the Company.

A brief profile of Mr. Sanjay Gupta is set-out below:

Mr. Sanjay Gupta is the Country Head and Vice President of Google India and leads teams that help businesses transform and grow by leveraging digital, with a focus on small and medium enterprises, women entrepreneurs, and start-ups. As a leader, he is focused on driving key initiatives under Google's mission in India of making the Internet helpful and safer for a billion Indians and driving efforts to make India a leading digital economy.

Mr. Gupta joined Google in early 2020 with a stellar career that spans nearly three decades across the sunrise sectors like media and entertainment, telecom and FMCG industry giving him deep understanding of India's diverse consumer and business landscape. Before Google, Mr. Gupta was Managing Director of Star and Disney India where he played a pivotal role in extending Star's traditional television content to digital consumers through Hotstar. He is also widely credited for building their sports business.

Mr. Sanjay Gupta began his career at Hindustan Unilever, where he went onto lead marketing for two of the company's critical segments: Oral and Home care. He then moved to serve as Bharti Airtel's Chief Marketing Officer for its mobile business, spearheading the growth agenda for the company.

In addition to being a founder member of The/ Nudge Foundation which works in the area of poverty alleviation, Mr. Gupta champions responsible progress for the Internet Industry in India in his capacity as a Chairperson of the Internet & Mobile Association of India (IAMAI). He also actively invests time in mentoring young professionals, startup founders and is part of several advisory committees.

Mr. Gupta is a post graduate from the Indian Institute of Management (IIM) Kolkata, and is an engineer from Delhi College of Engineering. Mr. Gupta currently lives in Mumbai.

Brief details of Mr. Sanjay Gupta pursuant to Regulation 36(3) of the SEBI Listing Regulations and Secretarial Standard - 2 are as follows:

Name of the Director	Mr. Sanjay Gupta
DIN	05100297
Date of Birth	August 8, 1967
Nationality	Indian
Qualifications	Mr. Gupta is a post graduate from the Indian Institute of Management (IIM) Kolkata, and is an engineer from Delhi College of Engineering. Mr. Gupta currently lives in Mumbai.
Expertise in specific areas	Strategy and Management, Digital & Technology
Date of first appointment on the Board	January 22, 2024
Number of shares held in Colgate-Palmolive (India) Limited including beneficial interest	Nil
Name of other Companies in which he holds Directorship (along with listed entities from which the person has resigned in the past three years)	None
Chairman/ Member of the Committee(s) of Board of Directors of other Companies in which he is a Director	None
Relationships between Directors and Key Managerial Personnel interse	There is no inter-se relationship between Mr. Sanjay Gupta, other Members of the Board and Key Managerial Personnel of the Company.
Terms of Appointment along with details of remuneration sought to be paid and the remuneration last drawn by such person, if applicable.	Appointment as an Independent Director of the Company for a first term of 5 (five) consecutive years effective January 22, 2024 on terms and conditions as specified in this Notice.
Number of Board meetings attended	1

Considering his vast experience and expertise in the area of strategy and management of digital and technology space, the Board is of the view that his appointment on the Board will add significant value to the Board skills on emerging areas and accordingly has recommended his appointment. In the opinion of the Nomination and Remuneration Committee and the Board, Mr. Gupta is independent of the Management and that he meets with the roles and capabilities, as may be required, on the basis of the balance of skills, knowledge and experience.

Mr. Sanjay Gupta being an Independent director will be entitled to sitting fees for attending meetings of the Board & Committees thereof and also commission as approved by the Members of the Company, from time to time.

The letter of appointment of Mr. Gupta containing terms and conditions of his appointment, is available for inspection by Members on the website of the Company at www.colgatepalmolive.co.in

Except Mr. Sanjay Gupta, being the appointee, none of the Directors and Key Managerial Personnel of the Company and their relatives is concerned or interested, financially or otherwise, in passing of the resolution set out in Item No. 1 of this Notice.

The Board recommends the Special Resolution set out at Item No. 1 of this Notice for approval of the shareholders.

By Order of the Board
For **Colgate-Palmolive (India) Limited**

Sd/-
Surender Sharma
Whole-time Director - Legal &
Company Secretary
DIN: 02731373

Place: Mumbai
Date : January 22, 2024

Annexure II

How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:





Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none">Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the "Beneficial Owner" icon under "Login" which is available under 'IDeAS' section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on "Access to e-Voting" under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the e-Voting period.If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select "Register Online for IDeAS Portal" or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jspVisit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service

	<p>provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the e-Voting period.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p style="text-align: center;">NSDL Mobile App is available on</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div>
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> 1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password. 2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the e-voting is in progress as per the information provided by company. On clicking the e-voting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly. 3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option. 4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the e-voting is in progress and also able to directly access the system of all e-Voting Service Providers.

Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the e-Voting period.
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Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.com or call at 022 - 4886 7000 and 022 - 2499 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.
Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
4. Your User ID details are given below :

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*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***.
5. Password details for shareholders other than Individual shareholders are given below:	
a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.	
<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 in process for those shareholders whose email ids are not registered</p>	
<p>6. 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) Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.</p> <p>c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.com mentioning your demat account number/folio number, your PAN, your name and your registered address etc.</p>	

d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically on NSDL e-Voting system.

<p><u>How to cast your vote electronically on NSDL e-Voting system?</u></p> <ol style="list-style-type: none"> 1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle. 2. Select "EVEN" of the company for which you wish to cast your vote during the e-Voting period. 3. Now you are ready for e-Voting as the Voting page opens. 4. 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. 5. Upon confirmation, the message "Vote cast successfully" will be displayed. 6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page. 7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

<ol style="list-style-type: none"> 1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc., to the Scrutinizer by e-mail to scrutinizer@snaco.net with a copy marked to evoting@nsdl.com. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "Upload Board Resolution / Authority Letter" displayed under "e-Voting" tab in their login. 2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password. 3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on : 022 - 4886 7000 and 022 - 2499 7000 or send a request to Prajakta Pawle at evoting@nsdl.com
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Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolution set out in this notice:

1. In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to rnt.helpdesk@linkintime.co.in and copy to Company at investors_grievance@colpal.com.
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to rnt.helpdesk@linkintime.co.in and copy to Company at investors_grievance@colpal.com. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. **Login method for e-Voting for Individual shareholders holding securities in demat mode.**
3. Alternatively shareholder/members may send a request to evoting@nsdl.com for procuring user id and password for e-voting by providing above mentioned documents.
4. In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are required to update their mobile number and email ID correctly in their demat account in order to access e-Voting facility.