



Detailed Voting Instructions & E-Voting Procedure

1. GENERAL INSTRUCTIONS FOR ACCESSING AND PARTICIPATING IN THE 21ST AGM AND VOTING OPTIONS

- I. Pursuant to the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India (“ICSI”) and Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), the Company is providing remote e-Voting facility to its Members in respect of the business to be transacted at the 21st AGM and facility for those Members participating in the 21st AGM to cast vote through ballot paper during the 21st AGM.

For this purpose, the Company has entered into an agreement with Central Depository Services (India) Limited (“CDSL”), as the Authorized e-voting agency, for facilitating voting through electronic means. The facility of casting votes by a member using remote e-voting as well as voting through ballot papers on the date of the AGM.

- II. A person who has acquired the shares and has become a member of the Company and whose names are recorded in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories after the despatch of the Notice of the AGM and prior to the **Cut-off date i.e. Saturday, September 11, 2021**, shall be entitled to avail the facility of remote e-voting before 21st Annual General Meeting (‘AGM’) as well as voting through ballot papers on the date of the AGM at the Venue. Any recipient of the Notice, who has no voting rights as on the Cut-off date, shall treat this Notice for information purpose only.
- III. The remote e-voting will commence on **Wednesday, September 15, 2021 at 9.00 a.m.** and ends on **Friday, September 17, 2021 at 5.00 p.m.** During this period, the members of the Company, holding shares either in physical form, or in demat form, as on the **Cut-off date i.e. Saturday, September 11, 2021** may cast their vote electronically. The members will not be able to cast their vote electronically beyond the date and time mentioned above. The remote e-voting module shall be disabled for voting by CDSL thereafter.
- IV. Once the vote on a resolution is cast by the member, he/she shall not be allowed to change it subsequently or cast the vote again.
- V. The voting rights of the members shall be in proportion to their share in the paid up equity share capital of the Company as on the **Cut-off date i.e. Saturday, September 11, 2021**.
- VI. The facility for voting through Poll Paper would be made available at the AGM and the members attending the meeting who have not already cast their votes by remote e-voting shall be able to exercise or their right at the meeting through Poll Paper. The members who have already cast their vote by remote e-voting prior to the meeting, may also attend the Meeting, but shall not be entitled to cast their vote again.
- VII. The members can opt for only one mode of voting i.e. remote e-voting or physical voting at the meeting. In case of voting by both the modes, vote cast through remote e-voting, will be considered final and voting through physical voting at the meeting will not be considered.

2. Other Guidelines for Shareholders

- a. The Board of Directors of the Company has been appointed CS Manish Gupta, Practicing Company Secretary (Membership No. F5123), Partner of M/s. RMG & Associates, Company Secretaries, New Delhi, as Scrutinizer to scrutinize the remote e-Voting process and voting through ballot/poll papers during the meeting, in a fair and transparent manner.
- b. The Scrutinizer shall after the conclusion of voting at the 21st AGM, unblock the votes cast through remote e-Voting and shall make a consolidated scrutinizer’s report of the total votes casted in favor or against, invalid votes, if any, and whether the resolution has been carried or not, and such Report shall then be sent to the Chairman or a person authorized by him, within the time prescribed under the Listing Regulations and / or the Act, who shall then countersign and declare the result of the voting forthwith.
- c. The Chairman shall, at the end of discussion on the resolutions placed at the AGM on which voting is to be held, allow voting with the assistance of the Scrutinizer, by use of Polling Paper for all those members/ proxies who are present at the AGM but have not cast their votes by availing the remote e-Voting facility.

- d. The Results declared along with the report of the Scrutinizer shall be placed on the website of the Company at www.gulshanindia.com and on the website of CDSL at www.evotingindia.com immediately after the declaration of Results by the Chairman or a person authorized by him. The results shall also be immediately forwarded to the BSE Limited and National Stock Exchange Limited. The results shall be displayed at the Registered Office at 9th K.M., Jansath Road, Muzaffarnagar, Uttar Pradesh - 251001 and the Corporate Office at G-81, Preet Vihar, Delhi-110092.

3. The instructions for Shareholders for remote e-voting are as under:-

- I. Pursuant to SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 09, 2020, under Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015; listed entities are required to provide remote e-voting facility to its shareholders, in respect of all shareholders' resolutions. However, it has been observed that the participation by the public non-institutional shareholders/retail shareholders is at a negligible level.

Currently, there are multiple e-voting service providers (ESPs) providing e-voting facility to listed entities in India. This necessitates registration on various ESPs and maintenance of multiple user IDs and passwords by the shareholders.

In order to increase the efficiency of the voting process, pursuant to a public consultation, it has been decided to enable e-voting to all the demat account holders, by way of a single login credential, through their demat accounts/ websites of Depositories/ Depository Participants. Demat account holders would be able to cast their vote without having to register again with the ESPs, thereby, not only facilitating seamless authentication but also enhancing ease and convenience of participating in e-voting process.

- II. In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 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.
- III. Pursuant to above said SEBI Circular, Login method for Remote e-Voting for Individual shareholders holding securities in Demat mode CDSL/NSDL is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in Demat mode with CDSL	<ol style="list-style-type: none"> 1) Shareholder 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 URL for Shareholder to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or visit at www.cdslindia.com and click on Login icon and select New System Myeasi. 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 Shareholders will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there are also links provided to access the system of all e-Voting Service Providers i.e. CDSL/NSDL/KARVY/LINKINTIME, so that the Shareholders can visit the e-Voting service providers' website directly. 3) If the Shareholder is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration. 4) Alternatively, the Shareholders 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 or click on https://evoting.cdslindia.com/Evoting/EvotingLogin. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, Shareholder 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 with NSDL	<ol style="list-style-type: none"> 1) If Shareholder are already registered for NSDL IDeAS facility, the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsd.com either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section. A new screen will open. Shareholder will have to enter their User ID and Password. After successful authentication, Shareholder will be able to see e-Voting services. Click on “Access to e-Voting” under e-Voting services and Shareholder will be able to see e-Voting page. Click on company name or e-Voting service provider name and Shareholder will be re-directed to e-Voting service provider website for casting their vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. 2) If the Shareholder is not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com. Select “Register Online for IDeAS “Portal or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp 3) Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsd.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. Shareholder will have to enter their 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, Shareholder will be redirected to NSDL Depository site wherein Shareholder can see e-Voting page. Click on company name or e-Voting service provider name and Shareholder will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
Individual Shareholders (holding securities in demat mode) login through their Depository Participants	<p>Shareholder can also login using the login credentials of your demat account through their Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, Shareholder will be able to see e-Voting option. Once Shareholder click on e-Voting option, Shareholder 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 name and Shareholder will be redirected to e-Voting service provider website for casting their vote during the remote e-Voting period.</p>

****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. CDSL and NSDL.

Login type	Helpdesk details
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 022- 23058738 and 22-23058542-43.
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.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30

Step No.:	Instructions for Remote e-voting
Physical shareholders and shareholders other than individual holding in Demat form	
Step no. 1	The shareholders should log on to the e-voting website www.evotingindia.com .
Step no. 2	Click on “Shareholders” module
Step no. 3	Enter User ID

	<ul style="list-style-type: none"> i. For CDSL: 16 digits beneficiary ID, ii. For NSDL: 8 Character DP ID followed by 8 Digits Client ID, iii. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
Step no. 4	Enter the Image Verification as displayed and Click on Login.
Step no. 5	<ul style="list-style-type: none"> • If shares are holding in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then existing password can be used. • For first time users follow the steps given below: <ul style="list-style-type: none"> • PAN Enter the 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <i>Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA.</i> • Dividend Bank Details OR 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 Company records in order to login. If both the details are not recorded with the Depository or Company, Shareholders will enter the member id / folio number in the Dividend Bank details field.
Step no. 6	After entering these details appropriately, click on “ SUBMIT ” tab.
Step no. 7	<p>For Shareholders holding shares in physical form will directly reach the Company selection screen. For shareholders holding shares in demat form will now reach ‘Password Creation’ menu wherein shareholders are required to mandatorily enter their login password in the new password field.</p> <p><i>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.</i></p> <p>The details can be used only for e-voting on the resolutions contained in this Notice.</p>
Step no. 8	Click on the EVSN for GULSHAN POLYOLS LIMITED on which you choose to vote.
Step no. 9	On the voting page, “ RESOLUTION DESCRIPTION ” will be seen and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that Shareholders assent to the Resolution and option NO implies that Shareholders dissent to the Resolution.
Step no. 10	Click on the “ RESOLUTIONS FILE LINK ” if Shareholders wish to view the entire Resolution details.
Step no. 11	After selecting the resolution, Shareholders have decided to vote on, click on “ SUBMIT ”. A confirmation box will be displayed. If Shareholders wish to confirm their vote, click on “ OK ”, else to change their vote, click on “ CANCEL ” and accordingly modify their votes.
Step no. 12	Once Shareholders “ CONFIRM ” their vote on the resolution, Shareholders will not be allowed to modify their vote.
Step no. 13	Shareholders can also take a print of the votes cast by clicking on “ Click here to print ” option on the Voting page.
Step no. 14	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.
Additional Facility for Non – Individual Shareholders and Custodians	
Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the “Corporates” module.	
A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com .	
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.	

The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.

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.

Alternatively, Non Individual shareholders are required to send the relevant Board Resolution/ Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer at e-mail ID: **e-voting@rmgcs.com** and to the Company at e-mail ID: **cs@gulshanindia.com**, if voted from individual tab & not uploaded same in the CDSL e-voting system for the scrutinizer to verify the same.

PROCESS FOR THOSE SHAREHOLDERS WHOSE EMAIL/MOBILE NO. ARE NOT REGISTERED WITH THE COMPANY/DEPOSITORIES

1.	For Physical shareholders: Following details to be provided by the Shareholders at Company's email id: cs@gulshanindia.com /RTA email rta@alankit.com , info@alankit.com , ramap@alankit.com : <ul style="list-style-type: none">• 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)
2.	For Demat shareholders: Update of Shareholders email id & mobile no. with their respective Depository Participant (DP)
3.	For Individual Demat shareholders: Update of Shareholders email id & mobile no. with their respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

Contact Details:

If Shareholders have any queries or issues regarding attending AGM & Remote e-Voting from the CDSL e-Voting System, Shareholders can write an email to helpdesk.evoting@cdslindia.com or contact at 022-23058738 and 022-23058542/43.

All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, Central Depository Services (India) Limited (CDSL), A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call on 022-23058542/43.