

**25th ANNUAL GENERAL MEETING OF K.C.P.SUGAR AND
INDUSTRIES CORPORATION LIMITED FOR THE FINANCIAL YEAR
2019 - 2020**

INSTRUCTIONS FOR e-VOTING:

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company is pleased to provide e-Voting facility for the Members to cast their votes by e-Voting before or during the Annual General Meeting, in the manner provided herein, on all resolutions set forth in the Notice convening the 25th Annual General Meeting to be held on Friday, the 25th Day of September, 2020 at 10 AM through Video Conferencing. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide the e-voting facility.

Members may please note that, due to pandemic caused by Covid-19, the 25th Annual General Meeting of the Company will be held through Video Conferencing, thereby Members shall be entitled to cast their vote through e-Voting.

The e-Voting facility is available at the link www.evoting.nsdl.com

The e-Voting facility will be open for the Members to cast their vote during 2 Sessions (**e-Voting Period**) in the manner given below:

e-Voting Facility	Commencement of e-Voting	End of e-Voting
Remote e-Voting	22/09/2020 at 9.00 A.M.	24/09/2020 at 5.00 P.M.
e-Voting at the Annual General Meeting	25/09/2020 at 10.00 A.M.	25/09/2020 at 1.00 P.M.

The Cut-off Date for e-Voting is 18/09/2020. Members holding Shares as on this Cut-off Date can cast their vote by e-Voting.

Please read the instructions given below before exercising your vote:

➤ **Steps for e-Voting:**

1. Open the internet browser and type the following URL: www.evoting.nsdl.com;
2. Click on Shareholder - Login;

3. If you have already registered with NSDL for e-Voting, then you can use your existing User ID and Password for Login;
 4. If you are logging in for the first time, please use the User ID and Password, provided by NSDL. Password Change Menu will appear on your screen. Change to a new Password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of the two. Please take utmost care to keep your Password confidential;
 5. After entering the Password, Agree to 'Terms and Conditions' by selecting the check box and Click on Login Button.
 6. Once the e-Voting home page opens, click on **e-voting>Active Voting Cycles**;
 7. Select the **EVEN (113251)** of K.C.P.Sugar and Industries Corporation Limited, whereby the 'Cast Vote Page' will open. Now you are ready for e-Voting;
 8. Cast your vote by selecting an option, provided therein and click Submit. Also click Confirm when prompted. Please note that once your vote is cast on the selected resolution, it cannot be modified.
- In case of any queries, please refer to the 'Frequently Asked Questions (FAQs)' for Members and the '*e-Voting User Manual*' for Members available in the '*Downloads*' Section in www.evoting.nsdl.com. You can also contact NSDL by sending an e-mail at evoting@nsdl.co.in.
 - Members who have cast their vote by Remote e-Voting may attend the Annual General Meeting through Video Conferencing but cannot vote at the said Annual General Meeting.
 - Proxies are not allowed to join and participate and vote in the Annual General Meeting held through Video Conferencing as per the Guidelines of Ministry of Corporate Affairs.
 - The e-Voting facility will be open only during the e-Voting Period, as mentioned hereinabove. During this e-Voting Period, Members of the Company holding shares either in physical form or in dematerialized form, as on the Cut-off Date can cast their vote by e-Voting. The e-Voting facility will be disabled by NSDL for voting thereafter.
 - Voting rights of Members shall be in proportion to their shareholding in the Company as on the Cut-off Date.
 - Once the vote on a resolution is cast by the Member, he / she shall not be allowed to change it subsequently.
 - Any person who acquires shares of the Company and becomes a Member of the Company after dispatch of Notice of AGM and holding shares as on the Cut-off Date, 18/09/2020, may obtain the User Id and Password for e-Voting and attending AGM

through Video Conferencing, by sending a request to evoting@nsdl.co.in. However, if such person is already registered with NSDL for Remote e-Voting, then existing User Id and Password can be used.

- Ms. Jayashree S Iyer, Practising Company Secretary, Chennai, have been appointed as Scrutiniser for Remote e-Voting and e-Voting at the Annual General Meeting.
- The Scrutiniser upon conclusion of Annual General Meeting will count the votes cast by Remote e-Voting and e-Voting at the Annual General Meeting in the presence of two witnesses who are not in the employment of the Company.
- The Scrutiniser will make a Consolidated Report (integrating the votes cast through Remote e-Voting and e-Voting at the Annual General Meeting) of the total votes cast in favour of or against the respective resolutions and submit the same to the Chairman of the Annual General Meeting, not later than 48 hours from the conclusion of the Annual General Meeting.
- The Chairman or a person authorised by him in writing shall declare the result of the e-Voting based on the Scrutiniser's Report.
- The results declared along with the Scrutiniser's Report will be placed on the Company's Website at www.kcpsugar.com and on the website of NSDL immediately upon declaration of result and the same will also be communicated to NSE and BSE.
- If number of votes cast in favour of the resolutions is as required by the Companies Act, 2013, the resolution shall be deemed to have been passed on the date of Annual General Meeting.