

INSTRUCTIONS FOR VOTING THROUGH REMOTE E-VOTING / E-VOTING AT THE MEETING / JOINING THE MEETING THROUGH VC / OAVM

The procedure and instructions for remote e-voting are given hereunder for your easy reference:

- (i) The shareholders need to visit the e-voting website <http://www.evotingindia.com/>.
- (ii) Click on "Shareholders" module.
- (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. Shareholders holding shares in Physical Form should enter Folio Number registered with the Company.
- (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 and voted on an earlier e-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:

	For Shareholders holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) * Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number which is mentioned in email.
Dividend Bank Details OR Date of Birth	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 please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iii).

- (vii) After entering these details appropriately, click on "SUBMIT" tab.
- (viii) Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders 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 also to be used by the demat holders for voting on resolutions of any other company for which they are eligible to vote, provided that the 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 shareholders holding shares in physical form, the details can be used only for remote e-voting on the resolutions contained in this Notice.
- (x) Click on the EVSN for the Mangalam Cement Limited 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.
- (xiii) After selecting the resolution on which you have decided to vote, click on "SUBMIT". 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.

- (xiv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xvi) 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.
- (xvii) Shareholders can also cast their vote using CDSL's mobile app "m-Voting". The m-Voting app can be downloaded from respective Store. Please follow the instructions as prompted by the mobile app while Remote Voting on your mobile.

PROCESS FOR THOSE SHAREHOLDERS WHO WISH TO OBTAIN LOGIN CREDENTIALS FOR REMOTE E-VOTING/JOINING THE MEETING THROUGH VC/OAVM FOR THE RESOLUTIONS PROPOSED IN THIS NOTICE BUT WHOSE EMAIL ADDRESSES ARE NOT REGISTERED WITH THE COMPANY/RTA/DEPOSITORY PARTICIPANT/DEPOSITORIES:

- (i) For Physical shareholders- Kindly send an email with a scanned request letter duly signed by 1st shareholder, scan copy of front and back of any one share certificate, and copy of PAN card to info@masserv.com
- (ii) For Demat shareholders - Kindly update your email id with your depository participant and send copy of client master to info@masserv.com

INSTRUCTIONS FOR JOINING MEETING THROUGH VIDEO CONFERENCING (VC) & E-VOTING DURING THE MEETING:

- (i) To join the meeting, the shareholders should log on to the e-voting website <http://www.evotingindia.com/> and login as explained above. After logging-in, kindly click on 'live streaming' tab and you will be redirected to 'cisco' website.
 - In the "Name" field - Put your name.
 - In the "last name" field - Enter your folio no./ DP ID/ Client ID
 - In the "Email ID" field - Put your email ID
 - Event password - cdsl@1234 is pre-filled

Click join now button.

Event will start and you will be in the Meeting through Video conferencing.

You can join meeting through laptop, tablet, and desktop. In case you want to join through mobile, you need to download the webex meet app from the respective play store.
- (ii) For e-voting during the meeting, please read & refer the point no. (x) to (xv) above

PRE-REQUISITE FOR JOINING OF MEETING THROUGH DESKTOP OR LAPTOP:

- 1. System requirement:
 - " Windows 7, 8 or 10
 - " I3
 - " Microphone, speaker
 - " Internet speed minimum 700 kbps
 - " Date and time of computer should be current date and time

PRE-REQUISITE FOR JOINING OF MEETING THROUGH MOBILE:

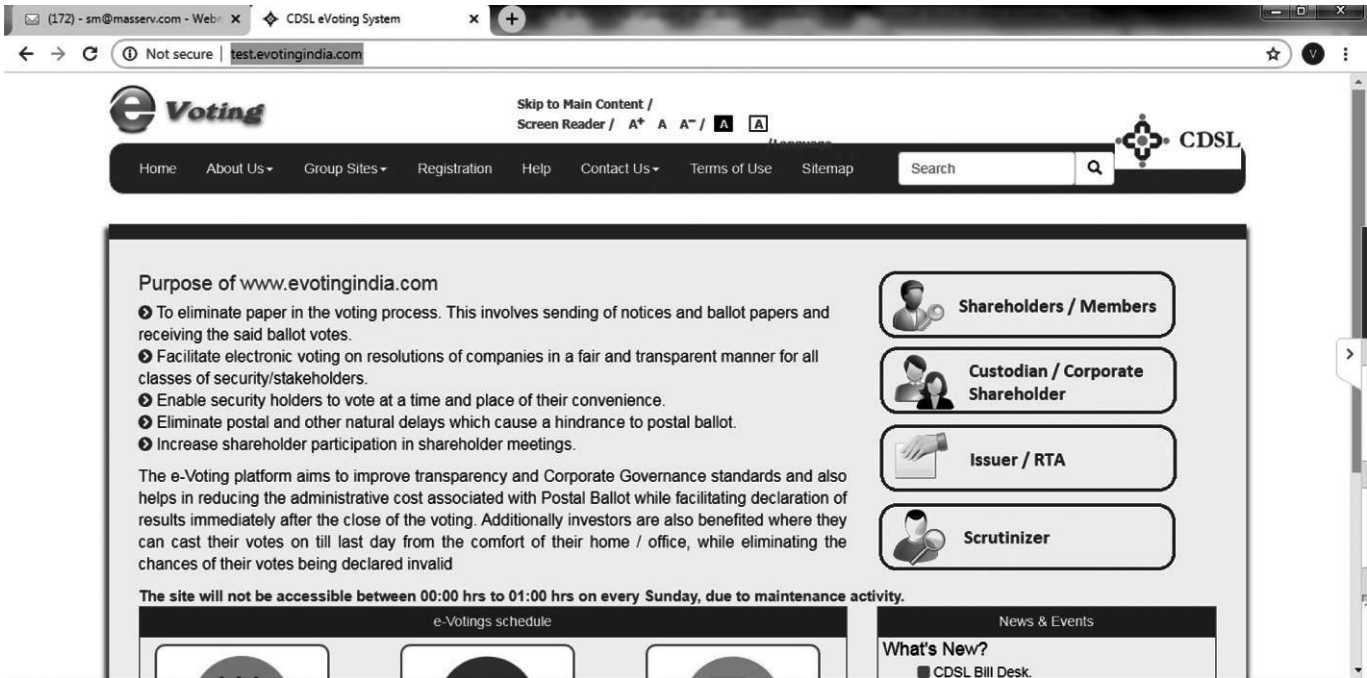
- " Please download webex application from play store

NOTE: IT IS ADVISABLE TO LOGIN BEFOREHAND AT E-VOTING SYSTEM AS EXPLAINED IN E-VOTING INSTRUCTIONS ABOVE, TO BE FAMILIAR WITH THE PROCEDURE, SO THAT YOU DO NOT FACE ANY TROUBLE WHILE LOGGING-IN DURING THE MEETING.

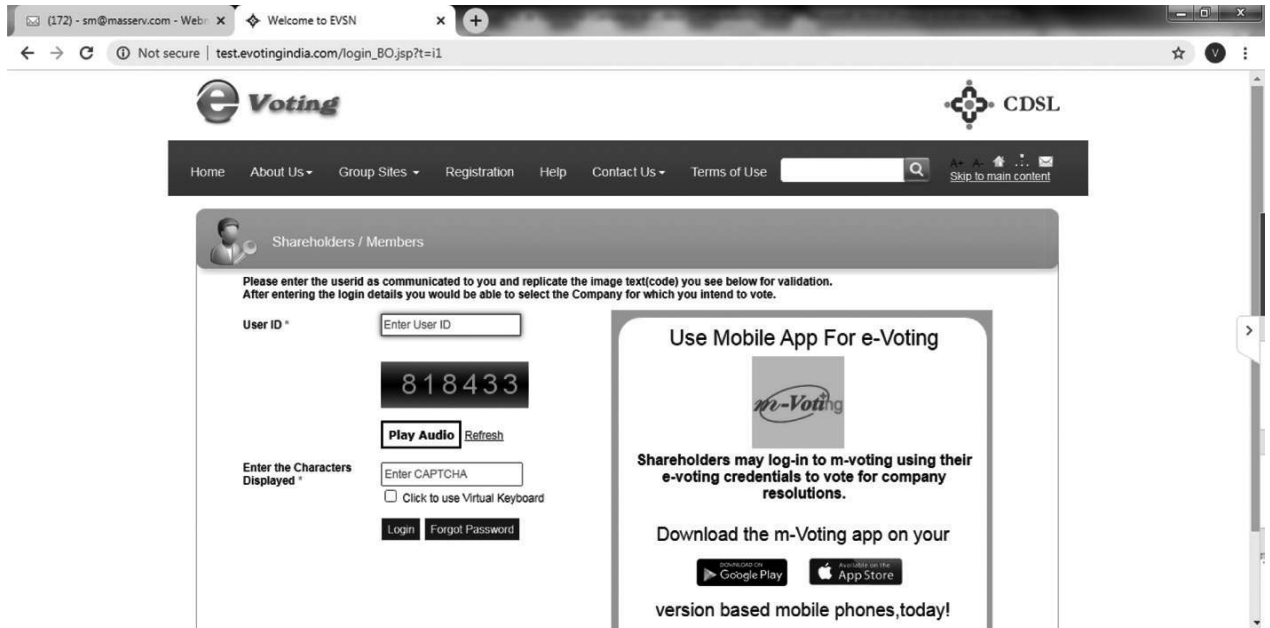
PROCEDURE FOR E-VOTING AND JOINING OF MEETING THROUGH VC / OAVM (EXPLAINED USING SCREENSHOTS) :

i. The shareholders should log on to the e-voting website <http://www.evotingindia.com/>.

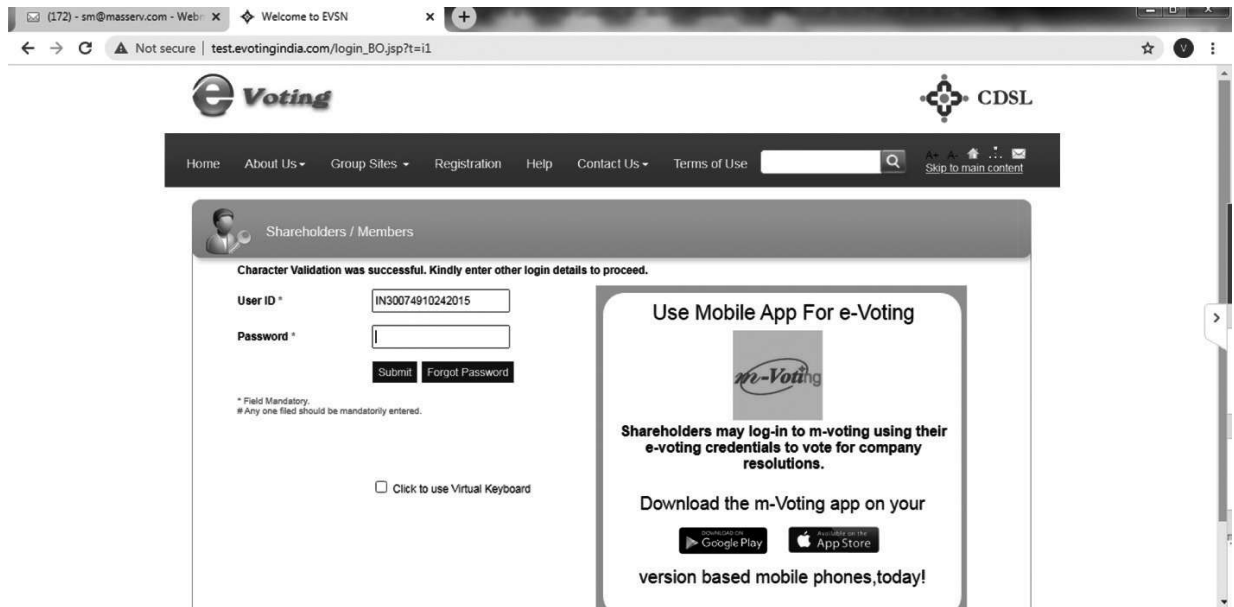
Below screen will be appear.



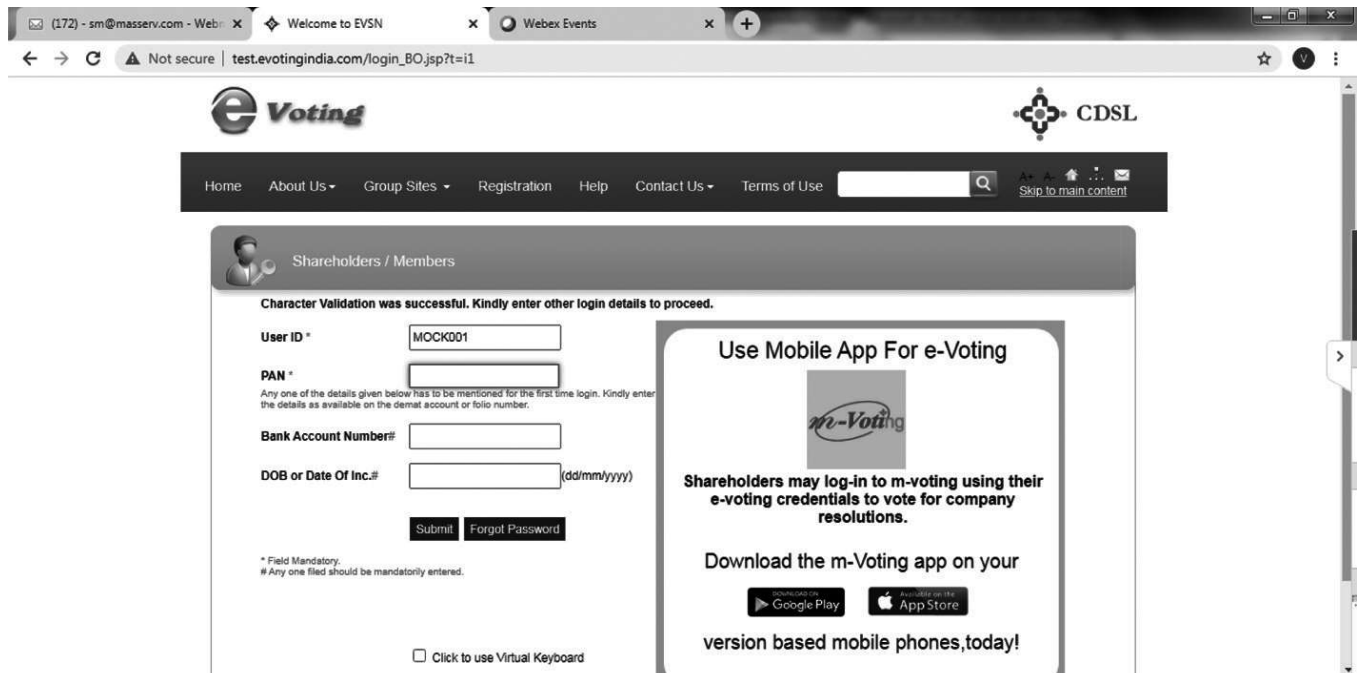
ii. Press Shareholders/Members tab, after which the below screen will be appear.



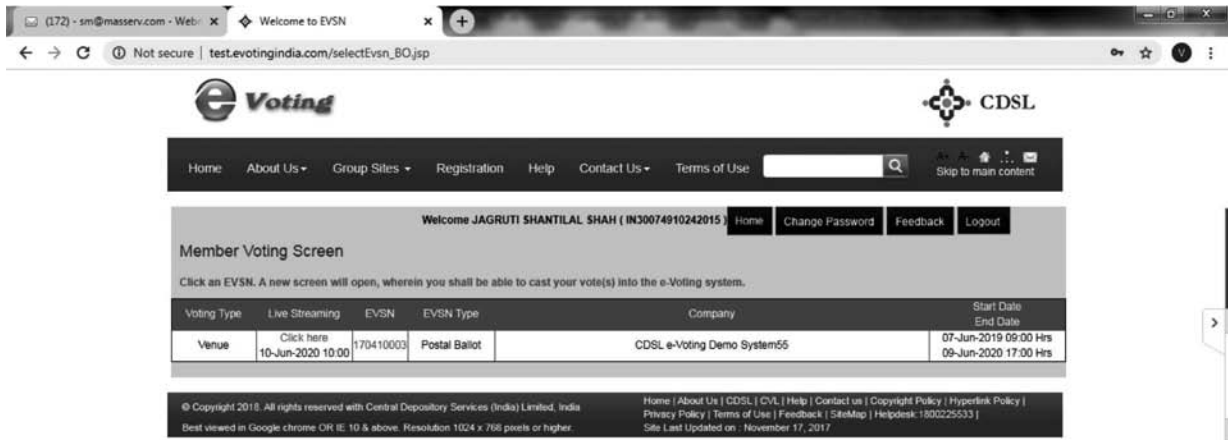
- iii. Enter user id as mentioned in your invite email, or read point number (iii) as given above. Since you are a registered user, below screen will be appear. Enter your existing CDSL password in password field.



- iv. In case you are 1st time user of CDSL e-voting system, then below screen will be appear.



- v. Enter your PAN and bank detail/DOB or follow instruction as given point number (vi) above or mentioned in invite email; then below screen will be appear.

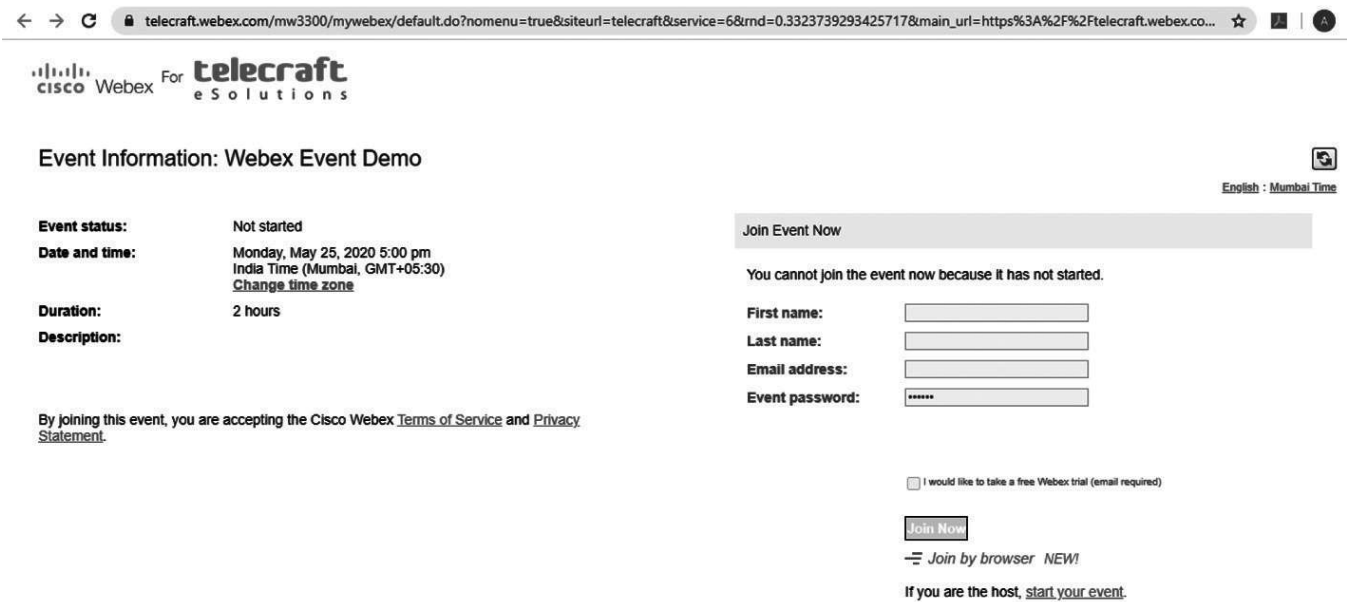


- vi. For e-voting, press EVSN number given in EVSN column; and for joining MEETING through video conferencing, click on "Click here" tab under the live streaming column.

E-voting screen will be shown as below, where you can cast your vote and press submit button given at the bottom of the screen.



Screen for login into Video Conferencing is shown below:



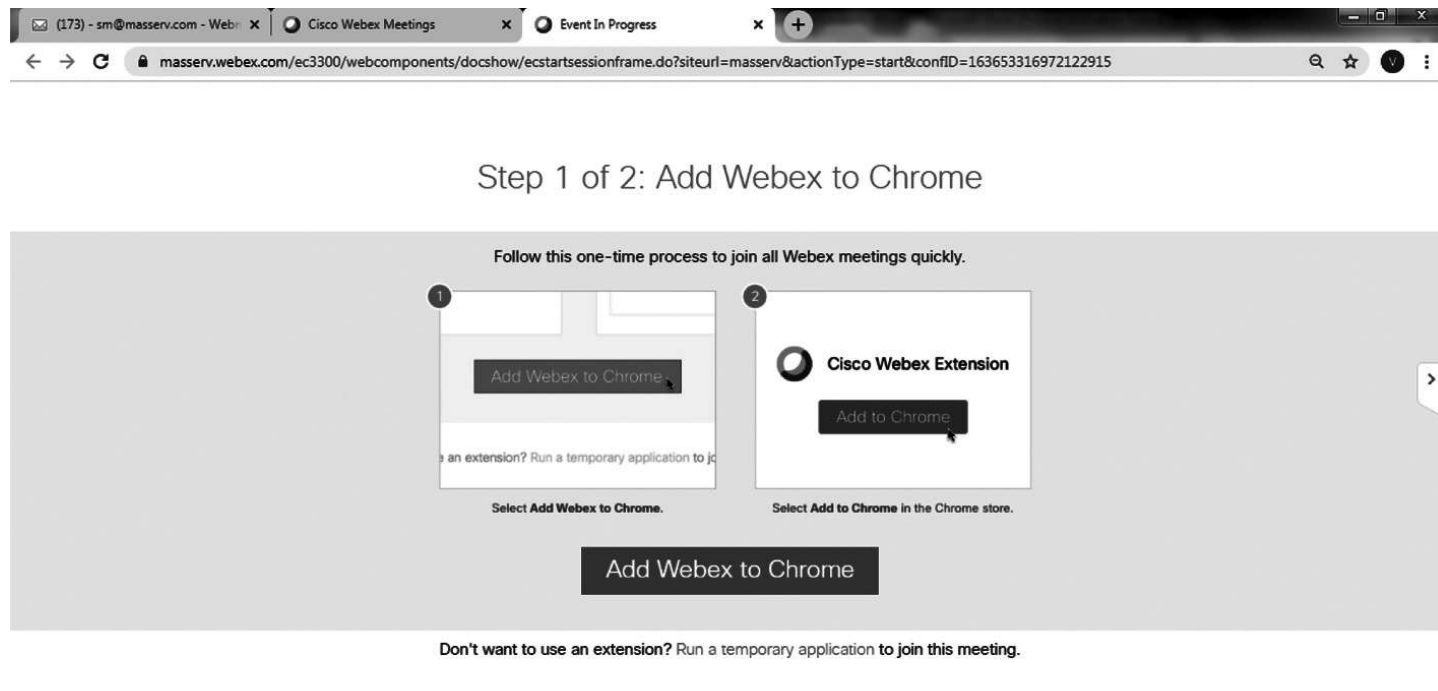
Fill the details as:

- In the "Name" field - Put your name.
 - In the "last name" field - Enter your folio no. Enter your folio no./ DP ID Client ID
 - In the "Email ID" field - Put your email ID
 - Event password - cdsl@1234 is pre-filled
- Click join now button.

Event will start and you will be in the Meeting through Video conferencing.

You can join meeting through laptop, tablet, and desktop. In case you want to join through mobile, you need to download the webex meet app from the respective play store .

vii. Once you click on 'Join now' tab, the following screen will be appear:



viii. Now, Kindly click on 'Run a temporary application', after which a Webex driver will get downloaded. After downloading webex driver, run the application and you will be directed to the AGM.

General Guidelines for shareholders

- 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. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to akshitjangid@gmail.com.
- However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forgot your password, you can reset your password by using "Forgot User Details/Password" option available on www.evotingindia.com. In case of any query or grievance pertaining to remote e-voting before the Meeting, e-voting during the Meeting and joining the Meeting through Video Conferencing, Members may contact Mr. Rakesh Dalvi, Manager, CDSL, A Wing, 25th Floor, Marathon Futurex, Mafadal Mill Compounds, N M Joshi Marg, Lower Parel, East Mumbai 400013. Email: helpdesk.evoting@cdslindia.com, Tel.: 1800-225-533. Further, Members may also contact with Mr. Deepanshu Rastogi, Assistant Manager, MAS Services Limited, RTA at info@masserv.com or on Telephone No.: 011- 26387281 /82/83.

- Members who would like to express their views or ask questions during the Meeting may register themselves by sending an e-mail to shares@mangalamcement.com upto February 24, 2021 with name of shareholder, folio/ dpid-clid, email id and number of shares held as on cut-off date. Only those members who are registered will be allowed to express their views or ask questions.
- Take note that you may opt to exercise your votes only in one mode, i.e. by (a) postal ballot, (b) remote e-voting or (c) e-voting during the meeting by VC/OAVM as arranged by the Transferee Company. In case you cast your votes by both postal ballot and remote e-voting, then voting done through remote e-voting shall prevail and voting done by postal ballot will be treated as invalid. In case you cast your votes by both postal ballot and e-voting during the meeting, the voting done through e-voting during the meeting shall prevail and the voting done by postal ballot will be treated as invalid. However, in case you cast your votes by way of remote e-voting, the option to exercise your vote by e-voting at the venue of the meeting will not be available to you. Further, take note that if you cast your votes by postal ballot / remote e-voting, you will nevertheless be entitled to attend the meeting and participate in the discussions in the meeting held through

VC/OAVM but you will not be entitled to vote electronically again during the meeting.

- A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of postal ballot or remote e-voting/ e-voting during the Meeting.
- Shri Akshit Kumar Jangid, Practicing Company Secretary (Membership No. ACS-44537), has been appointed as the Scrutinizer for providing facility to the members of the Company to scrutinize the e-voting during the Meeting and remote e-voting process and postal ballot forms in a fair and transparent manner.
- The Scrutinizer shall after the conclusion of voting at the Meeting, will first count the votes cast during the meeting and postal ballot and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than 48 (forty-eight) hours of the conclusion of the Meeting, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare

the result of the voting forthwith.

- The Results declared alongwith the report of the Scrutinizer shall be placed on the website of the Company www.mangalamcement.com and on the website of CDSL immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately communicated to the BSE Limited and the National Stock Exchange of India Limited.
- In accordance with the directions of the Hon'ble Tribunal in its order dated March 12, 2020 in CA(CAA) No.72/230/JPR/2020, the Transferee Company has appointed the Registrar and Transfer Agent being MAS Services Limited who shall be responsible for addressing the grievances of the shareholders, if any, in connection with inter alia postal ballot or remote e-voting and e-voting during the meeting as required by the Companies (Management and Administration) Rules, 2014.