

## Instructions for Remote E-Voting Forming Part of Notice Convening 32nd Annual General Meeting

### E-voting:

Pursuant to Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, including any statutory modification(s) or re-enactment thereof for the time being in force and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ALPHAGEO (INDIA) LIMITED (the Company) is pleased to provide its shareholders remote e-voting facility to cast their votes electronically on all resolutions set forth in the Notice convening the 32nd Annual General Meeting scheduled to be held on **Monday, September 30, 2019** at 11.00 A.M. The remote e-voting facility is being provided by Karvy Fintech Private Limited (KFPL).

### E-voting Event Number and Timelines for Voting:

The E-voting Event Number and the timelines of E-voting detailed below:

| EVEN (E-Voting Event Number) | Commencement of remote e-voting                     | End of remote e-voting                           |
|------------------------------|---|--|
| 4908                         | Thursday, September 26, 2019 from<br>11:00 A.M. IST | Sunday, September 29, 2018 till<br>5:00 P.M. IST |

### General Information:

- i. Shareholders of the Company holding shares either in physical form or in dematerialised form, as on the cut-off date, may cast their vote electronically. The voting rights of the shareholders shall be ONE VOTE PER EQUITY SHARE registered in the name of the shareholder / beneficial owner **as on the cut-off date i.e. September 20, 2019.**
- ii. Every shareholder requires User ID and Password/PIN for casting their votes electronically. In case of physical folio, User ID will be EVEN number followed by folio number. In case of Demat account, User ID will be your DP ID and Client ID.
- iii. For Shareholders receiving Notice of AGM in physical form, the initial password will be intimated along with the Notice of Annual General Meeting and for Shareholders receiving Notice of AGM electronically, password will be provided in the email forwarding the electronic notice.
- iv. Any person who becomes a member of the Company after the dispatch of the Notice of the AGM and holds shares as on the cut-off date may obtain PIN and Password by contacting Karvy Fintech Private Ltd.
- v. The Remote E- voting period commences on September 26, 2019 (11.00 AM) and ends on September 29, 2019 (5.00 PM). During this period, Shareholder of the Company holding their shares either in physical form or in dematerialised form, as on the cut-off date September 20, 2019, may cast their votes electronically. The E-voting module shall be disabled by Karvy for voting thereafter. Once the vote on a resolution is cast by the shareholders, the shareholders shall not be allowed to change it subsequently.

- vi. Shareholders, who have not cast their votes electronically, may only cast their vote at the Annual General Meeting.
- vii. M/s. D. Hanumanta Raju & Co., Practicing Company Secretaries, Hyderabad will act as Scrutinizer for scrutinizing the E-voting process in a fair manner.
- viii. The scrutinizer shall, immediately after the conclusion of voting at the AGM, first counts the votes cast at the meeting, thereafter unlock the votes cast through remote e-voting in the presence of at least two witnesses, not in employment of the company and make a Consolidated Scrutinizer's Report of the votes cast in favour or against, if any of each of the resolutions set forth in the Notice of the Annual General Meeting, not later than 48 hours of the conclusion of the meeting, to the Chairman of the Meeting or a person authorised by him in writing who shall countersign the same.
- ix. Resolutions shall be deemed to be passed on the date of AGM subject to receipt of requisite number of votes in favour of Resolutions.
- x. The results of voting along with the scrutinizers' report shall be placed on the website of the Company [www.alphageoindia.com](http://www.alphageoindia.com) and on Karvy's website <https://evoting.karvy.com> and shall be intimated to the stock exchanges immediately after declaration of results by the Chairman or by a person authorised by him.

#### **Instruction and Step for E-Voting:**

Shareholders are requested to read the instructions/steps detailed below before exercising/casting their vote:

- i. Launch internet browser by typing the URL: <https://evoting.karvy.com>.
- ii. Enter the login credentials (i.e. User ID and password/PIN). However, if you are already registered with Karvy for e-voting, you can use your existing User ID and Password/PIN for casting your vote.
- iii. After entering these details appropriately, click on "LOGIN".
- iv. You will now reach 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 your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential.
- v. You need to login again with the new credentials.
- vi. On successful login, the system will prompt you to select the E- Voting "EVEN" i.e., Alphageo (India) Limited.
- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the Cut-off Date under "FOR / AGAINST" or alternatively, you may partially enter any number in "FOR" and partially "AGAINST" but the total number in "FOR / AGAINST" taken together not exceeding your total shareholding as mentioned herein above. You may also choose the option ABSTAIN. If the shareholder does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.

- viii. Shareholders holding multiple folios / Demat accounts shall choose the voting process separately for each folio / Demat accounts.
- ix. Voting has to be done for each item of the notice separately. In case you do not desire to cast your vote on any specific item it will be treated as abstained.
- x. You may then 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 have voted on the resolution, 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 all the Resolution(s).
- xi. Corporate/ Institutional Members (i.e. other than Individuals, HUF, NRI etc.,) are also required to send scanned certified true copy (PDF Format) of the Board Resolution / Authority Letter etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at Email Id: [dh300@gmail.com](mailto:dh300@gmail.com) with a copy marked to [evoting@karvy.com](mailto:evoting@karvy.com). The scanned image of the above mentioned documents should be in the naming format "Alphageo (India) Limited 32nd Annual General Meeting".
- xii. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently. Further, the Members who have cast their vote electronically shall not be allowed to vote again at the Meeting.
- xiii. In case of any queries, you may refer Help & Frequently Asked Question (FAQs) section of <https://evoting.karvy.com> (Karvy Website) or call KFPL on Toll Free No. 1800 3454 001 or email: [evoting@karvy.com](mailto:evoting@karvy.com).

Hyderabad  
August 14, 2019

By Order of the Board

Sd/-  
Deepa Dutta  
Company Secretary