

**INSTRUCTIONS FOR ATTENDING THE e-AGM THROUGH VIDEO
CONFERENCING (VC)/AUDIO VISUAL MEANS(AVM)**

- a) The VC/AVM would allow participation of at least 1000 members on first come first serve basis.
- b) No restrictions on account of FIFO entry into e-AGM in respect of large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, Auditors etc.
- c) The attendance of members attending the e-AGM would be counted for the purpose of reckoning the quorum of the meeting.
- d) The Members can join the e-AGM 30 minutes before and after the scheduled time of the commencement of the Meeting.
- e) Members may access the VC at <https://emeetings.kfintech.com/> under Shareholders / members login by using the remote e-voting credentials. The link for e-AGM will be available in shareholder/members login where the EVENT and the name of the company can be selected. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice.
- f) Members are encouraged to join the meeting through laptops with Google Chrome for better experience.
- g) Further, members will be required to allow camera, if any, and hence use internet with a good speed to avoid any disturbance during the meeting.
- h) Please note that participants connecting from mobile devices or tablets or through laptop connecting via mobile hotspot may experience audio/video loss due to fluctuation in their respective network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.

The stakeholders may contact RTA/Technical helpdesk at evoting@kfintech.com for any assistance