CIN: L25209UP1971PLC003444
Regd. Office : D-19-20, Panki Industrial Area, Kanpur-208 022
Tel : +91 (0512) 2691 113-6 ; Fax: +91(0512) 2691117; Email: info@kanplas.com; Web: www.kanplas.com

POSTAL BALLOT NOTICE

[Pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014]

Dear Members,

NOTICE is hereby given that, pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013, (the "Act") together with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, (the "Rules"), General Circular Nos. 14/2020 dated April 8, 2020 and 17/2020 dated April 13, 2020 read with other relevant circulars, including General Circular No., 20/2021 dated December 08, 2021, issued by the Ministry of Corporate Affairs ("MCA Circulars") and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"),including any statutory modification or re-enactment thereof for the time being in force, the resolution as set out in this Postal Ballot Notice is proposed to be passed by the members of Kanpur Plastipack Limited by way of Postal Ballot/e-Voting.

The proposed Resolution and Explanatory Statement pertaining to the said resolution setting out all material facts concerning the proposed resolution and the reasons thereto are annexed hereto for your consideration. The Postal Ballot Form for voting by you as shareholder of the Company is also enclosed. The Company has appointed Shri Adesh Tandon of M/s Adesh Tandon & Associates, Practicing Company Secretaries, as Scrutinizer for conducting this Postal Ballot voting process in a fair and transparent manner.

Please read carefully the instructions printed in the postal ballot form and return the form duly completed and signed in the attached self-addressed, business reply envelope, so as to reach the Scrutinizer before the closing of working hours (5:00 PM) on Thursday the 4th day of April, 2024. Please note that any postal ballot form(s) received after the said date will be strictly treated as if no reply has been received from the Shareholder. No other form or photocopy thereof is permitted.

In compliance with Regulation 44 of the Listing Regulations and provisions of Section 108 of the Act read with the Rules, the Company is pleased to provide Electronic Voting ("e-voting") facility as an alternate, to all its Shareholders, to enable them to cast their votes electronically instead of dispatching the physical Postal Ballot Form by post. The Company has engaged the services of National Security Depository Limited (NSDL) to provide e-voting facility to its Shareholders. It may be noted that e-voting is optional. In case a Shareholder has voted through e-voting facility, he/she is not required to send the physical Postal Ballot Form. In case a Shareholder votes through e-voting facility as well as sends his/her vote through physical ballot paper, the vote cast through e-voting shall only be considered and the voting through physical Postal Ballot shall not be considered by the Scrutinizer. For e-voting facility please refer the instructions for e-voting given in the e-voting form.

The Scrutinizer will submit his report to the Chairman after the completion of the scrutiny of postal ballots (including e-voting) on or before 10th April, 2024. The Chairman of the Company will announce the results on or before Wednesday, 10th April, 2024. The said results would be displayed on the website of the Company i.e. www.kanplas.com and shall be intimated to the Stock Exchanges (BSE & NSE) where the shares of the Company are listed.

By order of the Board of Directors
For Kanpur Plastipack Ltd.

Place : Kanpur
Date : 04th March, 2024

Ankur Srivastava
Company Secretary

Proposed Resolutions:

1. Confirmation of the Appointment of Independent Director Shri Sanjeev Singhal (DIN: 05125361):

To consider, and if thought fit, to pass with or without modification(s), the following resolution as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 read with Schedule IV and all other applicable provisions of the Companies Act, 2013 together with the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Regulation 16 and 25(2) & 25(2A) of SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015 ("Listing Regulations") and other applicable regulations of Listing Regulations, as amended from time to time, including any statutory modifications(s) or re-enactment(s) thereof for the time being in force, Shri Sanjeev Singhal (DIN: 05125361) who was appointed as Additional Director w.e.f. 08.02.2024 by the Board of Directors, as recommended by the Nomination and Remuneration Committee, be and is hereby appointed as an Independent Director of the Company to hold office for 5 (five) consecutive years upto 07.02.2029, not liable to retire by rotation."

"RESOLVED FURTHER THAT Shri Manoj Agarwal, (DIN: 00474146) Chairman Cum Managing Director and Shri Ankur Srivastava, (Membership no. F8537) Company Secretary of the Company be and are hereby jointly and / or severally authorised to do all such acts, deeds and things as may deemed necessary, desirable and expedient to give effect to the above resolution."

2. Approval for re-appointment of Shri Dharam Bir Prasad (DIN: 08453624), for second term of five consecutive year as an Independent Director:

To consider, and if thought fit, to pass with or without modification(s), the following resolution as a Special Resolution:

"RESOLVED THAT pursuant to the provisions of Section 149(10) 150, 152 read with Schedule IV and other applicable provisions of the Companies Act, 2013 together with the Companies (Appointment and Qualification of Directors) Rules, 2014 and Regulation 25(2) & 25(2A) of SEBI (Listing Obligation and Disclosure Requirement) Regulations, 2015 ("Listing Regulations") and other applicable regulations of Listing Regulations, as amended from time to time, including any statutory modifications(s) or re-enactment(s) thereof for the time being in force, based on the recommended of the Nomination and Remuneration Committee, consent of the members be and is hereby accorded for the re-appointment of Shri Dharam Bir Prasad (DIN: 08453624), for a further period of 5 consecutive years as Independent Director w.e.f. 27/05/2024 to 26/05/2029 whose office shall not be liable to retire by rotation."

"RESOLVED FURTHER THAT Shri Manoj Agarwal (DIN: 00474146), Chairman Cum Managing Director and / or Shri Ankur Srivastava (Membership no. F8537), Company Secretary of the Company be and are hereby jointly and / or severally authorized to do all such acts, deeds and things as may deemed necessary, expedient and desirable to give effect to the above resolution."

By order of the Board of Directors
For KANPUR PLASTIPACK LTD.

Place : Kanpur
Date : 4th March, 2024

ANKUR SRIVASTAVA
COMPANY SECRETARY

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 stating all material facts and information for the proposed Special Resolutions are appended to the Notice.

2. The Postal Ballot Notice is being sent to all the Shareholders, whose names appear in the Register of Shareholders/list of Beneficial Owners, received from National Securities Depository Limited (NSDL)/ Central Depository Services (India) Limited as on 1st March, 2024 being the cut off date.

3. Voting rights shall be reckoned in proportion to the paid-up equity shares registered in the name of the Shareholder as on 1st March, 2024.

4. Please read carefully the instructions printed on e-voting form and postal ballot form as well as this Notice for respective mode of voting.

5. Resolutions passed by the Shareholders through Postal Ballot are deemed to have been passed effectively at a general meeting of the Shareholders.

6. In compliance with provisions of Section 108 and 110 of the Companies Act read with the Rules and Clause 44 of the Equity Listing Agreement, the Company is pleased to offer e-voting facility to its Shareholders to enable them to cast their votes electronically.

7. Shareholders have option to vote either through e-voting or through the physical Postal Ballot Form. If a shareholder has opted for e-voting, then he/she should not vote by physical Postal Ballot also and vice-versa. However, in case Shareholder cast their vote both via physical Postal Ballot and e-voting, then voting through e-voting shall prevail and voting done by Postal Ballot shall be treated as invalid. For this purpose, the Company has signed an agreement with the National Security Depository Limited (NSDL) for facilitating e-voting.

8. Notice of postal ballot and postal ballot form along with the detailed procedure of e-voting are being sent to all the shareholders by the permitted mode. The said details are also available on the website of the Company www.kanplas.com.

9. Please return the postal ballot form duly completed and signed in the attached self-addressed, business reply envelope, so as to reach the Scrutinizer before the closing of working hours (5:00 PM) on Thursday, 4th April, 2024. Please note that any postal ballot form(s) received after the said date will be strictly treated as if no reply has been received from the Member. No other form or photocopy of postal ballot form is permitted.

10. The Company has appointed Shri Adesh Tandon of M/s Adesh Tandon & Associates, Practicing Company Secretaries, as Scrutinizer to monitor the e-voting and conducting this Postal Ballot voting process in a fair and transparent manner.

11. The Scrutinizer will submit his report to the Chairman after the completion of the scrutiny of the postal ballots (including e-voting) on or before Wednesday, 10th April, 2024 and accordingly the Chairman of your Company will announce the results on or before Wednesday, 10th April, 2024.

12. The resolution, if passed by the requisite majority, shall be deemed to have been passed on 4th April, 2024 i.e., the last date specified for the postal ballot / remote e-voting.

13. The said results would be displayed on the website of the Company i.e. www.kanplas.com and shall be intimated to the Stock Exchanges (BSE & NSE) where the shares of the Company are listed.

14. All the material documents referred to in the explanatory statement will be available for inspection at the registered office of the Company during office hours on all working days from the date of dispatch of the Postal Ballot Notice until the last date for receipt of votes by remote e-voting.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013.

ITEM NO. 1:-

The Board of Directors, pursuant to the provisions of Section 149 and 152 of the Companies Act, 2013, on the recommendation of Nomination and Remuneration Committee, have appointed Shri Sanjeev Singhal (DIN: 05125361), as an Additional Director (independent) of the Company w.e.f. 08/02/2024. Your Company has received a notice in writing from a member under Section 160 of the Act proposing the candidature of Shri Sanjeev Singhal for the office of Director of the Company. Shri Sanjeev Singhal is not disqualified from being appointed as a Director in terms of Section 164 of the Act and has given his consent to act as a Director. It is proposed, as recommended by Nomination and Remuneration Committee of the Board, to appoint Shri Sanjeev Singhal as an Independent Director of the Company to hold office for a consecutive period of 5 years till 07th February, 2029, not liable to retire by rotation.

The Company has received a declaration from Shri Sanjeev Singhal that he is not debarred to be appointed as Director from any of the regulatory authority and he meets with the criteria of independence as prescribed under sub-section (6) of Section 149 of the Act. He possesses appropriate skills, experience and knowledge and in the opinion of the Board, he fulfills the conditions for his appointment as an Independent Director as specified in the Act and the Listing Regulations.

Details as required under regulation 36 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and in terms of secretarial Standard on General Meeting (SS-2), in respect of the Directors seeking appointment / re-appointment are attached and forms part of this notice.

Keeping in view his vast expertise and knowledge, it will be in the interest of the Company to appoint him as an Independent Director. Copy of the draft letter of appointment of Shri Rajesh Chawla as an Independent Director setting out the terms and conditions is available for inspection by members at the Registered Office of the Company.

None of the Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the resolution set out at Item No. 1 of the Notice.

Your Directors recommend passing of the above resolution as a Special Resolution

ITEM NO. 2:-

Shri Dharam Bir Prasad was appointed as the Non Executive Independent Director under section 149 and 152 of the Companies Act, 2013 together with Companies (Appointment and Qualification of Directors) Rules, 2014 read with the Listing Regulations, w.e.f. 27/05/2019 for a period of 5 consecutive years upto 26/05/2024.

He possesses appropriate skills, experience and knowledge and in the opinion of the Board, as recommended by the Nomination and Remuneration Committee, he fulfils the conditions for his appointment as an Independent Director as specified in the Act and the Listing Regulations.

Keeping in view his vast expertise, knowledge and benefit derived during his current tenure, it will be in the interest of the Company to continue his directorship and re-appoint him as an Independent Director w.e.f. 27/05/2024 for a further period of five consecutive years till 26/05/2028 as Non Executive Independent Director. His current term will expire on 26/05/2024, in view of the Section 149(10) together with regulation 25(2) and 25(2A) of the Listing Regulations the consent of the Shareholders is required by way of Special Resolution to re-appoint him for a further period of 5 consecutive years after the completion of his existing term of 5 years on 26/05/2024.

The Company has received declarations from Shri Dharam Bir Prasad that he meets with the criteria of independence as prescribed under sub-section (6) of Section 149 of the Act and under Listing Regulations. He is not debarred from holding the office of Director pursuant to order or SEBI or any other authority. He possess appropriate skills, experience and knowledge and in the opinion of the Board, as recommended by the Nomination and Remuneration Committee, he fulfills the conditions for their re-appointment as an

Independent Director as specified in the Act and the Listing Regulations as amended.

Details as required under regulation 36 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and in terms of secretarial Standard on General Meeting (SS-2), in respect of the Directors seeking appointment / re-appointment are attached and forms part of this notice.

None of the Director is financially or otherwise concerned or interested in the resolution no. 2.

Your Directors recommend passing of the above resolution as a Special Resolution

Details as required under regulation 36 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 and in terms of secretarial Standard on General Meeting (SS-2), in respect of the Directors seeking appointment / re-appointment:

Name of the Director	Shri Sanjeev Singhal	Shri Dharam Bir Prasad
Age	62 years	68 years
Date of First Appointment	08/02/2024	27/05/2019
Nationality	Indian	Indian
Qualification and Bried Resume / Experience	Shri Sanjeev Singhal, is a Chartered Accountant and a Company Secretary with a Hons. Degree in Economics from Loyola College, Chennai. He brings with him over 35 years of diversified experience across various industries that include Financial Services, Management Consultancy, Media, Telecom, Retail, Solar Power & Renewable Energy. Successfully built and led teams that delivered on the operational and bottom line KRAs. He is currently engaged in consulting and mentoring services in the field of Operational processes, risk management and financial restructuring etc. Earlier he was associated with Spice Group, Bennett Coleman & Company Ltd., Price-waterhouse Coopers Pvt. Ltd., China Trust Commercial Bank and Standard Chartered Bank.	Shri Dharam Bir Prasad is a M.Sc. in Nuclear Physics and MBA (Hons.) from Lucknow University. He was retired after 35 years of Service to the Banking Industry. He was last posted as the General Manager and Principal of the State Bank of India, Staff Training Academy, Gurugram. He also gained wide experience in International banking and treasury operations during a Four- and half-year stint in Frankfurt as Vice President (control). He has also worked in the areas of Core Banking Solutions, Credit and NPA management, HR & Training. He is a prolific speaker and covers subjects like soft skills, leadership qualities and current economy.
Terms and Conditions of Appointment	Appointment as Non Executive Independent Director for a consecutive term of five years.	Re-appointment as Non Executive Independent Director for another consecutive term of five years.
No. of Shares Held	Nil	Nil
Relationship with other Directors, Manager and other Key Managerial Personnel of the company	Not related to any of the Directors on the Board, Manager and other Key Managerial Personnel of the company	Not related to any of the Directors on the Board, Manager and other Key Managerial Personnel of the company
Number of Meetings of the Board attended during the year	NA	04
Other Companies Directorship	1) Immer Commodities India Pvt. Ltd. 2) Shreevridhi Finance Pvt. Ltd. 3) Urban Dhobi Services (Gujrat) Pvt. Ltd.	Nil

	4) Arav Infradev Pvt. Ltd. 5) Bullion Federation of India 6) Sancord Business and Financial Consultants Pvt. Ltd.	
Chairmanship /Membership of other Companies Committees	Nil	Nil
Performance Evaluation Report	NA	Based on his experience, knowledge and time devoted towards the affairs of the Company and the substantial contribution made by him during his tenure as an Independent Director and the performance evaluation during the first term of five years, the Nomination and Remuneration Committee has recommended to the Board his re-appointment as an Independent Director for a second term of five years.

By order of the Board of Directors
FOR KANPUR PLASTIPACK LTD.

Place : Kanpur
Date : 4th March, 2024

Ankur Srivastava
Company Secretary

THE PROCEDURE / INSTRUCTIONS FOR MEMBERS FOR REMOTE E-VOTING ARE AS UNDER:-
EVEN : 128075

The remote e-voting period begins on 6th March, 2024 at 9:00 AM and ends on 4th April, 2024 at 5:00 PM. The remote e-voting module shall be disabled by NSDL for voting thereafter.

How do I vote electronically using NSDL e-Voting system?
The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1: Access to NSDL e-Voting system

A) Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode

In terms of SEBI circular 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.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	***Login Method***
Individual Shareholders holding securities in demat mode with NSDL.	Existing **IDeAS** user can visit the e-Services website of NSDL Viz. https://eservices.nsdl.com either on a Personal Computer or on a mobile. On the e-Services home page click on the "**Beneficial Owner"** icon under **"Login"** which is available under **'IDeAS'** section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on **"Access to e-Voting"** under e-Voting services and you will be able to see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL**and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select **"Register Online for IDeAS Portal"** or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.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. You will have to enter your 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, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or **e-Voting service provider i.e. NSDL**and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting. Shareholders/Members can also download NSDL Mobile App "**NSDL Speede**" facility by scanning the QR code mentioned below for seamless voting experience.

	NSDL Mobile App is available on App Store Google Play  
Individual Shareholders holding securities in demat mode with CDSL	Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/loginor www.cdslindia.com and click on New System Myeasi. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of **e-Voting service provider i.e. NSDL.** Click on **NSDL** to cast your vote. If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. **NSDL**where the e-Voting is in progress.
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you 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 i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

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. NSDL and CDSL.

Login type	Helpdesk details
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
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 or 022-23058542-43

B) Login Method for e-Voting and joining virtual meeting for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under

'Shareholder/Member' section.

3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at https://eservices.nsdl.com/ with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	***Your User ID is:***
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12****** then your user ID is IN300***12******.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12********** then your user ID is 12**********
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 123456 then user ID is 123456001***

5. Password details for shareholders other than Individual shareholders are given below:
   a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.

   b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
   c) How to retrieve your 'initial password'?
      (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
      (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**

6. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:
   a) Click on "**Forgot User Details/Password**?"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
   b) **Physical User Reset Password**?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
   c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
   d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.

How to cast your vote electronically and join General Meeting on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle and General Meeting is in active status.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period and casting your vote during the General Meeting. For joining virtual meeting, you need to click on "VC/OAVM" link placed under "Join Meeting".
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. 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. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to adesh.tandon11@gmail.com with a copy marked to evoting@nsdl.co.in. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on **"Upload Board Resolution / Authority Letter"** displayed under **"e-Voting"** tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request to NSDL at evoting@nsdl.co.in

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

1. In case shares are held in physical mode please provide 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) by email to secretary@kanplas.com or grievances@skylinerta.com.
2. In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self attested scanned copy of PAN card), AADHAR (self attested scanned copy of Aadhar Card) to secretary@kanplas.com or grievances@skylinerta.com.