

1. Procedure for remote e-voting:

- a. The members should visit the MGMI website at www.mgmiindia.in
- b. A pop Up will be having the link to the e-voting page. Or
- c. one can directly go to the e-voting website www.evotingindia.com
- d. Once the website www.evotingindia.com opens, please click on “Shareholders/Members” option at the top right.
- e. Now enter your User ID provided by CDSL to your e-mail address through their email id gogreen@cdslindia.com
- f. Next enter the Image Verification as displayed and Click on Login.
- g. Enter the **Sequence No 1 in PAN field** as provided by CDSL.
- h. Enter the **Sequence No 2 in BANK DETAILS field** as provided by CDSL.
- i. Please do not put any value in DOB (Date of Birth) field**
- j. After entering these details appropriately, click on “SUBMIT” tab.
- k. Click on the EVSN (Value will be provided in email sent with individual User id and Sequence Numbers for e-voting) pertaining to the MGMI Voting Event on this page.
- l. The voting page for MGMI Council members will open.
- m. On the voting page, you will see ““LIST OF THE MEMBERS TO BE VOTED ON” and against the same, the option for Check box for voting. Select the 9 members you want to vote for (out of the 15 possible candidates who are standing for election to the Council).
- n. After selecting the members, you have decided to vote on, click on “**SAVE**”. 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. If you modify, repeat the process, confirm and then click “**SUBMIT**”. Your voting is complete.
- o. Once you confirm and submit your vote on the candidates selected, you will not be allowed to modify.
- p. If you have voted for less than 9 persons, and want to vote for more, you may do the same again after logging in until the time you vote for 9 candidates.

E.g., If you have voted for 5 candidates and need time to think and check on remaining 4

vacancies, you can do so after logging in again with the same process and same credentials, and vote on 4 more candidates from the remaining 10 available nominations. The previous 5 votes that have been cast and submitted cannot be changed and the radio buttons against their names will be disabled.

2. You will receive an email from gogreen@cdslindia.com thrice from CDSL on your e-mail id registered with MGMI - **One initial mail on 12th August 2024** and thereafter **1st reminder e-mail on 20th August 2024** and **2nd Reminder on 27th August 2024**.
3. Each voter will have to select **maximum 9 candidates out of the 15 candidates**. In case Voter selects more than 9 candidates, system will prompt him/her and will not allow him/her to submit the vote unless his/her selection is kept at a maximum of 9 candidates. **MGMI encourages the members to cast their votes for all the 9 vacancies in its Council for which the election is being held. Single voting is discouraged. Members who are voting should look at the larger interests of MGMI and not of an individual candidate.**
4. A voter has to ensure to cast his vote during the E-voting period from **19th August 2024, 9:00 A.M (IST) to 17th September 2024, 5:00 P.M. (IST)**.
5. In case if you have any queries regarding non receipt of login credentials or clarifications, you may write to MGMI at office@mgmiindia.in or mgmisecondretary@gmail.com or call MGMI office at **033-40005168/23573482 between 12 Noon to 5 PM, Tuesday to Saturday (barring Public Holidays) till 9th September 2024**.
6. The results of voting will be provided by CDSL to the Board of Scrutizers, constituted by MGMI Council for this election, on the date voting ends, i.e., on 17th September 2024 latest by 8.00 p.m. the result of the election will be announced by the Board during the AGM as per practice.
7. Members who may require any technical assistance or support before or during the Evoting period are requested to contact CDSL at toll free number **1800 22 55 33** or write to them at helpdesk.evoting@cdslindia.com.