

TECHVOTE: e-Voting System

USER MANUAL
(ENTITY: ISSUER)

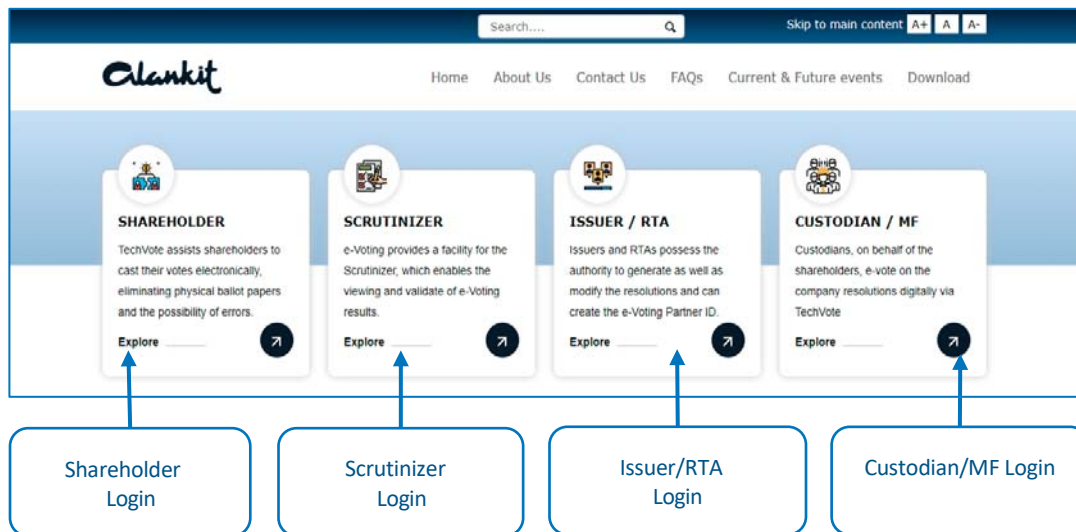
| | |
|-------------------------|-----------------------------|
| Client | Alankit Assignments Limited |
| Project | Techvote |
| Document Version | V1.0 |
| Document Date | 30 th May,2024 |

Table of Contents

| | |
|---|----|
| INTRODUCTION | 3 |
| ISSUER REGISTRATION | 3 |
| ISSUER MAKER LOGIN | 4 |
| CREATE, MODIFY & VERIFY THE EVENT | 4 |
| CHECKER LOGIN | 7 |
| MAKER INTERFACE FOR EVENT INFORMATION EDITING | 8 |
| ROM UPLOAD..... | 9 |
| FINAL ROM UPLOAD | 13 |
| ACTIVATE EVENT | 15 |
| START VOTING | 17 |

INTRODUCTION

The 'Home Page' serves as the primary entry point to the Service Module, allowing users from Issuer, RTA, Scrutinizer and Custodian/MF to register or log in. Pre-registered Shareholders/Investors can also access the system through this page. Users can easily return to the 'Home Page' at any time by clicking the 'Alankit' logo located on the top-left corner of the page.



ISSUER REGISTRATION

Users can register themselves by clicking the '**Click Here**' link received over the mail regarding the EP ID request raised by the admin. The system will require the user to provide the '**Partner Name**', '**PAN**', '**CIN**', '**Issuer Registration Number**' and '**ISIN**'.

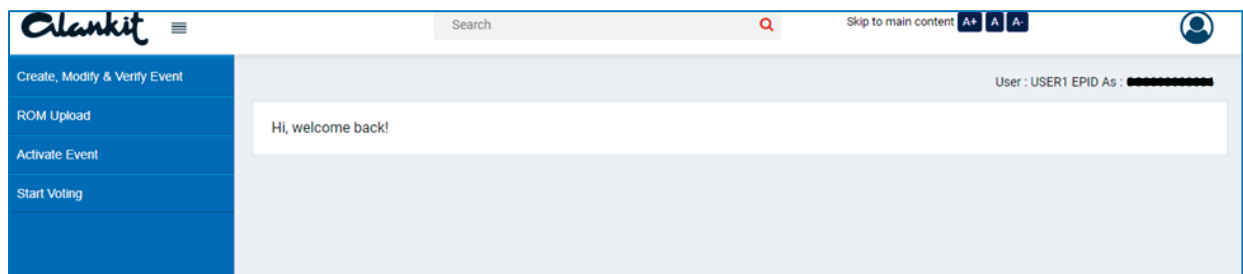
Users are also required to specify the '**Registered Company Details**' (including Address, Contact, State, City, and Pin) and two '**Contact Person Details**' (including Name, Designation, Telephone, Mobile, and E-Mail ID).

'**Primary Contact Person**' will serve as the main User of the system. After registration is done, User will be assigned a '**User ID**', '**EP ID**' and '**system generated Password**' on mail. User has to change the password by clicking on '**Click here**' link provided on mail which will re-direct the user to the login page. Once, user will try to login, he/she will be redirected to change password page for the first time, where user has to enter the '**system generated Password**' and enter the '**new password**' and '**confirm password**' before submitting it. After confirming, user will be again re-directed to the login page, where he/she will now be able to login with new password.

ISSUER MAKER LOGIN

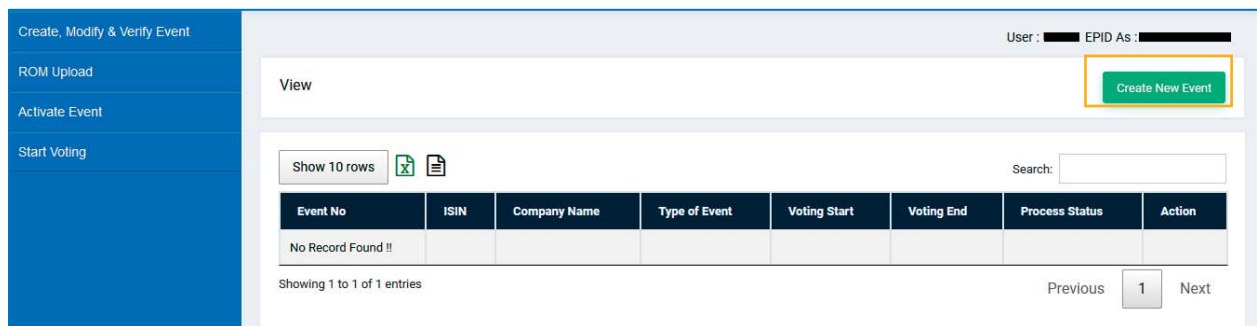
After successful login, the dashboard window will appear as shown below. The user can find the following options on the dashboard as below:

1. Create, Modify & Verify the Event
2. ROM Upload
3. Activate Event
4. Start Voting



CREATE, MODIFY & VERIFY THE EVENT

Upon clicking the 'Create, Modify & Verify Event', all the **Company Resolutions (Events)** will appear here, if any. Also there will be an option to 'Create New Event', from where the user can create new events and add the resolutions related to it.



After the user clicks on the 'Create New Event' button, the below screen will appear. User has to provide the details as shown in the image. Note: The fields marked with red asterisk (*) are the mandatory fields and cannot be left blank.

The screenshot shows the 'Create Event' form with various input fields and a table for resolutions. The 'No. of Resolutions' field is set to 0. The table has columns for Resolution No, Type of Resolution, and Resolution Description. There are 'Save', 'Reset', and 'Back' buttons at the bottom right.

Once the 'User' specifies the number of resolutions, the add symbol will appear to add the resolutions, as shown in the image below. The user can only add the number of resolutions specified in the 'No. of Resolutions' field.

This close-up shows the 'No. of Resolutions' field containing the value '2'. A blue arrow points from this field to the 'Add' button, which is a dark blue button with a white plus sign icon. The 'Add' button is highlighted with a yellow box.

On clicking 'Add' button, user will be able to add the resolutions as shown below:

The 'Resolution' modal form is shown with the following details: Resolution No. is 1, Type of Resolution is 'Ordinary', and there is an 'ADD' button at the bottom right. The 'Resolution Details' field is empty.

Once the user has added the resolutions they will be visible in the table as shown in the below screen:

Once User is done with the event creation, they have to click on 'Save' button to proceed further .

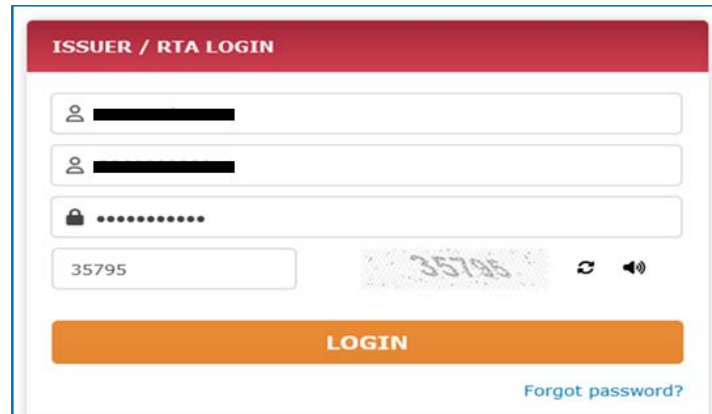
After saving the event information the 'User' can see the created event in the 'Create Modify and Verify Event' section. To go to that directory, the User has to click on the 'Create Modify and Verify Event' tab in the navigation bar.

| Event No | ISIN | Company Name | Type of Event | Voting Start | Voting End | Process Status | Action |
|------------|------------|--------------|---------------|--------------|------------|----------------|--------|
| [Redacted] | [Redacted] | [Redacted] | AGM | 16/01/2024 | 18/01/2024 | Event Captured | Edit |

User should click the 'Edit' button if they wish to edit and update the information of an event that was created earlier. Note: This option is available only before the verification of an Event by checker.

CHECKER LOGIN

To verify the event created by the maker of a company, the checker user has to log in with their **User ID, Password and EP ID**, which will be common for both users of a company.



ISSUER / RTA LOGIN

User ID: [Redacted]

EP ID: [Redacted]

Password: [Redacted]

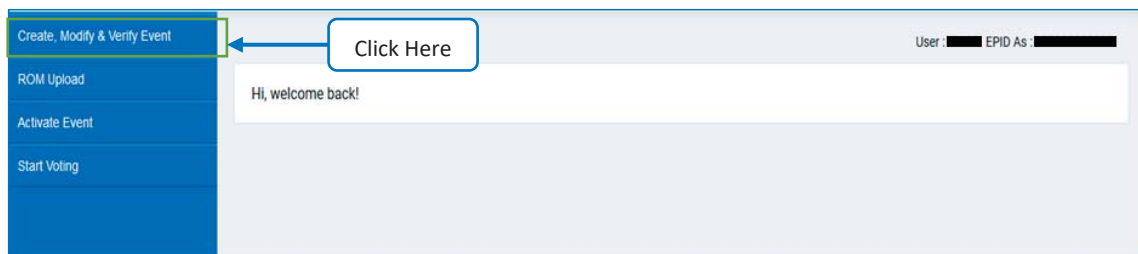
35795

35795

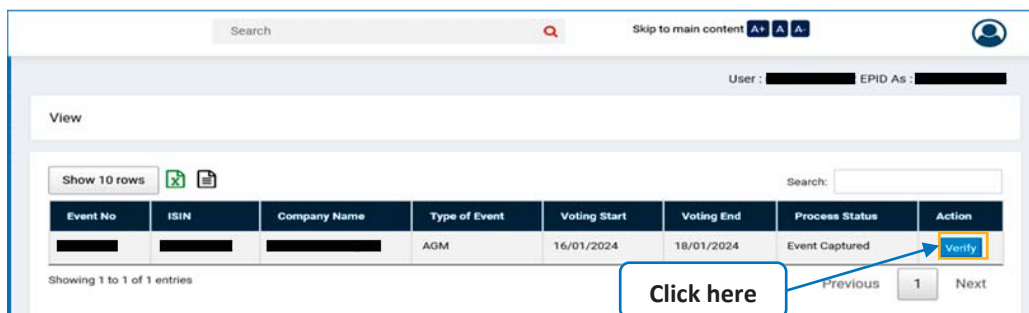
LOGIN

Forgot password?

After login, the checker will land on dashboard page. The user will click 'Create, Modify and Verify Event' tab in the side navigation bar to see the created event by maker/user.



After clicking on 'Create, Modify and Verify Event' tab, the below screen will appear where the checker can see the event created by the maker. To verify the created event, the checker needs to click on the 'Verify' button shown under the 'Action' column in the table, as shown in below screen:



Search

Skip to main content

User : [Redacted] EPID As : [Redacted]

View

Show 10 rows

| Event No | ISIN | Company Name | Type of Event | Voting Start | Voting End | Process Status | Action |
|------------|------------|--------------|---------------|--------------|------------|----------------|--------|
| [Redacted] | [Redacted] | [Redacted] | AGM | 16/01/2024 | 18/01/2024 | Event Captured | Verify |

Showing 1 to 1 of 1 entries

Click here

On clicking the verify button, the below screen will appear. Once this screen appears, the checker can check all the event information inputted by the maker. If all the information given by the maker is correct, then the checker will verify the event by clicking on **'Verify' tab** as shown below.

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MAKER INTERFACE FOR EVENT INFORMATION EDITING

If any information is found to be incorrect during event verification by the checker, the checker will notify the maker, who then makes the necessary changes by clicking the edit button in the required field.

Showing 1 to 1 of 1 entries

Once all the information is correctly inputted the checker will click on the **'Verify'** button to verify the event. Checker may cross-check the event information in the **'Create, Modify & Verify Event'** section by clicking on that tab. After the event has been verified by the checker, the event status will change from **'Event captured'** to **'Event Verified'**. Also, the **'Verify'** button will be changed to the **'View'** button under the **'Action'** column

View

Show 10 rows   Search:

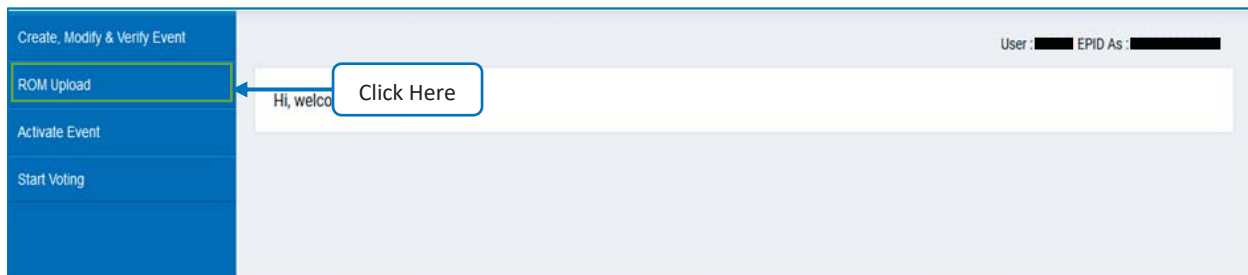
| Event No | ISIN | Company Name | Type of Event | Voting Start | Voting End | Process Status | Action |
|----------|--------|--------------|---------------|--------------|------------|----------------|----------------------|
| ██████ | ██████ | ██████████ | AGM | 16/01/2024 | 18/01/2024 | Event Verified | View |

Showing 1 to 1 of 1 entries Previous 1 Next

In the maker's interface, the process status and the button will change in a similar manner as in the case of checker's interface.

ROM UPLOAD

Now, either the maker or the checker will upload the ROM file. To upload the ROM file, they have to go to the **'Upload ROM'** section by clicking on the **'ROM Upload'** tab in the side navigation bar.



After clicking on the **'Upload ROM'** button, the below screen appears:

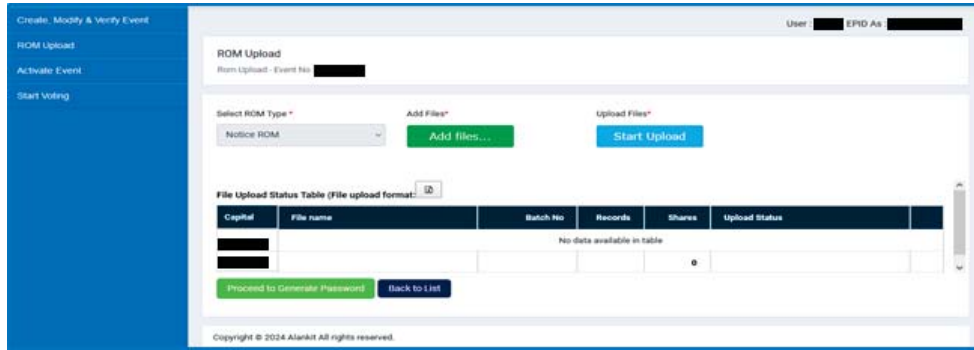
Upload ROM

Show 10 rows Search:

| Event No | ISIN | Company Name | Type of Event | Voting Start | Voting End | Process Status | Action |
|----------|--------|--------------|---------------|--------------|------------|----------------|------------------------|
| ██████ | ██████ | ██████████ | AGM | 16/01/2024 | 18/01/2024 | Event Verified | Select |

Showing 1 to 1 of 1 entries Previous 1 Next

In the above screen, upon clicking on the **'Select'** button in the table under the **'Action'** column the below screen will appear:

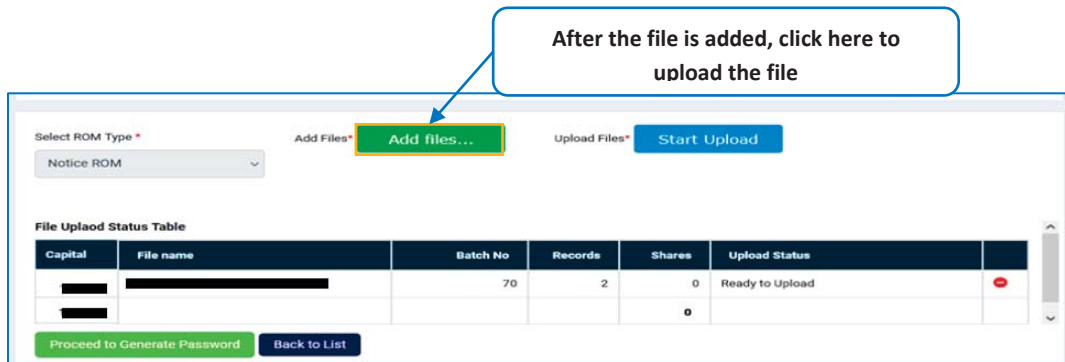


As shown in the above image in the **File Upload Status Table**, there is no data available other than the capital of the company. Therefore, either the checker or the maker has to upload the ROM file.

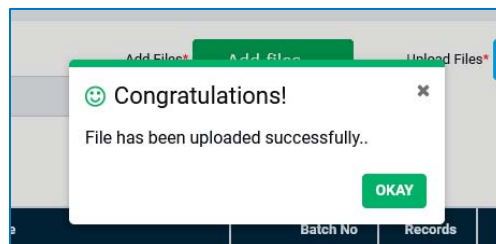
To generate a file to upload, utilize the table format provided. Save the file with the specified name as below:

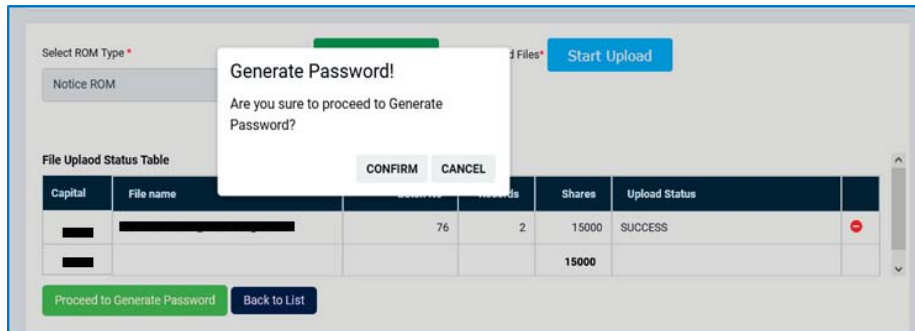
File Name: EP ID +_+Event No+_+Batch no without 0

Upload the ROM file from the system directory, click the **'Add files'** button. Once the file is added, it will show as **'Ready to Upload'** from Upload Status in the table.

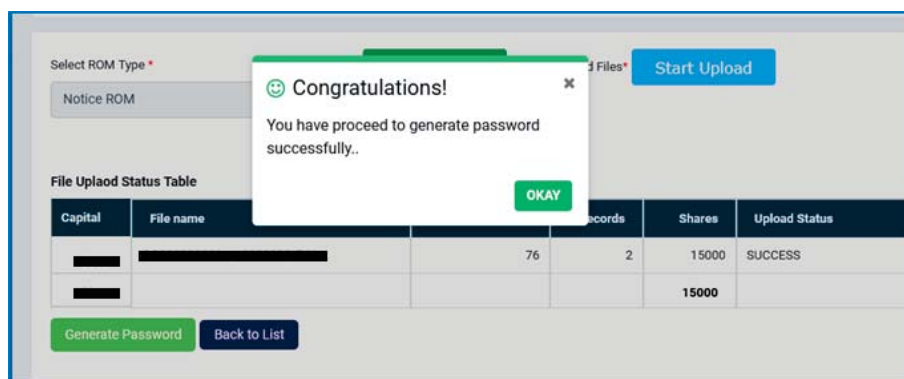


Now, the user will click on **'Start Upload'** button to upload the ROM file. After the file is uploaded successfully, popup will appear as shown below:

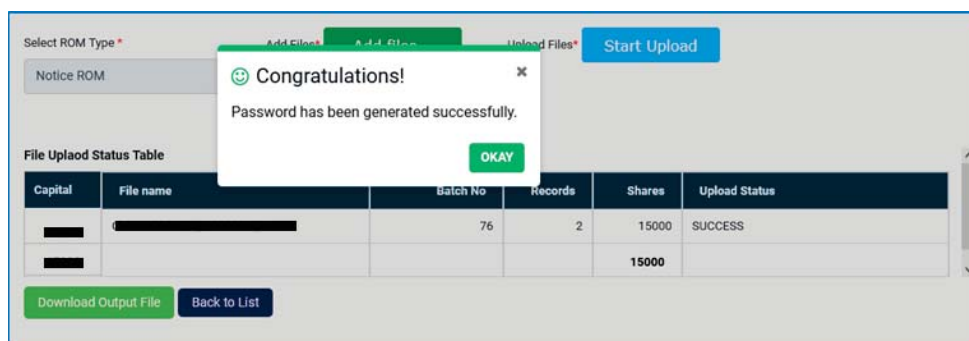




Now click on '**CONFIRM**'. After clicking on '**CONFIRM**', another popup will appear, as shown below:



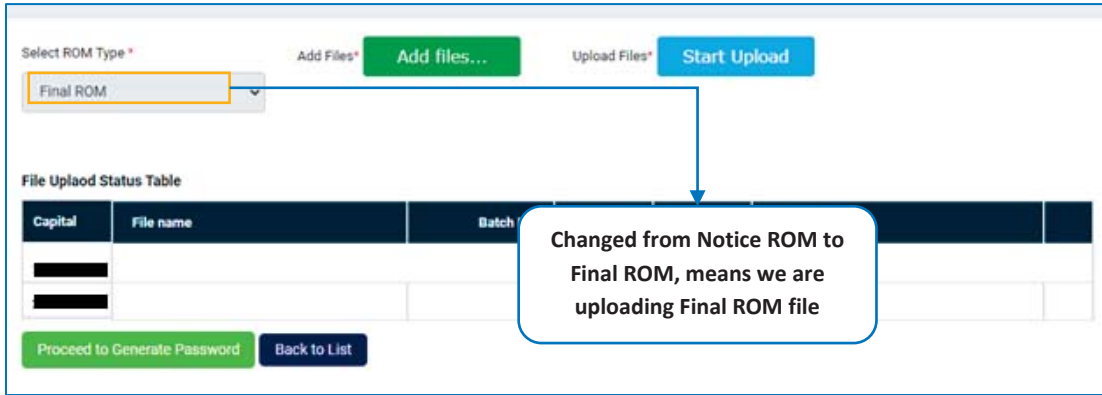
After clicking on '**OKAY**' in the above screen popup, the users password will be generated with a popup appearing as shown below:



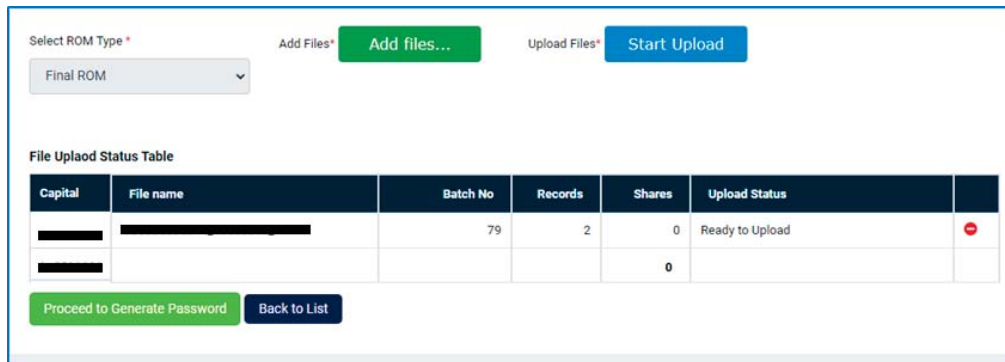
After completing the above process of uploading the ROM file and generating the password, the user has to upload the Final ROM file.

FINAL ROM UPLOAD

Similarly, after the 'User' has uploaded the Notice ROM File, they need to upload the Final ROM file with a different batch number from the Notice ROM File.

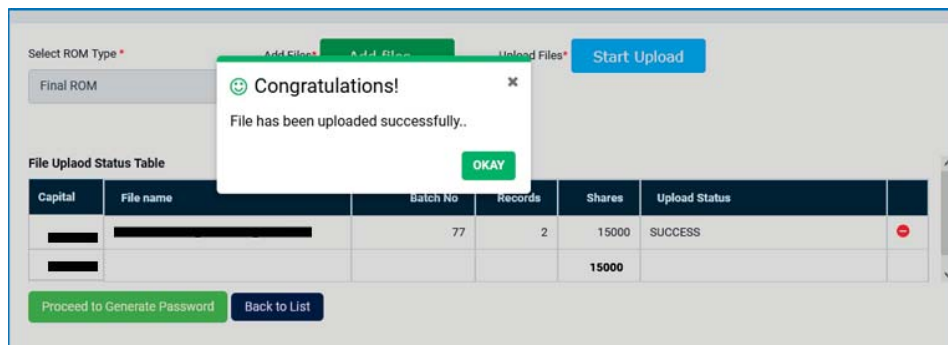


In the above the screen, click on 'Add Files...' button to add the Final ROM file.

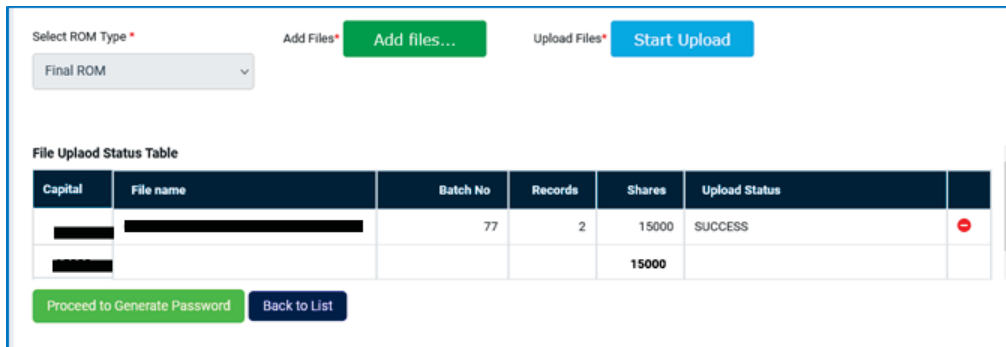


Once the file is added, the file will appear in the table below, and the Upload status will change to 'Ready to Upload'. Now click on the 'Start Upload' button to upload the file.

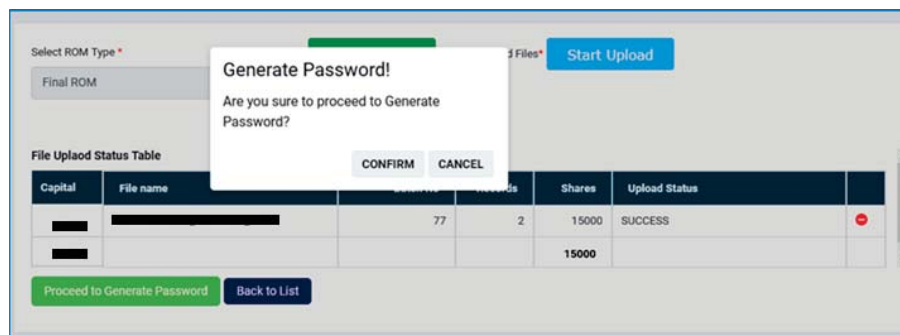
Once the file has been uploaded successfully, a popup will appear as shown below:



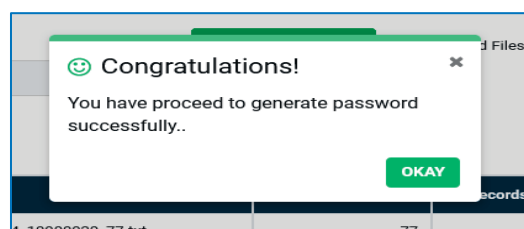
Click on the **'OKAY'** button to proceed further. The Upload Status will now be changed to **'SUCCESS'**, after which the user can **'Proceed to Generate Password'** clicking on **'Proceed to Generate Password'**, as shown below:



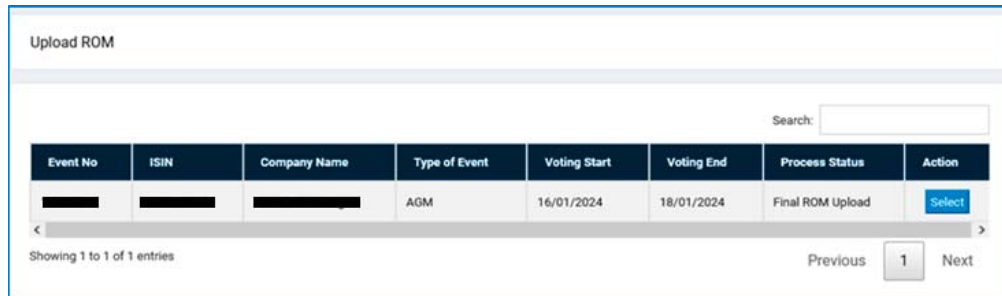
Now click on **'Confirm'** to proceed further as shown below:



Now, a popup will appear for Password Generation success. Click 'Okay' to proceed further as shown below:



In the **Create, Modify & Verify Event** section, the user can see the event in the table with **Process Status** as **'Final ROM Upload'**. Now click the **'Select'** button under the **Action** column to view the event.



Upload ROM

Search:

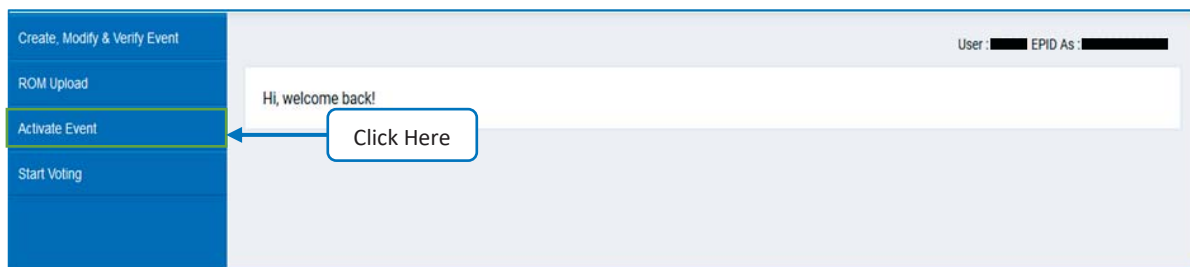
| Event No | ISIN | Company Name | Type of Event | Voting Start | Voting End | Process Status | Action |
|----------|--------|--------------|---------------|--------------|------------|------------------|--------|
| ██████ | ██████ | ██████ | AGM | 16/01/2024 | 18/01/2024 | Final ROM Upload | Select |

Showing 1 to 1 of 1 entries

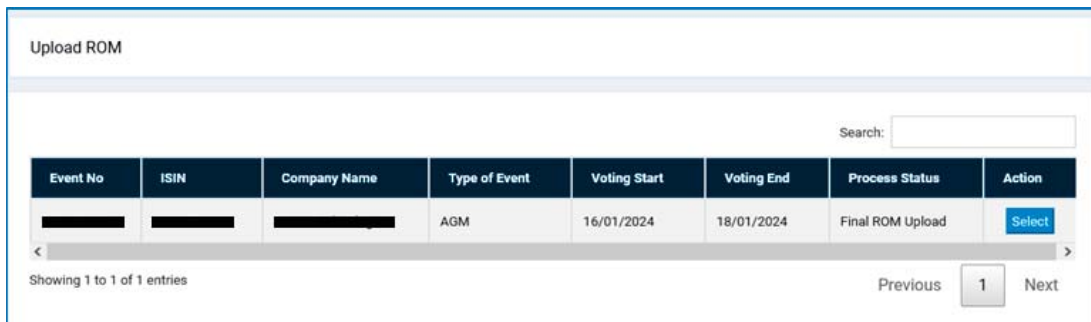
Previous 1 Next

ACTIVATE EVENT

Click on the **'Activate Event'** tab in the side navigation bar to proceed with the event's activation.



After clicking the **'Activate Event'** the below screen will appear:



Upload ROM

Search:

| Event No | ISIN | Company Name | Type of Event | Voting Start | Voting End | Process Status | Action |
|----------|--------|--------------|---------------|--------------|------------|------------------|--------|
| ██████ | ██████ | ██████ | AGM | 16/01/2024 | 18/01/2024 | Final ROM Upload | Select |

Showing 1 to 1 of 1 entries

Previous 1 Next

After clicking on the **'Activate Event'** tab, a table will appear in which we can see the list of those events where the Final ROM file has been uploaded successfully.

Now, to activate the **Event**, click on the **'Select'** button under the **Action** column to activate the respective event.

Once you click on the **'Select'** button, the screen will appear as shown below:

User : █████ EPID As : █████

Activate Event

Event Details

| | | | |
|---|--|---|--|
| Event No * ██████████ | EPID * ██████████ | Company * ██████████ | ISIN * ██████████ |
| Event Type * Select | Mode of Voting * Select | Type of Instrument * Select | Face Value * 10 |
| Capital * ██████████ | Notice Send Date * 02-05-2024 | Record Date * 24-05-2024 | Date of Meeting * 2024-06-04 09:00:00 |
| Voting Starting Date * 2024-05-31 09:00:00 | Voting End Date * 2024-06-03 17:00:00 | Voting Result Date * 2024-06-05 17:00:00 | RTA * ██████████ |
| Scrutinizer * ██████████ | Password ROM Loaded * ██████████ | Is Password Generated * ██████████ | ROM Records * 10 |
| ROM Voting Rights * ██████████ | ROM Voting Capital * ██████████ | Logo File * Browse... No file selected. | ██████████ |
| Resolution Notice * ██████████ | Resolution Notice * Browse... No file selected. | | |

Resolution Details

| Resolution No | Type of Resolution | Resolution Description | Status |
|---------------|--------------------|------------------------|--------|
| 1 | Ordinary | Resolution Details 1 | |
| 2 | Business Sp. | Resolution Details 2 | |

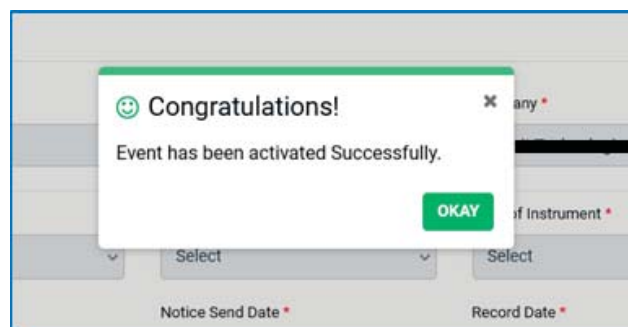
ROM Details

| Capital | File name | Batch No | Records | Shares | Status |
|------------|----------------------|----------|---------|------------|---------|
| ██████████ | ████████████████████ | 8 | 10 | ██████████ | SUCCESS |

Activate Event
Print Event
Back

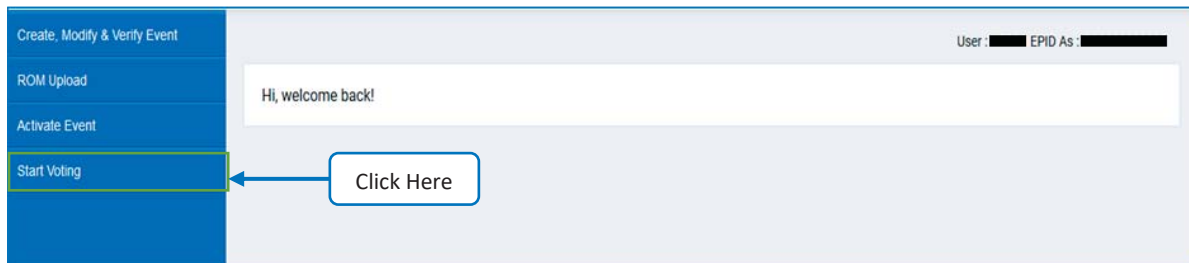
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Once clicked on the **‘Activate Event’** button, a popup will appear for the successful activation of the event, as shown below:

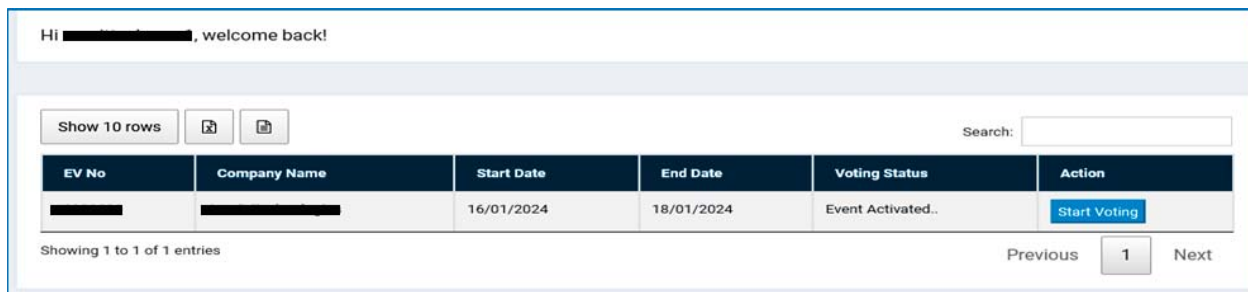


START VOTING

As the event has been successfully activated, the **User** can now start the voting process. To start the process, the User needs to click on the **'Start Voting'** tab in the side navigation bar, where they can see the list of those events in the table which have been activated successfully.



After clicking the **'Start Voting'** tab, the below screen will appear:

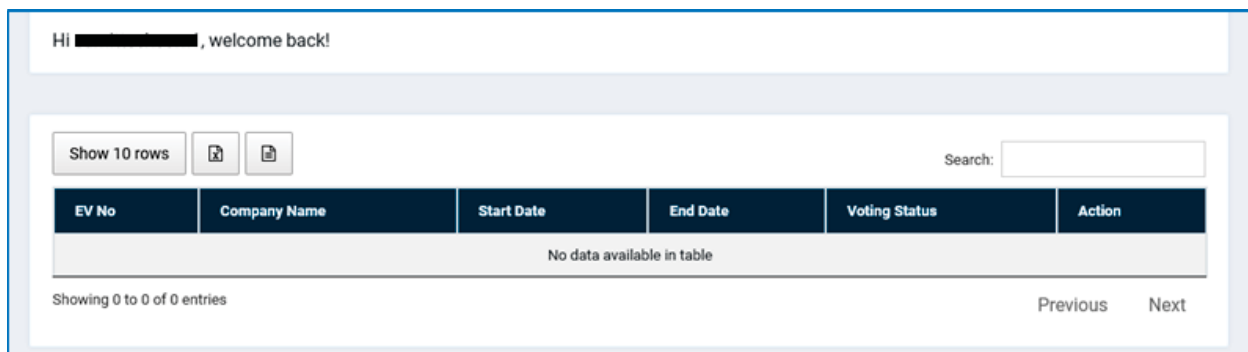


The screenshot shows a table with the following data:

| EV No | Company Name | Start Date | End Date | Voting Status | Action |
|------------|--------------|------------|------------|-------------------|------------------------------|
| [redacted] | [redacted] | 16/01/2024 | 18/01/2024 | Event Activated.. | Start Voting |

Showing 1 to 1 of 1 entries

Once you click on the **'Start Voting'** button, the voting process will get started, and the list of that particular event will get removed from that table, as shown below:



The screenshot shows the same table as above, but it is now empty. The text 'No data available in table' is displayed in the center of the table area. The footer of the table area shows 'Showing 0 to 0 of 0 entries'.

This completes the Issuer's contribution to the e-voting process. The Shareholder will now be able to cast their vote from the details received over their registered mail id.