

# TECHVOTE: e-Voting System

USER MANUAL

(ENTITY: SCRUTINIZER)

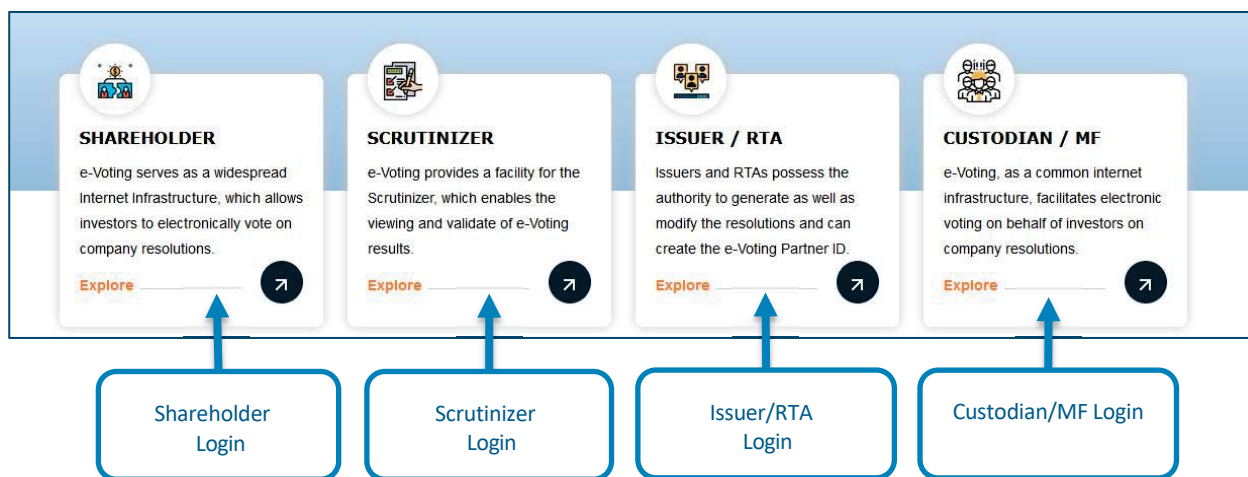
<b>Client</b>	Alankit Assignments Limited
<b>Project</b>	Techvote
<b>Document Version</b>	V1.0
<b>Document Date</b>	30 <sup>th</sup> May,2024

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## INTRODUCTION

Alankit's e-Voting platform TECHVOTE allows shareholders to cast votes conveniently online. The voting is quicker, more affordable and reduces the administrative cost of postal voting. There is no need to get the physical votes back, no verification of signatures, and no counting of ballot votes. Additionally, the cost associated with the storing of physical ballots will be saved, and the counting of votes will be accurate. The results of the voting are available in real-time for scrutinizers and can be declared faster. 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.



## SCRUTINIZER REGISTRATION

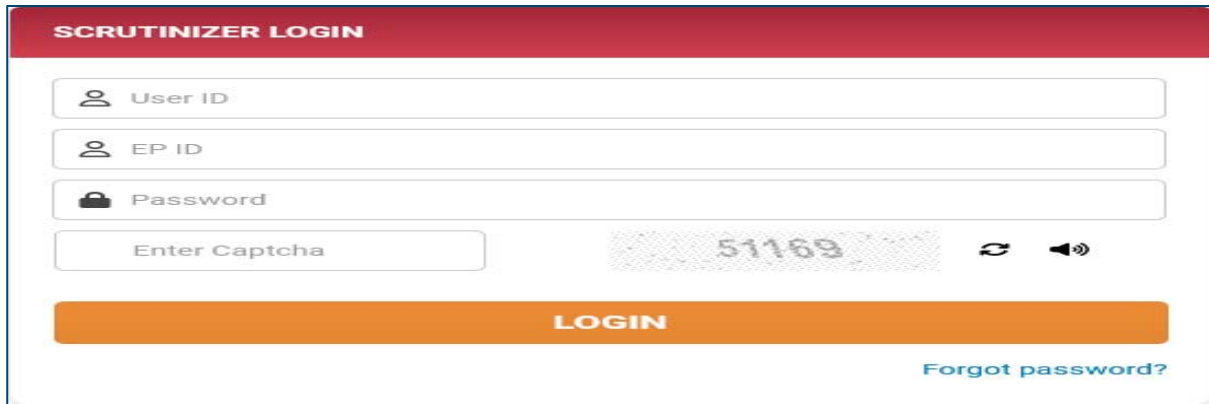
Users can register by clicking the '**Click Here**' link in the email received regarding the EP ID request by the admin. The system will require the user to provide the '**Partner Name**', '**PAN**', '**CIN**', '**Registration Number**', and '**ISIN**'. Upon user creation, a confirmation email containing the **User ID**, **EP ID**, and **Password** will be sent to the registered email. Since this is the user's initial login, they are required to reset their password for enhanced security. After resetting the password, the user can proceed to log in again. 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).

The '**Primary Contact Person**' will serve as the main user of the system. After registration is completed, the user will be assigned a '**User ID**', '**EP ID**', and '**system-generated Password**' via email. The user has to change the password by clicking on the '**Click here**' link provided in the email, which will redirect them to the login page of the Scrutinizer.

Once the user attempts to log in, they will be redirected to the password change page, where they have to provide the **'System generated Password'** and enter the **'New Password'**, confirming it thereafter. After confirmation, the user will again be redirected to the login page, where they will be able to log in with the new password they just created.

## LOGIN

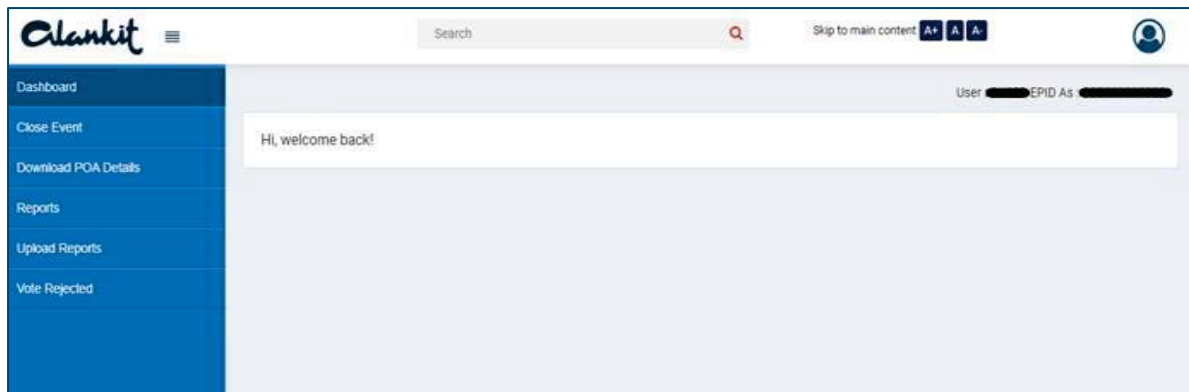
Selecting the Scrutinizer option redirects the user to the login page. They need to enter their **User ID**, **EP ID**, **Password**, and **'Captcha'**, and then click on **'Login'**.



## USER LOGIN

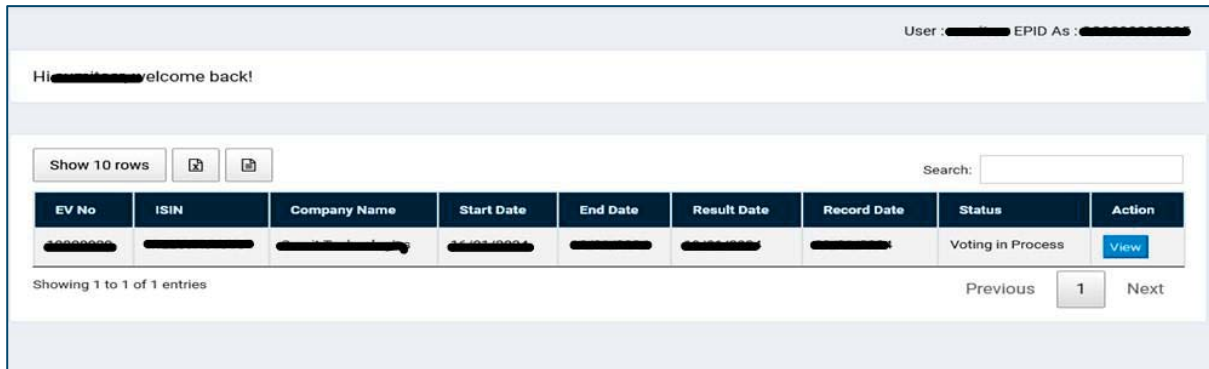
Upon successful login, the dashboard will provide the user with the following options:

- **Dashboard**
- **Close Event**
- **Download POA Details**
- **Reports**
- **Upload Reports**
- **Vote Rejected**

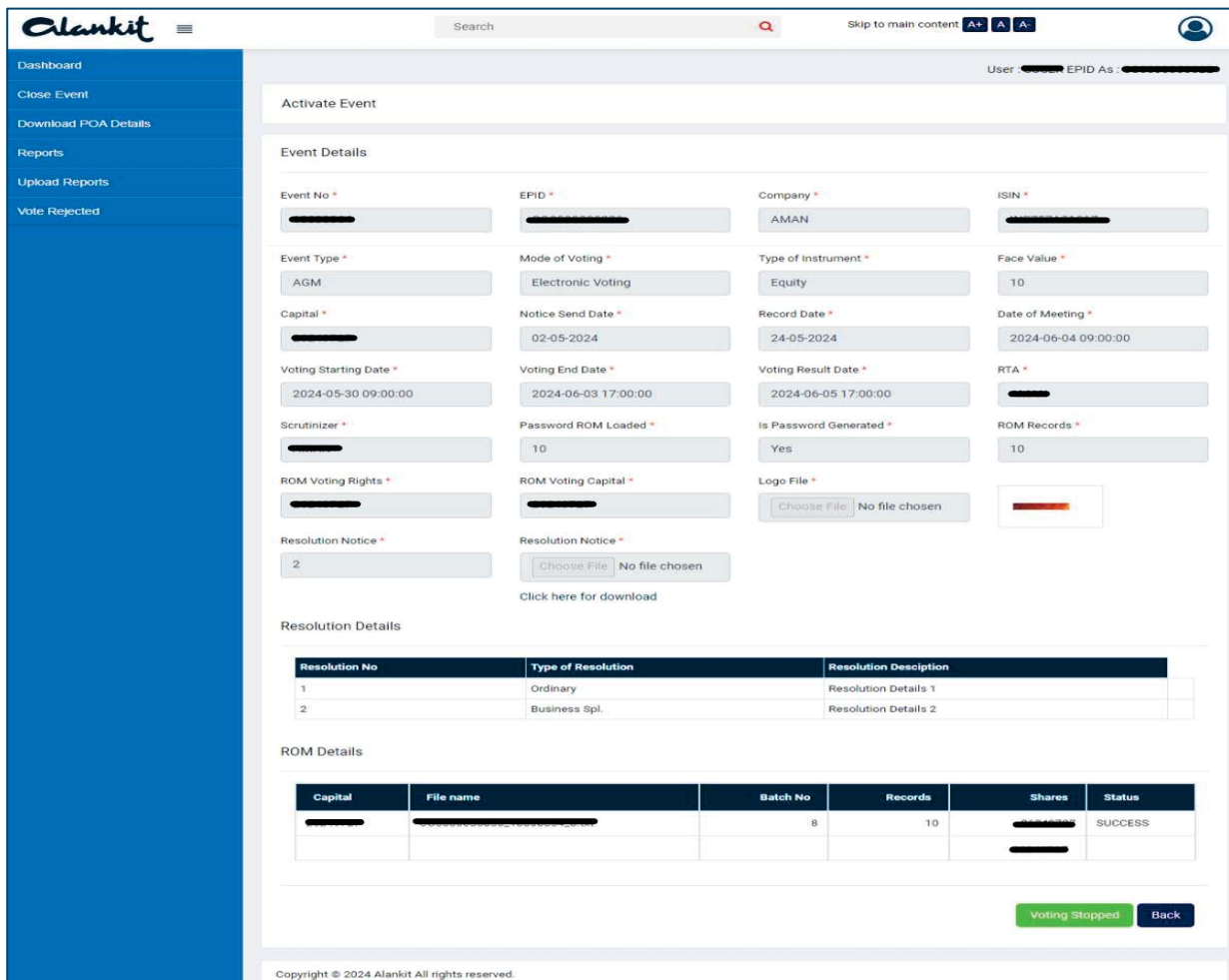


## CLOSE EVENT

Upon selecting the 'Close Event' tab, the screen below will display a list of assigned events to the Scrutinizer. The Scrutinizer will click on the 'View' button through which they will check the details and also get the option to close the event. The status column shows that the 'Voting is in process' for the event.



If a scrutinizer wants to stop an ongoing voting process they may do so by clicking on the Voting Stop button as shown below in the image:



The status column now shows that the 'Voting is stopped' for the event.

EV No	ISIN	Company Name	Start Date	End Date	Result Date	Record Date	Status	Action
[REDACTED]	[REDACTED]	Sumit Technologies	16/01/2024	18/01/2024	19/01/2024	09/01/2024	Voting Stopped	<a href="#">View</a>

Showing 1 to 1 of 1 entries

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## MEETING IN PROCESS

By clicking on the 'Meeting in Process' button the scrutinizer can start the meeting of the event.

[Skip to main content](#)

- Dashboard
- Close Event
- Download POA Details
- Reports
- Upload Reports
- Vote Rejected

User: [REDACTED] EPID As: [REDACTED]

### Activate Event

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#### Event Details

Event No *	EPID *	Company *	ISIN *
<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>
Event Type *	Mode of Voting *	Type of Instrument *	Face Value *
<input type="text" value="AGM"/>	<input type="text" value="Electronic Voting"/>	<input type="text" value="Equity"/>	<input type="text" value="10"/>
Capital *	Notice Send Date *	Record Date *	Date of Meeting *
<input type="text" value="[REDACTED]"/>	<input type="text" value="02-05-2024"/>	<input type="text" value="24-05-2024"/>	<input type="text" value="2024-06-04 09:00:00"/>
Voting Starting Date *	Voting End Date *	Voting Result Date *	RTA *
<input type="text" value="2024-05-30 09:00:00"/>	<input type="text" value="2024-06-03 17:00:00"/>	<input type="text" value="2024-06-05 17:00:00"/>	<input type="text" value="[REDACTED]"/>
Scrutinizer *	Password ROM Loaded *	Is Password Generated *	ROM Records *
<input type="text" value="[REDACTED]"/>	<input type="text" value="10"/>	<input type="text" value="Yes"/>	<input type="text" value="10"/>
ROM Voting Rights *	ROM Voting Capital *	Logo File *	
<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="[REDACTED]"/>
Resolution Notice *	Resolution Notice *		
<input type="text" value="2"/>	<input type="button" value="Choose File"/> No file chosen		

[Click here for download](#)

#### Resolution Details

Resolution No	Type of Resolution	Resolution Description
1	Ordinary	Resolution Details 1
2	Business Spl.	Resolution Details 2

#### ROM Details

Capital	File name	Batch No	Records	Shares	Status
[REDACTED]	[REDACTED]	8	10	[REDACTED]	SUCCESS

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The status column now shows that the 'Meeting is in process' for the event.

Hi [redacted] welcome back!

Show 10 rows

Search:

EV No	ISIN	Company Name	Start Date	End Date	Result Date	Record Date	Status	Action
[redacted]	[redacted]	[redacted]	16/01/2024	18/01/2024	19/01/2024	09/01/2024	Meeting in Process	<a href="#">View</a>

Showing 1 to 1 of 1 entries

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## DOWNLOAD POA DETAILS

By clicking on the 'Download POA Details' tab in the side navigation bar, the scrutinizer will be able to check the POA details. In the 'View link' section, the scrutinizer will be able to download the POA file to verify. In the Action column, scrutinizer has the two options A and R. **A** Stands for **Accept** and **R** Stands for **Reject**. If the scrutinizer finds any discrepancy in the POA file he has the right to reject the shareholder vote. If there is no discrepancy in POA then the scrutinizer accepts the vote of the shareholder.

User : [redacted] EPID As [redacted]

Hi [redacted] welcome back!

[Submit](#) [Download Zip](#)

Show 10 rows

Search:

EV No	ISIN	Company Name	User Id	File Name	View Link	Action
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	<a href="#">POA</a>	<a href="#">A</a> <a href="#">R</a>

Showing 1 to 1 of 1 entries

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## DOWNLOAD REPORT

By clicking on the 'Ready to download Report' button the report of the ongoing event will be ready for the scrutinizer to download.

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Upon selecting the 'Reports' tab in the side navigation bar, the screen below will display a list of events to the Scrutinizer. Scrutinizer will be able to download the report by clicking on the XLS button.

EV No	ISIN	Company Name	Start Date	End Date	Result Date	Record Date	Status	Action
[REDACTED]	[REDACTED]	[REDACTED]	30/05/2024	03/06/2024	05/06/2024	24/05/2024	Ready to Download Report	XLS

The excel file downloaded by the Scrutinizer will appear as shown below:

File Generated Date and Time :30-05-2024 03:59									
EVSN	ISIN	EVSN TYPE	REPORT TYPE	No of Foli	Security Held				
██████████	██████████	General	Remote voting report	1	██████████				
Voting Start Date and Time : 30-05-2024 09:00									
Voting End Date and Time : 03-06-2024 05:00									
Meeting Date and Start Time :04-06-2024 09:00									
Voting Finalisation Date and Time: 05-06-2024 05:00									
Resolutio	ResolutionDescription	Yes Count	Yes value	(%)	No Count	No value	(%)1	TotalCour	Total
1	RESOLUTION DETAILS 1	1	██████████	100.00	0	0	0.00	1	██████████
2	RESOLUTION DETAILS 2	1	██████████	100.00	0	0	0.00	1	██████████

By clicking on the ‘Close Event’ button the scrutinizer can close the event. The status column will then show that the event has been closed as shown below:

The screenshot shows the Alankit web application interface. On the left is a blue sidebar with navigation options: Dashboard, Close Event, Download POA Details, Reports, Upload Reports, and Vote Rejected. The main content area is titled 'Activate Event' and contains a form for event details. The form includes fields for Event No, EPID, Company, ISIN, Event Type (AGM), Mode of Voting (Electronic Voting), Type of Instrument (Equity), 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 (2024-05-30 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 (10), Is Password Generated (Yes), ROM Records (10), ROM Voting Rights, ROM Voting Capital, Logo File (No file selected), Resolution Notice (2), and another Resolution Notice (No file selected). Below the form is a 'Click here for download' link. Underneath are two tables: 'Resolution Details' and 'ROM Details'. The 'Resolution Details' table has columns for Resolution No, Type of Resolution, and Resolution Description. The 'ROM Details' table has columns for Capital, File name, Batch No, Records, Shares, and Status. At the bottom right of the form area are 'Close Event' and 'Back' buttons. The footer of the page reads 'Copyright © 2024 Alankit All rights reserved.'