

TECHVOTE: e-Voting System

USER MANUAL

(ENTITY: SHAREHOLDER)

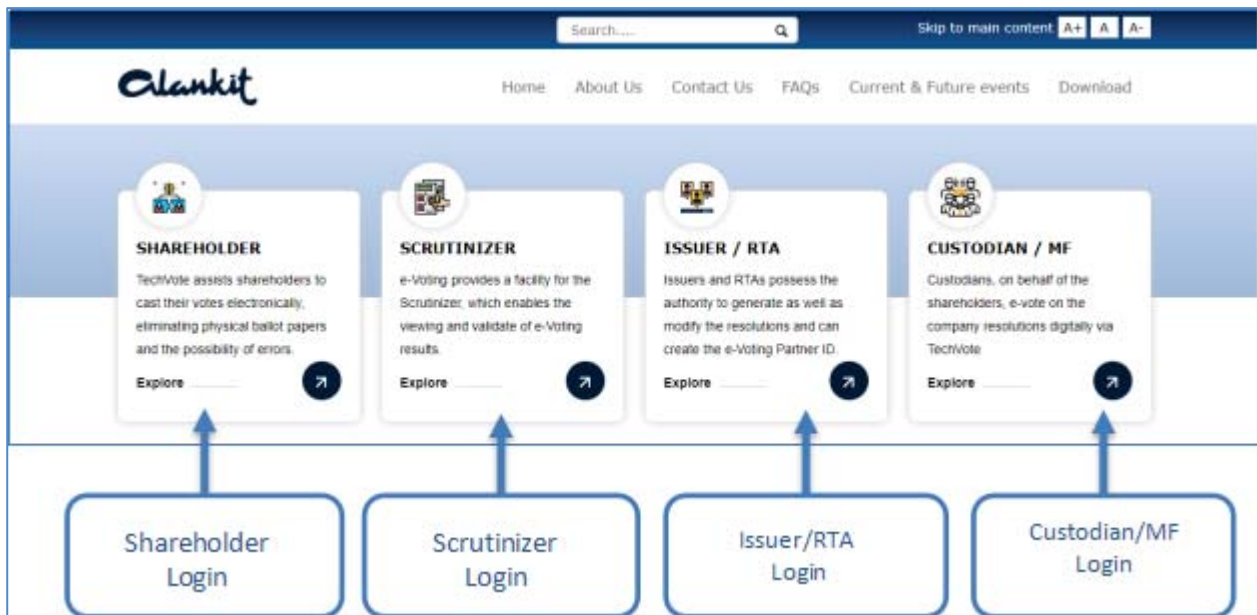
Client	Alankit Assignments Limited
Project	TechVote
Document Version	V1.0
Document Date	30 th May,2024

Table of Contents

INTRODUCTION	2
SHAREHOLDER LOGIN	2
DASHBOARD.....	4

INTRODUCTION

The 'Home Page' acts as the main gateway to the Service Module, enabling Issuers, RTAs, Scrutinizers, and Custodians/MFs to register or log in. Shareholders /Investors can also access the system through this page. Users can easily return to the 'Home Page' at any time by clicking on the 'Alankit' logo located at the top-left corner of the page.



SHAREHOLDER LOGIN

One of the key rights as a shareholder is to cast a vote for their shares held in corporate elections. To cast a vote, the shareholder has to sign in to their account at TechVote by entering their User ID and Password.

- **User ID for shareholders holding shares in physical form (Share Certificate):** Event No. plus registered Folio Number.
- **User ID for shareholders holding shares in an NSDL Demat account:** 8-character DP ID followed by 8-digit Client ID.
- **User ID for Shareholders holding shares in a CDSL Demat account:** 16-digit Beneficiary ID.

In case a shareholder does not remember their password, it can be reset using the **“Forgot Password”** link. If a shareholder has a valid email address, the password will be sent to their registered email address.

Shareholders can set a new password of their choice by providing information such as the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account Number (last four digits), etc. The shareholder also has to enter the **‘Captcha’** field as shown in the captcha image next to the field.

The shareholder will enter their 'User ID', 'Password', and 'Captcha' as shown in the image, and then click on 'Login'.

SHAREHOLDER LOGIN

User ID

Password

Enter Captcha

94150

LOGIN

Forgot password?

Shareholder has to Enter OTP received over his / her registered email and click on 'SUBMIT' to successfully login.

SHAREHOLDER LOGIN

Login OTP

Enter Email OTP

Email OTP

SUBMIT CANCEL

LOGIN

Forgot password?

DASHBOARD

After successful login, shareholder will be redirected to TechVote Dashboard Page to update their profile. The primary objective of dashboard page is to verify and if necessary, edit details. If all the provided information is accurate, shareholder can proceed to save the entered details.

The screenshot shows the 'Update Profile' form in the Alankit dashboard. The form is titled 'Update Profile' and contains several input fields for user information. The fields are arranged in two columns. The first column includes 'User Id*', 'Type*', 'Full Name*', 'PAN*', and 'Email-id*'. The second column includes 'Holding Type*', 'D.O.B*', 'Bank Account No.*', and 'Mobile*'. The 'Type*' field is pre-filled with 'Promoter'. At the bottom of the form, there are two buttons: a green 'Save' button and a red 'Reset' button. The dashboard header includes the Alankit logo, a search bar, and a user profile icon.

After shareholder has verified the profile details, shareholder has to click Save & will receive the popup as shown below.

The screenshot shows the 'Update Profile' form with a 'Congratulations!' popup message. The message is a white box with a green border and a green checkmark icon. It contains the text 'Congratulations!' and 'Profile Updation done successfully.' Below the text is a green 'OKAY' button. The background of the form is dimmed. At the bottom of the form, there are 'Save' and 'Reset' buttons. The dashboard header includes the Alankit logo, a search bar, and a user profile icon. The footer of the dashboard contains the text 'Copyright © 2024 Alankit All rights reserved.'

After saving the details and clicking **'OKAY'** button of the popup, shareholder will be redirected to the dashboard page from where they can cast vote.

The screenshot shows a dashboard interface with a table of resolutions. The table has columns for Resolution No, Resolution, Type Of Resolution, Assent, Dissent, and Abstain. Each of the last three columns has a 'Select For All' checkbox and a numeric input field. The input fields currently show '0'. There are 'Submit' and 'Reset' buttons at the bottom right of the table.

Resolution No	Resolution	Type Of Resolution	Assent <input type="checkbox"/> Select For All	Dissent <input type="checkbox"/> Select For All	Abstain <input type="checkbox"/> Select For All
1	Resolution Details 1	Ordinary	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2	Resolution Details 2	Business Spl.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

The above table displays events with the voting Status **'Pending'**. The shareholder has to click on **'Cast Vote'** button under the **Action** column to cast their vote.

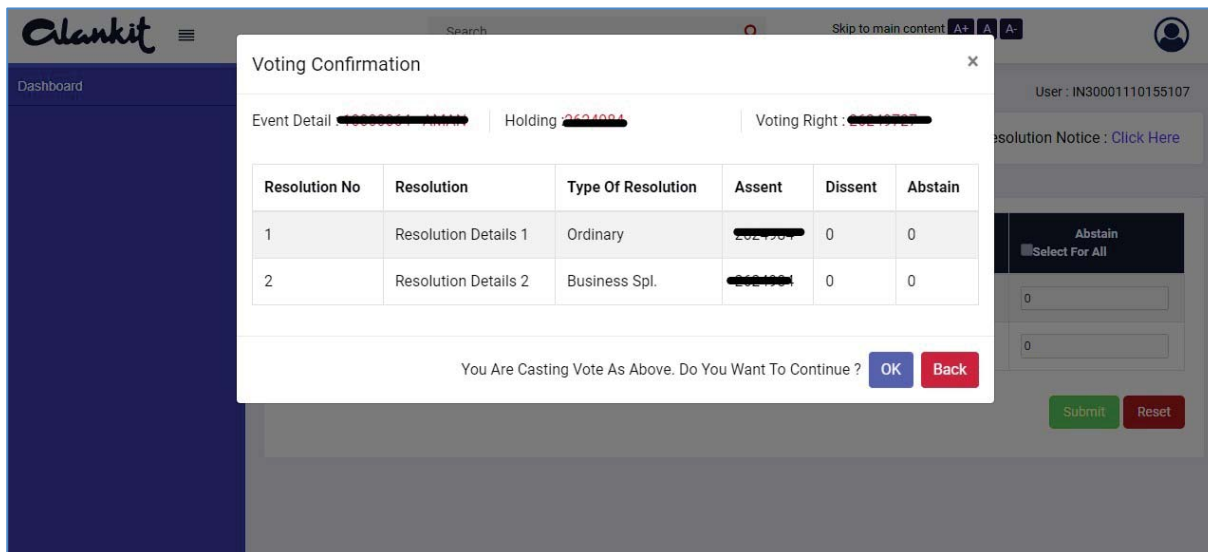
This screenshot is similar to the previous one, but the 'Assent' input field for Resolution 1 now contains a value (represented by a redacted black box). The 'Assent' checkbox is also checked. The other input fields remain at '0'.

Resolution No	Resolution	Type Of Resolution	Assent <input checked="" type="checkbox"/> Select For All	Dissent <input type="checkbox"/> Select For All	Abstain <input type="checkbox"/> Select For All
1	Resolution Details 1	Ordinary	<input type="text" value="██████████"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2	Resolution Details 2	Business Sp	<input type="text" value="██████████"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

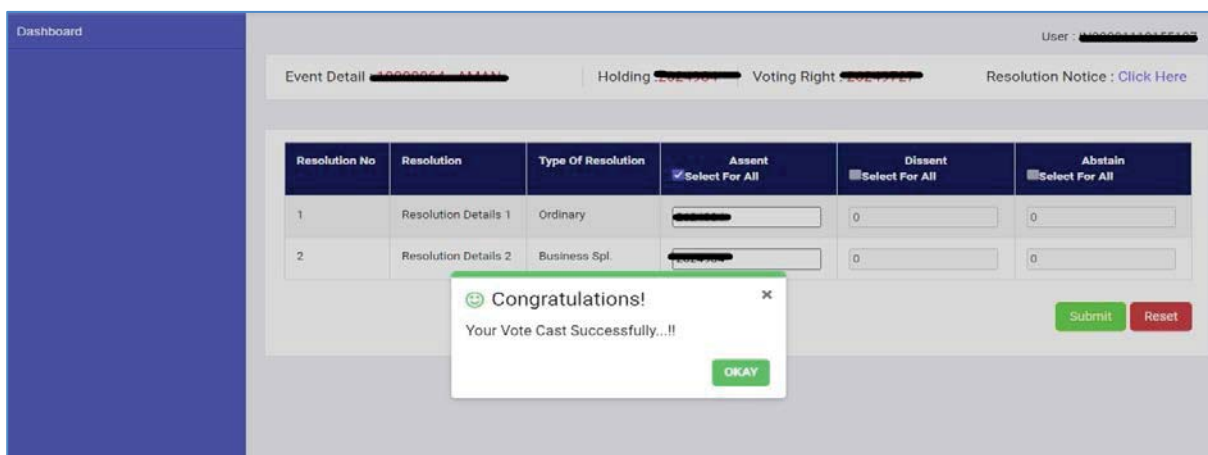
The voting for a particular resolution by a shareholder depends on the number of shares held by the shareholder. When a shareholder clicks on any one of the options from Assent, Dissent, or Abstain for a particular resolution to cast a vote, the total number of holdings is displayed.

On this screen, all resolutions are displayed to the shareholder. The columns named **Assent**, **Dissent**, and **Abstain** allow the shareholder to vote on each provided resolution—whether to **'Agree'**, **'Disagree'**, or **'Neither Agree nor Disagree'**. Additionally, a checkbox labeled **'Select for all'** enables collective marking of votes for all resolutions for any one of the options: **Assent**, **Dissent**, or **Abstain**, respectively.

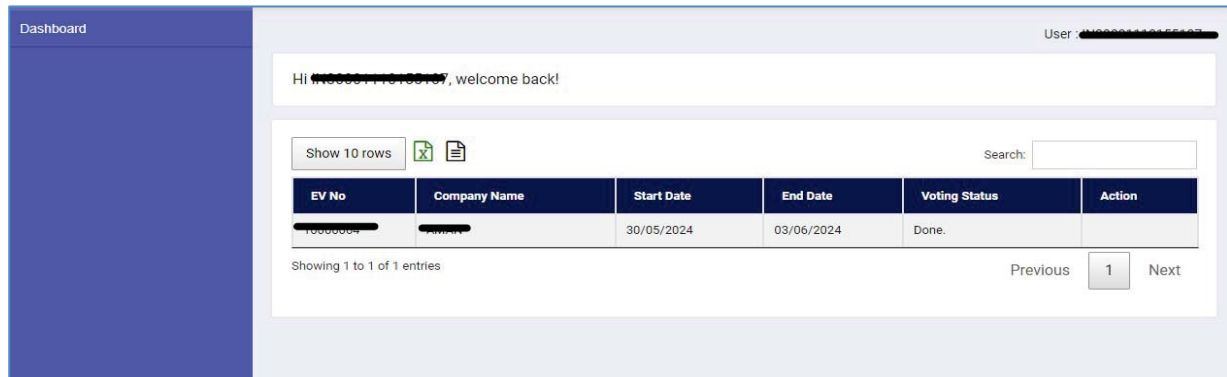
Note: If the shareholder clicks the checkbox in any one of the columns (Assent, Dissent, or Abstain), they won't be able to click on the checkbox for the remaining two columns. The shareholder is allowed to vote **Assent, Dissent, or Abstain** simultaneously for separate resolutions, respectively.



The shareholder can proceed by clicking the **'Submit'** button to submit their votes. Following this, a confirmation screen will appear to review the accuracy of the casted vote. If satisfied, the shareholder can confirm by clicking the blue **'OK'** button.



Thereafter, the shareholder is redirected to the dashboard, which displays the updated status of events where votes have been cast or are still pending. After casting the vote, the status will change from **'Pending'** to **'Done'** as shown in the image below. This ensures that the voting process for the respective event has been successfully completed.



The screenshot shows a dashboard interface with a blue sidebar on the left labeled "Dashboard". The main content area has a light blue header with "User: [redacted]" on the right. Below the header is a white box containing a greeting: "Hi [redacted], welcome back!". Underneath is a control bar with "Show 10 rows" and two icons (a green 'X' and a document icon). To the right is a search input field labeled "Search:". Below this is a table with the following data:

EV No	Company Name	Start Date	End Date	Voting Status	Action
[redacted]	[redacted]	30/05/2024	03/06/2024	Done.	

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right of the table area are navigation buttons: "Previous", "1" (highlighted), and "Next".