

Instructions for e-voting and attending the AGM through Video Conferencing

This is in pursuance of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and with reference to and in compliance of MCA Circular Nos.14/2020 dated 08/04/2020, 17/2020 dated 13/04/2020, 20/2020 dated 05/05/2020 and 02/2021 dated 13/01/2021 and other relevant Circulars issued from time to time with respect to e-Voting and convening of Annual General Meeting through Video Conferencing (VC) or Other Audio Visual Means (OAVM).

e-VOTING:

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide e-Voting facility for the Shareholders to cast their votes by e-Voting before or at the Annual General Meeting, in the manner provided herein, on all resolutions set forth in the Notice of the 26th Annual General Meeting to be held on Monday, the 27th Day of September, 2021 at 10 AM through Video Conferencing.

The Company has engaged the services of National Securities Depository Limited (NSDL) to provide the e-Voting Facility.

Shareholders may please note that, due to pandemic caused by Covid-19, the 26th Annual General Meeting of the Company will be held through Video Conferencing, thereby Shareholders shall be entitled to cast their vote only by e-Voting.

The e-Voting facility will be open for the Shareholders to cast their vote during 2 Sessions (**e-Voting Period**) in the manner given below:

e-Voting Facility	Commencement of e-Voting	End of e-Voting
Remote e-Voting	24/09/2021 at 9 AM	26/09/2021 at 5 PM
e-Voting at the Annual General Meeting (AGM)	27/09/2021 after conclusion of AGM	27/09/2021 at the expiry of half an hour after conclusion of AGM

The Cut-off Date for e-Voting is 20/09/2021. Shareholders / Members holding Shares as on this Cut-off Date can cast their vote by e-Voting.

Please read the instructions given herein for casting your vote by e-Voting and attending the Annual General Meeting through Video Conferencing.

I. Remote e-Voting:

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 (Login Method)

A. Individual Shareholders holding Shares in Demat Mode:

In terms of SEBI Circular dated 09/12/2020 on e-Voting facility provided by Listed Companies, Individual Shareholders holding Shares 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.

Type of Shareholders	Login Method
<p>Individual Shareholders holding Shares in Demat Mode with NSDL</p>	<p><u>Method 1: Through IDeAS e-Services Website</u></p> <p>Existing IDeAS User can visit the e-Services Website of NSDL viz., http://eservices.nsd.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 e-Voting Period.</p> <p>If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com. Select 'Register Online for IDeAS Portal' or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp.</p> <p><u>Method 2: Through e-Voting Website of NSDL</u></p> <p>Visit the e-Voting Website of NSDL. Open web browser by typing the following URL: http://www.evoting.nsd.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 held 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 and cast your vote during e-Voting Period.</p> <p><u>Method 3: Through NSDL Mobile App</u></p> <p>Shareholders can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <div style="text-align: center;"> <p>NSDL Mobile App is available on</p>  App Store  Google Play</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>

Type of Shareholders	Login Method
	<p><u>Method 4: Through Depository Participant:</u></p> <p>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 e-Voting Period.</p>
<p>Individual Shareholders holding Shares in Demat Mode with CDSL</p>	<p><u>Method 1: Through Myeasi:</u></p> <p>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/login or www.cdslindia.com and click on New System Myeasi.</p> <p>After successful login of Easi / Easiest the User will be 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.</p> <p>If the User is not registered with Easi / Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration.</p> <p><u>Method 2: Through CDSL Website:</u></p> <p>The User can directly access e-Voting page by providing Demat Account Number and PAN No. from e-Voting link in www.cdslindia.com Home Page. The system will authenticate the user by sending OTP on registered Mobile and email as recorded in the Demat Account. After successful authentication, user will be provided link for the e-Voting Service Provider i.e., NSDL where the e-Voting is in progress.</p> <p><u>Method 3: Through Depository Participant:</u></p> <p>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 e-Voting Period.</p>

Important Note:

Shareholders who are unable to retrieve User ID / Password are advised to use Forget User ID and Forget Password option available at above mentioned Website.

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.

Helpdesk for Individual Shareholders holding Shares in Demat Mode for any technical issues related to Login through Depository i.e., NSDL and CDSL:

Login Type	Helpdesk Details
Individual Shareholders holding Shares in Demat Mode with NSDL	Shareholders 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 Shares in Demat Mode with CDSL	Shareholders 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. Shareholders other than Individual Shareholders holding Shares in Demat Mode and Shareholders holding Shares in Physical Mode:

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 and Password / OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL e-Services i.e., IDeAS, you can log-in at <https://eservices.nsdl.com> with your existing IDeAS login. Once you log-in to NSDL e-Services 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 :

S. No.	Manner of holding Shares i.e., Demat (NSDL or CDSL) or Physical	Your User ID
(i)	For Shareholders 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*****.
(ii)	For Shareholders 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*****.
(iii)	For Shareholders holding shares in Physical Form.	EVEN Number (117162) followed by Folio Number registered with the Company For example, if Folio Number is 001*** then user ID is 117162001***

5. Password details for Shareholders other than Individual Shareholders are given below:

- (i) If you are already registered for e-Voting, then you can use your existing Password to login and cast your vote;
- (ii) 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.

How to retrieve your 'initial password'?

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'.

If your email ID is not registered, please follow the steps mentioned below under '**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:

- (i) If you are holding Shares in your Demat Account with NSDL or CDSL, click on '**Forgot User Details / Password?**' option available on www.evoting.nsdl.com.

- (ii) If you are holding shares in physical mode, '**Physical User Reset Password?**' option available on www.evoting.nsdl.com.
 - (iii) 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, PAN, Name and Registered Address etc.,
 - (iv) Shareholders 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, after reading the Terms and Conditions.
 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.

Process for those Shareholders whose email Ids are not registered with the Depositories for procuring User Id and Password and registration of email Ids for e-Voting:

1. In case Shares are held in Physical Mode, please provide Folio No., Name of the Shareholder, scanned copy of the Share Certificate (front and back), PAN (self attested scanned copy of PAN Card), AADHAAR (self attested scanned copy of Aadhaar Card) by email to secretarial@kcpsugar.com or to corpserv@integratedindia.in, the Share Transfer Agent of the Company.
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), AADHAAR (self attested scanned copy of Aadhaar Card) to secretarial@kcpsugar.com or to corpserv@integratedindia.in, the Share Transfer Agent of the Company.
3. Alternatively, Shareholder may send a request to evoting@nsdl.co.in for procuring User Id and Password for e-Voting by providing above mentioned documents.

Upon procuring User ID and Password, Shareholders may Login through any of the methods mentioned above, as applicable to the respective Shareholder.

Step 2: Cast your Vote electronically (e-Voting)

To cast your vote electronically on NSDL e-Voting system, follow the steps given below:

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' (117162) of K.C.P.Sugar and Industries Corporation Limited for casting of vote during the e-Voting Period.
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.

II. e-VOTING AT THE ANNUAL GENERAL MEETING:

1. Only those Shareholders who have joined the Annual General Meeting through Video Conferencing and have not casted their vote by Remote e-Voting can cast their vote by e-Voting at the Annual General Meeting after the conclusion of Annual General Meeting till the expiry of half an hour after the conclusion of Annual General Meeting.
2. Shareholders who have cast their vote by Remote e-Voting may attend the Annual General Meeting through Video Conferencing but cannot vote at the said Annual General Meeting.
3. Please follow the same procedure as provided for Remote e-Voting with regard to Login Method (User ID and Password) and Casting of Vote electronically for voting at the Annual General Meeting to be held on 27/09/2021 at the scheduled time, as mentioned above and Help Desk, in case of any grievances.

III. ATTENDING THE 26th ANNUAL GENERAL MEETING THROUGH VIDEO CONFERENCING:

1. Shareholders will be provided with a facility to attend the 26th Annual General Meeting of the Company through Video Conferencing through the NSDL e-Voting System.
2. Shareholders have to Login by following the procedure, as applicable to them, as provided in '**Step – 1 - Access to NSDL e-Voting System**'. After successful login, you can see link of '**VC / OAVM Link**' placed under '**Join General Meeting Menu**' against name of the Company, viz., K.C.P.Sugar and Industries Corporation Limited. You are requested to click on 'VC / OAVM Link' placed under 'Join General Meeting Menu'. The link for VC / OAVM will be available in Shareholder / Member login where the EVEN (117162) of the Company will be displayed.

Please note that the Shareholders who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the procedure as provided in the Remote e-Voting Section above to avoid last minute rush.

3. Shareholders are encouraged to join the Annual General Meeting through Laptop for better experience.
4. Further Shareholders will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the Annual General Meeting.
5. Please note that Participants connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio / Video loss due to fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
6. Shareholders may post their questions by email addressed to secretarial@kcpsugar.com not less than 2 days before the date of Annual General Meeting by providing relevant Membership details for the purpose of identification including Name, Folio Number / Client ID / DP ID and the same will be addressed by the Company in the Annual General Meeting, suitably.

General Instructions for Shareholders:

- ▶ Notice of 26th Annual General Meeting of the Company containing resolutions put forth for voting of Shareholders is available at the Website of the Company at www.kcpsugar.com and Websites of Stock Exchanges at www.nseindia.com and www.bseindia.com and Website of NSDL at www.evoting.nsdl.com.
- ▶ Shareholders who have cast their vote by Remote e-Voting may attend the Annual General Meeting through Video Conferencing but cannot vote at the said Annual General Meeting.
- ▶ Proxies are not allowed to join and participate and vote in the Annual General Meeting held through Video Conferencing as per the Guidelines of Ministry of Corporate Affairs.
- ▶ Institutional Shareholders are required to send scanned copy of the relevant Board Resolution / Authority Letter with attested specimen signature of Authorised Signatory(ies), authorising persons to vote on behalf of the respective Institutional Shareholder, to the Scrutiniser by email to jayashree2505@gmail.com, with a copy marked to evoting@nsdl.co.in.
- ▶ The e-Voting facility will be open only during the e-Voting Period, as mentioned hereinabove. During this e-Voting Period, Shareholders of the Company holding shares either in physical form or in dematerialized form, as on the Cut-off Date can cast their vote by e-Voting. The e-Voting facility will be disabled by NSDL for voting thereafter.
- ▶ Voting rights of Shareholders shall be in proportion to their shareholding in the Company as on the Cut-off Date, 20/09/2021.
- ▶ Once the vote on a resolution is cast by a Shareholder, he / she shall not be allowed to change it subsequently.
- ▶ Any person who acquires shares of the Company and becomes a Shareholder / Member of the Company after dispatch of Notice of Annual General Meeting and holding shares as on the Cut-off Date, 20/09/2021, may obtain the User Id and Password for e-Voting and attending 26th Annual General Meeting through Video Conferencing, by sending a request to evoting@nsdl.co.in. However, if such person is already registered with NSDL for Remote e-Voting, then existing User Id and Password can be used.
- ▶ Ms. Jayashree S Iyer, Practising Company Secretary, Chennai, have been appointed as Scrutinizer for Remote e-Voting and e-Voting at the 26th Annual General Meeting of the Company.
- ▶ The Scrutiniser upon conclusion of the Annual General Meeting will count the votes cast by Remote e-Voting and e-Voting at the Annual General Meeting in the presence of two witnesses who are not in the employment of the Company.
- ▶ The Scrutinizer will make a Consolidated Report (integrating the votes cast through Remote e-Voting and e-Voting at the Annual General Meeting) of the total votes cast in favour of and against the respective resolutions and submit the same to the Chairman of the Annual General Meeting, not later than 48 hours from the conclusion of the Annual General Meeting.
- ▶ The Chairman or a person authorised by him in writing shall declare the result of the e-Voting based on the Scrutinizer's Report.
- ▶ The results declared along with the Scrutinizer's Report will be placed on the Company's Website at www.kcpsugar.com and on the Website of NSDL immediately upon declaration of result and the same will also be communicated to NSE and BSE.

- ▶ If number of votes cast in favour of the resolutions is as required by the Companies Act, 2013, the resolution shall be deemed to have been passed on the date of Annual General Meeting.
- ▶ In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and 'e-Voting User Manual for Shareholders' available at www.evoting.nsdl.com or call on Toll Free No. 1800 1020 990 and 1800 22 44 30 or send a request to Ms.Sarita Mote at evoting@nsdl.co.in.

These details and instructions form an integral part of the Notice of the Annual General Meeting of the Company to be held on 27/09/2021.

// BY ORDER OF THE BOARD//

Place : Chennai

Date : 28/06/2021

VINOD R.SETHI
EXECUTIVE CHAIRMAN
DIN: 00106598