

## National Stock Exchange of India

### Circular

| Department: Compliance          |                        |
|---------------------------------|------------------------|
| Download Ref No: NSE/COMP/55409 | Date: January 30, 2023 |
| Circular Ref. No: 10/2023       |                        |

To All Members,

**Sub: Encouraging more retail investors to participate in voting on motions moved by Listed Companies**

This is in continuation to the Exchange circular ref. no. NSE/COMP/55151 dated January 05, 2023, encouraging more retail investors to participate in voting on motions moved by Listed Companies.

Members are advised to provide confirmation of the compliance as prescribed under the above-mentioned circular through New ENIT > Compliance > E-Voting Facility > E-voting Facility Submission. User Manual for making the submission is enclosed as **Annexure A**.

All members are advised to ensure submission on or before **February 02, 2023**.

For any support, please reach out to the helpdesk on 1800 266 0050 (Select IVR option 3) or email at [memcompliance\\_support@nse.co.in](mailto:memcompliance_support@nse.co.in)

**For and on behalf of**  
**National Stock Exchange of India Limited**

**Ankit Kothari**  
**Senior Manager**

## User Manual E-Voting Facility submissions

Step 1: Login to Member Portal – New ENIT > Compliance > E-Voting Facility > E-voting Facility Submission

The screenshot shows the NSE Member Portal interface. The top navigation bar includes 'Member Education', 'Compliance', 'Trade', and 'Membership'. The 'Compliance' menu is expanded, showing options like 'Advertisement', 'JMT', 'Politically Exposed Person', 'Insurance', 'Key Management Personnel', 'Half Yearly Networth Submission', 'Margin Trading Approval/Withdrawal', 'Client Code Modification', 'Surrender', 'ML and AI', 'Authorised Person', 'Processing Fees Letters', 'Annual Returns', 'Internal Risk Assessment', 'FATF', 'Inventory of Assets', 'Change in Name', 'Algorithmic Trading', 'BO Facility Details', 'Registered Address', 'NSEIL CDS Instrument', 'Associate And Subsidiary', 'STPI', 'E-Voting Facility', and 'Membership Certificate'. The 'E-Voting Facility' option is highlighted. Below the navigation, there is a table with columns: 'Address', 'Provisional GST Id', 'ARN Number', and 'PAN'. The table contains two rows of data. To the right of the table, there is a 'Reminders' section with the text 'No Records Found.'.

| Address  | Provisional GST Id | ARN Number      | PAN        |
|--|--------------------|-----------------|------------|
| G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051 | 27AAACN1797L1Z0    | AA271216007256G | AAACN1797L |
| G-Block, Exchange Plaza, BKC, Bandra (E), Mumbai, Maharashtra-400051 | 27AAACN2642L1ZE    | AA271216007418C | AAACN2642L |

Step 2: Select Yes/No/NA from the drop-down as highlighted below:

The screenshot shows the NSE Member Portal interface for the E-Voting Facility submission. The page title is 'E-Voting Facility'. There are input fields for 'Member Code' and 'Member Name'. Below these fields, there is a section for 'Confirmation for E-Voting Facility'. A dropdown menu is open, showing options: 'Select', 'Yes', 'No', and 'NA [Only proprietary and/or only institutional clients]'. The 'NA' option is highlighted. A 'Reset' button is visible next to the dropdown.

Note: "NA" to be selected from the drop-down by the Trading Members who are doing only proprietary trading and/or are only having institutional clients.

**Step 3:** If “Yes” is selected, then the below screen shall be displayed. Mention the link of the website and tick on the Declaration button and click on Submit.

The screenshot shows the NSE E-Voting Facility form. At the top, there is a navigation bar with the NSE logo on the left and the text 'Member Code :', 'Member Name : Test PDF Signing', and 'Test Digital Signature' on the right. Below the navigation bar, there is a dark grey bar with a home icon, 'Member Education -', 'Compliance -', 'Trade -', 'Membership -', and a 'Welcome' button. The main content area is titled 'E-Voting Facility'. It contains two input fields for 'Member Code' and 'Member Name'. Below these is a section titled 'Confirmation for E-Voting Facility' with a dropdown menu for 'Whether you have any website?' set to 'Yes' and an input field for 'Link of the Website'. At the bottom, there is a 'Declaration' checkbox which is checked, followed by the text: 'I/We have provided the link to voting URLs on above-mentioned website, which will redirect the investor to the webpage of the respective Depository who in turn will enable access to the e-voting portals of various ESPs, in accordance with Clause 3.1 of the SEBI Circular dated December 09, 2020.' There are 'Submit' and 'Reset' buttons at the bottom.

*Note: Maximum word limit is 200 words*

**Step 4:** If “No” is selected, then the below screen shall be displayed. Tick on the Declaration button and click on Submit.

The screenshot shows the NSE E-Voting Facility form. At the top, there is a navigation bar with the NSE logo on the left and the text 'Member Code :', 'Member Name : Test PDF Signing', and 'Test Digital Signature' on the right. Below the navigation bar, there is a dark grey bar with a home icon, 'Member Education -', 'Compliance -', 'Trade -', 'Membership -', and a 'Welcome' button. The main content area is titled 'E-Voting Facility'. It contains two input fields for 'Member Code' and 'Member Name'. Below these is a section titled 'Confirmation for E-Voting Facility' with a dropdown menu for 'Whether you have any website?' set to 'No' and an empty input field for 'Link of the Website'. At the bottom, there is a 'Declaration' checkbox which is checked, followed by the text: 'I/We shall send the link to voting URLs by the way of SMS/e-mails/any other media which ensures wider outreach and educate retail investors about e-voting process and encourage them to participate in the same and in case we create our own website, we shall abide by the directions as provided in NSE Circular ref. no. NSE/COMP/55151 dated January 05, 2023.' There are 'Submit' and 'Reset' buttons at the bottom.

**Step 5:** If “NA” (Only proprietary and/or only having institutional clients) is selected, then the below screen shall be displayed. Tick on the Declaration button and click on Submit.

**NSE** Member Code : Member Name : Test Digital Signature Test PDF Signing ENIT

Member Education Compliance Trade Membership Welcome

### E-Voting Facility

Member Code  Member Name

Confirmation for E-Voting Facility

Whether you have any website?  NA (Only proprietary and/or only institutional clients)

Declaration  I/we hereby undertake that the Exchange circular ref. no. NSE/COMP/55151 dated January 05, 2022 and SEBI circular dated December 09, 2020 is not applicable to me/us and in case we onboard retail clients, we shall abide by the directions as provided in NSE Circular ref. no. NSE/COMP/55151 dated January 05, 2023.

**Step 6:** After the details are submitted, Members can preview the details submitted under the tab- E-Voting Facility MIS

**NSE** Member Code : Member Name : Test Digital Signature ENIT

Member Education Compliance Trade Membership Welcome

### E-Voting Facility MIS

Member Name  Member Code

Request From Date  Request To Date

Export:

| Sr. No. | REF NO                          | MEMBER CODE | MEMBER NAME | REQUEST STATUS     | SUBMISSION DATE | HAVE A V |
|---------|---------------------------------|-------------|-------------|--------------------|-----------------|----------|
| 1       | <a href="#">/EVOTING_FAC/42</a> |             |             | SUBMIT TO EXCHANGE | 27-JAN-023      |          |

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