

**INTELLECT DESIGN ARENA LIMITED**

**CIN : L72900TN2011PLC080183**

Email id: [shareholder.query@intellectdesign.com](mailto:shareholder.query@intellectdesign.com), [company.secretary@intellectdesign.com](mailto:company.secretary@intellectdesign.com), Website: [www.intellectdesign.com](http://www.intellectdesign.com);

**Registered Office: No.244, Anna Salai, Chennai-600 006**

**Tel No.: 044-3987 4000**

**Corporate Office :- Plot No.3/G-3, SIPCOT IT Park, Siruseri, Chennai – 600 130**

**Tel No. : 044 – 3341 8000**

**ATTENDANCE SLIP**

(to be surrendered at the time of entry to the Venue)

Sl.No. :

**Date : 21st August, 2017**  
**Time : 10:00 A.M**  
**Place : The Music Academy, Mini Hall, New No. 168, T.T.K. Road, Royapettah, Chennai – 600 014.**

<b>Regd. Folio / Client ID</b>		<b>DP ID</b>	
Name of the Shareholder :			
Number of Shares :			

<b>EVSN (E-voting sequence number)</b>	<b>USER ID</b>	<b>PASSWORD</b>

I certify that I am a registered Shareholder/Proxy for registered Shareholder of the Company.

I hereby record my presence at the Annual General Meeting of the Company at **The Music Academy, Mini Hall, New No. 168, T.T.K. Road Royapettah, Chennai – 600 014.**

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**(Signature of the Shareholder/Proxy)**

**Notes:**

1. Please sign this attendance slip and hand it over at the attendance counter at the meeting hall.
2. Above User ID and password are to be used for e-voting through URL <https://evoting.karvy.com/> from 9:00 AM on Friday, the 18th August, 2017 to 5:00 PM on Sunday, the 20th August, 2017 as detailed in the Notice of AGM

## **INSTRUCTIONS FOR E-VOTING**

Pursuant to Section 108 of the Companies Act, 2013, read with the relevant Rules of the Act, the Company is pleased to provide the facility to Members to exercise their right to vote by electronic means. The Members, whose names appear in the Register of Members / list of Beneficial Owners as on Thursday, 14th of August, 2017, are entitled to vote on the Resolutions set forth in this Notice. The remote e-voting period will commence at 9.00 a.m. on Friday, 18th, August, 2017 and will end at 5.00 p.m. on Sunday, 20th August, 2017. The facility for voting through electronic voting system ('Insta Poll') shall be made available at the meeting and the members attending the meeting who have not cast their vote by remote e-voting shall be able to vote at the meeting through 'Insta Poll'. The Company has appointed Ms. V Vasumathy Practising Company Secretary, to act as the Scrutinizer, to scrutinize the Insta Poll and remote e-voting process in a fair and transparent manner. The Members desiring to vote through remote e-voting refer to the detailed procedure given here in after.

### Procedure for remote e-voting

- I. The Company has engaged the services of Karvy Computershare Private Limited (Karvy) for facilitating remote e-voting for AGM. The instructions for remote e-voting are as under:
- a) In case of Members receiving an e-mail from Karvy:
- i. Launch an internet browser and open <https://evoting.karvy.com>
  - ii. Enter the login credentials (i.e. User ID and password). The Event No.+Folio No. or DP ID- Client ID will be your User ID. However, if you are already registered with Karvy for e-voting, you can use your existing User ID and password for casting your vote.
  - iii. After entering the above details Click on - Login.
  - iv. Password change menu will appear. Change the Password with a new Password of your choice. The new password shall comprise minimum 8 characters with at least one upper case (A-Z), one lower case (a-z), one numeric (0-9) and a special character (@,#,\$,etc.) The system will also prompt you to update your contact details like mobile number, email ID, etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you take utmost care to keep your password confidential. You need to login again with the new credentials.
  - v. On successful login, the system will prompt you to select the E-Voting Event vi. Select the EVENT of Intellect Design Arena Limited and click on - Submit . vii. Now you are ready for e-voting as 'Cast Vote' page opens.
  - vi. Cast your vote by selecting appropriate option and click on 'Submit'. Click on 'OK' when prompted. Upon confirmation, the message 'Vote cast successfully' will be displayed.
  - vii. Once you have voted on the resolution, you will not be allowed to modify your vote.
  - viii. Institutional shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority Letter, along with attested specimen signature of the duly authorised signatory(ies) who are authorised to vote, to the Scrutinizer by an e-mail at [vasumathyassociates@gmail.com](mailto:vasumathyassociates@gmail.com). They may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "Corporate Name\_EVENT NO."
- b) In case of Shareholders receiving physical copy of the Notice of AGM and Attendance Slip
- i. Initial Password is provided, as follows, at the bottom of the Attendance Slip.

EVEN (E-Voting Event Number)	USER ID	PASSWORD
  - ii. Please follow all steps from Sr. No. (i) to Sr. No. (xi) above, to cast vote.
- II. In case of any queries, you may refer to the 'Frequently Asked Questions' (FAQs) and 'e-voting user manual' available in the downloads section of Karvy's e-voting website <https://evoting.karvy.com>.
- III. If you are already registered with Karvy for e-voting then you can use your existing User ID and Password for casting vote.
- IV. The voting rights shall be as per the number of equity share held by the Member(s) as on Monday, the 14th of August 2017 Members are eligible to cast vote electronically only if they are holding shares as on that date.
- V. The Companies (Management and Administration) Amendment Rules, 2016 provides that the electronic voting period shall close at 5.00 p.m. on the date preceding the date of AGM. Accordingly, the voting period shall commence at 9.00 a.m. on Friday, 18th August, 2017 and will end at 5.00 p.m. on Sunday, 20th of August, 2017. The e-voting module shall be disabled by Karvy at 5.00 p.m. on the same day.
- VI. Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently.
- VII. The members who have cast their vote by remote e-voting may also attend the meeting but shall not be entitled to cast their vote again.
- VIII. Mmbers who have acquired shares after the dispatch of the Annual Report and before the book closure may obtain the user ID & Password from the Company/Karvy for exercising their right to vote by electronic means
- a. If the mobile number of the member is registered against Folio No. / DP ID Client ID, the member may send SMS : MYEPWD <space> Event number+Folio No. or DP ID Client ID to 9212993399  
Example for NSDL : MYEPWD <SPACE> IN12345612345678  
Example for CDSL : MYEPWD <SPACE> 1402345612345678  
Example for Physical : MYEPWD <SPACE>XXX1234567
  - b. If e-mail or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of <https://evoting.karvy.com>, the member may click "forgot password" and enter Folio No. or DP ID Client ID and PAN to generate a password.
  - c. Member may call Karvy's toll free number 1-800-3454-001
  - d. Member may send an e-mail request to [evoting@karvy.com](mailto:evoting@karvy.com)
- IX. The results shall be declared within 2 days from the date of AGM. The results along with the Scrutinizer's Report, shall also be placed on the website of the Company.