

Link Intime India Pvt.Ltd

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CIN: U67190MH1999PTC118368

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Unit: Lupin Limited

Event number : 180170

Instructions for casting vote electronically on the e-voting platform of Link Intime India Private Limited (LIPL) – InstaVote.

1. Open the internet browser and launch the URL: <https://instavote.linkintime.co.in>

Those who are first time user of LIPL e-voting platform or holding shares in physical mode has to mandatorily generate their own Password, as under:

- Click on “**Sign Up**” under '**SHARE HOLDER**' tab and register with your following details:
 - A. **User Id** : Printed on the e-mail / postal ballot form sent to you
 - B. **PAN** : Enter your 10 digit Permanent Account Number (PAN) (Members who have not updated their PAN with Depository Participant (DP)/ Company shall use the sequence number which is provided to them in the e-mail /postal ballot form).
 - C. **DOB/DOI** : Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with Your DP / Company - in DD/MM/YYYY format)
 - D. **Bank Account Number**: Enter your Bank Account number (as recorded with your DP/Company)
- Members holding shares in **CDSL demat account shall provide either 'C' or 'D', above**
- Members holding shares in **NSDL demat account shall provide 'D', above**
- Members holding shares in **physical form** but have not recorded 'C' and 'D', shall provide their Folio number in the 'D' above
- Set the password of your choice (The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter).
- Click “**confirm**”.(Your password is now generated)

2. Click on '**Login**' under '**SHARE HOLDER**' tab
3. Enter your User ID, Password and Image Verification (CAPTCHA) Code and click on '**Submit**'.
4. After successful login, you will be able to see the notification for e-voting. Select '**View**' icon for '**Lupin Limited / Event number 180170**'
5. E-voting page will appear.
6. Refer the Resolution description and cast your vote by selecting your desired option '**Favour / Against**' (If you wish to view the entire Resolution details, click on the '**View Resolution**' file link)
7. After selecting the desired option i.e. Favour / Against, click on '**Submit**'. A confirmation box will be displayed. If you wish to confirm your vote, click on '**Yes**', else to change your vote, click on 'No' and accordingly modify your vote.

(Once you confirm your vote on the resolution, you will not be allowed to modify or change it subsequently).

If you have forgotten the password

Click on '**Login**' under '**SHARE HOLDER**' tab and further Click '**forgot password**'

Enter **User ID**, select **Mode** and Enter Image Verification (CAPTCHA) Code and Click on '**Submit**'.

- In case shareholder is having valid email address, Password will be sent to his/her registered e-mail address.
- Shareholder can set the password of his/her choice by providing the information about the particulars of the Security Question and Answer, PAN, DOB/DOI, Bank Account number etc. as mentioned above.
- The password should contain minimum 8 characters, at least one special character, at least one numeral, at least one alphabet and at least one capital letter.
- It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

General instructions / guidelines

- Institutional shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on the e-voting system of LIPL at <https://instavote.linkintime.co.in> and register themselves as '**Custodian / Mutual Fund / Corporate Body**'.

They are also required to upload a scanned certified true copy of the board resolution /authority letter/power of attorney etc. together with attested specimen signature of the duly authorised representative(s) in PDF format in the '**Custodian / Mutual Fund / Corporate Body**' login for the Scrutinizer to verify the same.

- During the voting period, shareholders can login any number of times till they have voted on the Resolution(s).
- Shareholders holding multiple folios / demat account shall choose the voting process separately for each of the folios / demat account.

In case the Members have any queries regarding e-voting, they may refer the **Frequently Asked Questions ('FAQs')** and **InstaVote e-Voting manual** available at <https://instavote.linkintime.co.in>, under **Help** section or send an email to enotices@linkintime.co.in or contact on:- Tel : 022 - 49186000.

Regards,

e-Voting Support Desk
Link Intime India Pvt. Ltd.