

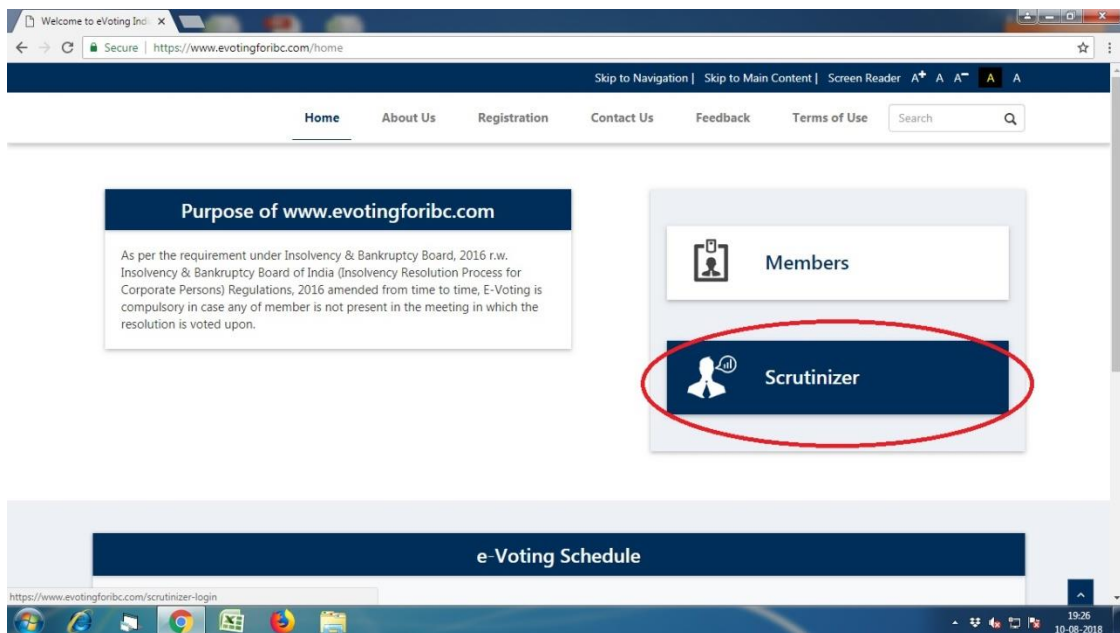
LINKSTAR INFOSYS PRIVATE LIMITED (LIPL)

TUTORIALS FOR USE OF E-VOTING SERVICE

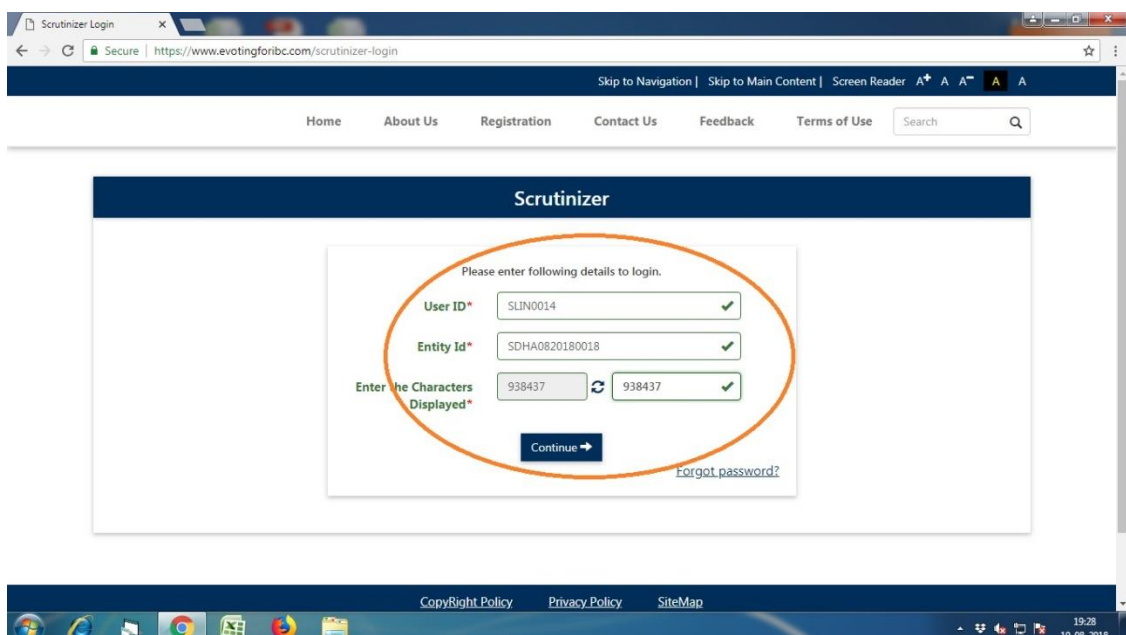
SCRUTINIZER FORMALITIES FOR E-VOTING

Scrutinizer refers to the person who will be carrying out the e-voting process for Corporate Debtor under CIRP. The scrutinizer may be an Insolvency Professional or an authorized personnel of an Insolvency Professional Entity. For the e-voting process by scrutinizer, following process is to be followed.

- 1) Go to the home page <https://evotingforibc.com> and click on **Scrutinizer** log in.



- 2) Enter User ID, Entity ID and CAPTCHA and click on **Continue**. User ID and Entity ID will be sent through email by LIPL to the registered e-mail id of scrutinizer.



3) Fill the password provided in the registered e-mail and click **Log In**

Scrutinizer Login

Secure | <https://www.evotingforibc.com/scrutinizer-login?username=SLIN0014&entityid=SDHA0820180018&captchainput=938437&password=gIM7aWwk>

Skip to Navigation | Skip to Main Content | Screen Reader A+ A- A A

Home About Us Registration Contact Us Feedback Terms of Use Search

Scrutinizer

Please enter following details to login.

User ID* SLIN0014 ✓

Entity Id* SDHA0820180018 ✓

Password* ✓

Log In

[Forgot password?](#)

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19:30 10-08-2018

4) You will be directed on the following page of Scrutinizer.

Scrutinizer

You will redirected to a new page after 1800 second of inactivity. Welcome Scrutinizer (DHAVAL MISTRY)

Home New Resolution Resolution List Change Password Voting Status Finalize Voting Scrutinizer Logs logout

Welcome to Electronic Voting System

You have succesfully logged in. Use the menus given on left to navigate to forms and to perform various functions.

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19:30 10-08-2018

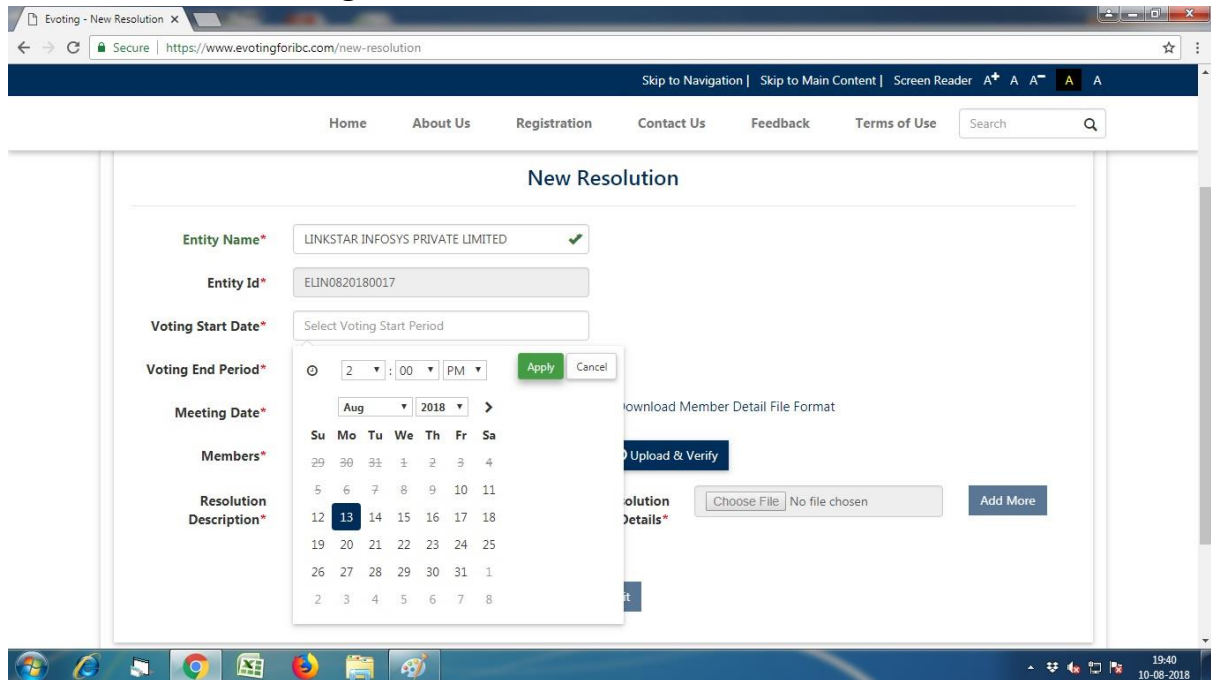
5) Next step is to click on **New Resolution**

The screenshot shows the 'Scrutinizer' web application interface. The top navigation bar includes links for Home, About Us, Registration, Contact Us, Feedback, and Terms of Use. Below this, a secondary navigation bar contains buttons for Home, New Resolution (circled in orange), Resolution List, Change Password, Voting Status, Finalize Voting, Scrutinizer Logs, and Logout. The main content area is titled 'New Resolution' and contains a form with the following fields: Entity Name* (a dropdown menu with 'Choose..' selected), Entity Id* (a text input field), Voting Start Date* (a date picker), Voting End Period* (a date range picker), and Meeting Date* (a date input field). A 'Download Member Detail File Format' link is also present. At the bottom of the form, there is an 'Upload & Verify' button. The browser's address bar shows the URL 'https://www.evotingforibc.com/new-resolution'.

6) From the dropdown list, select the company for which resolution is to be voted upon. Scrutinizer will be able to see the Company for which he has given instruction to LIPL for assignment. The name of Company will be visible only after approval of assignment by admin at LIPL. Once the Company is selected, Entity Id will be automatically captured by system.

This screenshot shows the 'New Resolution' page with the 'Entity Name*' dropdown menu open. The dropdown list displays a search bar and a list of companies, with 'LINKSTAR INFOSYS PRIVATE LIMITED' selected. The 'Entity Id*' field is now populated with the selected company's name. The 'Voting Start Date*' field is also populated with '10-08-2018'. The 'Voting End Period*' field is empty. The 'Meeting Date*' field is populated with '10-08-2018'. The 'Members*' field shows a 'Choose File' button and 'No file chosen'. The 'Resolution Description*' field is empty. The 'Resolution Details*' field shows a 'Choose File' button and 'No file chosen'. The 'Upload & Verify' button is still visible. The browser's address bar shows the URL 'https://www.evotingforibc.com/new-resolution'.

- 7) Select the **voting start date and time** for the proposed voting. Voting End period will be taken by system itself which will be 24 Hours from the start date and time of voting.

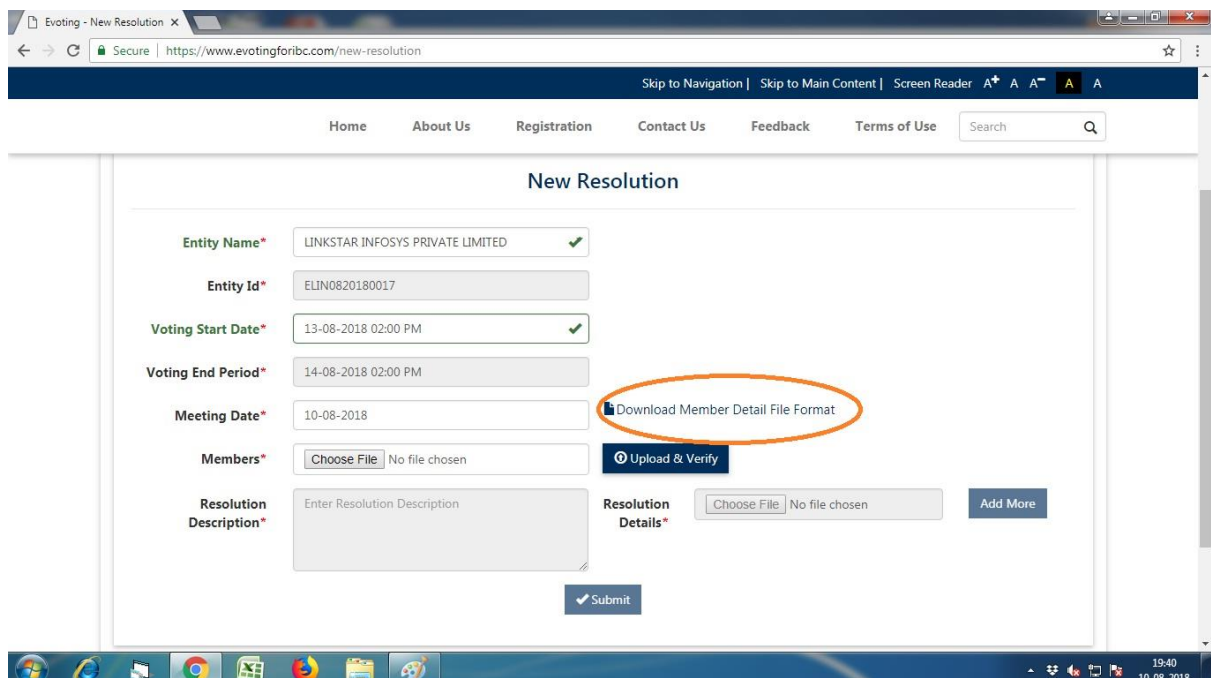


The screenshot shows the 'New Resolution' form in the Evoting system. The form includes the following fields and options:

- Entity Name***: LINKSTAR INFOSYS PRIVATE LIMITED (with a green checkmark)
- Entity Id***: ELIN0820180017
- Voting Start Date***: Select Voting Start Period
- Voting End Period***: 2 :00 PM (with 'Apply' and 'Cancel' buttons)
- Meeting Date***: Aug 2018 (with a calendar dropdown showing dates from 29 to 8)
- Members***: (empty)
- Resolution Description***: (empty)
- Download Member Detail File Format**: (link)
- Upload & Verify**: (button)
- Choose File**: (button, with 'No file chosen' text)
- Add More**: (button)

- 8) Now, select the date on which the meeting of committee of creditors held the resolution was taken up to be voted upon.

Thereafter Download the Excel file ***“Member Detail File Format”***



The screenshot shows the 'New Resolution' form in the Evoting system. The form includes the following fields and options:

- Entity Name***: LINKSTAR INFOSYS PRIVATE LIMITED (with a green checkmark)
- Entity Id***: ELIN0820180017
- Voting Start Date***: 13-08-2018 02:00 PM (with a green checkmark)
- Voting End Period***: 14-08-2018 02:00 PM
- Meeting Date***: 10-08-2018
- Members***: (empty)
- Resolution Description***: (empty)
- Download Member Detail File Format**: (link, circled in orange)
- Upload & Verify**: (button)
- Choose File**: (button, with 'No file chosen' text)
- Add More**: (button)
- Submit**: (button)

- (iv) Valid E-mail id of authorised COC member to which LIPL will send the Login Id and password for e-voting

Member_Ecel_Format (1).xlsx - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Calibri 11 A A

B I U

Font

Wrap Text

Alignment

General

Number

Conditional Formatting as Table Styles

Format Cell Styles

Insert Delete Format

Cells

AutoSum

Fill Clear

Sort & Find & Filter Select

Editing

fx

Sr No	Member Name	Member Shares	INR	Email
1	Dena Bank	10,00,000		dena@gmail.com
2	Syndicate Bank	20,00,000		SB@gmail.com
3	PNB	22,00,000		PNB@gmail.com

Ready

10-08-2018

- 10) After filling the details of members save the file and click on the **Choose File** option and select the file. After selecting the file, click on the **Upload & Verify** option shown in the new resolution page.

The screenshot shows the 'New Resolution' page in the Evoting system. The form contains the following fields and values:

- Entity Name***: LINKSTAR INFOSYS PRIVATE LIMITED
- Entity Id***: ELIN0820180017
- Voting Start Date***: 13-08-2018 02:00 PM
- Voting End Period***: 14-08-2018 02:00 PM
- Meeting Date***: 10-08-2018
- Members***: Choose File, Member_Excel_Format (1).xlsx
- Resolution Description***: Enter Resolution Description
- Resolution Details***: Choose File, No file chosen

The 'Upload & Verify' button is highlighted with an orange circle. The 'Add More' button is visible next to the 'Resolution Details' section. The 'Submit' button is at the bottom of the form.

- 11) After uploading the file, you will find the details of the members immediately below the **Members** option. If you wish to change the details, click on reset. After reset, upload the amended file again as mention in Para 10.

It is pertinent to note that once the details approved by LIPL, it will not be changed. So, proper care shall be taken while uploading the detail of members.

The screenshot shows the 'Evoting - New Resolution' page. The 'Members' section is highlighted with an orange oval. It contains a table with the following data:

Sr No.	Name	No. of Shares (INR Amount)	Email	Ratio %
1	Dena Bank	10,00,000	dena@gmail.com	19.23
2	Syndicate Bank	20,00,000	SB@gmail.com	38.46
3	PNB	22,00,000	PNB@gmail.com	42.31
Total Member Shares		52,00,000		

Below the table, there are fields for 'Resolution Description' and 'Resolution Details' (with a 'Choose File' button). A 'Submit' button is at the bottom.

- 12) Next step is to upload the relevant resolution(s) which are to be voted upon. In **Resolution Description**, you need to mention the short description of resolution matter which will be displayed on the e-voting window to the voter. Thereafter, choose the detailed resolution file from your local computer for uploading.

The resolution file shall be in PDF format only and shall not exceed 5 MB size for each resolution.

The screenshot shows the 'Evoting - New Resolution' page with the 'Resolution Description' and 'Resolution Details' sections highlighted with orange ovals. The 'Resolution Description' field contains the text 'Resolution-1 for xxxxxxxx' with a green checkmark. The 'Resolution Details' field has a 'Choose File' button next to the text 'Resolution1.pdf'. An 'Add More' button is also visible. The 'Submit' button is at the bottom.

At the bottom of the page, there is a footer with the following text:

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Site Last Updated on : June 09, 2018
Best viewed in IE 11 & above. Resolution 1024 x 768 pixels or higher.
© Copyright 2018. All rights reserved with Linkstar Infosys Private Limited

13) For multiple resolutions, click on **Add More** option and repeat the same process as described point no. 12.

The screenshot shows the 'New Resolution' page on the Evoting portal. At the top, there is a navigation bar with links: Home, About Us, Registration, Contact Us, Feedback, and Terms of Use. Below this is a table of member shares:

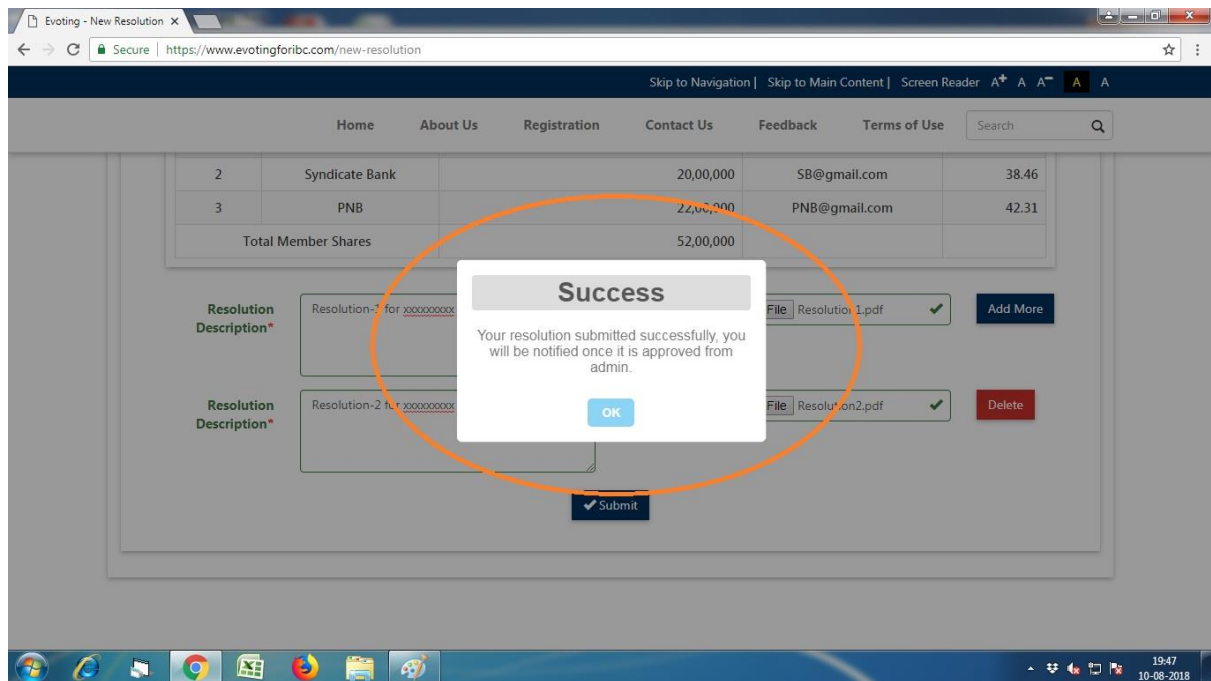
Sr No.	Name	No. of Shares (INR AMOUNT)	Email	Ratio %
1	Dena Bank	10,00,000	dena@gmail.com	19.23
2	Syndicate Bank	20,00,000	SB@gmail.com	38.46
3	PNB	22,00,000	PNB@gmail.com	42.31
Total Member Shares		52,00,000		

Below the table, there are two resolution entries. Each entry has a 'Resolution Description*' field, a 'Resolution Details*' field with a 'Choose File' button, and an 'Add More' button. The 'Add More' button is circled in orange. There is also a 'Delete' button next to the second resolution entry. At the bottom, there is a 'Submit' button with a checkmark, also circled in orange.

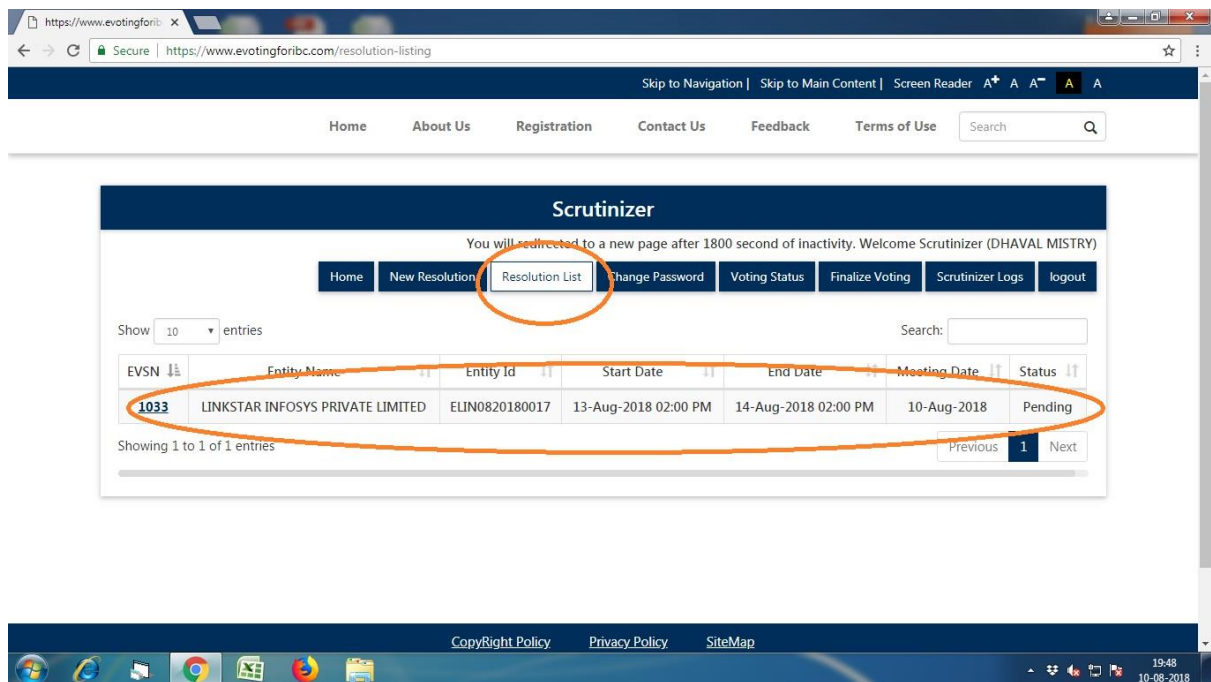
14) Thereafter click on **Submit** option when dialogue box will appear. To continue with the submission click on **OK** to approve and continue.

The screenshot shows the 'New Resolution' page with a confirmation dialog box. The dialog box has the text: 'www.evotingforibc.com says Are you sure you want to submit this resolution?'. It has two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in orange. Below the dialog box, the 'Submit' button with a checkmark is also circled in orange.

- 15) On submitting all the details, you will get the popup stating “your resolution submitted successfully, you will be notified once it is approved from admin”. Click on **OK**.

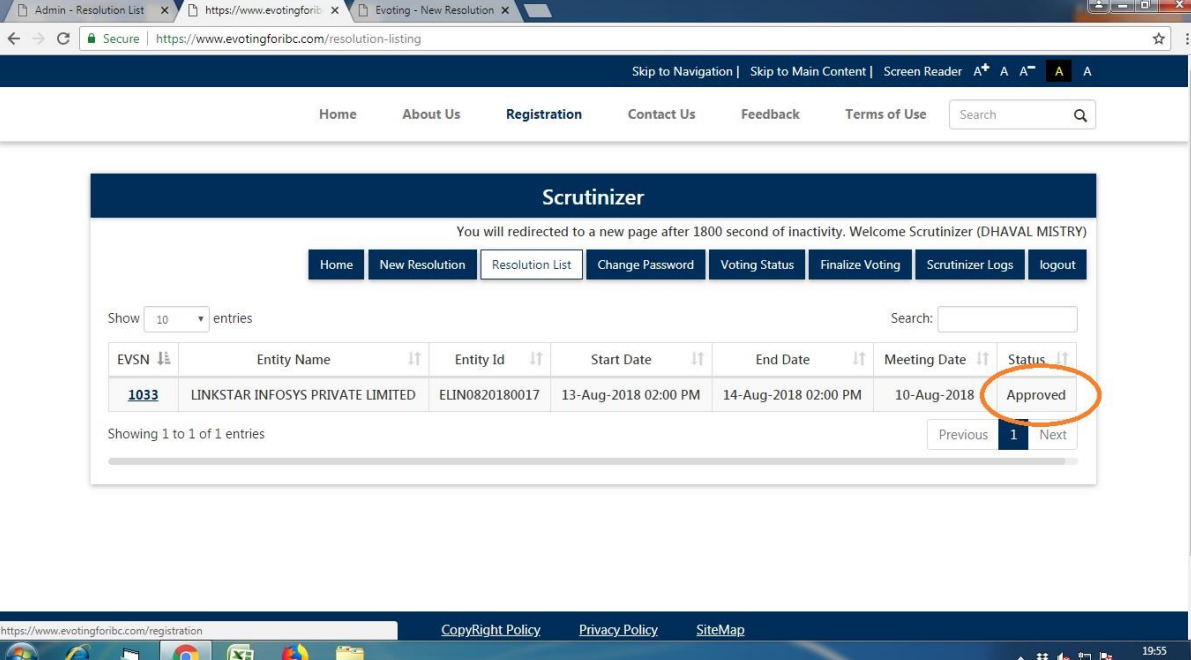


- 16) On successful submission of the resolution(s), click on **Resolution List** tab where you will find the list of EVSN for which the resolutions are submitted. Here you will get the status as “Pending”.



- 17) Once the details of the members and the resolution(s) submitted by scrutinizer are approved by the admin at LIPL, the status will be changed as ***“Approved”***.

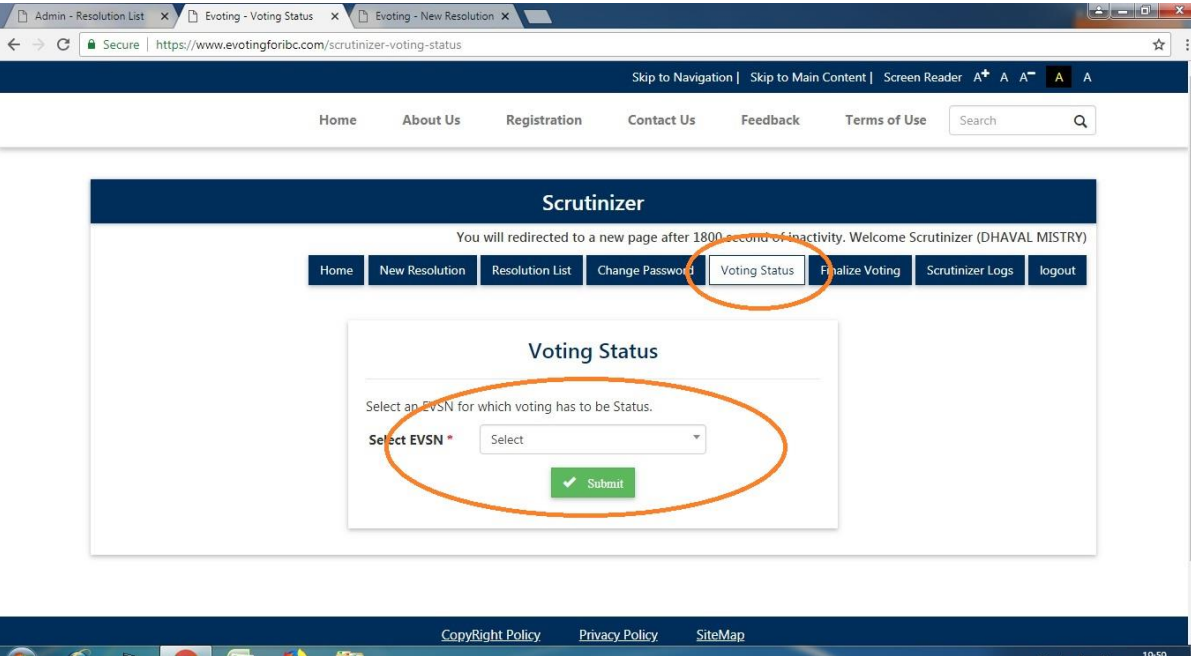
Each member will receive the ***Log-in ID and Passwords*** for login into the voting window on the e-mail id provided in the member detail by the Scrutinizer. One e-mail will also be sent to the scrutinizer confirming the approval of details of members and resolution(s).



The screenshot shows the 'Scrutinizer' dashboard at the URL <https://www.evotingforibc.com/resolution-listing>. The dashboard includes a navigation bar with links: Home, About Us, Registration, Contact Us, Feedback, and Terms of Use. Below the navigation bar, there is a section titled 'Scrutinizer' with a welcome message and a timer. A table displays the resolution list with columns: EVSN, Entity Name, Entity Id, Start Date, End Date, Meeting Date, and Status. The first entry is highlighted with a red circle, showing EVSN 1033, Entity Name LINKSTAR INFOSYS PRIVATE LIMITED, Entity Id ELIN0820180017, Start Date 13-Aug-2018 02:00 PM, End Date 14-Aug-2018 02:00 PM, Meeting Date 10-Aug-2018, and Status Approved. The status 'Approved' is circled in red. The table also shows pagination controls: Previous, 1, Next.

EVSN	Entity Name	Entity Id	Start Date	End Date	Meeting Date	Status
1033	LINKSTAR INFOSYS PRIVATE LIMITED	ELIN0820180017	13-Aug-2018 02:00 PM	14-Aug-2018 02:00 PM	10-Aug-2018	Approved

- 18) Once the voting time started, scrutinizer will be able to see the voting status. The voting status will show only the number of members voted upon. The result of voting will not be shown during the period in which voting window is open.



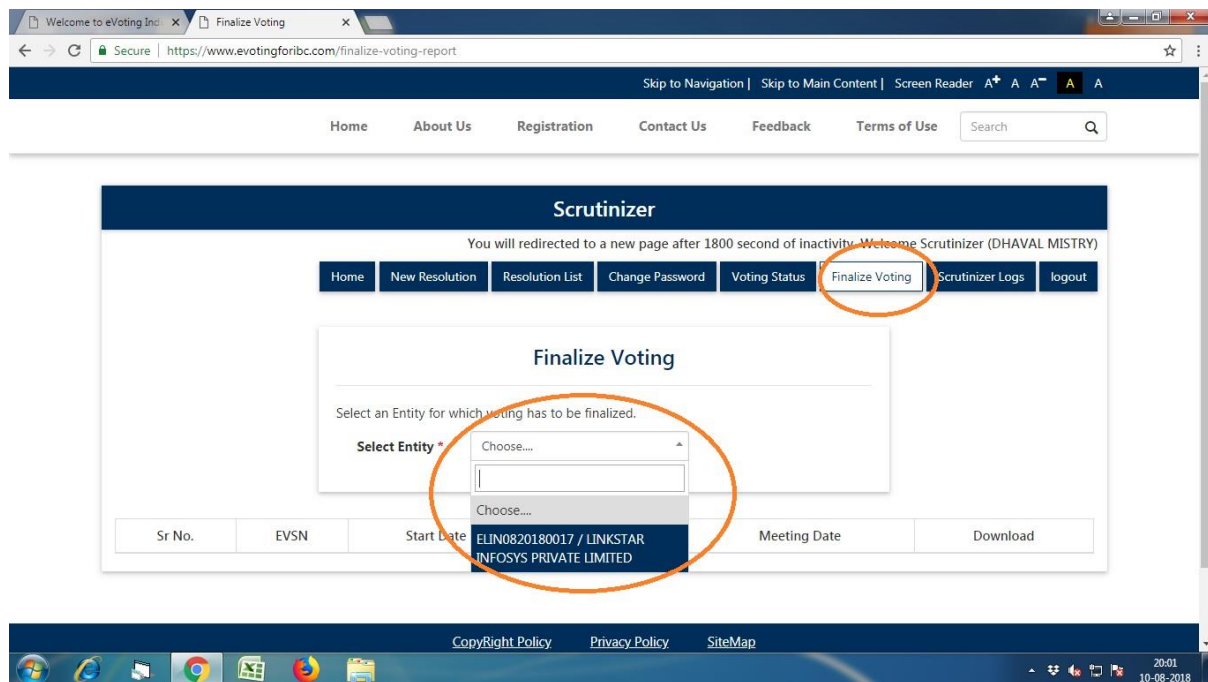
The screenshot shows the 'Scrutinizer' dashboard at the URL <https://www.evotingforibc.com/scrutinizer-voting-status>. The dashboard includes a navigation bar with links: Home, About Us, Registration, Contact Us, Feedback, and Terms of Use. Below the navigation bar, there is a section titled 'Scrutinizer' with a welcome message and a timer. A 'Voting Status' form is displayed, which includes a dropdown menu labeled 'Select EVSN' and a 'Submit' button. The 'Voting Status' form is circled in red. The dropdown menu is also circled in red, showing the text 'Select'.

Voting Status

Select an EVSN for which voting has to be Status.

Select EVSN *

19) After closure of voting window, i.e. after the end period of voting, scrutinizer will have to click on tab **Finalize Voting** option. By clicking on **Finalize Voting** option, scrutinizer will have to select the entity from the drop down list. The finalization can only be done after closure of e-voting process and when e-voting window is closed.



20) After the voting finalization, result will be generated instantly. The same can be downloaded by the scrutinizer for circulation to members.