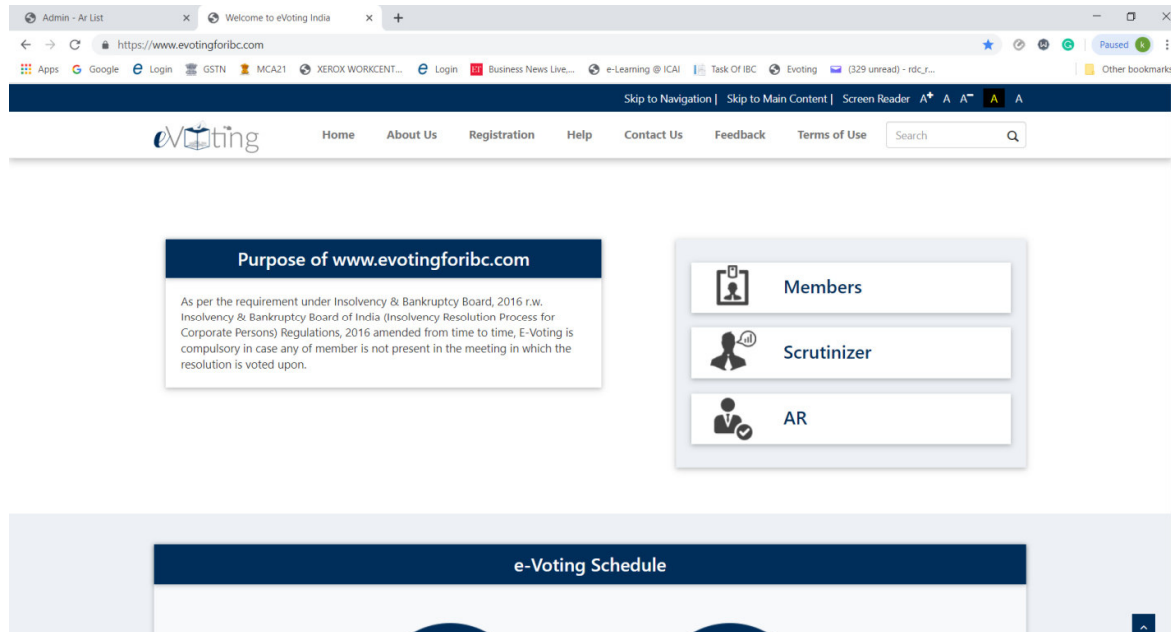


LINKSTAR INFOSYS PRIVATE LIMITED (LIPL)

TUTORIALS FOR USE OF E-VOTING SERVICE

AR FORMALITIES FOR E-VOTING

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

The screenshot shows the 'Authorized Representative (AR)' login form on the eVoting for IBC website. The form is titled 'Authorized Representative (AR)' and contains the instruction 'Please enter following details to login.' It has three input fields: 'User ID*' with the value 'ATVS0336', 'Entity ID*' with the value 'AAMA0620190268', and 'Enter the Characters Displayed*' with the value '371879'. Each field has a green checkmark indicating it is valid. There is a 'Continue' button and a 'Forgot password?' link at the bottom of the form.

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

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Authorized Representative (AR)

Please enter following details to login.

User ID* ✓

Entity Id* ✓

Password* ✓

[Log In](#) [Forgot password?](#)

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

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Authorized Representative (AR)

You will redirected to a new page after 1800 second of inactivity. Welcome AR (Aman)

[Home](#) [New Resolution](#) [Resolution List](#) [Instruction List](#) [Change Password](#) [Voting Status](#) [Finalize Voting](#) [AR Logs](#) [Logout](#)

Welcome to Electronic Voting System

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

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Site Last Updated on : June 09, 2018
Best viewed in IE 11 & above. Resolution 1024 x 768 pixels or higher.

Type here to search

ENG 17:35
IN 05-06-2019

5) Next step is to click on **NewResolution**

Authorized Representative (AR)

You will redirected to a new page after 1800 second of inactivity. Welcome AR (Aman)

Home New Resolution Resolution List Instruction List Change Password Voting Status Finalize Voting AR Logs Logout

New Resolution

Type of Evsn* ☐ Resolution ☐ Instruction

Entity Name* Choose..

Entity Id* Enter Entity Id

Voting Start Date* Select Voting Start Period

Voting End Period* Select Voting End Period

Meeting Date* 05-06-2019 Download Member Detail File Format

Members* Choose File No file chosen Upload & Verify

Resolution Enter Description Resolution Choose File No file chosen Add More

- 6) From the dropdown list, select the company for which resolution is to be voted upon. AR 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.

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Home About Us Registration Contact Us Feedback Terms of Use Search

You will redirected to a new page after 1800 second of inactivity. Welcome SCRUTINIZER (DHANALAKSHI)

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

New Resolution

Entity Name* Choose..

Entity Id* Choose..

Voting Start Date* LINKSTAR INFOSYS PRIVATE LIMITED

Voting End Period* Voting End Period

Meeting Date* 10-08-2018 Download Member Detail File Format

Members* Choose File No file chosen Upload & Verify

Resolution Description* Enter Resolution Description Resolution Details* Choose File No file chosen Add More

- 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 with the following fields and values:

- Entity Name*: LINKSTAR INFOSYS PRIVATE LIMITED ✓
- Entity Id*: ELIN0820180017
- Voting Start Date*: Select Voting Start Period
- Voting End Period*: 2:00 PM (with a calendar dropdown open showing August 2018, with the 13th highlighted)
- Meeting Date*: Aug 2018
- Members*: (empty)
- Resolution Description*: (empty)

Buttons visible: Apply, Cancel, Upload & Verify, Choose File, No file chosen, Add More, Submit.

- 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 with 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 No file chosen
- Resolution Description*: Enter Resolution Description

Buttons visible: Download Member Detail File Format (highlighted with an orange circle), Upload & Verify, Choose File, No file chosen, Add More, Submit.

- 9) In the Excel sheet, fill the following detail without leaving any empty row.
- (i) SerialNo.
 - (ii) Name of Members
 - (iii) Voting Share (Amount in INR – without decimal)
 - (iv) Valid E-mail id of authorised COC member to which LIPL will send the Login Id and password for voting

| 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 |

- 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.

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 [Download Member Detail File Format](#)

Members* [Choose File](#) Member_Excel_Format (1).xlsx ✓ [Upload & Verify](#)

Resolution Description*

Resolution Details* [Choose File](#) No file chosen [Add More](#)

[Submit](#)

- 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 Para10.

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.

- 12) Next step is to upload the relevant resolution(s) which are to be voted upon.

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Voting Start Date: 14-08-2018 02:00 PM

Meeting Date: 10-08-2018 ✓ Download Member Detail File Format

Members* Upload & Verify Reset

| 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 | | |

Resolution Description* Enter Resolution Description

Resolution Details* Choose File No file chosen Add More

Submit

- 13) 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.

Evoting - New Resolution X

Secure https://www.evotingforibc.com/new-resolution

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| 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 | | |

Resolution Description* Resolution-1 for xxxxxxxx ✓

Resolution Details* Choose File Resolution1.pdf Add More

Submit

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19:45 10-08-2018

- 14) 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 website. At the top, there is a navigation bar with links: Home, About Us, Registration, Contact Us, Feedback, Terms of Use, and a search bar. Below this is a table showing member shares:

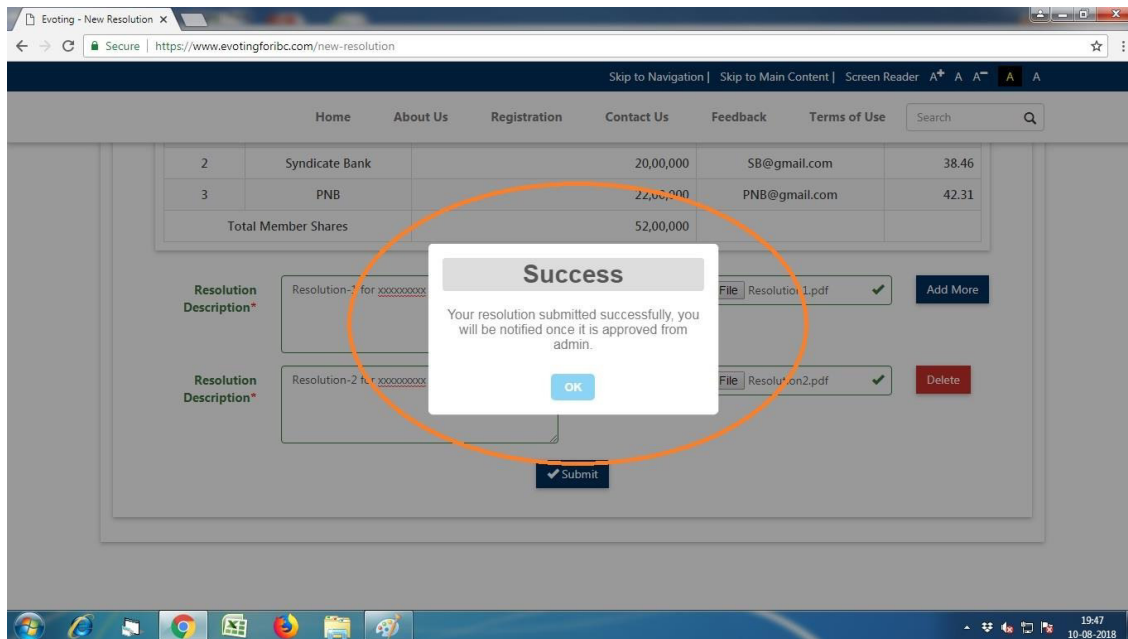
| Sr No. | Name | No. of Shares (INR Amount) | Email | Ratio % |
|---------------------|----------------|----------------------------|----------------|---------|
| 1 | Dena Bank | 10,00,000 | dena@gmail.com | 19.23 |
| 2 | Syndicate Bank | 20,00,000 | SB@gmail.com | 38.46 |
| 3 | PNB | 22,00,000 | PNB@gmail.com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

Below the table, there are two sections for adding resolutions. Each section has a 'Resolution Description*' text area, a 'Resolution Details*' section with a 'Choose File' button and a filename, and an 'Add More' button. The 'Add More' button in the first section is circled in orange. There is also a 'Delete' button next to the second resolution's details. At the bottom, there is a 'Submit' button with a checkmark, also circled in orange.

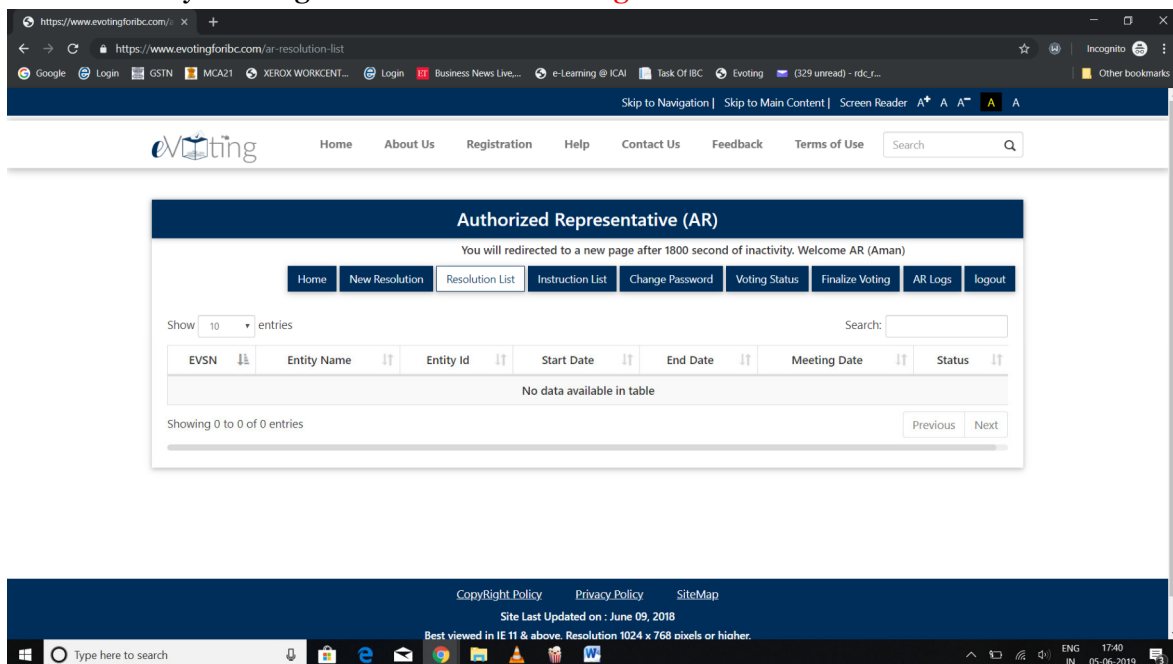
- 15) Thereafter click on **Submit** option when dialogue box will appear. To continue with the submission click on **OK** to approve and continue.

This screenshot shows the same 'New Resolution' page as the previous one, but with a confirmation dialog box overlaid. 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. The 'Submit' button on the page is also circled in orange.

- 16) 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**.

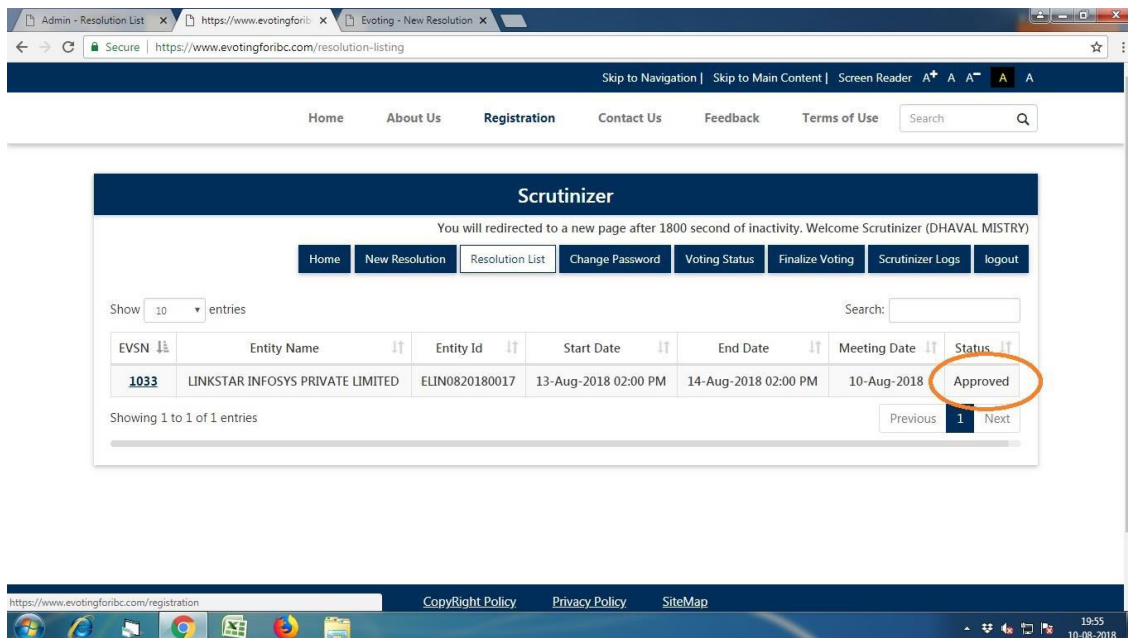


- 17) On successful submission of the resolution(s), click on **Resolution List** tab where you will find the list of EVSN for which the resolutions are submitted. Here you will get the status as “**Pending**”.

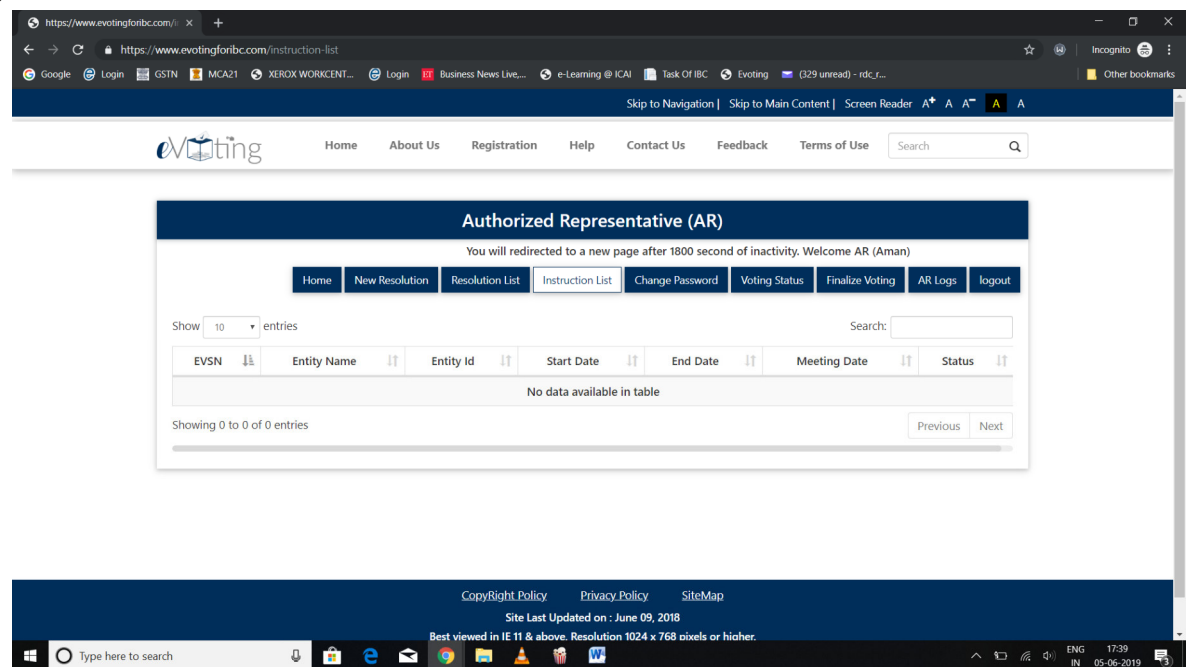


- 18) Once the details of the members and the resolution(s) submitted by AR are approved by the admin at LIPL, the status will be changed as “**Approved**”.

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 AR. One e-mail will also be sent to the AR confirming the approval of details of members and resolution(s).



19) Instruction List



- 20) Once the voting time started, AR 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.

Evoting - Voting Status

https://www.evotingforibc.com/ar-voting-status

GoogleLoginGSTNMCA21XEROX WORKCENT...LoginBusiness News Live...e-Learning @ ICAITask Of IBCEvoting(329 unread) - rdc_f...Other bookmarks

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evoting

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Search

Authorized Representative (AR)

You will redirected to a new page after 1800 second of inactivity. Welcome AR (Aman)

HomeNew ResolutionResolution ListInstruction ListChange PasswordVoting StatusFinalize VotingAR Logslogout

Resolution Voting Status

Select an EVSN for which voting has to be Status.

Select EVSN *

Choose EVSN

Choose EVSN

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Type here to search

ENG17:41IN05-06-2019

- 21) After closure of voting window, i.e. after the end period of voting, AR will have to click on tab **Finalize Voting** option. By clicking on **Finalize Voting** option, AR 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.

The screenshot shows a web browser window with the URL <https://www.evotingforibc.com/ar-finalize-voting-report>. The page is titled "Authorized Representative (AR)" and displays a message: "You will be redirected to a new page after 1800 second of inactivity. Welcome AR (Aman)".

The navigation menu includes: Home, New Resolution, Resolution List, Instruction List, Change Password, Voting Status, Finalize Voting, AR Logs, and Logout. The "Finalize Voting" tab is currently selected.

The main content area is titled "Finalize Voting" and contains the instruction: "Select an Entity for which voting has to be finalized." Below this is a "Select Entity" dropdown menu with a "Choose..." button. A table is displayed below the dropdown, with columns: Sr No., EVSN, EVSN Type, Start Date, End Date, Meeting Date, and Download.

The footer contains links for Copyright Policy, Privacy Policy, and SiteMap, along with the text "Site Last Updated on : June 09, 2018" and "Best viewed in IE 11 & above. Resolution 1024 x 768 pixels or higher." The Windows taskbar at the bottom shows the date and time as 05-06-2019, 17:40.

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