



GRAPHITE INDIA LIMITED

REGD. & H.O. : 31, CHOWRINGHEE ROAD, KOLKATA - 700 016, W.B., INDIA
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FAX : 91 33 2249 6420, E-mail : gilro@graphiteindia.com
WEBSITE : www.graphiteindia.com, CIN : L10101WB1974PLC094602

GIL: SEC/SM/25-26/100

February 19, 2026

Bombay Stock Exchange Limited
The Corporate
Relationship Department
1st Floor, New Trading Ring,
Rotunda Bldg., P.J.Towers,
Dalal Street,
Mumbai 400 001.
Scrip Code – 509488

The Manager
Listing Department
National Stock Exchange
Exchange Plaza, 5th Floor,
Plot No-C/1, G Block,
Bandra-Kurla Complex,
Bandra (E)
Mumbai 400 051
Symbol – GRAPHITE

Dear Sir/Madam,

Sub: Postal Ballot Notice

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find enclosed herewith the copy of Postal Ballot Notice dated February 18, 2026.

The aforesaid Notice is being sent today to the members whose names appear in the Register of Members/List of Beneficial Owners as on the Cut-off date being Friday, February 13, 2026, on their registered email addresses.

The e-voting period will commence on Monday, February 23, 2026 at 9.00 A.M. (IST) and end on Tuesday, March 24, 2026 at 5.00 P.M. (IST).

The said Postal Ballot Notice will also be made available on the website of the Company **www.graphiteindia.com**.

Kindly take the same on record.

Thanking you,

For Graphite India Limited

Sanjeev Marda
Company Secretary
ACS 14360

Encl: As above.



Graphite India Limited

CIN: L10101WB1974PLC094602

Registered Office: 31 Chowringhee Road Kolkata – 700 016

Phone 91-33-40029600. Email – gilro@graphiteindia.com

POSTAL BALLOT NOTICE

[Pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration), Rules, 2014]

To
The Members

Notice is hereby given pursuant to the provisions of Section 110 and other applicable provisions, if any, of the Companies Act, 2013 (the “**Act**”), read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (the “**Management Rules**”), (including any statutory modification or re-enactment thereof for the time being in force) and any other applicable provisions of the Act and the rules made thereunder, read with the General Circular Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020 and subsequent circulars issued in this regard, the latest one being General Circular No. 03/2025 dated September 22, 2025 issued by the Ministry of Corporate Affairs (collectively referred to as “**MCA Circulars**”) and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, (“**SEBI LODR**”) and other applicable provisions, if any, of the SEBI LODR, for the time being in force and as amended from time to time and Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India (“**SS-2**”), that the Resolutions as set out in this Postal Ballot Notice (“**Notice**”) are proposed to be passed by way of Postal Ballot by voting through electronic means only (“**e-voting /remote e-voting**”) using the platform provided by MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”). According to MCA circulars, this notice is being sent to members who have registered their e-mail addresses.

An Explanatory Statement pursuant to Sections 102, 110 and other applicable provisions, if any, of the Act, pertaining to the said resolutions setting out the material facts and the reasons thereof is annexed to the Notice, for your consideration.

The e-voting period will be from 9:00 a.m. (IST) on 23rd February, 2026 (Monday) to 5:00 p.m. (IST) on 24th March, 2026 (Tuesday).

**By Order of the Board
For Graphite India Limited**

**Date: 18th February 2026
Place: Kolkata**

**S Marda
Company Secretary**

Notes:

1. As per the provisions of Sections 108, 110 of the Act read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 and also in terms of Regulation 44 of the SEBI LODR, the Company is providing its members a facility to exercise their right to vote on the postal ballot by electronic means through remote e-voting services provided by **MUFG Intime India Private Limited** (“Formerly Link Intime India Private Limited”).
2. The Postal Ballot Notice have also been made available on the website of the Company **www.graphiteindia.com**. and on the website of BSE Limited and National Stock Exchange of India Limited at **www.bseindia.com** and **www.nseindia.com** respectively, in the relevant sections and also on the website of MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”) at <https://instavote.linkintime.co.in/>
3. Relevant documents referred to in the accompanying Postal Ballot Notice and the Statement pursuant to Section 102 of the Act, shall be available for inspection electronically from the date of circulation of this Postal Ballot Notice until the last date of e-voting. Members seeking to inspect such documents can send an email to investorgrievance@graphiteindia.com mentioning his / her / its folio number / DP ID and Client ID.
4. Pursuant to the MCA Circulars, this notice is being sent electronically i.e. by email only to those Members who have registered their email addresses with the Company/Depository(s) and whose name appear in the Register of Members/ Record of Depositories as on **Friday, 13th February, 2026 (the cut-off date)**

and who shall be entitled to avail the facility of remote e-voting. The voting rights of the members shall be in proportion to the number of shares held by them in the paid-up equity share capital of the Company as on the cut-off date.

5. The Company has appointed Mrs. Swati Bajaj, Partner at Bajaj Todi & Associates, Practising Company Secretaries, Kolkata (CP No.3502) as Scrutiniser to scrutinize the remote e-voting process in a fair and transparent manner. The Scrutiniser shall immediately after the conclusion of the e-voting period unblock the votes in the presence of at least two witnesses not in the employment of the Company and make a Scrutiniser's Report and submit forthwith to the Chairman / Executive Director / Company Secretary of the Company.
6. The result of the postal ballot will also be communicated to the stock exchanges where the Company's equity shares are listed, posted on the Company's website –www.graphiteindia.com and will also be displayed at its registered office and the website of **MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”)** within 2 working days (not exceeding 3 days) of conclusion of postal ballot process.
7. The resolutions, if approved, shall be deemed to have been passed on the last date of e-voting i.e. **24th March 2026**.
8. Members requiring any clarification may contact Mr. Vijay at the Company's share department at phone: 033-40029600 or E-mail: investorgrievance@graphiteindia.com or may contact Mr. Rajiv Ranjan, Sr. Assistant Vice President - E-voting Group of Link Intime on 022-49186175 at enotices@in.mpms.mufig.com or may call on MUFG Intime INSTAVOTE helpdesk on: 022 - 49186000.
9. Members who have not registered their email addresses so far are requested to register their email addresses for receiving all communication including Notices / Annual Reports / other intimations electronically at their email addresses.
10. The members are requested to register / update their email addresses, in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings by submitting Form ISR-1 duly filled and signed with the Company's Registrar and Share Transfer Agent viz. MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”). at C 101, 247 Park C, L.B.S.Marg, Vikhroli (West), Mumbai – 400083.

SPECIAL BUSINESS

1. Approval for Payment of Commission to Non-Executive Directors

To consider and, if thought fit, to pass the following resolution as a **Special Resolution**:

“RESOLVED THAT pursuant to the provisions of Section 197 and other applicable provisions if any, of the Companies Act, 2013 (“the Act”) and rules made thereunder or any modification or re-enactment thereof for the time being in force and pursuant to the approval given by the Board of Directors of the Company on the recommendation of the Nomination and Remuneration Committee, the approval of the members of the Company be and is hereby accorded for payment of remuneration by way of commission to one or more Non-Executive Directors of the Company up to 3% (three percent) of the net profits of the Company computed in the manner laid down in Section 198 of the Act for a period of five financial years commencing from 1st April, 2025.

RESOLVED FURTHER THAT the managerial remuneration to be distributed as commission to such Non-Executive Directors along-with the managerial remuneration payable to the Managing Director, Whole Time Director and Manager in respect of any financial year shall not exceed 11% (eleven percent) of the net profits of the Company for that financial year computed in the manner laid down in Section 198 of the Act.

RESOLVED FURTHER THAT the Board may, on recommendation of the Nomination and Remuneration Committee, decide on the amount to be paid as commission to any particular Director in any financial year.”

2. Approval for Increase in Remuneration of Mr. Siddhant Bangur

To consider and, if thought fit, to pass the following resolution as an **Ordinary Resolution**:

RESOLVED THAT pursuant to the provisions of Section 188(1)(f) of the Companies Act, 2013 read with Companies (Meetings of Board and its Powers) Rules 2014, including any statutory modifications thereof for the time being in force and as may be enacted from time to time and any other rules, regulations in force, and pursuant to the approval of the Audit Committee and the Board of Directors of the Company on the recommendation of the Nomination and Remuneration Committee, approval of the members of the Company be and is hereby accorded for payment of an aggregate remuneration up to Rs. 2,00,00,000/- (Rupees Two Crores only) per annum including perquisites, benefits, amenities and facilities as applicable/payable to other Company executives, as per the policy of the Company to Mr. Siddhant Bangur, Business Development Executive from 1st April, 2026.

RESOLVED FURTHER THAT the Board of Directors of the Company and/or Committee thereof be and is hereby authorised to finalise and decide change in designation and/or revision in the remuneration payable to Mr. Siddhant Bangur from time to time within the aforesaid limit in accordance with the Company's policy on performance measurement, appraisal and such other relevant matters.

RESOLVED FURTHER THAT the Board of Directors of the Company and/or Committee thereof be and is hereby authorised to do all such acts, deeds and things, as may be deemed necessary to give effect to the foregoing resolutions.

**By Order of the Board
For Graphite India Limited**

**Date: 18th February 2026
Place: Kolkata**

**S Marda
Company Secretary**

STATEMENT OF MATERIAL FACTS PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013 READ WITH RULE 22 OF THE COMPANIES (MANAGEMENT AND ADMINISTRATION) RULES, 2013

Item No. 1

Approval for Payment of Commission to Non-Executive Directors

The members of the Company at the 48th Annual General Meeting held on 31st July, 2023 had by way of a Special resolution approved and authorised the Board of Directors of the Company to pay remuneration by way of commission to one or more or all the Directors who are neither Managing Directors nor Whole-time Directors of the Company, for a period of five financial years commencing from 1st April, 2023 such that the managerial remuneration to be distributed as commission to such Directors along-with the managerial remuneration payable to the Managing Director, Whole Time Director and Manager in respect of any financial year shall not exceed eleven percent of the net profits of the Company for that financial year computed in the manner laid down in Section 198 of the Act.

The Board of Directors of the Company at its meeting held on 9th February, 2026, on the recommendation of the Nomination and Remuneration Committee have proposed for payment of remuneration by way of commission to one or more Non-Executive Directors of the Company up to 3% (three percent) of the net profits of the Company computed in the manner laid down in Section 198 of the Act for a period of five financial years commencing from 1st April, 2025 such that the managerial remuneration to be distributed as commission to such Non-Executive Directors along-with the managerial remuneration payable to the Managing Director, Whole Time Director and Manager in respect of any financial year shall not exceed 11% (eleven percent) of the net profits of the Company for that financial year computed in the manner laid down in Section 198 of the Act for a period of five financial years, commencing from 1st April 2025.

Approval from members is accordingly sought by way of Special Resolution as set out in item no. 1.

A copy of the Articles of Association of the Company is available for inspection of the members of the Company on its website www.graphiteindia.com. Please refer note no. 3 given in the Notice for inspection of documents during the voting period of the Postal Ballot.

All the Directors (except Executive Director, the other Key Managerial Personnel and their relatives) may be deemed to be concerned or interested in the resolution.

Item No. 2

Approval for Increase in Remuneration of Mr. Siddhant Bangur

Mr. Siddhant Bangur is working as Business Development Executive of the Company. He, being a relative of Mr. Krishna Kumar Bangur, Chairman of the Company, approval of the members of the Company under Section 188 of the Companies Act, 2013 was obtained for payment of remuneration not exceeding Rs. Sixty lakh per annum, by an Ordinary resolution in the Annual General Meeting held on 5th day of August 2022.

Mr Siddhant Bangur is 26 years of age, holds a Bachelor's degree with high distinction in Finance and Operations Management from the Kelley School of Business, Indiana University. He has been involved in the business development activities of General Graphene Corporation, USA (subsidiary of the Company) and is also leading the new age businesses being pursued by the Company. His present annual remuneration is Rs 60 lakh.

The Board of Directors of the Company in their meeting held on 9th February, 2026 on the recommendation of the Nomination and Remuneration Committee and approval of the Audit Committee have approved seeking members approval for payment of annual remuneration to him up to the limit mentioned in Resolution No. 2 of the notice from 1st April, 2026.

Except, Mr. K K Bangur, none of the Directors or Key Managerial Personnel (KMP) or their relatives are in any way concerned with or interested financially or otherwise in the said resolution.

The said resolution is recommended for your approval.

Particulars pursuant to Rule 15 of the Companies (Meeting of Board and its Powers) Rules, 2014 are given below :

- a) **Name of the related party** – Mr. Siddhant Bangur
- b) **Name of the director or key managerial personnel who is related, if any** – Mr. K K Bangur, Chairman of the Company.
- c) **Nature of relationship** – Mr. Siddhant Bangur is son of Mr. K K Bangur.
- d) **Nature, material terms, monetary value and particulars of the contract or arrangements-** Mr. Siddhant Bangur is Business Development Executive in the Senior Vice President grade of the Company. He is currently drawing annual remuneration of Rs 60 lakh, as approved by the shareholders in the AGM held on 5th August 2022. The limit is now proposed to be revised up to an aggregate amount of Rs. 2,00,00,000/- (Rupees Two Crores only) per annum from 1st April, 2026, the yearly revisions within the said limit to be decided by the Board / its Committees. His remuneration will be as per the policy of the Company and as applicable to other Senior executives.
- e) **Any other information relevant or important for members to take a decision on the proposed resolution** –

As mentioned in the explanatory statement, Mr. Siddhant Bangur holds necessary qualification and competence to serve in the management grade of the Company. His evaluation and compensation would be as per the policy and rules of the Company as applicable to other employees in the management cadre. His appointment is in the ordinary course of business.

Voting through electronic means

Pursuant to the provisions of Section 110 and other applicable provisions, if any, of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and Regulation 44 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (as amended), and the Circulars issued by MCA and SEBI, the Company is providing facility of remote e-voting to its Members in respect of the business to be transacted through Postal Ballot. The facility of casting votes by a member using remote e-voting system will be provided by MUFG Intime India Private Limited (“Formerly Link Intime India Private Limited”).

REMOTE E-VOTING INSTRUCTIONS FOR SHAREHOLDERS

In terms of SEBI circular no. SEBI/HO/CFD/PoD2/CIR/P/0155 dated November 11, 2024, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants.

Shareholders are advised to update their mobile number and email Id correctly in their demat accounts to access remote e-Voting facility.

Login method for Individual shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode with NSDL

METHOD 1 - NSDL OTP based login

- Visit URL: <https://eservices.nsd.com/SecureWeb/evoting/evotinglogin.jsp>
- Enter your 8 - character DP ID, 8 - digit Client Id, PAN, Verification code and generate OTP.
- Enter the OTP received on your registered email ID/ mobile number and click on login.
- Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

METHOD 2 - NSDL IDeAS facility

Shareholders registered for IDeAS facility:

- Visit URL: <https://eservices.nsd.com> and click on “Beneficial Owner” icon under “IDeAS Login Section”.
- Enter IDeAS User ID, Password, Verification code & click on “Log-in”.
- Post successful authentication, you will be able to see e-Voting services under Value added services section. Click on “Access to e-Voting” under e-Voting services.
- Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Shareholders not registered for IDeAS facility:

- To register, visit URL: <https://eservices.nsd.com> and select “Register Online for IDeAS Portal” or click on <https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp>
- Enter 8-character DP ID, 8-digit Client ID, Mobile no, Verification code & click on “Submit”.
- Enter the last 4 digits of your bank account / generate ‘OTP’
- Post successful registration, user will be provided with Login ID and password.
- Follow steps given above in points (a-d).

Shareholders/ Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.



METHOD 3 - NSDL e-voting website

- Visit URL: <https://www.evoting.nsd.com>
- Click on the “Login” tab available under ‘Shareholder/Member’ section.
- Enter User ID (i.e., your 16-digit demat account no. held with NSDL), Password/OTP and a Verification Code as shown on the screen & click on “Login”.
- Post successful authentication, you will be re-directed to NSDL depository website wherein you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services.
- Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Individual Shareholders holding securities in demat mode with CDSL

METHOD 1 - CDSL e-voting page

- Visit URL: <https://www.cdslindia.com>.
- Go to e-voting tab.
- Enter 16-digit Demat Account Number (BO ID) and PAN No. and click on “Submit”.
- System will authenticate the user by sending OTP on registered Mobile and Email as recorded in Demat Account
- Post successful authentication, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime. Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

METHOD 2 - CDSL Easi/ Easiest facility:

Shareholders registered for Easi/ Easiest facility:

- Visit URL: <https://web.cdslindia.com/myeasitoken/Home/Login> or Visit URL: www.cdslindia.com, click on “Login” and select “My Easi New (Token)”.
- Enter existing username, Password & click on “Login”.
- Post successful authentication, user will be able to see e-voting option. The evoting option will have links of e-voting service providers i.e., MUFG InTime. Click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Shareholders not registered for Easi/ Easiest facility:

- To register, visit URL: <https://web.cdslindia.com/myeasitoken/Home/EasiRegistration> / <https://web.cdslindia.com/myeasitoken/Home/EasiestRegistration>.
- Proceed with updating the required fields for registration.
- Post successful registration, user will be provided username and password on the registered email id. Follow steps given above in points (a-c).

Individual Shareholders holding securities in demat mode with Depository Participant

Individual shareholders can also login using the login credentials of your demat account through your depository participant registered with NSDL / CDSL for e-voting facility.

- Login to DP website
- After Successful login, user shall navigate through “e-voting” option.
- Click on e-voting option, user will be redirected to NSDL / CDSL Depository website after successful authentication, wherein user can see e-voting feature.
- Post successful authentication, click on “MUFG InTime” or “evoting link displayed alongside Company’s Name” and you will be redirected to InstaVote website for casting the vote during the remote e-voting period.

Login method for shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode.

Shareholders holding shares in physical mode / Non-Individual Shareholders holding securities in demat mode as on the cut-off date for e-voting may register and vote on InstaVote as under:

STEP 1: LOGIN / SIGNUP on InstaVote

Shareholders registered for INSTAVOTE facility:

- Visit URL: <https://instavote.linkintime.co.in> & click on “Login” under ‘SHARE HOLDER’ tab.
- Enter details as under:

- User ID: Enter User ID
- Password: Enter existing Password
- Enter Image Verification (CAPTCHA) Code
- Click “Submit”.
(Home page of e-voting will open.
Follow the process given under “Steps to cast vote for Resolutions”)

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is Event No + Folio no. registered with the Company

Shareholders not registered for INSTAVOTE facility:

a) Visit URL: <https://instavote.linkintime.co.in> & click on “Sign Up” under ‘SHARE HOLDER’ tab & register with details as under:

1. User ID: Enter User ID
2. PAN: Enter your 10-digit Permanent Account Number (PAN) (Shareholders who have not updated their PAN with the Depository Participant (DP)/ Company shall use the sequence number provided to you, if applicable).
3. DOB/DOI: Enter the Date of Birth (DOB) / Date of Incorporation (DOI) (As recorded with your DP/Company - in DD/MM/YYYY format)
4. Bank Account Number: Enter your Bank Account Number (last four digits), as recorded with your DP/Company.
 - o Shareholders, holding shares in **NSDL form**, shall provide ‘point 4’ above.
 - o Shareholders, holding shares in **CDSL form**, shall provide ‘point 3’ or ‘point 4’ above.
 - o Shareholders, holding shares in **physical form** but have not recorded ‘point 3’ and ‘point 4’, shall provide their Folio number in ‘point 4’ above
5. 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).
6. Enter Image Verification (CAPTCHA) Code.
7. Click “Submit” (You have now registered on InstaVote).
Post successful registration, click on “Login” under ‘SHARE HOLDER’ tab & follow steps given above in points (a-b).

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g.IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares held in physical form	User ID is Event No + Folio no. registered with the Company

STEP 2: Steps to cast vote for Resolutions through InstaVote

- A. Post successful authentication and redirection to InstaVote inbox page, you will be able to see the “Notification for e-voting”.
- B. Select ‘View’ icon. E-voting page will appear.
- C. 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).
- D. After selecting the desired option i.e. Favour / Against, click on ‘Submit’.
- E. 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.

NOTE: Shareholders may click on “Vote as per Proxy Advisor’s Recommendation” option and view proxy advisor recommendations for each resolution before casting vote. “Vote as per Proxy Advisor’s Recommendation” option provides access to expert insights during the e-Voting process. Shareholders may modify their vote before final submission.

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

Non-Individual Body corporate shareholders shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at swati@bajajtodi.in with a copy marked to RTA at enotices@in.mpms.mufg.com and the Company at investorgreivance@graphiteindia.com

Guidelines for Institutional shareholders (“Custodian / Corporate Body/ Mutual Fund”)

STEP 1 – Custodian / Corporate Body/ Mutual Fund Registration

- A. Visit URL: <https://instavote.linkintime.co.in>
- B. Click on “Sign Up” under “Custodian / Corporate Body/ Mutual Fund”
- C. Fill up your entity details and submit the form.
- D. A declaration form and organization ID is generated and sent to the Primary contact person email ID (which is filled at the time of sign up). The said form is to be signed by the Authorised Signatory, Director, Company Secretary of the entity & stamped and sent to insta.vote@linkintime.co.in.
- E. Thereafter, Login credentials (User ID; Organisation ID; Password) is sent to Primary contact person’s email ID. (You have now registered on InstaVote)

STEP 2 – Investor Mapping

- A. Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- B. Click on “Investor Mapping” tab under the Menu section
- C. Map the Investor with the following details:
 - 1) ‘Investor ID’ – Investor ID for NSDL demat account is 8 Character DP ID followed by 8 Digit Client ID i.e., IN00000012345678; Investor ID for CDSL demat account is 16 Digit Beneficiary ID.
 - 2) ‘Investor’s Name - Enter Investor’s Name as updated with DP.
 - 3) ‘Investor PAN’ - Enter your 10-digit PAN.
 - 4) ‘Power of Attorney’ - Attach Board resolution or Power of Attorney.

NOTE: File Name for the Board resolution/ Power of Attorney shall be – DP ID and Client ID or 16 Digit Beneficiary ID.

Further, Custodians and Mutual Funds shall also upload specimen signatures.

- D. Click on Submit button. (The investor is now mapped with the Custodian / Corporate Body/ Mutual Fund Entity). The same can be viewed under the “Report section”.

STEP 3 – Steps to cast vote for Resolutions through InstaVote

The corporate shareholder can vote by two methods, during the remote e-voting period.

METHOD 1 - VOTES ENTRY

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) Click on “Votes Entry” tab under the Menu section.
- c) Enter the “Event No.” for which you want to cast vote.
Event No. can be viewed on the home page of InstaVote under “On-going Events”.
- d) Enter “16-digit Demat Account No.”.
- e) 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). After selecting the desired option i.e. Favour / Against, click on ‘Submit’.
- f) 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 cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

METHOD 2 - VOTES UPLOAD

- a) Visit URL: <https://instavote.linkintime.co.in> and login with InstaVote Login credentials.
- b) After successful login, you will see “Notification for e-voting”.
- c) Select “View” icon for “Company’s Name / Event number”.
- d) E-voting page will appear.
- e) Download sample vote file from “Download Sample Vote File” tab.
- f) Cast your vote by selecting your desired option 'Favour / Against' in the sample vote file and upload the same under “Upload Vote File” option.
- g) Click on ‘Submit’. ‘Data uploaded successfully’ message will be displayed.
(Once you cast your vote on the resolution, you will not be allowed to modify or change it subsequently).

NOTE: **Non-Individual Body corporate shareholders** shall send a scanned copy of the board resolution authorising its representative to vote, to the scrutinizer at swati@bajajodi.in with a copy marked to RTA at enotices@in.mpms.mufg.com and the Company at investorgreivance@graphiteindia.com.

HELPDESK:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode facing any technical issue in login may contact INSTAVOTE helpdesk by sending a request at enotices@in.mpms.mufg.com or contact on: - Tel: 022 – 4918 6000.

Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in demat mode may contact the respective helpdesk for any technical issues related to login through Depository i.e., NSDL and CDSL.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending request at evoting@nsdl.co.in or call at: 022 - 4886 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33

Forgot Password:

Individual Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode:

Individual Shareholders holding securities in physical mode / Non-Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on “Login” under ‘SHARE HOLDER’ tab.
- Further Click on “forgot password?”
- Enter User ID, select Mode and Enter Image Verification code (CAPTCHA).
- Click on “SUBMIT”.

InstaVote USER ID	NSDL	User ID is 8 Character DP ID followed by 8 Digit Client ID (e.g. IN123456) and 8 digit Client ID (eg.12345678).
	CDSL	User ID is 16 Digit Beneficiary ID.
	Shares hold in physical form	User ID is Event No. + Folio no. registered with the Company

In case Custodian / Corporate Body/ Mutual Fund has forgotten the USER ID [Login ID] or Password or both then the shareholder can use the “Forgot Password” option available on: <https://instavote.linkintime.co.in>

- Click on ‘Login’ under “Custodian / Corporate Body/ Mutual Fund” tab
- Further Click on “forgot password?”
- Enter User ID, Organization ID and Enter Image Verification code (CAPTCHA).
- Click on “SUBMIT”.

In case shareholders have a valid email address, Password will be sent to his / her registered e-mail address. Shareholders can set the password of his/her choice by providing information about the particulars of the Security Question and Answer, PAN, DOB/DOI etc. The password should contain a minimum of 8 characters, at least one special character (!#\$%&), at least one numeral, at least one alphabet and at least one capital letter.*

Individual Shareholders holding securities in demat mode with NSDL/ CDSL has forgotten the password:

Individual Shareholders holding securities in demat mode have forgotten the USER ID [Login ID] or Password or both, then the Shareholders are advised to use Forget User ID and Forget Password option available at above mentioned depository/ depository participants website.

General Instructions - Shareholders

- ❖ It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- ❖ For shareholders/ members holding shares in physical form, the details can be used only for voting on the resolutions contained in this Notice.
- ❖ During the voting period, shareholders/ members can login any number of time till they have voted on the resolution(s) for a particular “Event”.