

Indian Institute of Insurance Surveyors and Loss Assessors

(Registered office 6-1-73, Off.no 104&106 First Floor SAEED PLAZA,
Lakdikapool, Hyderabad 500 004- Telangana)

Dear All,

Re: Instruction to Member voters on voting

The final list of Constituency wise contestants is given below.

Zone:All India

Vacancy : 1

| No | Name M/S | Category |
|----|-----------------------|-----------|
| 1 | ArvindKumar Saini | All India |
| 2 | Atul Sahni | All India |
| 3 | Kulbushan Manchanda | All India |
| 4 | T.K.A. Kutty | All India |
| 5 | Lalit Gupta | All India |
| 6 | Madhu Aeran | All India |
| 7 | Manoj Bhargava | All India |
| 8 | Sarabjit Singh Bright | All India |
| 9 | Sunil Dhawan | All India |

| EAST ZONE | | Vacancy: 1 |
|-----------|-----------------------|------------|
| 1 | Ashok Kumar | Eastern |
| 2 | Dulal Chandra Das | Eastern |
| 3 | Jitendra Prasad Singh | Eastern |
| 4 | Kailash Kanta Sarma | Eastern |
| 5 | Sanjay Kumar Neura | Eastern |
| 6 | Santosh Kumar Dash | Eastern |

| S.No | Name M/S | Category |
|-------------------|-----------------------------------|-------------------|
| SOUTH ZONE | | Vacancy :1 |
| 1 | B.Shivaprakash | Southern |
| 2 | Shriranga Ramachandra Hanumasagar | Southern |

| WEST ZONE | | Vacancy :1 |
|------------------|-----------------------------|-------------------|
| 1 | Atul Bhaskar Deshpande | Western |
| 2 | Durgadas Manjunath Basroor* | Western |
| 3 | Kanan Shah | Western |
| 4 | Love Patel | Western |
| 5 | Naishadh Jayantilal Desai | Western |

- Name corrected now which voters to note.

PROCEDURE FOR REMOTE E-VOTING AND E-VOTING DURING THE ELECTION(As submitted by NSDL)

Indian Institute of Insurance Surveyors and Loss Assessors is pleased to provide the facility of remote e-voting to the Members, to exercise their right to vote on the Election(s) of ZONE. The facility for casting votes through remote e-voting will be provided by NSDL.

The remote e-voting period

begins on 23rd January 2021 at 10:00am and will remain open till 25th January 2021 till 5:00pm.

The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on every Zone is cast by the Member, the Member shall not be allowed to change it subsequently.

How To e-Vote

You will receive Email from NSDL with your login credentials.

Step – 1 – Member visit NSDL evoting site <https://evoting.nsd.com> and **click on ‘Shareholder/Member’ login button.**

The screenshot shows the NSDL e-Voting Services website. The header includes the NSDL logo and the text 'National Securities Depository Limited' and 'Welcome to NSDL e-Voting Services'. The navigation menu contains: Home, About Us, Site Map, Terms & Conditions, Contact Us, Download, and Help / FAQ's. The main content area has four columns, each representing a user role: Shareholder / Member, Issuer / R&T Agent, Scrutinizer, and Custodian / MF. Each column has an icon, a title, a short description of the service, and a 'Login' button. At the bottom, there is a 'Notice Download' section with a dropdown menu and a 'Search' button.

Step – 2 – Member will get below page where he has to enter his/her login credentials Or Members can use OTP Login method. Click on Login, after accepting Terms & Conditions.

Step – 3 – Member has to click on “e-Voting” ‘Active e-voting Cycles/VC or OAVM’



Step – 4 – Member gets to see every Zone details in below mentioned format. Click on the EVEN of each zone on which you will vote. There will be 4 sections for vote – All India, South, East and West with the contestants seen under each constituency. Votes to be cast under each ZONE. The sample for post as per below:-

e-Voting

| View/Modify e-Voting Cycles | | | | | |
|-----------------------------|-------------|---|---------------------|---------------------|-------------|
| EVEN | ISIN | Company Name | Start Date | End Date | Result Date |
| 115564 | INDIISLA123 | Indian Institute of Insurance Surveyors and Loss Assessors(WESTERN ZONE) | 23-01-2021 10:00 | 25-01-2021 17:00 | 25-01-2021 |
| 115563 | INDIISLA123 | Indian Institute of Insurance Surveyors and Loss Assessors(SOUTHERN ZONE) | 23-01-2021 10:00 | 25-01-2021 17:00 | 25-01-2021 |
| 115562 | INDIISLA123 | Indian Institute of Insurance Surveyors and Loss Assessors(EASTERN ZONE) | 23-01-2021 10:00 | 25-01-2021 17:00 | 25-01-2021 |
| 115561 | INDIISLA123 | Indian Institute of Insurance Surveyors and Loss Assessors(ALL INDIA) | 23-01-2021 10:00 | 25-01-2021 17:00 | 25-01-2021 |

Step- 5 In case of Election Voting, under every Zone you will be able to see the names of Nominees standing for election. You need to select any one nominee you wish to Vote. System will not allow you to select multiple options under one EVEN. **Similarly, caste Votes for ALL ZONE.**

Step- 6 After selecting the **Candidate** you have decided to vote, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, enter the OTP and click "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.

Step -7 once you "CONFIRM" your vote on the Candidate, you will not be allowed to modify your vote.

Step -8. You can print the reports of your Votes. NSDL will also send Mobile confirmation of successful e-Vote



Note: - Please note that a member can cast votes lesser than the numbers to be elected for that region but not more. For ex. For ALL INDIA region where one people need to be elected, votes can be cast for one none and not more than one vote. One can also choose not to vote for anyone. However, the votes once set cannot be modified. Hence it is important that the votes be cast with utmost care.

Process to Retrieve Password-:

- 1) Your User ID will be a combination of EVEN No. and Membership Id of association
- 2) Your password details are given below:
 - a. If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- 3) How to retrieve your 'initial password'?
 - a. If your email ID is registered with the association, your 'initial password' is attached with this mail.
 - b. If your email ID is not registered, please Use OTP LOGIN method
- 4) If you are unable to retrieve or have not received the " Initial password" or have forgotten your password
 - a. If you are unable to get the password, you can send a request at evoting@nsdl.co.in mentioning your Membership Id, your name. or call on toll free number 1800 1020 990 and 1800 22 44 30
 - b. Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL
- 5) After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
- 6) Now, you will have to click on "Login" button
- 7) After you click on the "Login" button, Home page of e-Voting will open.

ASSISTANCE FOR ATTENDANCE/VOTING AT THE AGM:-

In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of <https://www.evoting.nsdl.com> or contact NSDL at the following toll free no.: 1800 1020 990 and 1800 22 44 30 or mail at evoting@nsdl.co.in

Besides the above help line from NSDL we have appointed Mrs Pratibha Sarathy as Scrutinising officer for this election who will be helping you in the process of election till the results are announced.. Her contact details are as under:

Mrs.Pratibha Sarathy
Head IT, GI Council,
National Insurance Building,
Fifth Floor,
14,J Tata Road,
Church Gate,
Mumbai 400020.
Email Address : pratibha@gicouncil.in
Mobile 9820410957.

In case of any difficulty ,(apart from approaching the the above two) you are free to approach the undersigned at his email address devanathan@gicouncil.in and mobile number 9442514161.

Once again member- voters are requested to exercise care while voting and carefully go through the instructions given above before casting their valuable votes.

Election officer seeks the cooperation of all the member-voters for the smooth conducting of election and ensuring polling maximum number of votes.

All the best to all the contestants and greetings to all member-voters.

Thanks and regards



V.Devanathan
Election Officer