Indian Institute of Insurance Surveyors and Loss Assessors

(Registered Office: Door No.3-5-890. Flat No.315, Paras Chambers, Himayath Nagar, Hyderabad-0029, Telangana)

15th July,2019

Dear Voters,

Greetings from Election Officer!

Welcome to e-voting system for the election to the Central Council of IIISLA!

As a first-time e-voter, you are requested to carefully go through the instructions attached along with screen shots of voting procedures and exercise your vote carefully. The instructions are being sent to all voters individually.

The actual voting will only begin on 18th July at 10.00A.M. A mail with the username and password will be sent to your email address registered with IIISLA on 17th July evening. After a gap an alert SMS will be sent to your mobile number.

Should you have any queries you could contact the undersigned or the scrutinizer whose contact details are given in the attachment. Wishing you all the best.

Thanks, and regards.

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V.Devanathan, Head Technical & Projects, General Insurance Council, Royal Insurance (National Insurance) Building, 5th Floor,14,J Tata Road,ChurchGate Mumbai 400020. Mob: 09442514161 Tef: + 91 22 2281 7511 / 7512

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The instructions for members voting electronically are as under:

- The voting period begins at 10.00A.M on 18th July,2019 and ends at 5.00 P.M (17.00 Hrs) on 20th July2019. The e-voting module shall be disabled for voting thereafter.
- ii. The Members should log on to the e-voting website <u>www.evotingindia.com</u>.
- iii. Click on Shareholders/members.
- iv. Now Enter your User ID XXXXXXXX
- v. Next enter the Image Verification as displayed and Click on Login.



Enter you			
♦ Welcome to EVSN	×		
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	Click to use Virtual Keyboard	Shareholders may log-in to m-voting using their e-voting credentials to vote for company resolutions.	
		Download the m-voting app on your	
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vi. Enter your password XXXXXXXX

vii. After entering these details appropriately, click on "SUBMIT" tab.

viii. Click on the EVSN of IIISLA on which you will vote. There will be 5 sections for vote – All India, North, South, East and West with the contestants seen under each constituency. Votes to be cast under each constituency. The sample for post as per below :



ix. In case of election voting, On the voting page, you will see "Candidate Selection Option" and against the same the choice "YES" for voting. Select the option YES for the Candidate (Contestant) you wish to vote for. The option YES implies that you assent to the Candidate (Contestant).





- **x.** After selecting the **Candidate** you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- **xi.** Once you "CONFIRM" your vote on the Candidate, you will not be allowed to modify your vote.
- xii. Please note that a member can cast votes lesser than the numbers to be elected for that region but not more. Eg. For North region where two people need to be elected, votes can be cast for one, two or none and not more than 2 votes. 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 a lot of care.

- **xiii.** The member can vote on 1 zone & go to next zone for voting and can come back & view the zone for which he has already voted but cannot modify the same once voted. Once the number of votes under the category is reached, one cannot go back to that region to vote. Eg. In the All India, you might decide to vote for 3 people, and then move on to the North region and vote for two people before proceeding to the Eat zone. In this scenario, one cannot go back to the North Zone, but one can revisit the All India region wherein one vote is still pending to be cast.
- **xiv.** You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page.
- **xv.** A scrutinizing officer is appointed to scrutinize independently the entire operation of e-voting. The Contact details of Scrutinizing officer is as below

Mrs. Pratibha Sarathy <u>Tel:022-22817511</u> Fax;022-22817515 Mob:09820410957 <u>Email. pratibha@gicouncil.in</u>

In case of non-receipt of voting link or difficulty in voting and any other matter concerning e-voting can be brought to her notice immediately so that matters can be resolved at the earliest.

Thanking you,

V.Devanathan Election Officer IIISLA