



# INDIAN INSTITUTE OF INSURANCE SURVEYORS AND LOSS ASSESSORS

(Promoted by IRDA, Govt. of India)

Dt: 23-12-2021

Dear Members,

In case you have not received user-id or password from NSDL or facing any difficulties in login, you can alternatively use OTP based log-in on <https://www.evoting.nsdl.com> (Under Shareholder/Member Login).

**User-Id will be as follows:**

**User ID: EVEN No + Membership No (Without using slash '/')**

**Kindly note that EVEN of the 13<sup>th</sup> Annual General Meeting of the IIISLA is 119026.**

**For Example: If your Membership is A/S/12345 and EVEN for the AGM is 119026 Then the user-id will be: 119026AS12345 (Alphabets in Capital Letter)**

Select log in type as OTP and follow the screen instructions and proceed. The OTP will be sent to your registered Mobile Number and E-Mail, using the OTP received you can log-in and cast your vote.

For any queries or issues relating to e-voting, the Members may write the same to the following from the e-mail id registered with the Company (IIISLA) only:

NSDL Helpdesk at Tel No. (Toll Free) 1800 1020 990/1800 224  
430 E-Mail Us at: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)

Any query or issues written from the mail-id other than registered mail-id shall not be entertained and addressed. Company or E-voting Agency shall not be held responsible for such issue.

Thanks and Regards

Mr. Ajay Girdhar  
Director

**PROCEDURE AND INSTRUCTIONS FOR REMOTE E-VOTING AND VOTING AT THE 13<sup>TH</sup> ANNUAL GENERAL MEETING( AGM) AND ATTENDING THE AGM THROUGH VIDEO CONFERENCING (VC)/ OTHER AUDIO-VISUAL MEANS (OVAM):**

**A. PROCEDURE AND INSTRUCTIONS FOR REMOTE E-VOTING:**

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:
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Step 1: Log-in to NSDL e-Voting system at <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a>
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Step 2: Cast your vote electronically on NSDL e-Voting system.
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**Details on Step-1 is mentioned below:**

**How to Log-in to NSDL e-Voting website?**

- a) Visit the e-Voting website of NSDL. Open web browser by typing the URL <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile;
- b) Once the home page of e-Voting system is launched, click on the icon ‘Login’ which is available under ‘Shareholder/ Member’ section.
- c) After clicking on the ‘Login’ which is available under ‘Shareholder/Member’ section, a new screen will open. You are required to enter the login credentials (i.e., User ID and password) as received from NSDL in the PDF file attached with the e-mail sent on the mail-id registered with the IISLA. please note that password to open the PDF file would be your membership number in upper case (without using slash). After entering these details appropriately, enter the verification code, tick on “I hereby agree to all Terms and Conditions” and click on ‘LOGIN.’
- d) On successful login, the system will prompt you to change password on first login. Further, User shall select the “Security Question” from the drop down list and enter the answer in “Answer” field.

**Note:** You are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A- Z), one lower case (a-z), one numeric value (0-9) and a special character (@, #, \$, etc.,).

Example: Notice@1234

- e) Up on the successful change of Password, the system will prompt you to login again with new password. Once you login with the new password, the Home page of e-Voting will appear.

- f) Now you are ready for remote e-voting.

**Details on Step 2 is given below:**

**How to cast your vote electronically on NSDL E-Voting system?**

- a) After successful login at Step 1, you will be able to see the Home page of e-Voting.
- b) User may select the e-voting cycle for voting by clicking on the hyperlink of "EVEN" (Electronic Voting Event Number). Kindly, select the "EVEN" i.e., 'Indian Institute of Insurance Surveyors and Loss Assessors'
- c) Cast your vote by selecting appropriate options i.e., assent or dissent and click on "Submit" and also "Confirm" when prompted.
- d) Upon confirmation the OTP will be sent to the registered mobile number and/or registered mail-id of member. Enter the OTP and click on submit.
- e) Upon successful submission of OTP, the message "Vote cast successfully" will be displayed.
- f) Once you confirm your vote, you will not be allowed to modify your vote.
- g) It is strongly recommended not to share your password/OTP with any other person and take utmost care to keep your password/OTP confidential.
- h) In case of any queries, you may call on toll free no: 1800 1020 990 /1800 224 430 or send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

**B. INSTRUCTIONS FOR E-VOTING ON THE DAY OF THE AGM FOR THE MEMBERS WHO ARE ATTENDING THE MEETING THROUGH VC/OAVM FACILITY ARE AS UNDER:**

- a) The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- b) Only those Members/ shareholders, who will be attending the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system during the AGM.
- c) Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.

**C. INSTRUCTIONS FOR VOTING ON THE DAY OF THE AGM FOR THE MEMBERS WHO ARE ATTENDING THE MEETING PHYSICALLY AT THE VENUE ARE AS UNDER:**

- a) Only those Members/ shareholders, who will be attending the AGM physically at the Venue and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through E-Voting system or Ballot/Polling papers as provided in the AGM.
- b) Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
- c) Members who will be attending the AGM physically at the Venue and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so and who have voted through E-voting during the Meeting is not eligible to vote through Ballot/Polling papers.
- d) If any Member have casted vote through E-voting system of NSDL during the Meeting and also through Ballot/Polling papers. The votes casted through E-Voting system of NSDL will be considered valid and vote casted through polling/ ballot paper will be invalid.
- e) Members who will be attending the AGM physically at the Venue are compulsory required to adhere to COVID-19 guidelines issued by the relevant authorities.

**D. INSTRUCTIONS FOR MEMBERS FOR ATTENDING THE AGM THROUGH VC/OAVM ARE AS UNDER:**

- a) Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com/> under Shareholder/Member login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/member login where the EVEN of IISLA will be displayed. Further members can also use the OTP based login for logging into the e-Voting system of NSDL. The User ID for logging in through OTP based login will be EVEN + Membership number (without using slash). EVEN number of the 13<sup>th</sup> AGM will be published on the website of IISLA and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- b) The facility for joining the Meeting will be kept open at least 15 minutes before the time scheduled for the Meeting and shall not be closed till the expiry of 15 minutes after the Scheduled time of Meeting.
- c) This facility shall be available to the 1000 Members to participate on a first-

come-first served basis.

- d) Members are encouraged to join the Meeting through Laptops for better experience.
- e) Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- f) Please note that Participants Connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- g) Shareholders who would like to express their views/have questions on the financial statements/operations of the Company may send their queries at [admin@iiisla.co.in](mailto:admin@iiisla.co.in) at least 7 days before the meeting, so that the information can be compiled in advance. The same will be replied by the company suitably.
- h) In case of any queries, you may call on toll free no: 1800 1020 990 /1800 224 430 or send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

**E. IN CASE YOU HAVE NOT RECEIVED USER-ID OR PASSWORD FROM NSDL:**

In case you have not received user-id or password from NSDL, you can alternatively use OTP based log-in on <https://www.evoting.nsdl.com> (Under Shareholder/Member Login)

**User-Id will be as follows:**

**User ID: EVEN No + Membership No (Without using slash '/')**

**For Example:** If your Membership is A/S/12345 and EVEN for the AGM is 101010

Then the user-id will be: 101010AS12345 (Alphabets in upper case)

**Note:** EVEN No of the 13<sup>th</sup> Annual General Meeting will be available on the website of the IIISLA and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

Select log in type as OTP and follow the instructions and proceed. The OTP will be sent to your registered Mobile Number and E-Mail, using the OTP received you can log-in and cast your vote.

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