

## **POSTAL BALLOT - PROCEDURE FOR REGISTRATION OF EMAIL ID BY MEMBERS**

The members may follow the below procedure for registration of their Email ID's for availing remote e-voting facility to cast their votes on the matters specified in the Postal Ballot Notice as available on the website of the Company at [www.capitalindia.com](http://www.capitalindia.com):

### **I. For Members who have Electronic folios:**

- a) Visit the link <https://ris.kfintech.com/clientservices/postalballot/registration.aspx>
- b) Select the company name
- c) Member to enter DPID-Client ID / Folio Number and PAN details
- d) Upload the self-attested PAN copy
- e) Member to enter e-mail ID and mobile number
- f) System will check the authenticity of the Client ID and PAN details, and send different OTPs to the Member on their e-mail ID and mobile number
- g) Member to enter the OTPs received by SMS and e-mail ID to complete the validation process. Please note that the OTP will be valid for five (5) minutes only.
- h) The system will then confirm the e-mail ID for the limited purpose of service of the Notice.
- i) The system will then send the Notice and procedure for remote e-voting to the e-mail ID provided by the Member.

### **II. For Members who have Physical folios:**

- a) Visit the link <https://ris.kfintech.com/clientservices/postalballot/registration.aspx>
- b) Select the company name
- c) Member to enter physical Folio Number (only numeric) and PAN details
- d) In the event the PAN details are not available on record, the Member to enter one of the certificate Numbers
- e) Member to enter e-mail ID and mobile number.
- f) System will check the authenticity of the Folio Number and PAN details or the certificate number and send different OTPs to the Member, on their e-mail ID and mobile number.
- g) Member to enter the OTPs received by SMS and e-mail ID to complete the validation process. Please note that the OTP will be valid for five (5) minutes only.
- h) If PAN details are not available, the system will prompt the Member to upload the duly signed and scanned copy of the PAN card.
- i) The system will then confirm the e-mail ID for the limited purpose of service of the Notice.
- j) The system will then send the Notice and procedure for remote e-voting to the e-mail ID provided by the Member.
- k) After successful submission of the e-mail ID, the Bank or KFintech will share a copy of the Notice immediately and not later than within 48 hours of receipt of the e-mail ID from the Members.

In case of any queries pertaining to e-voting, please visit Help & Frequently Asked Questions section of <http://evoting.kfintech.com> or for any other query the Member may write to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) or [evoting@kfintech.com](mailto:evoting@kfintech.com) or contact KFintech at toll free number: 1800 309 4001.