



CAPGEMINI TECHNOLOGY SERVICES INDIA LIMITED

Registered Office: No. 14, Rajiv Gandhi Infotech Park, Hinjawadi Phase-III, MIDC-SEZ,
Village Man, Taluka Mulshi, Pune-411 057 Maharashtra, India
CIN: U85110PN1993PLC145950; E-mail: cgcompanysecretary.in@capgemini.com
Website: <https://www.capgemini.com/in-en/what-we-do/group-overview/capgemini-technology-services-india-limited-formerly-known-as-igate-global-solutions-limited/>
Telephone: +91-20-66992000; Fax: +91-20-66995050

NOTES/INSTRUCTIONS FOR VOTING THROUGH ELECTRONIC MEANS:

The instructions for e- voting are as follows:

- a. Log on to the e-voting platform: <http://evoting.karvy.com>
- b. Enter the login credentials i.e., user id and password mentioned below this communication. Your Folio No / DP ID / Client ID will be your user ID.
- c. After entering the details appropriately, click on LOGIN.
- d. You will reach the password change menu wherein 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. The system will prompt you to change your password and update any contact details like mobile, e-mail etc. on first login. You may also enter the secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- e. You need to login again with the new credentials.
- f. On successful login, the system will prompt you to select the EVENT i.e., Capgemini Technology Services India Limited.
- g. On the voting page, enter the number of shares as on the cut-off date, Wednesday, 30 September 2020 under FOR / AGAINST, alternatively you may enter partially any number in FOR and partially in AGAINST but the total number in FOR /AGAINST taken together should not exceed the total shareholding.
- h. Shareholders holding multiple folios / Demat account shall undertake the voting process separately for each folio / Demat account.
- i. Cast your vote by selecting an appropriate option and click on SUBMIT. A confirmation box will be displayed. Click OK to confirm else CANCEL to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, shareholders can login any number of times till they have voted on the resolution.

- j. Corporate/Institutional Shareholders (Corporate/FIs/FIIs/Trust/Mutual Funds/Banks etc.,) are required to e-mail scan (PDF format) of the relevant Board Resolution to the Scrutinizer at indapurkarcs@gmail.com.
- k. Once the vote on the resolution is cast by the shareholder, he shall not be allowed to change it subsequently.
- l. The Portal will be open for voting from 9 a.m. (IST) on Friday, 09 October 2020 and ends at 5 p.m. (IST) on Saturday, 07 November 2020.
- m. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for shareholders and e-voting User Manual for shareholders available at the download section of <http://evoting.karvy.com> or contact Kfin Technologies Private Limited at Tel No. 1800 345 4001 (toll free).
- n. The voting rights of the Members shall be in proportion to their share of the paid up equity share capital of the Company as on the Record Date i.e. 30 September 2020.
- o. It is strongly recommended not to share your password with any other person and take utmost care to keep it confidential. Neither the Company nor the Scrutinizer will be responsible for any consequences of you having shared or disclosed the password (whether original or changed) with or to any person, including your inability to thereafter access the e-voting platform or even cast your vote.
- p. The results of e-voting will be placed on the website of the Company at <https://www.capgemini.com/in-en/what-we-do/group-overview/capgemini-technology-services-india-limited-formerly-known-as-igate-global-solutions-limited>.