**STANDARD OPERATING PROCEDURE FOR SPECIAL GENERAL MEETING**

* Date : 9th June, 2021
* Time : 11.00 a.m.
* Resumption of meeting after Quorum : 11.30 a.m.
* Addressed by : Chairman at 11.30 a.m.
* Commencement of Voting : 11.45 a.m. to 2.45 p.m.
* (i) Process of Voting -

Ans. Other Audio Visual Means (OAVM) will be adopted for voting through NSDL.

(ii) Participants –

Ans. NSDL will provide User ID and Password to individual shareholders on their registered Mail ID with the Bank.

 (iii) Multiple shareholders with single Mail Ids –

Ans. As per OAVM guidelines, one shareholder will be linked with 1 Mail ID. Single Mail IDs may not be used for multiple shareholders.

 (iv) Registration of Mail Ids –

Ans. Those shareholders not provided Mail Ids, may be permitted to submit forms (already available with Branch) latest by 31st May, 2021.

 (v) Voting –

Ans. Each shareholder will get User ID and Password on his registered Mail ID which may be used to login NSDL platform through link provided in the Mail ID.

 (vi) Helpline –

Ans. In case shareholders finding difficulty in login NSDL site, helpline support will be provided. Details of Helpline numbers will be circulated on 8th June, 2021.

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