

Information and instructions relating to Remote E-voting

I. Information relating to Remote E-voting:

- i. Day, date and time of commencement of voting through electronic means: **Saturday, 9th October, 2021 at 9:00 a.m. (IST).**
- ii. Day, date and time of end of voting through electronic means beyond which voting will not be allowed: **Sunday, 7th November, 2021 till 5:00 p.m. (IST).**
- iii. Details of Website: **<https://evoting.kfintech.com>.**
- iv. Details of person to be contacted for issues relating to e-voting: **Mr. Suresh Babu D.,** Manager - RIS, KFin Technologies Private Limited, Unit: Mahindra & Mahindra Financial Services Limited, Selenium, Tower B, Plot No.31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad, Telangana - 500 032. **Tel. No.:** 040-6716 2222; **Toll Free No.:** 1800-309-4001; **Fax No.:** +91 40 2300 1153; **E-mail:** **suresh.d@kfintech.com** or **evoting@kfintech.com**.
- v. **Details of Scrutinizer:** Mr. S. N. Viswanathan (ICSI Membership No. ACS 61955) or failing him, Ms. Malati Kumar (ICSI Membership No. ACS 15508), Partners, M/s. S. N. Ananthasubramanian & Co., Company Secretaries.

II. Instructions relating to Remote E-voting:

The manner of voting by (i) Individual Shareholders holding shares of the Company in Demat mode, (ii) Shareholders other than Individuals holding shares of the Company in Demat mode, and (iii) Shareholders holding shares of the Company in Physical mode, is explained in the instructions given hereinbelow:

A. Individual Shareholders holding Shares of the Company in Demat mode:

In terms of SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 9th December, 2020 on "e-voting facility provided by Listed Entities", Individual Shareholders holding shares of the Company in demat mode can cast their vote, by way of a single login credential, through their demat accounts/websites of Depositories and Depository Participants (DPs), in order to increase the efficiency of the voting process.

Individual demat account holders would be able to cast their vote without having to register again with the e-voting service provider (ESP) thereby not only facilitating seamless authentication but also ease and convenience of participating in the e-voting process. Shareholders are advised to update their mobile number and e-mail address with their DPs to access e-voting facility.

The procedure to login and access remote e-voting, as devised by the Depositories/ Depository Participant(s), is given below:

- ❖ **Login Method for Individual Shareholders holding Shares of the Company in Demat mode through National Securities Depository Limited (“NSDL”) and Central Depository Services (India) Limited (“CDSL”):**

	NSDL		CDSL
1	Users already registered for IDeAS e-Services facility of NSDL may follow the following procedure:	1	Users already registered for Easi / Easiest facility of CDSL may follow the following procedure:
i.	Visit URL: https://eservices.nsd.com .	i.	Visit URL: https://web.cdslindia.com/myeasi/home/login or URL: www.cdslindia.com .
ii.	Click on the “ Beneficial Owner ” icon under “Login “ under “IDeAS” section.	ii.	Click on “ New System Myeasi ” icon/ Login to Myeasi option under Quick Login.
iii.	On the new page, enter your User ID and Password. Post successful authentication, click on “ Access to e-voting ”.	iii.	Login with your Registered User ID and Password.
iv.	You will see Company Name: “ Mahindra & Mahindra Financial Services Limited ” on the next screen. Click on the e-voting link available against “ Mahindra & Mahindra Financial Services Limited ” or select e-voting service provider “ KFintech ” and you will be re-directed to the e-voting page of KFintech to cast your vote	iv.	You will see Company Name: “ Mahindra & Mahindra Financial Services Limited ” on the next screen. Click on the e-voting link available against “ Mahindra & Mahindra Financial Services Limited ” or select e-voting service provider “ KFintech ” and you will be re-directed to the e-voting page of KFintech to cast your vote without any further authentication, during the remote e-voting period.

	without any further authentication, during the remote e-voting period.		
2	Users not registered for IDeAS e-Services facility of NSDL:	2	Users not registered for Easi/Easiest facility of CDSL:
i.	To register click on the link: https://eservices.nSDL.com	i.	Option to register is available at: https://web.cdslindia.com/myeasi/Registration/EasiRegistration .
ii.	Select " Register Online for IDeAS " or click on the link: https://eservices.nSDL.com/SecureWeb/IdeasDirectReg.jsp	ii.	Proceed with completing the required fields.
iii.	Proceed with completing the required fields.	iii.	After successful registration, please follow steps given in Point No. 1 above to cast your vote.
iv	After successful registration, please follow steps given in Point No. 1 above to cast your vote.		
3.	Users may directly access the e-voting module of NSDL as per the following procedure:	3.	Users may directly access the e-voting module of CDSL as per the following procedure:
i.	Visit URL: https://www.evoting.nSDL.com .	i.	Visit URL: www.cdslindia.com .
ii.	Click on the " Login " icon which is available under " Shareholder/Member " section	ii.	Provide your Demat Account Number and PAN.
iii.	On the Login page, enter User ID (that is, your 16-character demat account number held with NSDL, starting with IN), Login Type, that is, through typing Password (in case you are registered on NSDL's e-voting platform)/through generation of OTP (in case your mobile/e-mail address is registered in your demat	iii.	System will authenticate user by sending OTP on registered Mobile & Email as recorded in the Demat Account.

	account) and Verification Code as shown on the screen.		
iv.	On successful authentication, you will enter the e-voting module of NSDL. Click on “ Active E-voting Cycles / VC or OAVMs ” option under E-voting. You will see Company Name: “ Mahindra & Mahindra Financial Services Limited ” on the next screen. Click on the e-voting link available against Mahindra & Mahindra Financial Services Limited or select e-voting service provider “ KFinTech ” and you will be re-directed to the e-voting page of KFinTech to cast your vote without any further authentication.	iv.	On successful authentication, you will enter the e-voting module of CDSL. Click on the e-voting link available against “ Mahindra & Mahindra Financial Services Limited ” or select E-Voting Service Provider “ KFintech ” and you will be re-directed to the e-voting page of KFintech to cast your vote without any further authentication.

❖ **Login Method for Individual Members holding Shares of the Company in Demat mode through their Depository Participants:**

i.	You can also login using the login credentials of your Demat account through your Depository Participant registered with NSDL/ CDSL for e-voting facility.
ii.	An option for “ e-voting ” will be available once you have successfully logged-in through your respective logins. Click on the option “e-voting” and you will be redirected to e-voting modules of NSDL/CDSL (as may be applicable).
iii.	Click on options available against the Company’s Name: Mahindra & Mahindra Financial Services Limited or E-Voting Service Provider – KFintech .
iv	You will be redirected to e-voting website of KFintech for casting your vote during the remote e-voting period without any further authentication.

Important Note:

Members who are unable to retrieve User ID / Password are advised to use Forgot User ID and Forgot Password option available at the NSDL and CDSL websites.

Helpdesk for Individual Shareholders holding Shares of the Company in Demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL:

Login type	Helpdesk details
Securities held with NSDL	Please contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at Toll free nos.: 1800 1020 990 and 1800 22 44 30.
Securities held with CDSL	Please contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022- 23058738 or 022-23058542-43.

B. Login method for e-voting for Shareholders other than Individual Shareholders holding Shares of the Company in Demat mode and Shareholders holding Shares in Physical mode

a.	Members whose email IDs are registered with the Company/ Depository Participants, will receive an email from KFintech which includes details of E-Voting Event Number (EVEN), USER ID and password:
i.	Launch internet browser by typing the URL: https://evoting.kfintech.com/
ii.	Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN (E-Voting Event Number), followed by folio number. In case of Demat account, User ID will be your DP ID and Client ID. However, if you are already registered with KFintech for e-voting, you can use your existing User ID and password for casting your vote.
iii.	After entering these details appropriately, click on "LOGIN" .
iv	You will now reach 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 (@,#,\$, etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID etc. on first login. You may also enter a secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended that you do not share your password

	with any other person and that you take utmost care to keep your password confidential.
v.	You need to login again with the new credentials.
vi.	On successful login, the system will prompt you to select the E-Voting Event Number for Mahindra & Mahindra Financial Services Limited .
vii.	<p>On the voting page, enter the number of shares (which represents the number of votes) as on the cut-off date i.e. 4th October, 2021 under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total number in "FOR/AGAINST" taken together should not exceed your total shareholding as on the cut-off date.</p> <p>Pursuant to Clause 16.5.3(e) of Secretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India, in case a Member abstains from voting on a Resolution i.e., the Member neither assents nor dissents to the Resolution, then his/her/its vote will be treated as an invalid vote with respect to that Resolution.</p>
viii.	Voting has to be done for each item of the Notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
ix.	Members holding multiple folios/demat accounts shall vote separately for each folio/demat account.
x.	You may then cast your vote by selecting an appropriate option and click on "Submit".
Xi	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, Members can login any number of times till they have voted on the Resolution(s).
xii.	Corporate/Institutional Members (i.e. other than Individuals, HUF, NRIs, etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/ Authority Letter, etc., together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at e-mail ID: scrutinizer@snaco.net with a copy to evoting@kfintech.com and to the Company at investorhelpline_mmfs@mahindra.com . They may also upload the same in the e-voting module in their login. The scanned image of the above mentioned documents should be in the naming format "MMFSL - Postal Ballot".

		It should reach the Scrutinizer and the Company by email not later than Sunday, 7th November, 2021 (5:00 p.m. IST).
b.	In case of Members who have not registered their email addresses with the Company/ Depository Participant(s):	
	i.	Members holding shares in Demat form can get their email ID registered by contacting their respective Depository Participant.
	ii.	Members holding shares in physical form may register their email address and mobile number with KFinTech by sending an email request at the email ID einward.ris@kfintech.com with a copy to investorhelpline_mmfs1@mahindra.com alongwith the copy of the signed request letter mentioning the Name, Address, Folio No., Email address and Mobile number of the Member, self-attested scanned copy of the PAN Card and self-attested scanned copy of any document (such as Driving License, Election Identity Card, Passport, etc.) in support of the address of the Member, for registering their email address and receiving the Notice of Postal Ballot and the e-voting instructions.
c.	Those Members who have already registered their email addresses are requested to keep their email addresses validated with their Depository Participants/the Company's Registrar & Transfer Agent, KFinTech to enable servicing of notices/ documents/ Annual Reports electronically to their email address.	