



The Surat People's Co-op. Bank Ltd.

Estd.: 1922

Multi State Scheduled Bank

Detailed Guidelines/instructions for 98th Annual General Meeting Through Video Conferencing (VC) /Other Audio Visual Mean (OAVM)

Date and Time of AGM : 15.12.2020 –Tuesday, 4.00 p.m.

Bank's AGM NSDL EVEN No : 114905

Step No.1 : Website details for attending AGM through Video Conferencing

Members will be provided with a facility to attend 98th AGM through Video Conferencing, for which members may access the same at – www.evoting.nsdl.com OR Bank's website www.spcbl.in by using their e-voting credentials, which is available under shareholder login.

Step No.2 : user ID and Password / OTP

For attending e-AGM User ID and password / OTP is required.

User ID :

User ID is – EVEN Number – 114905 followed by shareholder's membership number registered with the bank. For example, If shareholder's membership number is 12 then User ID is 11490512

Password :

(a) Initial password will be sent by NSDL or by Bank through e-mail or SMS whose e-mail address and Mobile number is registered with the bank.

Trace the e-mail sent by NSDL from your mail box. Open the e-mail and open the attachment i.e. PDF file. The password to open the PDF file is your six Digit membership number. The PDF file contains your 'user ID' and 'initial Password'

Members can also login NSDL website through OTP

(b) Members whose mobile number and e-mail ID are not registered with the bank can get their User ID and password by contacting share department at Central Office of the bank in person with membership Identity Card.

(c) Once member get 'initial password', member needs to enter 'initial password' and the system will force member to change password.

Step no.3 : Queries related to Agenda of AGM

Members can raise their queries related to Agenda by sending e-mail to agm@spcbl.in on 15.12.2020 and 16.12.2020. The reply of the queries will be uploaded on bank's website www.spcbl.in on 17.12.2020.

Step no. 4 : Cast your vote electronically on NSDL e-voting System

Members can cast their vote electronically through www.evoting.nsdl.com or Bank website www.spcbl.in Process of casting of vote is as below.

1. Click on the icon 'login' which is available under Shareholder login
2. After login, you will be able to see Home page of e-voting. Click on e-voting. Then click on Active Voting Cycles.
3. Select EVEN No 114905
4. Now you can cast your vote by selecting appropriate options (for approval of agenda select 'Assent' else 'Dissent') and click on 'submit' and also 'confirm' when prompted.
5. Upon confirmation, the message 'vote cast successfully' will be displayed. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.
6. Upon successful completion of voting, members shall log out and upon such logging out by members, login credential shall stand lapsed and perpetually invalidated/deactivated.
7. The e-voting period begins on 18.12.2020 from 9.00 a.m. onwards and ends on 19.12.2020 by 5.00 p.m.

Step no. 5 : Attend e-AGM through phone

Members whose e-mail ID and mobile number are not registered with the bank can attend e-AGM through toll free number 022 6480 2006 by entering meeting ID 126 734 0450 followed by # .

Other Information

1. The facility of joining the meeting through VC/OAVM shall open 30 minutes before the time scheduled for the meeting.
2. Members who would like to express their views or ask questions during the AGM shall register themselves as a speaker by sending the request from their registered e-mail address stating clearly the membership number at agm@spcbl.in on or before 08.12.2020. Members who have registered themselves as a speaker will only be allowed to speak during the e –AGM. Bank reserves the right to restrict the number of speakers depending upon the availability of time.
3. Members are encouraged to join the meeting through laptop for better experience.
4. Members/speakers will be required to allow camera and use internet with good speed to avoid any disturbance during the meeting.
5. Please note that members connecting from mobile device or tablet 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 WIFI/LAN Connecting to mitigate any kind of aforesaid glitches.
6. Login to e-voting website will be disabled upon 5 unsuccessful attempts to key- in the correct password. In such event, members can reset the password by selecting 'Forgot user details/Password' option available on www.evoting.nsdl.com

For any assistance related to e-AGM, members may refer the frequently asked Questions (FAQ) and e-voting user manual available at the download section of www.evoting.nsdl.com or call on toll free number 1800222990 or mail to paragi@nsdl.co.in or at evoting@nsdl.co.in . Members may contact Share Department, Central office (phone number 0261 2464621 Ext.123) or Call to 96625 23061 (Iteshbhai) , 96625 23062 (Santoshbhai)

