

1. **Procedure for joining the Meeting through VC/OAVM**

- a. The Transferor Company will provide VC / OAVM facility to the Creditors for participating in the Meeting. The Creditors will be able to attend the Meeting through VC/OAVM or view the live webcast of the Meeting at <https://emeetings.kfintech.com/> by using their remote e-voting login credentials which will be sent separately to the respective e-mail IDs of the Creditors and selecting the “EVENT” for the Meeting.
- b. The Creditors are requested to follow the procedure given below:
 - i. Launch internet browser (Firefox / Safari / Google Chrome) by typing the URL <https://emeetings.kfintech.com/>;
 - ii. Enter the login credentials (i.e., User ID and Password for e-voting);
 - iii. After logging in, click on ‘Video Conference’ option; and
 - iv. Then click on camera icon appearing against NCLT EVENT of ***Unsecured Creditors Meeting of Eastern Condiments Private Limited*** to attend the Meeting.
- c. The Creditors may join the Meeting through laptops, smartphones, tablets, or iPads. Further, the Creditors will be required to use internet with a good speed to avoid any disturbance during the Meeting. Creditors will need the latest version of Safari, Internet Explorer 11, MS Edge, Mozilla Firefox or Google Chrome.

Please note that the participants connecting from mobile devices or tablets or through laptops connecting via mobile hotspot may experience audio / video loss due to fluctuation in their respective network. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any glitches. Creditors will be required to grant access to the web-cam to enable two-way video conferencing.

- d. The facility for joining the Meeting shall be kept open for 15 minutes before the time scheduled to start the Meeting and shall not be closed till the expiry of 30 minutes after such scheduled time.
- e. The Creditors who would like to express their views or ask questions during the Meeting may register themselves as speakers by logging on to <https://evoting.kfintech.com/> and clicking on the ‘Speaker Registration’ option available on the screen after log in. The speaker registration will open from 11:00 AM to 11:30 AM. Only those Creditors who are registered as speakers will be allowed to express their views or ask questions.
- f. Creditors who need assistance before or during the Meeting, may contact Mr. S V Raju, Deputy Vice President or Mr. D. S. Nagaraja, Deputy Manager on the toll-free number 1800 309 4001.
- g. Institutional and corporate Creditors are required to send a scanned copy (‘pdf’ / ‘jpeg’ format) of the resolution its board or governing body or other authorisation, etc., authorising its representative to attend the Meeting through VC / OAVM on its behalf and vote through e-voting during the Meeting. The said resolution / authorization shall be sent to the scrutinizer appointed for the Meeting by email to deepakathreyas@gmail.com from their registered email ID with a copy marked to evoting@kfintech.com before the Meeting or before the remote e-voting, as the case may be.

2. Instructions for remote e-voting and e-voting at the Meetings

- a. In compliance with the operating procedures (with appropriate modifications if required) set out in the applicable provisions of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and the circulars issued by the Ministry of Corporate Affairs ("MCA"), as amended, the Transferor Company is pleased to provide to its Creditors, facility to exercise their right to vote on the resolution proposed to be considered at the Meeting by electronic means and the business would be transacted through e-voting services arranged by KFin Technologies Limited. The Creditors may cast their votes remotely, using an electronic voting system ("remote e-voting") on the dates mentioned herein above.
- b. Those Creditors, who will be present in the Meeting through VC / OAVM facility and have not cast their vote on the resolution through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting facility during the Meeting.
- c. The Creditors who have cast their vote by remote e-voting prior to the Meeting may also join the Meeting through VC / OAVM, but shall not be entitled to cast their vote again. A Creditor can opt for only single mode of voting per EVENT, i.e., through remote e-voting or e-voting at the Meeting. If a Creditor casts vote(s) by both modes, then voting done through remote e-voting shall prevail and vote(s) cast at the Meeting shall be treated as 'INVALID'.

3. The process and manner for remote e-voting is as under:

- a. Upon receiving the Notice and accompanying document:
 - i. Launch internet browser by typing the URL: <https://evoting.kfintech.com/>
 - ii. Enter the login credentials (i.e., User ID and Password) which will be sent separately to the respective e-mail IDs of the Creditors;
 - 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 should 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 promote you to select the "EVENT". i.e., ***Unsecured Creditors Meeting of Eastern Condiments Private Limited***;
 - vii. On the voting page cast the voting under 'FOR/AGAINST' and if you do not indicate either 'FOR' or 'AGAINST' it will be treated as 'ABSTAIN' and your vote will not be

counted under either head;

- viii. You may then cast your vote by selecting an appropriate option and click on 'submit';
- ix. A confirmation box will be displayed. Click 'OK' to confirm else 'CANCEL' to modify; and
- x. Once you confirm, you will not be allowed to modify your vote. During the voting period, you can login any number of times till you have voted on the Resolution.

4. Other Instructions:

- a. Each Creditor shall have only one vote to cast.
- b. In case of any queries, please visit Help and FAQ's section available at website <https://evoting.kfintech.com/>. For any grievances related to e-voting, the same may be addressed to Mr. S V Raju, Deputy Vice President or Mr. D. S. Nagaraja, Deputy Manager at <https://evoting.kfintech.com/> or the representative of the Transferor Company at ragee.r@eastern.in

5. Information and instructions for e-voting facility at the meeting:

- a. Facility to cast vote through e-voting at the Meeting will be made available on the video conference screen and will be activated once the e-voting is announced at the Meeting.
- b. Those Creditors, who will be present in the Meeting through VC / OAVM facility and have not cast their vote on the resolution through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting facility during the Meeting.
- c. The e-voting window shall be activated upon instructions of the Chairpersons of the Meeting during the Meeting. E-voting during the Meeting is integrated with the VC / OAVM platform and no separate login is required for the same.