



IDFC LIMITED

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Corporate Identity Number: L65191TN1997PLC037415

Email: info@idfc.com **Website:** www.idfc.com

Regd. Office: KRM Towers, 7th Floor, No. 1, Harrington Road, Chetpet, Chennai - 600 031, Tamil Nadu, India.

Tel: + 91 44 4564 4201/4202/4223 **Fax:** +91 44 4564 4222

Corp. Office: Naman Chambers, C-32, G-Block, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051, Maharashtra, India.

Tel: + 91 22 4222 2000 **Fax:** +91 22 2421 5052

ATTENDANCE SLIP

Regd. Folio No. / DP ID & Client ID	Sr. No.
Name and Address of the Member	
Name(s) of the Joint Holder(s), if any	
No. of shares held	
Full name of Proxy / Authorised Representative	
Member's / Proxy's / Authorised Representative's Signature	

I hereby record my presence at the **Twenty Second Annual General Meeting** of **IDFC Limited** held on **Monday, September 30, 2019 at 11.30 am** at The Music Academy, T.T.K Auditorium (Main Hall), Near Acropolis Building, New No. 168 (Old No. 306), T.T.K. Road, Royapettah, Chennai - 600 014, Tamil Nadu, India.

ELECTRONIC VOTING PARTICULARS

EVEN (E-Voting Event Number)	User ID	Password

Notes:

- A Member / Proxy holder / Authorised Representative needs to furnish a duly signed 'Attendance Slip' along with a valid Identity proof such as PAN card, Passport, Aadhar card or Driving License to enter the AGM hall.**
- Members / Proxy holders / Authorised Representative are requested to bring their copy of Annual Report for reference at the AGM.
- E-voting letter is being sent to those Members of the Company who are holding shares as on **Friday, August 23, 2019**. In case a person becomes a Member of the Company, after Friday, August 23, 2019 and continues to hold shares till the **cut-off date i.e. Monday, September 23, 2019**, he/she may write to shivangi.mistry@idfc.com requesting for User ID and Password. After receipt of the above credentials, please follow all the steps mentioned overleaf under instructions on Remote e-voting to cast your vote.
- The Remote e-voting period will start on **Wednesday, September 25, 2019 at 9.00 a.m.** and ends on **Sunday, September 29, 2019 at 5:00 p.m.** E-voting module shall be disabled for voting thereafter. During the Remote e-voting, the Members of the Company holding shares in physical form or in dematerialized form, as on the **cut-off date i.e. Monday, September 23, 2019**, may cast their vote by electronic means in the manner and process set out overleaf. Once the vote on a resolution is cast by a Member, he / she shall not be allowed to change it subsequently. Further, the Members who have cast their vote electronically shall not be allowed to vote by way of Physical Ballot at the AGM and their vote, if cast at the Meeting shall be treated as invalid. **A person who is not a Member as on the cut-off date should treat this notice for information purpose only.**
- The Company has also provided "**web check-in**" facility which will be available from **Wednesday, September 25, 2019 at 9.00 a.m.** to **Sunday, September 29, 2019 at 5:00 p.m.** This will help the Shareholders to enter the AGM hall directly without going through the registration formalities at the registration counters. Please log in to <https://karisma.karvy.com>. Click on tab '**Web Checkin for General meetings (AGM / EGM / CCM)**' and follow the procedure mentioned therein.

INSTRUCTIONS ON REMOTE E-VOTING

The instructions and other information relating to Remote e-voting are as under:

1.A. In case of a Member who receives an email from Karvy [for Members whose email IDs are registered with the Company / Depository Participant(s)]:

- i. Launch internet browser by typing the URL:
<https://evoting.karvy.com>
- ii. Enter the login credentials (i.e. **User ID** and **Password** provided in the email). Your Folio No. / DP ID-Client ID will be your User ID. However, if you are already registered with Karvy 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, e-mail 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 "EVEN". Please select EVEN of IDFC Limited.
- vii. On the voting page, enter the number of shares (which represents the number of votes) as on the cut-off date 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 mentioned hereinabove. If the member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
- viii. Members holding multiple folios / demat accounts shall choose the voting process separately for each folio / demat account.
- ix. 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, will be treated as Abstained.
- x. You may 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 or change the votes cast. During the voting period, members can login any number of times till they have submitted their vote.
- xii. Corporate / Institutional Members (i.e. other than Individuals, HUF, NRI, etc.) are additionally 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: idfc.evoting2019@karvy.com with a copy marked to shivangi.mistry@idfc.com. The name of the scanned image should be in the format "Corporate Name_ EVEN". The documents should reach the Scrutinizer on or before **Sunday, September 29, 2019 at 5.00 p.m.** at Karvy Fintech Private Limited [Unit: IDFC Limited], Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 032.

1.B. In case of a Member who receives physical copy of the AGM Notice by Courier [for Members whose e-mail IDs are not registered with the Company / Depository Participant(s)]:

- i. **EVEN, User ID** and **Initial Password** are provided overleaf.
 - ii. Please follow all steps from Sr. No. (i) to (xii) as mentioned in (1.A) above, to cast your vote.
2. In case of any query / grievance pertaining to e-voting, please visit Help & FAQ's section of <https://evoting.karvy.com> (Karvy's website) or contact Mr. M R V Subrahmanyam at Karvy Fintech Private Limited [Unit: IDFC Limited], Karvy Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 032, Contact No.: +91 40 6716 1500, +91 40 3321 1000 and Toll Free No.: 1800 345 4001.
 3. The voting rights of the Members shall be in proportion to their shares of the paid up equity share capital of the Company, as on the **cut-off** date i.e. **Monday, September 23, 2019**
 4. The Board of Directors has appointed M/s BN & Associates, Company Secretaries as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
 5. The Members who are entitled to vote but have not exercised their right to vote through Remote e-voting may vote at the AGM through Physical Ballot for all businesses specified in the accompanying Notice.
 6. The Scrutinizer, immediately after the conclusion of voting at the AGM, will first count the votes cast at the AGM, thereafter unblock the votes cast through Remote e-voting in the presence of at least two witnesses not in the employment of the Company and will make, not later than 48 hours from the conclusion of the AGM, a consolidated scrutinizer's report of the total votes cast in favour or against, if any, to the Chairperson or a person authorised by him in writing who shall countersign the same. The Chairperson or a person authorised by him in writing will declare the results of voting forthwith.
 7. The Results on resolutions shall be declared not later than 48 hours from the conclusion of the AGM of the Company and the resolutions will be deemed to be passed on the AGM date subject to receipt of the requisite number of votes in favour of the Resolutions.
 8. The Results declared along with the Scrutinizer's Report will be available on the website of the Company (www.idfc.com) and on Karvy's (Service Provider's) website (<https://evoting.karvy.com>) and communication of the same will be sent to BSE Limited and the National Stock Exchange of India Limited and shall also be displayed on the Notice Board of the registered and corporate office of the Company within 48 hours from the conclusion of the AGM.