

**Remote E-Voting [EGM]**

The Company is pleased to provide e-voting facility to the shareholders of the Company to enable them to cast their votes electronically on the items mentioned in the Notice. The facility for voting by ballot or polling paper shall also be made available at the Extra Ordinary General Meeting and the shareholders attending the meeting who have not already cast their vote by remote e-voting shall be able to exercise their right at the meeting. The shareholders who have already cast their vote by remote e-voting prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again.

The Company has appointed Mr. Ravi Kapoor, Practicing Company Secretary (Membership No.F2587 and Certificate of Practice No.2407) as the Scrutinizer for conducting the e-voting process in a fair and transparent manner. E-voting is optional. **The e-voting rights of the shareholders / beneficial owners shall be reckoned on the equity shares held by them as on Wednesday, 18<sup>th</sup> March 2020, being the cut-off date for the purpose.** The Shareholders of the Company holding shares either in dematerialised or in physical form, as on the cut-off date, may cast their vote electronically. A person who is not a shareholder on the cut-off date should treat this Notice for information purposes only.

Any person, who acquires shares of the Company and becomes a member of the Company after despatch of the Notice and is holding shares as on the cut-off date, i.e. 18<sup>th</sup> March 2020, may obtain the User ID and password in the manner as mentioned below:

- (i) If the mobile number of the member is registered against Folio No. / DP ID Client ID, the member may send SMS: MYEPWD <space> DP ID Client ID or Event number (i.e. 5243) + Folio No. to 9212993399

Example for NSDL : MYEPWD<SPACE>IN12345612345678

Example for CDSL : MYEPWD<SPACE>1402345612345678

Example for Physical : MYEPWD<SPACE>52431234567

- (ii) If e-mail or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of <https://evoting.karvy.com>, the member may click “forgot password” and enter Folio No. or DP ID Client ID and PAN to generate a password.

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

1. The Company has entered into an arrangement with KFin Technologies Private Limited (“Kfintech”) for facilitating remote e-voting for the ensuing Extra Ordinary General Meeting. The instructions for remote e-voting are as under:

- (i) Open your web browser during the voting period and navigate to ‘<https://evoting.karvy.com>’.
- (ii) Enter the login credentials, i.e. user-id & password, mentioned on the attendance slip / email forwarded through the electronic notice:

User-ID	<p>For shareholder(s) / beneficial owner(s) holding shares in demat form:-</p> <p>a) For NSDL:- 8 characters DP ID followed by 8 digits Client ID</p> <p>b) For CDSL:- 16 digits Beneficiary ID</p> <p>For shareholder(s) holding shares in physical form:- Event number (i.e. 5243) + folio number</p>
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Password	Your unique password is printed on the EGM attendance slip / sent via email forwarded through the electronic notice.
Captcha	Enter the verification code for security reasons, i.e., please enter the alphabets and numbers in the exact way as they are displayed.

- (iii) After entering these details appropriately, click on “LOGIN”.
- (iv) Members holding shares in demat / physical form will now reach password change menu wherein they are required to mandatorily change their login password in the new password field. The new password has to be minimum eight characters consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character (like \*, #, @, etc.). Kindly note that this password can be used by the demat holders for voting for resolution of any other company on which they are eligible to vote, provided that such company opts for e-voting through Kfintech’s e-voting platform. System will prompt you to change your password and update any contact details like mobile, email ID., etc. on first login. You may also enter the secret question and answer of your choice to retrieve your password in case you forget it. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Kindly ensure that you note down your password for future reference. In case you forget it, you will need to go through ‘Forgot Password’ option available on the Kfintech’s e-voting website to reset the same.
- (v) You need to login again with the new credentials.
- (vi) On successful login, system will prompt to select the ‘Event’, i.e. 'SUZLON ENERGY LIMITED'.
- (vii) If you are holding shares in demat form and had logged on to <https://evoting.karvy.com> and casted your vote earlier for any other company, then your existing login id and password are to be used.
- (viii) On the voting page, you will see resolution description and against the same the option ‘FOR / AGAINST / ABSTAIN’ for voting. Enter the number of shares under ‘FOR / AGAINST / ABSTAIN’ 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. If you do not want to cast a vote, you may select ‘ABSTAIN’.
- (ix) After selecting the resolution if you have decided to cast vote on the same, click on “SUBMIT” and a confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (x) Once you ‘CONFIRM’ your vote on the resolution, you will not be allowed to modify your vote.
- (xi) Corporate / Institutional members (corporate / FIs / FIIs / trust / mutual funds / banks, etc.) are required to send scanned copy (pdf format) of the relevant board resolution to the Scrutinizer through e-mail to [ravi@ravics.com](mailto:ravi@ravics.com) with a copy to [evoting@karvy.com](mailto:evoting@karvy.com). The file scanned image / pdf file of the board resolution should be in the naming format “Corporate Name”.

2. Once you have cast your vote on a resolution you will not be allowed to modify it subsequently. Kindly note that once you have cast your vote you cannot modify or vote on poll at the Extra Ordinary General Meeting. However, you can attend the meeting and participate in the discussions, if any.
3. **The Portal will remain open for voting from: 9.00 a.m. on Saturday, 21<sup>st</sup> March 2020 to 5.00 p.m. on Monday, 23<sup>rd</sup> March 2020 (both days inclusive). The e-voting portal shall be disabled by Kfintech thereafter.**
4. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for shareholders and e-voting User Manual for shareholders available at the download section of <https://evoting.karvy.com>. In case of any grievances, you may contact Mr. Ganesh Chandra Patro of KFin Technologies Private Limited at 040-67162222 or at 1800-3454-001 (toll free); email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).
5. The Scrutinizer shall immediately after the conclusion of the voting at the Extra Ordinary General Meeting, first count the votes cast at the Extra Ordinary General Meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least 2 (two) witnesses not in the employment of the Company. The Scrutinizer shall submit a consolidated Scrutinizer's Report of the total votes cast in favour of or against, if any, not later than 3 (three) days after the conclusion of the Extra Ordinary General Meeting to the Chairman of the Company. The Chairman, or any other person authorised by the Chairman, shall declare the result of the voting forthwith.
6. The resolutions will be deemed to be passed on the Extra Ordinary General Meeting date subject to receipt of the requisite number of votes in favour of the resolutions.
7. The results declared along with the Scrutinizer's Report(s) will be placed on the website of the Company ([www.suzlon.com](http://www.suzlon.com)) and on Kfintech's website (<https://evoting.karvy.com>) immediately after it is declared by the Chairman, or any other person authorised by the Chairman, and the same shall be communicated to National Stock Exchange of India Limited and BSE Limited.
8. **KPRISM- Mobile service application by Kfintech:**

Members are requested to note that, the Registrar and Share Transfer Agents, M/s. KFin Technologies Private Limited have launched a new mobile application - KPRISM and website <https://kprism.kfintech.com> for online service to shareholders.

Members can download the mobile application, register yourself (onetime) for availing host of services viz., consolidated portfolio view serviced by Kfintech, dividends status and send requests for change of address, change / update bank mandate. Through the mobile app, members can download annual reports, standard forms and keep track of upcoming general meetings, IPO allotment status and dividend disbursements. The mobile application is available for download from Android Play Store or scan the below QR code. Alternatively visit the link <https://kprism.kfintech.com/app/> to download the mobile application.



<https://kprism.kfintech.com/app/>