

Manner of registration / updation of e-mail:

1. Members who have not registered their e-mail addresses are requested to follow the procedure listed down herein below for registering their e-mail address:

Type of holder	Process to be followed for registration of e-mail address and mobile number
Physical	Members may send an e-mail request to einward.ris@kfintech.com or investorservices@wendtindia.com along with: <ul style="list-style-type: none">- Scanned copy of the signed request letter mentioning the Folio No., name of the Member, e-mail address and mobile number;- Self-attested copy of PAN;- Self-attested copy of any address proof including Aadhar, Passport etc.;- Scanned copy of share certificate(s) (front and back).
Demat	Members may contact their DPs and register or update their respective e-mail addresses in the demat account, as per the process recommended by the DP.
Alternatively, members can register their e-mail address and mobile number by clicking https://ris.kfintech.com/clientservices/postalballot/registration.aspx and giving the necessary details. After due verification, the RTA shall send the postal ballot notice requested by the member.	

2. Members updating their e-mail address through Depository Participant after the Cut-Off Date are required to communicate the same to the Company / RTA by writing an e-mail to investorservices@wendtindia.com and einward.ris@kfintech.com. Members updating their e-mail address after the Cut-Off Date shall receive the postal ballot notice.