

## **ADDITIONAL INFORMATION WITH RESPECT TO OPTING OF E-VOTING & PROCEDURES:**

Dear Members,

Further to email dated 25<sup>th</sup> Aug 2016, 26<sup>th</sup> October 2016 and 5<sup>th</sup> December 2016 requesting for your opinion on e-Voting during the forthcoming elections in 2017, the e-Voting proposal has already been approved by the GC as well as in the AGM held on 17th September 2016 at Nerul.

The next elections shall therefore be a concurrent combination of the usual Ballot Paper system along with a new e-Voting option. Members who wish to opt for e-Voting shall be required to indicate their choice and the remaining Members shall continue to get their paper ballots as usual. This shall be applicable for both - the elections for the Head Office as well as the elections for the Branches.

This change has been necessitated due to complaints regarding the inefficiency of our postal system which had resulted in the delayed/non- receipt of Ballot papers by a few of our Members during the last elections. It will also enable our Members who are sailing to exercise their franchise in a much easier manner.

All Members who wish to opt for e-Voting are reminded to indicate their options before 31<sup>st</sup> March 2017 by replying to this email. It is not possible to opt for e-Voting later.

The Institute of Marine Engineers (India) has extended the e-voting facility to all corporate members which will be conducted by CDSL. All the members are hereby requested to go through a process of "registration" during which, they have to exercise any one of the two options available. If you are interested in e-voting, kindly opt for "YES" and if you are interested in paper based voting, please opt for "NO". Emails in this regard were sent to all members on 1st February 2017 along with user ID and password for logging in to e-voting website as mentioned below for registration. Kindly follow the instructions given below to state whether you are interested in e-voting or not by giving your option as YES/NO.

- i. The registration period begins on Wednesday 1st February 2017 10.00 AM (IST) and ends on Monday, 31st March 2017 at 5.00 PM (IST). The registration process shall be disabled thereafter.
- ii. The Members should log on to the e-voting website [www.evotingindia.com](http://www.evotingindia.com).
- iii. Click on Shareholders/ Members.
- iv. Enter your User ID as [USERID]
- v. Next enter the Image Verification as displayed and Click on Login.
- vi. Enter your password as [PASSWORD]
- vii. After entering these details, click on "submit" tab
- viii. Click on the EVSN of The Institute of Marine Engineers (India) on which you choose to exercise your option
- ix. You will be guided to next page where you will see YES/NO options
- x. After selecting your option either YES or NO, click on "SUBMIT" tab.
- xi. A confirmation box will be displayed. If you wish to confirm your option, click on "OK", else to change your option, click on "CANCEL" and accordingly modify your option.

**Election Officer**

**The Institute of Marine Engineers (India)**