



## **GENERAL INSTRUCTIONS FOR ACCESSING AND PARTICIPATING IN THE EXTRAORDINARY GENERAL MEETING (EGM) THROUGH VC/OAVM FACILITY AND VOTING THROUGH ELECTRONIC MEANS INCLUDING REMOTE E-VOTING**

### **1. Extraordinary General Meeting through Video Conference/Other Audio-Visual Means (VC/OAVM)**

Pursuant to the General Circular No. 09/2024 dated 19.09.2024 issued by the Ministry of Corporate Affairs (MCA) (collectively referred to as "MCA Circulars") read with SEBI Circular no. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 03.10.2024, the Extraordinary General Meeting will be held through Video Conferencing (VC) or Other Audio-Visual Means (OAVM) without the physical presence of the Members at a common venue duly following guidelines issued by MCA and SEBI in conducting Extraordinary General Meeting of the Bank.

The deemed venue for the meeting shall be UCO Bank Head Office, 10, BTM Sarani, Kolkata-700001.

### **2. Facility for Participation in EGM**

The facility for participation in the EGM through VC/OAVM, voting through remote e-voting and e-voting during the EGM, will be provided by M/s KFin Technologies Limited, Registrar and Transfer Agent (RTA) of the Bank. M/s KFin Technologies Limited will also act as attendant enabler for EGM.

Shareholders may join the EGM through VC/OAVM facility by following the procedure mentioned in the Notice, which shall be kept open for the shareholders on 22nd January, 2025 from 10:30 a.m. i.e., 30 minutes before the time scheduled to start the EGM. The Window for joining the EGM through VC/OAVM facility may be closed 30 minutes after the scheduled start time.

The facility of participation at the EGM through VC/OAVM will be made available for at least 1000 members on first come first served basis. This restriction will not include large Shareholders (Shareholders holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee, Stakeholders Relationship Committee, Auditors etc. who are allowed to attend the EGM without restriction on account of first come first served basis.

### **3. Attendance**

The attendance of the Members attending the EGM through VC/OAVM will be counted for the purpose of reckoning the quorum.

### **4. Appointment of Proxy and Authorized Representative**

Since this EGM is being held pursuant to the MCA Circulars through VC / OAVM, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the members will not be available for this EGM and hence the Proxy Form and Attendance Slip are not annexed to this Notice.

However, the Body Corporates are entitled to appoint authorized representatives to attend the EGM through VC/OAVM and participate thereat and cast their votes through e-voting. In this connection, scanned copy of relevant Board Resolution is required to be sent along with attested signature of the Authorized signatory(ies) who are



authorized to vote, to the scrutinizer by email to [snv@snaco.net](mailto:snv@snaco.net) with a copy marked to [evoting@kfintech.com](mailto:evoting@kfintech.com) and [hosgr.calcutta@ucobank.co.in](mailto:hosgr.calcutta@ucobank.co.in), not less than four days before the date of the meeting on or before 5:00 PM of Thursday the 16th January 2025.

An employee or officer of the Bank cannot be appointed as authorized representative as per provisions of UCO Bank (Shares and Meetings) Regulation, 2003.

#### **5. Instructions for shareholders for attending EGM through VC/OAVM**

- Member will be provided with a facility to attend EGM through VC/OAVM provided by KFin Technologies Limited. Members may access the same at <https://emeetings.kfintech.com> and click on the "Video Conference" and access the shareholders/members login by using the remote e-voting credentials.
- The link for EGM will be available in shareholder/member login by using the remote e-voting credentials. The link for EGM will be available in shareholder/members login where the EVENT and UCO Bank can be selected.
- Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush.
- Members are encouraged to join the Meeting through Laptops with Google Chrome for better experience.
- Further, Members will be required to use Internet with a good speed to avoid any disturbance during the meeting.
- Please note that participants connecting from Mobile Devices or Tablets or through Laptop 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 kind of aforesaid glitches.

#### **6. Voting through electronic means**

Pursuant to Regulation 44 of SEBI (Listing Obligations & Disclosure Requirements) Regulations 2015 (as amended) read with Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules 2014, (as amended), and the MCA Circulars, the Bank is providing facility of remote e-voting to its Members in respect of the business to be transacted at the Extraordinary General Meeting.

The members, who are holding shares as on cut-off date(s) are entitled to participate in the remote e-voting process, through the e-voting platform provided by KFin Technologies Limited or to vote at the meeting. Person who is not a member as on cut-off date should treat this notice for information purpose only.

In terms of UCO Bank (Shares and Meetings) Regulation 2003, in case of joint holders, the Member whose name appears first as per the Register of Members of the Company will be entitled to vote at the EGM provided the votes are not already casted through remote e-voting.



## 7. INSTRUCTION FOR REMOTE E-VOTING THROUGH DEPOSITORIES (NSDL/CDSL) FOR INDIVIDUAL SHAREHOLDERS HOLDING SHARES IN DEMAT FORM

In terms of SEBI circular SEBI/HO/CFD/CMD/ CIR/P/2020/242 dated December 9, 2020 on e-voting facility provided by Listed Companies, individual shareholders holding securities in Demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Shareholders are advised to update their mobile number and email Id in their demat accounts in order to access e-voting facility.

Pursuant to aforesaid SEBI Circular, Login method for e-Voting and joining virtual meetings for Individual shareholders holding securities in Demat mode is given below:

NSDL	CDSL
<p><b>1. User already registered for IDeAS facility:</b></p> <p>I. URL: <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a></p> <p>II. Click on the "Beneficial Owner" icon under 'IDeAS' section.</p> <p>III. On the new page, enter User ID and Password. Post successful authentication, click on "Access to e-Voting"</p> <p>IV. Click on company name or e-Voting service provider and you will be re-directed to e-Voting service provider website for casting the vote during the remote e-Voting period.</p>	<p><b>1. Existing user who have opted for Easi / Easiest</b></p> <p>I. URL: <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></p> <p>II. Click on New System Myeasi</p> <p>III. Login with user id and password.</p> <p>IV. Option will be made available to reach e-Voting page without any further authentication.</p> <p>V. Click on e-Voting service provider name to cast your vote.</p>
<p><b>2. User not registered for IDeAS e-Services</b></p> <p>I. To register click on link : <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a></p> <p>II. Select "Register Online for IDeAS"</p> <p>III. Proceed with completing the required fields.</p> <p>Alternatively,</p> <p>I. To register click on link : <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></p> <p>II. Proceed with completing the required fields.</p>	<p><b>2. User not registered for Easi/Easiest</b></p> <p>I. Option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></p> <p>II. Proceed with completing the required fields.</p>
<p><b>3. By visiting the e-Voting website of NSDL</b></p> <p>I. URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a></p> <p>II. Click on the icon "Login" which is available under 'Shareholder/Member' section.</p> <p>III. Enter User ID (i.e. 16-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.</p> <p>IV. Post successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page.</p> <p>V. Click on company name or e-Voting service provider name and you will be redirected to e-Voting service provider website for casting your vote during the remote e-Voting period.</p>	<p><b>3. By visiting the e-Voting website of CDSL</b></p> <p>I. URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></p> <p>II. Provide demat Account Number and PAN No.</p> <p>III. System will authenticate user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account.</p> <p>IV. After successful authentication, user will be provided links for the respective ESP where the e- Voting is in progress.</p>



## 8. INSTRUCTIONS FOR REMOTE E-VOTING THROUGH DEPOSITORY PARTICIPANT FOR INDIVIDUAL SHAREHOLDERS HOLDING SHARES IN DEMAT FORM

Individual Member can also login using the login credentials of his/her demat account through his/her Depository Participant registered with NSDL/CDSL for e-Voting facility. Once login, the member will be able to see e-Voting option. Click on e-Voting option the member will be redirected to NSDL/CDSL Depository site after successful authentication. Click on company name or e-Voting service provider name and the member will be redirected to e-Voting service provider website for casting the vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at above mentioned website.

Helpdesk for Individual Shareholders holding securities in demat mode for any technical issues related to login through Depository i.e. CDSL and NSDL

Members facing any technical issue - NSDL	Members facing any technical issue - CDSL
Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no.: 1800 1020 990 and 1800 22 44 30	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022- 23058738 or 22-23058542-43.

## 9. INSTRUCTION FOR REMOTE E-VOTING FOR SHAREHOLDERS HOLDING SHARES IN PHYSICAL FORM AND SHAREHOLDERS OTHER THAN INDIVIDUAL SHAREHOLDERS HOLDING SHARES IN DEMAT FORM

The details of the process and manner for remote e-voting are given below. The initial pass word is provided in the body of the e-mail comprising of the notice of EGM.

- i. Log-in-to for Remote e-voting portal at <https://evoting.kfintech.com>
- ii. Shareholders of the Bank holding shares as on the cut-off date may cast their vote electronically.
- iii. Enter the initial login credentials (i.e., user id and password mentioned in the email comprising notice of EGM ). Your Folio No./DP ID & Client ID will be your user ID.
- iv. After entering the details appropriately, click on LOGIN.
- v. You will reach the 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 (e-z), one numeric value (0-9) and a special character. The system will prompt you to change your password and update any contact details like mobile, email 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.
- vi. You need to login again with the new credentials.
- vii. On successful login, the system will prompt you to select the EVENT i.e., UCO Bank. On the voting page, the number of shares (which represents the number of votes) held by you as on the cut-off date will appear. If you desire to cast all the votes assenting/dissenting to the resolution, enter all shares and click 'FOR'/'AGAINST' as the case may be or partially in 'FOR' and partially in 'AGAINST', but the total number in 'FOR' and/or 'AGAINST' taken together should not exceed your total shareholding as on the cut-off date. You may also choose the option 'ABSTAIN' and the shares held will not be counted under either head.



- viii. Cast your votes by selecting an appropriate option and click on 'SUBMIT'. A confirmation box will be displayed.
- ix. Corporate/institutional members (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned image (PDF/JPG format) of certified true copy of relevant board resolution/authority letter etc. together with attested specimen signature of the duly authorized signatory(ies) who is/are authorized to vote, to the Scrutinizer through email at [snv@snaco.net](mailto:snv@snaco.net) and may also upload the same in the e-voting module in their login. The scanned image of the above documents should be in the naming format 'UCO BANK\_EVENT No.'
- x. Those holding shares as on the Cut-off Date can cast their vote in favour of or against the resolution.
- xi. Click OK to confirm else CANCEL to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, shareholders can login any number of times till they have voted.
- xii. Shareholders holding multiple folios/demat account shall choose the voting process separately for each folios/demat account.
- xiii. Once the vote on the resolution is cast by the shareholder, he/she shall not be allowed to change it subsequently.
- xiv. The Portal will be open for voting from: 9 a.m. on 18th January, 2025 to 5 p.m. on 21st January, 2025.
- xv. 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.kfintech.com> or contact M/s KFin Technologies Ltd. on 1800 345 4001 (Toll free)

#### **10. INSTRUCTIONS FOR MEMBERS FOR E-VOTING DURING THE EGM:**

The e-voting "Thumb Sign" on the left-hand corner of the video screen shall be activated upon instructions of the chairman during the EGM proceedings. Shareholders shall click on the same to take them to "instapoll" page.

The members to click on the "Instapoll" icon to reach the resolution page and follow the instructions to vote on the resolution.

Only those shareholders, who are present in the EGM and have not casted their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system available during the EGM.