

## INSTRUCTIONS FOR MEMBERS TO ATTEND THE AGM THROUGH VC/OAVM AND TO SPEAK DURING THE AGM

### A. Instructions for Members to attend the AGM through VC/OAVM through InstaMeet

1. The Company has enabled the members to participate at the 63<sup>rd</sup> AGM through the VC facility i.e. InstaMeet provided by LIPL.
2. Members are required to open the internet browser and launch the URL: <https://instameet.linkintime.co.in> and click on “Login” and follow the below steps:
  - ▶ Select the “Company” and ‘Event Date’ and register with the following details: -
    - i. **Demat Account No. or Folio No:** Enter your 16-digit Demat Account No. or Folio No
      - Shareholders/members holding shares in the **CDSL Demat account shall provide 16-Digit Beneficiary ID**
      - Shareholders/members holding shares in the **NSDL Demat account shall provide 8-Character DP ID followed by 8-Digit Client ID**
      - Shareholders/members holding shares in **physical form shall provide the Folio Number registered with the Company**
    - ii. **PAN:** Enter your 10-digit PAN (Members who have not updated their PAN with the Depository Participant (DP)/Company shall use the sequence number provided to you, if applicable).
    - iii. **Mobile Number:** Enter your mobile number
    - iv. **Email Id:** Enter your e-mail ID as recorded with your DP/Company
  - ▶ Click “Go to Meeting” (You are now registered for InstaMeet and your attendance is marked for the meeting).
  - ▶ The facility of joining the AGM through VC/OAVM shall open 30 minutes before the time scheduled for the AGM i.e. at 10.30 a.m. (I.S.T.).
3. Pursuant to Regulation 44(6) of Listing Regulations, the Company is also providing a live webcast of the proceedings of the AGM. The members will be able to view the proceedings on LIPL’s portal at <https://instameet.linkintime.co.in>.
4. Members are requested to read the instructions carefully and participate in the meeting. You may also call the InstaMeet Support Desk for any support on the dedicated number provided to you in the instruction/InstaMeet website.

### B. Instructions for Members to Speak during the AGM through InstaMeet:

1. Members who would like to express their views/have questions may send their questions in advance mentioning their name, Demat account number/folio number, e-mail ID, mobile number at [secretarial@bharatforge.com](mailto:secretarial@bharatforge.com). Questions/queries received by the Company till 5.00 p.m. on Monday, August 05, 2024, shall only be considered and responded to during the AGM.
2. Members who would like to express their views/ask questions during the meeting may pre-register themselves as speaker by sending their requests from their registered e-mail address mentioning their name, DP ID and Client ID/folio number, e-mail ID and mobile number at [secretarial@bharatforge.com](mailto:secretarial@bharatforge.com) till 5.00 p.m. on Monday, August 05, 2024. Only those members who have pre-registered themselves as speaker will be allowed to express their views/ask questions during the AGM.
3. Members will receive a “speaking serial number” once they mark attendance for the AGM.
4. Other members may ask questions to the panelist, via active chat-board during the meeting.

5. The Company reserves the right to restrict the number of questions and the number of speakers, as appropriate for smooth conduct of the AGM and members will get confirmation on a first-come-first-served basis.

**Note:** Members are requested to speak only when the moderator of the meeting/management announces the name and serial number for speaking.

**Note for Point A and B:**

- a. Members are encouraged to join the Meeting through Tablets/Laptops connected through broadband for a better experience.
- b. Members are required to use the Internet with a good speed (preferably 2 MBPS download stream) to avoid any disturbance during the meeting.
- c. Please note that members connecting from Mobile Devices or Tablets or through Laptops connecting via Mobile Hotspots may experience Audio/Visual loss due to fluctuations in their network. It is therefore recommended to use a stable Wi-Fi or LAN connection to mitigate any kind of aforesaid glitches.
- d. In case members have any queries regarding login/e-voting, they may send an e-mail to [instameet@linkintime.co.in](mailto:instameet@linkintime.co.in) or contact on: - Tel: 022-49186175.