The instructions for e-voting are as under:

A. In case a Member receives an e-mail from NSDL (for Members whose e-mail addresses are registered with the Company/Depositories):

I. Open the e-mail and also open PDF file namely "HCLI e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password for e-voting. Please note that the password is an initial password.

II. Open the internet browser and type the following URL: https://www.evoting.nsdl.com.

III. Click on Shareholder Login.

IV. If you are already registered with NSDL for e-voting then you can use your existing user ID and password for casting your vote.

V. If you are logging in for the first time, please enter the user ID and password provided in the PDF file attached with the e-mail as initial password.

VI. The Password Change Menu will appear on your screen. Change to a new password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of both. Please take utmost care to keep your password confidential.

VII. Once the e-voting home page opens, click on e-voting> Active Voting Cycles.

VIII. Select "EVEN" (Electronic Voting Event Number) of HCL Infosystems Limited. Now you are ready for e-voting as Cast Vote page opens.

IX. Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted. Upon confirmation, the message "Vote cast successfully" will be displayed.

X. Once the vote on the resolution is cast, the Member shall not be allowed to change it subsequently.

XI. Institutional shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF/JPG format) of the relevant Board Resolution/Authority letter, etc., together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to hclscrutinizer@gmail.com, with a copy marked to evoting@nsdl.co.in.

XII. In case of any queries, you may refer the Frequently Asked Questions (FAQs) - Shareholders and e-voting user manual - Shareholders, available at the downloads section of www.evoting.nsdl.com.The documents should reach the Scrutinizers on or before the close of working hours on or before 19th November, 2015.

B. In case a Member receives physical copy of the Notice of AGM (for Members whose email addresses are not registered with the Company/Depositories):

I. Initial password is provided in the EVEN (Electronic Voting Event Number), user ID and password under the instruction for e-voting printed overleaf.

II. Please follow all steps from Sl. No. (II) to Sl. No. (XII) above, to cast vote.

C. Other Instructions:

I. The remote e-voting period commences on Monday, 16th November, 2015 (9:00 a.m. IST) and ends on Wednesday, 18th November, 2015 (5:00 p.m. IST) and thereafter the remote e-voting facility shall forthwith be blocked. During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on Friday, 13th November, 2015, may cast their vote electronically. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Member, he shall not be allowed to change it subsequently.

II. The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on Friday, 13th November, 2015. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-Voting, voting through ballot form, as well as voting at the meeting through ballot.

III. Any person, who acquires shares of the Company and becomes a member of the Company after dispatch of the Notice and holding shares as of the cut-off date, may obtain the login ID and password by sending a request at evoting@nsdl.co.in. However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote. If you forget your password, you can reset your password by using "Forgot User Details / Password" option available on www.evoting.nsdl.com.

IV. The Company has appointed Mr. Vineet K. Chaudhary, Company Secretary in Whole-time practice as "Scrutinizer" to scrutinize the e-voting process in a fair and transparent manner. He has given his consent for such appointment.

V. The Scrutinizer shall, immediately after the conclusion of voting at the general meeting, would count the votes cast at the meeting, thereafter unblock the votes cast through remote e-voting in the presence of at least two (2) witnesses not in the employment of the Company and make, not later than three days of conclusion of the meeting, a consolidated Scrutinizer's report of the total votes cast in favor or against, if any, to the Chairman or a person authorized by him in writing who shall countersign the same.

VI. The result declared along with the Scrutinizer's Report shall be placed on the Company's website www.hclinfosystems.com and on the website of NSDL, www.evoting.nsdl.com immediately after the result are declared by the Chairman or any person authorized by him. The company shall, simultaneously, communicate the results to the BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed.