

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.nsd.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.
 - 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.nsd.com.
- 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 e-voting period commences on Thursday, 6th November, 2014 (9.00 a.m. IST) and ends on Saturday, 8th November, 2014 (6.00 p.m. IST). During this period, Members of the Company, holding shares either in physical form or in dematerialized form, as on Friday, 10th October, 2014, may cast their vote electronically. The 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, 10th October, 2014.
 - III. Mr. Vineet K. Chaudhary, a Practicing Company Secretary has been appointed as "Scrutinizer" to scrutinize the e-voting process in a fair and transparent manner.
 - IV. The Scrutinizer shall, within a period not exceeding three working days from the conclusion of the e-voting period, unblock the votes in the presence of at least two witnesses not in the employment of the Company and make a Scrutinizer's Report of the votes cast in favour or against, if any, forthwith to the Chairman of the Company.
 - V. A member who is not able to participate in the general meeting personally and who is also not exercising voting through e-means cannot have the additional option of voting through postal ballot.
 - VI. The results of Voting on the resolutions set out in the Notice shall be declared on or the after the AGM. 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.nsd.com within two days of the passing of the resolutions at the Twenty Eighth Annual General Meeting of the Company on 12th November, 2014 and communicated to the BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed.