



Regd. Office: 9th Floor Antriksh Bhawan, 22 K G Marg, New Delhi-110001
CIN: L65922DL1988PLC033856

Phone: 1800 120 8800 (011-23555206) Email: Investor.services@pnbhousing.com

FAQS ON EXTRA ORDINARY GENERAL MEETING (“EGM”) OF THE PNB HOUSING FINANCE LIMITED (“COMPANY”)

1. When will be the EGM of Company be held?

The EGM Company will be held on Tuesday, June 22, 2021 at 3:00 PM (IST) through Video conferencing / Other Audio Visual Means.

2. Where can I access the EGM Notice of the Company?

The Notice convening EGM is available on the website of the Company i.e. www.pnbhousing.com, website of stock exchanges i.e. BSE limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively.

3. What is the cut-off date to be eligible vote on the resolutions set out in the Notice of EGM?

The voting rights of the members for Remote E-voting and or E-voting (collectively referred as electronic voting) shall be in proportion to the equity shares held by them in the paid up equity share capital of the Company as on cut-off date i.e. closing of business hours of Tuesday, June 15, 2021.

4. What is the remote e-voting period? Or When can I vote on the resolutions provided in EGM Notice?

Commencement of remote e-voting	Friday, June 18, 2021 at 9:00 a.m. (IST)
End of remote e-voting	Monday, June 21, 2021 at 5:00 p.m. (IST)

The remote e-voting module shall be disabled by National Securities Depository Limited (“NSDL”) after 5:00 P.M. (IST) on June 21, 2021 for voting thereafter. Those Members holding shares on the cut-off date, who will be present in the EGM through VC / OAVM facility and have not casted their votes on the resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through NSDL e-voting system during the EGM.

5. How do I vote on the resolutions provided in EGM Notice?

- The shareholders can login on NSDL e-voting website <https://www.evoting.nsdl.com/>
- Click on “Login” under the first left tab “Shareholder/Member”
- Fill up (a) User ID; (b) Select the login type: “Password”/“OTP”; (c) Verification code. Tick on checkbox and click on “Login”
- Go to “e-Voting” under the first left tab and click on “Active E-voting Cycles.
- Select the EVEN of PNB Housing Finance Limited i.e. 116060 and vote on resolutions



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- f) Select the options and click on “Confirm” to confirm his vote
- g) You will get voting confirmation

6. How to join the EGM?

Members will be provided with a facility to attend the EGM through VC/OAVM through the NSDL e-Voting system. Members may access by following the steps mentioned below for Access to NSDL e-Voting system:

- A) Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode

In terms of SEBI circular dated 9th December, 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.

Login method for Individual shareholders holding securities in demat mode is given below:

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	If you are already registered for NSDL IDeAS facility, please visit the e-Services website of NSDL. Open web browser by typing the following URL: https://eservices.nsd.com/ either on a Personal Computer or on a mobile. Once the home page of e-Services is launched, click on the “Beneficial Owner” icon under “Login” which is available under “IDeAS” section. A new screen will open. You will have to enter your User ID and Password. After successful authentication, you will be able to see e-Voting services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on options available against company name or e-Voting service provider - NSDL and you will be re-directed to NSDL e-Voting website for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.



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	<ol style="list-style-type: none"> 1. If the user is not registered for IDeAS e-Services, option to register is available at https://eservices.nsdl.com. Select “Register Online for IDeAS” Portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp 2. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on options available against company name or e-Voting service provider - NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting & voting during the meeting.
<p>Individual Shareholders holding securities in demat mode with CDSL</p>	<ol style="list-style-type: none"> 1. Existing users who have opted for Easi / Easiest, they can login through their user id and password. Option will be made available to reach e-Voting page without any further authentication. The URL for users to login to Easi / Easiest are https://web.cdslindia.com/myeasi/home/login or www.cdslindia.com and click on New System Myeasi. 2. After successful login of Easi/Easiest the user will be also able to see the E Voting Menu. The Menu will have links of e-Voting service provider i.e. NSDL. Click on NSDL to cast your vote. 3. If the user is not registered for Easi/Easiest, option to register is available at https://web.cdslindia.com/myeasi/Registration/EasiRegistration 4. Alternatively, the user can directly access e-Voting page by providing demat Account Number and PAN No. from a link in www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in



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	the demat Account. After successful authentication, user will be provided links for the respective ESP i.e. NSDL where the e-Voting is in progress.
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. Once login, you will be able to see e-Voting option. Once you click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on options available against company name or e-Voting service provider-NSDL and you will be redirected to e-Voting website of NSDL for casting your 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 abovementioned website.

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

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 1800 1020 990 and 1800 22 44 30
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at 022-23058738 or 022-23058542-43



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- B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?	
<ol style="list-style-type: none"> 1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsdl.com/ either on a Personal Computer or on a mobile. 2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section. 3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen. Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at https://eservices.nsdl.com/ with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically. 4. Your User ID details are given below : 	
Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company



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	For example, if folio number is 001*** and EVEN is 116060 then user ID is 116060001***
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5. Your password details are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
 - c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in process for those shareholders whose email ids are not registered
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
 - a) Click on "Forgot User Details/Password?"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.



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9. After you click on the “Login” button, Home page of e-Voting will open.

After successful login, you can see link of “VC/OAVM link” placed under “Join General meeting” menu against company name. You are requested to click on VC/OAVM link placed under Join General Meeting menu. The link for VC/OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed. 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.

7. I have lost my Login Id Credentials. How to retrieve ID and password?

- a) Click on “Forgot User Details/Password?” (If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
- b) Physical User Reset Password?” (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
- c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
- d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.

8. What is the helpline number in case of any queries or difficulties faced?

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 www.evoting.nsdl.com or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request at evoting@nsdl.co.in

9. How is inspection be made available to shareholders?

Member interested for inspection may write to investor.services@pnbhousing.com.

10. How do I express my views or raise queries?

Members may submit their questions with regard to any other matter to be placed at the EGM by Monday, June 14, 2021. Members may send their request from their registered email address mentioning their name, demat account number/folio number, email id and mobile number at investor.services@pnbhousing.com. The same will be replied by the Company at the EGM or suitably depending upon the availability of time. Members who would like to express their views/ask



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questions during the meeting with regard to any matter to be placed at the EGM may register themselves as a speaker by sending request from their registered e-mail address mentioning their name, demat account number/folio number, email id and mobile number at investor.services@pnbhousing.com by Monday, June 14, 2021. Those members who have pre-registered themselves as a speaker will only be allowed to ask questions during the EGM, depending upon the availability of time. The Company reserves the right to restrict the number of questions and number of speakers, as appropriate for smooth conduct of the EGM.

Members who could not get pre-registered themselves as a speaker or drop their queries, may express their views or ask questions during the EGM by using the communication box facility that will be appearing on the screens during the EGM.

11. How should the Institutional / Corporate Shareholders attend the EGM?

Institutional / Corporate Shareholders (i.e. other than individuals / HUF, NRI, etc.) intending to authorize their representatives to attend and vote at the Meeting are requested to send from their registered email id a scanned copy of the certified copy of the Board Resolution or Authorisation Letter (JPG / PDF Format) authorising their representative(s) to attend and vote on their behalf at the Meeting at investor.services@pnbhousing.com before e-voting/ attending EGM.

12. What is the process for registering email address?

a) In case shares are held in physical mode please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) by email to rnt.helpdesk@linkintime.co.in.

b) In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to the Company at rnt.helpdesk@linkintime.co.in. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at step 1 (A) i.e. Login method for e-Voting and joining virtual meeting for Individual shareholders holding securities in demat mode.

c) Alternatively shareholder/members may send a request to evoting@nsdl.co.in for procuring user id and password for e-voting by providing above mentioned documents.



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13. Which device is to be used for joining EGM ?

You can join the EGM through desktops/laptops/smartphones/ with internet facility.

For good audio-video experience, we request you to ensure below mentioned guidelines to attend the EGM:

- Use your earphone for better sound quality.
- Ensure no other background applications are running.
- It is recommended to use Stable Wi-Fi or LAN Connection.
- Participants Connecting via Mobile Hotspot may experience Audio/Video loss due to Fluctuation in their respective network.
- Have proper lighting and minimize the background sounds.

14. Is there any restriction on the time and number of members to join the EGM?

The Members can join the EGM in the VC/OAVM mode 30 minutes before the scheduled time of the commencement of the Meeting i.e. 2:30 p.m. (IST) and shall be available on first come first serve basis by following the procedure mentioned below in the Notice. The facility of participation at the EGM through VC/OAVM will be made available to upto 1,000 members on first come first served basis. This will not include large Shareholders (holding 2% or more shareholding), Promoters, Institutional Investors, Directors, Key Managerial Personnel, the Chairpersons of the Audit Committee, Nomination and Remuneration Committee and Stakeholders Relationship Committee, who are allowed to attend the EGM without restriction on account of first come first serve basis.

15. What are the important web links to be referred for EGM?

S No	Particulars	Link
1	Notice of EGM	https://www.pnbhousing.com/wp-content/uploads/2021/05/intimation-to-stock-exchange_EGM-dated-22.06.pdf
3	BSE Limited	www.bseindia.com
4	National Stock Exchange India Limited	www.nseindia.com
5	NSDL	www.evoting.nsdl.com