NEWGEN SOFTWARE TECHNOLOGIES LIMITED

(CIN: L72200DL1992PLC049074)
Regd. Office: A-6, Satsang Vihar Marg, Qutab Institutional Area, New Delhi - 110 067
Tel.: (+91)-11-40770100, 2696 3571, 2696 4733, Fax: (+91)-11-2685 6936
Email: investors@newgensoft.com URL: https://newgensoft.com

Folio/ DP & Client ID No.   :

Name of the Sole /First named Member   :

Registered Address   :

Name(s) of the joint Member(s), if any   :

No. of Shares held   :

Dear Member,

Sub.: Voting through electronic means

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Newgen Software Technologies Limited ("the Company") is offering remote e-voting facility to its members in respect of the businesses to be transacted at the 27th Annual General Meeting scheduled to be held on 7th August, 2019 at NCUI Auditorium & Convention Centre, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi – 110016 at 11:00 a.m. The Company has engaged the services of Karvy Fintech Private Limited (formerly known as Karvy Computershare Private Limited) ("Karvy") as the Authorised Agency to provide remote e-voting facilities. The remote e-voting particulars are set out below:

EVENT (e-voting event number)	USER ID	PASSWORD / PIN

The remote e-voting facility will be available during the following voting period:

Commencement of e-voting: **From 09:00 a.m. (IST) on 4th August, 2019** and **End of e-voting: Up to 05:00 p.m. (IST) on 6th August, 2019**.

This communication forms an integral part of the Notice dated 25th June, 2019 for the Twenty Seventh Annual General Meeting scheduled to be held on 7th August, 2019 which along with the full Annual Report of the Company for the Financial Year 2018-19 is enclosed herewith. Attention is invited to the statement on the accompanying Notice that the business of the meeting may be transacted through remote e-voting system and that the Company is providing facility for voting by electronic means.

Members may please go through the detailed E-Voting procedure which is provided in the Notice of the Meeting

Yours faithfully

For Newgen Software Technologies Limited

Aman Mourya
Company Secretary

INSTRUCTIONS FOR REMOTE EVOTING:

i. Open your web browser during the voting period by typing the URL: https://evoting.karvy.com

ii. Enter the login credentials (i.e. User ID and password mentioned in the email forwarding the Notice of AGM or mentioned on the attendance sheet accompanying the Notice of AGM in case email id is not registered and physical copy of the Annual Report is being received by you. The said login credentials shall be valid only in case you continue to hold the shares on the cut-off date). Your Folio No./DP ID Client ID will be your User ID. However, if you hold shares in demat form and you are already registered with Karvy for remote e-voting, you shall use your existing User ID and password for casting your vote.

iii. Any person, who acquires shares of the Company and becomes member of the Company after dispatch of the Notice of AGM and holding shares as on the cut- off date i.e. 2nd August, 2019, may obtain the User id and password in the manner as mentioned below:

  a) If the mobile number of the member is registered against Folio No. / DP ID Client ID, the member may send SMS: MYEPWD <space> Event number + Folio No. or DP ID Client ID to 9212993399

   Example for NSDL   : MYEPWD <SPACE> IN12345612345678

   Example for CDSL   : MYEPWD <SPACE> 1402345612345678

   Example for Physical : MYEPWD <SPACE> XXXX1234567

  b) If e-mail id or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of https://evoting.karvy.com, the member may click "forgot password" and enter Folio No. or DP ID Client ID and PAN to generate a password.

  c) Members may call Karvy's toll free number 1-800-3454-001.

  d) Members may send an e-mail request to evoting@karvy.com

  e) If the member is already registered with Karvy for remote e-voting, he can use his existing User ID and password for casting the vote without any need for obtaining any new User ID and password.

iv. After entering these details appropriately, click on "LOGIN".

v. You will now reach at the password changing 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 (a-z), one numeric (0-9) and a special character (@,#,$,etc.). The system will prompt you to change your password and update your contact details like mobile number, email ID, etc. on first login. You will also be required to enter a secret question and answer of your choice to enable you to retrieve your password in case you forget it. It is strongly recommended that you do not share your password with any other person and that you 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 Number for NEWGEN SOFTWARE TECHNOLOGIES LIMITED.

viii. On the voting page you will see the Resolution Description and the Options "FOR/AGAINST/ABSTAIN" for voting. Enter the number of shares (which represents the number of votes) as on the cut-off date under "FOR/AGAINST" or alternatively, you may partially enter any number in "FOR" and partially in "AGAINST" but the total number in "FOR/AGAINST" taken together should not exceed your total shareholding as on the cut-off date, as mentioned above. You may also choose the option "ABSTAIN" in case you do not want to cast vote.

ix. You may then cast your vote by selecting an appropriate option and click on "Submit".

x. A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you confirm, you will not be allowed to modify your vote. During the voting period, Members can login any number of times till they have voted on the Resolution(s).

xi. Members holding multiple folios / demat accounts shall choose the voting process separately for each of the folios / demat accounts.