

## Frequently Asked Questions (FAQs)

### 58<sup>th</sup> Annual General Meeting of Hindustan Zinc Limited (“the Company”)

**1. What is the Date and Time of the Annual General Meeting (“AGM”)?**

<b>Day, Date and Time:</b>	Monday, 29 July 2024 at 12:00 p.m. IST
<b>Login Time:</b>	Thirty (30) minutes before the scheduled time of the AGM and shall be kept open throughout the proceedings of the AGM.

**2. What is the cut-off date for determining the shareholders who are eligible for e-voting?**

Monday, 22 July 2024.

**3. What are the book closure days?**

The Register of Members and Share Transfer Books of the Company will remain closed from Wednesday, 24 July 2024 to Sunday, 28 July 2024 (both days inclusive) for the purpose of AGM.

**4. Why hard copy of annual report is not sent to me?**

In compliance of the MCA Circulars and SEBI Circulars, Notice of AGM Along with the Integrated Annual Report 2023-24 is being sent only through electronic mode to those Members whose E-mail ID is registered with the Company/Depository Participants (“DPs”). Members may note that the Notice and Annual Report 2023-24 will also be available on the Company’s website at <https://www.hzindia.com/home/>, website of the Stock Exchanges where the equity shares of the Company are listed, i.e., BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com), and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

**5. How can I get a soft copy of the report if my E-mail ID is not registered ?**

Members whose E-mail ID is not registered and who wish to receive the Notice of the AGM, Annual Report and all other communications by the Company, from time to time, may get their E-mail ID registered by submitting Form ISR-1 to KFintech at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) or to the Company at [hzl.secretarial@vedanta.co.in](mailto:hzl.secretarial@vedanta.co.in). However, for the shares held in demat form, Members are requested to write to their respective DPs.

**6. How to access Integrated Annual Report 2023-24/Notice of AGM?**

The Integrated Annual Report including the Notice of AGM have been made available on the website of the Company at <https://www.hzindia.com/home/>, the website of National Securities Depository Limited (“NSDL”) at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and also on the website of BSE Limited at [www.bseindia.com](http://www.bseindia.com) and the National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com).

**7. How to join the AGM through VC / OAVM / to view the live webcast of the AGM?**

Refer to the notes in the Notice of AGM.

**8. What are the guidelines to attend the AGM?**

For good audio-video experience, we request you to ensure below mentioned points:-

- You can join the AGM through Mobile Devices or Tablets or Laptop with internet facility. However, for better experience, it is advisable to join through Laptop.
- Ensure no other applications are running in the background.
- Ensure stable Wi-Fi or LAN connection and that your Wi-Fi is not connected to any other device.
- Verify your network connectivity by going to [www.speedtest.net](http://www.speedtest.net). Minimum download and update speed required for optimum viewing is 2 mbps.

**9. How should the Institutional/Corporate Shareholders attend the AGM?**

Institutional/Corporate Members are entitled to appoint authorised representatives to attend the AGM through VC/OAVM and cast their votes through e-Voting. Institutional/Corporate Members are requested to send a scanned copy in pdf/jpg format of the Board Resolution/Power of Attorney authorising its representatives to attend and vote at the AGM pursuant to Section 113 of the Act, E-mail at [hzi.secretarial@vedanta.co.in](mailto:hzi.secretarial@vedanta.co.in) and [evoting@nsdl.com](mailto:evoting@nsdl.com).

Institutional shareholders (i.e., other than individuals, HUF, NRI, etc.) can also upload their Board Resolution/Power of Attorney/Authority Letter etc. by clicking on **"Upload Board Resolution/Authority Letter"** displayed under "e-Voting" tab in their login.

**10. When is the remote e-Voting period? Or when can I vote on the resolutions provided in the Notice of AGM?**

A member can opt for only single mode of voting, i.e., through remote e-Voting or during the Meeting. Once the vote on a resolution is cast by a Member, the Member shall not be allowed to change it subsequently or cast the vote again.

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

<b>Commencement of remote e-voting</b>	From 9:00 a.m. IST on Wednesday, 24 July 2024
<b>End of remote e-voting</b>	Upto 5:00 p.m. IST on Sunday, 28 July 2024

The members may please note that the remote e-Voting shall not be allowed beyond the above-mentioned date and time. A person who is not a member as on the cut-off date should treat this Notice for information purpose only.

**11. How do I vote on the resolutions provided in the Notice of AGM?**

Refer to the notes in the Notice of AGM.

**12. Will proxy be able to cast vote in e-Voting System?**

Generally, a Member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and vote on a poll instead of himself and the proxy need not be a Member of the Company. Since this AGM is being held through VC/OAVM pursuant to the MCA Circulars, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence, the Proxy Form and Attendance Slip are not annexed hereto.

**13. Who will be allowed to cast votes through e-Voting in case of joint holders?**

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 e-Voting. In case of joint holders attending the Meeting, only such joint holder who is higher in the order of names will be entitled to vote during the Meeting.

**14. Once the vote is casted on e-Voting system, can the same be modified before the closing of e-Voting period?**

Once the vote is casted on the resolution, it cannot be modified again.

However, members can cast their vote for the pending resolution for which they have not casted their vote.

**15. If I want to speak at the AGM, what should I do?**

Members who would like to express their views/ask questions during the meeting may register themselves as a speaker shareholder on or before Monday, July 22, 2024, 5:00 P.M. (IST), and send their request mentioning their name, demat account number/folio number, email id, mobile number at [hzl.secretarial@vedanta.co.in](mailto:hzl.secretarial@vedanta.co.in).

**16. How do I lodge my questions and queries related to any matter of the Company?**

Members who would like to express their views/have questions may send their questions in advance mentioning their name, demat account number/ folio number, email id, mobile number at [hzl.secretarial@vedanta.co.in](mailto:hzl.secretarial@vedanta.co.in).

Further, at any point of time, the members may reach out to the Company at [hzl.secretarial@vedanta.co.in](mailto:hzl.secretarial@vedanta.co.in) for any queries.

**17. What is the helpline number in case of any queries or difficulties faced with regard to e-Voting before or during the AGM and participation in AGM through VC / OAVM?**

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 <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022-4886 7000.
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 <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800-225-533.

**Instructions & Guidelines for participating at the meeting**

Members are encouraged to join the Meeting or view the live webcast of the Company through Laptops for better experience. Also, members will be required to allow camera and use internet with a good speed to avoid any disturbance during the meeting. Please note that participants connecting from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.

All the members joining the meeting will be by default placed on mute mode by the host to avoid any disturbance arising from the background noise and to ensure smooth and seamless conduct of the Meeting.

Upon commencement of the Q&A session, the names of shareholders who have conveyed their desire to speak at the meeting shall be called upon sequentially. Upon being called, the host will give appropriate access to concerned shareholders to speak.

Please remember the below points before you commence speaking:

- Use the earphones so that the narrative is clearly audible to all the participants.
- Remember to minimize the noise in the background.
- Ensure that you have a strong Wi-Fi and that the same is not connected to any other devices.
- Ensure that no other background applications are running on the device that you are connected from.
- Remember to switch on video and ensure that you have adequate background lighting at your place. If you are unable to join through video, request you to please speak through audio means.
- If a speaker shareholder has a connectivity problem, the host will call on the next speaker to join. Once the connectivity improves, the speaker shareholder may again be called to speak but only after all the other registered shareholders have spoken.
- We request the speaker shareholders to kindly limit their speech to 2 minutes each.

Further, the Company reserves the right to limit the number of members asking questions depending on the availability of time.