



**3M India Limited**  
5<sup>th</sup> Floor Marksquare  
61, St Marks Road  
Bengaluru 560001, India  
Tel: +91 80 22231414  
www.3M.com/in

Corporate Relationship Department  
BSE Limited  
1st Floor, New Trading Ring, Rotunda Building  
P.J. Towers, Dalal Street, Fort  
Mumbai - 400 001

April 22, 2025

Scrip Code - 523395

The Secretary  
National Stock Exchange of India Limited  
Exchange Plaza, Bandra – Kurla Complex  
Bandra (E), Mumbai – 400 051

Scrip Code – 3MINDIA

Dear Sirs,

**Sub: Intimation under Regulation 30 of the SEBI (LODR) Regulations, 2015 - Postal Ballot Notice.**

We refer to our intimation to the stock exchanges dated March 13, 2025. In furtherance to the same, this is to inform you that the Postal Ballot Notice dated March 13, 2025 is being sent to all the Members of the Company whose names appear in the Register of Members/list of Beneficial Owners as on Friday, April 18, 2025, being the cut-off date for sending Postal Ballot Notice to the Members who are entitled for e-voting. Enclosed herewith is the copy of the Postal Ballot Notice for your information and records.

Kindly note the calendar of main events for the Postal Ballot as under:

1. Cutoff date/Benpos date for sending Notice to Members: **April 18, 2025 (Friday).**
2. E-voting period starts on: **April 23, 2025 (Wednesday).**
3. E-voting period ends on: **May 22, 2025 (Thursday).**
4. Scrutinizer's Report and date of declaration of results of the Postal Ballot: on or before **May 24, 2025 (Saturday).**

Kindly bring this to the notice of the members of the Exchange.

Thanking you

Yours faithfully

**For 3M India Limited**

**Pratap Rudra Bhuvanagiri**  
**Company Secretary & Compliance Officer**

*Encl: as above*

**3M INDIA LIMITED**

CIN: L31300KA1987PLC013543

Registered Office: Plot Nos. 48-51, Electronic City, Hosur Road, Bengaluru – 560100  
Phone: 080-22231414, Email: investorhelpdesk.in@mmm.com, Website: www.3mindia.in.**POSTAL BALLOT NOTICE****Dear Members,**

Notice is hereby given that the resolutions set out below is proposed to be passed by the Members of 3M India Limited (**“the Company”**) by means of Postal Ballot, only by way of remote e-voting process (**“e-voting”**), pursuant to Section 110 of the Companies Act, 2013 (**“the Act”**), Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014 (**“the Rules”**) and other applicable provisions of the Act and the Rules, General Circular No. 09/2024 dated September 19, 2024, and other Circulars issued by the Ministry of Corporate Affairs (**“MCA Circulars”**), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**“Listing Regulations”**), Secretarial Standard on General Meetings (**“SS-2”**) issued by the Institute of Company Secretaries of India and other applicable laws, rules and regulations (including any statutory modification or re-enactment thereof for the time being in force and as amended from time to time). This Notice is accordingly being sent through email to all the Members who have registered their email addresses with the Company or with depository / depository participants and the physical Notice (along with postal ballot forms) and pre-paid business envelope will not be sent to the Members. The communication of assent / dissent of the Members will take place only through the remote e-voting system.

The proposed resolutions and explanatory statement pertaining to the said resolutions setting out all material facts concerning thereto as required in terms of Section 102 of the Act read with the Rules and the MCA Circulars are appended below seeking consent of the Members of the Company through Postal Ballot/ e-voting.

The Company has engaged the services of KFin Technologies Limited (**“KFin”**) for facilitating e-voting in order to enable the Members to cast their votes electronically. You are requested to carefully read the instructions in this Postal Ballot Notice and record your assent (**FOR**) or dissent (**AGAINST**) through the remote e-voting process not later than **5:00 P.M. IST on May 22, 2025**, failing which it will be strictly considered that no reply has been received from the Member.

The Company has, in compliance with Rule 22(5) of the Rules, appointed Mr. Vijayakrishna K. T, Company Secretary in Practice (C.P. No. 980, Membership No. FCS 1788) as ‘Scrutinizer’ to scrutinize the Postal Ballot process in a fair and transparent manner. Mr. Vijayakrishna K. T has consented to act as the Scrutinizer for this Postal Ballot process. After completion of scrutiny of the votes, the Scrutinizer will submit his report to the Chairman of the Company, or a person authorized by the Chairman. The result of the Postal Ballot will be announced within 2 (two) working days. The result of the Postal Ballot will be announced on or before May 24, 2025 and will be displayed at the Company’s website [https://www.3mindia.in/3M/en\\_IN/company-in/about-3m/financial-facts-local/](https://www.3mindia.in/3M/en_IN/company-in/about-3m/financial-facts-local/), besides communicating to the stock exchanges and depositories. The Company will also display the results of the Postal Ballot at its Registered Office. The last date for receipt of votes vide e-voting i.e., **May 22, 2025** shall be deemed to be the date of passing of the resolution, if passed by requisite majority in accordance with SS-2 on General Meetings.

The resolutions proposed to be passed through Postal Ballot through e-voting together with the Explanatory Statement setting out the material facts are as follows:

**SPECIAL BUSINESS:****ITEM NO. 1: APPOINTMENT OF MR. JAYANAND VASUDEORAO KAGINALKAR (DIN: 07904558) AS A DIRECTOR OF THE COMPANY.**

*To consider and, if thought fit, to pass, the following resolution as an Ordinary Resolution:*

**“RESOLVED THAT** Mr. Jayanand Vasudeorao Kaginalkar (DIN: 07904558), who was appointed as an Additional Director of the Company with effect from April 1, 2025 and whose appointment has been recommended by the Nomination and Remuneration Committee and by the Board of Directors at their Meetings held on March 13, 2025, for consideration by the Members under Section 161(1) of the Companies Act, 2013 and the rules made thereunder (including any statutory modifications or amendments or re-enactments thereof) and the Articles of Association of the Company and who holds office up to the date of three months from the date of his appointment by the Board or the date of the next Annual General Meeting, whichever is earlier, be and is hereby appointed as a Director of the Company, liable to retire by rotation.

**RESOLVED FURTHER THAT** the Board be and is hereby authorized to do all such acts, deeds and things and execute all such documents, instruments and writings as may be required and to delegate all or any of its powers herein conferred to any Director(s) to give effect to the aforesaid resolution.”

**ITEM NO. 2: APPOINTMENT OF MR. JAYANAND VASUDEORAO KAGINALKAR (DIN: 07904558) AS A WHOLE-TIME DIRECTOR OF THE COMPANY.**

*To consider and if thought fit, to pass, the following resolution as an Ordinary Resolution:*

**“RESOLVED THAT** in accordance with the provisions of Sections 196, 197, 198 and 203 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 (‘the Act’) and the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, Regulation 17 and other applicable provisions of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any amendment(s), statutory modification(s) or re-enactment(s) thereof, and subject to the requisite approval of the Central Government, as may be necessary, approval of the Members of the Company be and is hereby accorded for the appointment of Mr. Jayanand Vasudeorao Kaginalkar (DIN: 07904558) as a Whole-Time Director of the Company, for a period of 2 (two) years from April 1, 2025 to March 31, 2027, liable to retire by rotation, on such terms and conditions including remuneration as set out in the Explanatory Statement pursuant to Section 102(1) of the Act, annexed to this Postal Ballot Notice.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (hereinafter referred to as “the Board”, which term shall be deemed to include any Committee(s) constituted or to be constituted by the Board to exercise the powers conferred on the Board by this Resolution) shall, in accordance with the statutory limits / approvals as may be applicable, be at full liberty to modify / amend the terms and conditions of the said appointment and / or remuneration, from time to time, as it may deem fit and to take such steps and do and perform all such acts, deeds, matters and things as may be considered necessary, proper or expedient to give effect to this resolution.”

**ITEM NO. 3: APPOINTMENT OF MS. JUNG HYUN KIM (DIN: 10954275) AS A NON-EXECUTIVE AND NON- INDEPENDENT DIRECTOR OF THE COMPANY.**

*To consider and, if thought fit, to pass, the following resolution as an Ordinary Resolution:*

**“RESOLVED THAT** Ms. Jung Hyun Kim (DIN: 10954275), who was appointed as an Additional Director of the Company with effect from April 1, 2025, and who, in terms of Section 161 of the Companies Act, 2013, holds office up to three months from the date of her appointment by the Board or the date of the next General Meeting, whichever is earlier, be and is hereby appointed as a Director of the Company (Non-Executive and Non-Independent), pursuant to Section 152 of the Companies Act, 2013, liable to retire by rotation.

**RESOLVED FURTHER THAT** the Board of Directors of the Company (including any Committee thereof) be and is hereby authorised to do all such acts, deeds, matters and things as may be considered necessary, expedient in order to give effect to this resolution.”

**Registered Office:**  
Plot Nos. 48-51,  
Electronic City, Hosur Road,  
Bengaluru – 560100

Place: Bengaluru  
Date: March 13, 2025

By order of the Board  
**For 3M India Limited**

**Pratap Rudra Bhuvanagiri**  
Company Secretary  
(A22297)

## EXPLANATORY STATEMENT

(Pursuant to Sections 102(1) and 110 of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 as Amended)

**The following Explanatory Statement is furnished in respect of Special Business of the Postal Ballot Notice:**

**Item No.1 and 2:**

Based on the recommendation of the Nomination and Remuneration Committee, the Board at its Meeting held on March 13, 2025 has approved the appointment of Mr. Jayanand Vasudeorao Kaginalkar (DIN: 07904558) as an Additional Director with effect from April 1, 2025. He will hold office until the next General Meeting or for a period of three months, whichever is earlier. The Board had further approved his appointment as a Whole-Time Director (categorized as Executive and Non- Independent Director) for the period of 2 (two) years i.e. from April 1, 2025 to March 31, 2027, subject to the approval of the Members of the Company and Central Government, as applicable.

Mr. Jayanand was previously Business Supply Chain Director for Safety and Industrial Business group for Asia, with 3M Innovation, Singapore. He Joined 3M India in 2007 as Site Manager of 3M India's Pimpri Plant, Pune. He then became Site Manager of 3M India's Ranjangaon plant in 2009. As a part of leadership development and exposure to international manufacturing experience, he was deputed to 3M Brazil in 2012 for a period of 9 months. He returned to India as Manufacturing Operations Manager taking care of 3M India's manufacturing plants. He was then assigned as Master Black Belt, taking care of Lean Six Sigma Operations for 3M India. In 2016 he became Manufacturing and Supply Chain Leader for 3M India. In 2019 he was transferred to 3M Innovation, Singapore as Lean Six Sigma Director for Asia Pacific Region. In 2021 he became Lean Value Stream Director for Safety and Industrial Business group for Asia. Prior to joining 3M, he worked in various companies such as Tata Auto Comp (T C Springs), Sandvik Asia and MICO (Robert Bosch) in the field of Manufacturing.

Mr. Jayanand has given his consent to act as a Whole-Time Director of the Company and has confirmed that he is not debarred from holding the office of a Director by virtue of any Order passed by SEBI or any such regulatory authority(ies) and he is not disqualified from being appointed as a Director in terms of Section 164 of the Act and satisfies the conditions set out in Part 1 of Schedule V and Section 196 (3) of the Act for his appointment as Whole-Time Director.

Given Mr. Jayanand's extensive and diverse experience, as well as his relevant knowledge of the Company, the Board of Directors believe that his services are essential for the smooth and efficient functioning of the Company. In the opinion of the Board, his appointment is in the best interest of the Company.

The approval of the Members is being sought for the appointment and for the terms and conditions for the appointment of Mr. Jayanand as a Whole-Time Director and the remuneration payable to him. The terms and conditions fixed by the Board of Directors at its Meeting held on March 13, 2025 are keeping in line with the remuneration that is necessary to encourage good professional managers with a sound career record to important positions as that of a Whole-Time Director.

The Company has received a notice in writing pursuant to Section 160 of the Companies Act, 2013, from a Member proposing his candidature for the office of Director.

Pursuant to the provisions of Schedule V of the Companies Act, 2013, a person shall not be eligible to be appointed as a Whole-time Director of the Company if he is not a resident of India i.e., staying in India for a continuous period of less than 12 months prior to the date of his appointment as a managerial person, unless the approval of the Central Government is obtained. As Mr. Jayanand has not been staying in India for a continuous period of 12 months prior to the date of his appointment, his appointment will be subject to the approval of the Central Government.

A copy of the letter of appointment as Whole-Time Director setting out the terms and conditions of his appointment is available for inspection by the Members at the Registered Office/Corporate Office of the Company during the office hours on all working days other than on Saturdays and Sundays till last date for voting.

**The main terms of appointment and remuneration as contained in the agreement are given below:**

**Period of Appointment:** 2 years from April 1, 2025 to March 31, 2027 (both days inclusive).

**Salary including allowances and Incentives (excluding Perquisites):** Not exceeding ₹ 30 Lakhs per month (Upper limit for his entire tenure).

**Perquisites:** He will be entitled to all the perquisites listed herein below in addition to the Salary including allowances and incentives mentioned above-

**Personal Accident Insurance:** In accordance with the rules of the Company as applicable to the senior managers.

**Club Fees:** In accordance with the rules of the Company as applicable to the senior managers.

**Provident Fund:** Contribution to Provident Fund in accordance with the rules of the Company as applicable to the senior managers, to the extent such contributions, either singly or put together are not taxable under the Income Tax Act, 1961.

**Gratuity:** In accordance with the rules of the Company as applicable to the senior managers.

**Other perquisites:** He will be entitled to all other perquisites in accordance with the rules of the Company as applicable to the senior managers. The perquisites stated shall be valued as per Income Tax Act, 1961, wherever applicable and in the absence of any provisions in the said Act, the perquisites shall be valued at actuals.

**Minimum Remuneration:** Where in any financial year during the currency of the tenure of Mr. Jayanand Kaginalkar, the Company incurs a loss or its profits are inadequate, the Company subject to the approval of Central Government, if any, and in compliance with applicable provisions of the Companies Act, 2013 pay the remuneration as stated above.

The Contract of service of Mr. Jayanand Kaginalkar is terminable with a notice period of 90 days on either side.

No sitting fees shall be paid for attending the meetings of the Board of Directors or Committees thereof.

He shall be liable to retire by rotation.

The Board of Directors recommend the Ordinary Resolutions as set out at Item No.1 and 2 of this Postal Ballot Notice for approval by the Members of the Company.

None of the Directors and/or Key Managerial Personnel or their relatives, except Mr. Jayanand, may be deemed to be concerned or interested, directly or indirectly, in the proposed resolutions.

**Information Pertaining to Directors seeking re-appointment as mentioned under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and applicable Secretarial Standards:**

Name of the Director	Jayanand Vasudeorao Kaginalkar
Director Identification Number	07904558
Category	Whole-Time Director
Nationality	Indian
Date of Birth and Age	May 19, 1964 (61 years)
Date of first appointment on the Board	April 1, 2025
Qualifications	Post Graduate Diploma in Management (PGDM) from Indian Institute of Management, Bangalore and Bachelor of Engineering (Metallurgy), from College of Engineering, Pune
Brief Profile including expertise and experience	Refer Explanatory Notes
No. of Board Meetings attended	NA
Shareholding in 3M India Limited including shareholding as a beneficial owner	Nil
Directorships held in other Public Limited Companies	Nil
Resignation from the directorship of the listed companies in the past three years	Nil
Memberships / Chairmanships of Committees of Boards in other companies	Nil
Remuneration last drawn (Paid for the Financial Year 2024-2025)	Nil
Remuneration sought to be paid	Not exceeding ₹ 30 Lakhs per month (upper limit for his entire tenure). The remuneration as approved by the Board is within the limits prescribed by the Companies Act, 2013.
Disclosure of relationships between Directors/KMP inter-se	Jayanand Kaginalkar is not related to any of the Directors/KMP of the Company

**Item No. 3:**

Based on the recommendations of the Nomination and Remuneration Committee, the Board on March 13, 2025 appointed Ms. Jung Hyun Kim (DIN: 10954275) as an Additional Director of the Company (categorized as Non- Executive and Non-Independent Director) with effect from April 1, 2025. She will hold office until the next General Meeting or for a period of three months, whichever is earlier.

The Company has received a notice in writing pursuant to Section 160 of the Companies Act, 2013, from a Member proposing her candidature for the office of Director.

Ms. Kim is Human Resources Director, 3M Asia from September 1, 2023. She is a seasoned HR leader with over 25 years of experience driving people and talent strategies across Asia. As the Asia HR Director at 3M, she oversees HR operations and strategy, ensuring alignment with business objectives while fostering an inclusive, high-performance culture. During her career, Ms. Kim has held several senior HR leadership roles, including South East Asia HR Director and North Asia HR Director. With expertise in Business Partnering HR, Total Rewards, Employee Relations, and HR Solutions, she has played a key role in enhancing employee engagement and organizational effectiveness.

Ms. Kim holds a Bachelor's Degree in Public Administration with a major in Social Welfare from Pusan National University.

The Board believes that Ms. Kim's extensive experience and skills in Human Resources and organizational effectiveness will be a valuable addition to the Board and that her appointment will be in the best interest of the Company. As a Non-Executive and Non-Independent Director, she is liable to retire by rotation. No sitting fees shall be paid for attending the Meetings of the Board of Directors or its Committees.

Ms. Kim has given her consent to act as a Director of the Company and has confirmed that she is not debarred from holding the office of a Director by virtue of any Order passed by SEBI or any such regulatory authority(ies) and she is not disqualified from being appointed as a Director in terms of Section 164 of the Act.

Accordingly, an Ordinary Resolution seeking the appointment of Ms. Kim as a Non-Executive and Non-Independent Director of the Company is included in the Notice at Item No. 3. The Board recommends the Ordinary Resolution set forth at Item No. 3 for the approval of the Members of the Company.

None of the Directors and/or Key Managerial Personnel of the Company or their relatives, except Ms. Kim, may be deemed to be concerned or interested, directly or indirectly, in the proposed resolution.

**Information Pertaining to Director seeking re-appointment as mentioned under Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and applicable Secretarial Standards:**

Name of the Director	Jung Hyun Kim
Director Identification Number	10954275
Category	Non-Executive and Non-Independent Director
Nationality	Korea
Date of Birth and Age	November 30, 1975 (49 Years)
Date of first appointment on the Board	April 1, 2025
Qualifications	Bachelor's Degree in Public Administration with major in Social Welfare from Pusan National University
Brief Profile including expertise and experience	Refer Explanatory Notes
No. of Board Meetings attended	NA
Shareholding in 3M India Limited including shareholding as a beneficial owner	Nil
Directorships held in other Public Limited Companies	Nil
Resignation from the directorship of the listed companies in the past three years	Nil
Memberships / Chairmanships of Committees of Boards in other companies	Nil
Remuneration last drawn (Paid for the Financial Year 2024-2025)	Nil
Remuneration sought to be paid	Nil
Disclosure of relationships between Directors/KMP inter-se	Jung Hyun Kim is not related to any of the Directors/KMP of the Company

**Registered Office :**

Plot Nos. 48-51,  
Electronic City, Hosur Road,  
Bengaluru – 560100

Place: Bengaluru  
Date: March 13, 2025

By order of the Board  
**For 3M India Limited**

**Pratap Rudra Bhuvanagiri**  
Company Secretary  
(A22297)



## Notes:

1. A Statement pursuant to Section 102(1) of the Act read with the Rules, setting out all material facts relating to the resolutions mentioned in this Postal Ballot Notice is attached.
2. In accordance with the MCA Circulars, this Postal Ballot Notice is being sent only by electronic mode to those Members whose names appear on the Register of Members / List of Beneficial Owners as on April 18, 2025, ("**Cut-Off Date**") received from the Depositories and whose e-mail address is registered with the Company / Depositories. Physical copies of the Postal Ballot Notice along with postal ballot forms and pre-paid business reply envelopes are not being sent to Members for this Postal Ballot. For Members who have not registered their e-mail IDs, please follow the instructions given below.
3. This Postal Ballot Notice will also be available on the Company's website at [https://www.3mindia.in/3M/en\\_IN/company-in/about-3m/financial-facts-local/](https://www.3mindia.in/3M/en_IN/company-in/about-3m/financial-facts-local/), websites of the Stock Exchanges, that is, BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively, and on the website of KFin Technologies Limited ("KFin") at <https://evoting.kfintech.com>.
4. Members would be able to cast their votes and convey their assent or dissent to the proposed resolutions only through the remote e-voting process. Members whose names appear on the Register of Members / List of Beneficial Owners as on the Cut-Off Date will only be considered eligible for the purpose of e-voting. A person who becomes a Member after the Cut-Off Date should treat this notice for information purpose only. Once the vote on the resolutions is casted by a Member, the Member shall not be allowed to change it subsequently or cast the vote again.
5. Voting rights of a Member / Beneficial Owner (in case of electronic shareholding) shall be in proportion to his/her/its shareholding in the paid-up equity share capital of the Company as on the Cut-Off Date.
6. Pursuant to Sections 108, 110 and other applicable provisions of the Act and the Rules made thereunder, the MCA Circulars and Regulation 44 of the Listing Regulations read with circular of SEBI on e-voting facility provided by Listed Entities, dated December 9, 2020, SS-2, and any amendments thereto, the Company is providing the facility to the Members to exercise their right to vote on the proposed resolutions electronically. The Company has engaged the services of KFin as the agency to provide e-voting facility. The instructions for e-voting are provided as part of this Postal Ballot Notice which the Members are requested to read carefully before casting their vote.
7. **The e-voting period commences at 9:00 a.m. (IST) on April 23, 2025 and ends at 5:00 p.m. (IST) on May 22, 2025. Members desiring to exercise their vote should cast their vote during this period, to be eligible for being considered.**
8. The resolutions, if approved, shall be deemed to have been passed on the last date of e-voting i.e., May 22, 2025.
9. The Company hereby request all its Members to register their email address, if not yet registered, to promote green initiative and to enable the Company to communicate with members electronically.
10. SEBI, vide its various circulars mandated that any service request from security holders (holding securities in physical form), shall be entertained only upon updation of KYC details such as PAN, Nomination, Contact number / E-mail id, Bank Account details and signature etc.

### A. PROCESS FOR REGISTRATION OF E-MAIL ID Members may kindly note the same.

The Notice is being sent by electronic mode only to those Members whose e-mail addresses are registered with the Company / Depositories. Members are requested to register / update their e-mail addresses by following the below steps to receive all future communications from the Company electronically;

- i. **Members holding equity shares in physical mode** – Request in ISR-1 along with self-attested copy of PAN Card and self-attested copy of any of the following document (e.g. Driving license, Passport, Bank statement, Aadhar) by e-mailing at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) or to the Company at [investorhelpdesk.in@mmm.com](mailto:investorhelpdesk.in@mmm.com).  
**ISR-1** Form can be obtained by following the link: <https://ris.kfintech.com/clientservices/isc/default.aspx> The ISR Form(s) and the supporting documents can be provided by anyone of the following modes:
  - a. Through 'In Person Verification' (IPV): the authorized person of the RTA shall verify the original documents furnished by the investor and retain copy(ies) with IPV stamping with date and initials; or
  - b. Through hard copies which are self-attested, which can be shared on the address below; or

Name	<b>KFin Technologies Limited</b>
	Unit: 3M India Limited
Address	Selenium Building, Tower-B, Plot No 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad-500032, Telangana, India.

- c. Through electronic mode with e-sign by following the link : <https://ris.kfintech.com/clientservices/isc/default.aspx#>

Detailed FAQ can be found on the link: <https://ris.kfintech.com/faq.html>

- ii. **Members holding equity shares in dematerialized Mode-**Register/update their e-mail addresses with respective Depository Participant (DP).

## B. PROCESS FOR REGISTRATION OF KYC

- i. For the purpose of updation of KYC details against your folio, you are requested to send the details to our RTA, M/s. KFin Technologies Limited (Unit: 3M India Limited), Selenium Tower-B”, Plot No 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad – 500 032, Telangana.
- a. Through hard copies which should be self -attested and dated. OR
- b. Through electronic mode, provided that they are sent through E-mail id of the holder registered with RTA and all documents should be electronically/digitally signed by the Shareholder and in case of joint holders, by first joint holder. OR
- c. Through web- portal of our RTA, KFin Technologies Limited - <https://ris.kfintech.com>

Investors can download the following forms & SEBI Circulars, which are also uploaded on the website of the company and on the website of Kfin Technologies Limited; <https://ris.kfintech.com/clientservices/isc/isrforms.aspx>

- **Form ISR-1** duly filled in along with self-attested supporting documents for updation of KYC details.
  - **Form ISR-2** duly filled in for banker attestation of signature along with Original cancelled cheque with your name(s) printed thereon or self-attested copy of bank passbook/ statement.
  - **Form SH-13** for updation of Nomination for the aforesaid folio OR ISR-3 for “Opt-out of the Nomination”.
- ii. Members holding shares in dematerialized mode, who have not registered/updated their aforesaid details are requested to register/update the same with their respective depository participants (‘DPs’).

### General information and instructions relating to e-voting.

- i. In compliance with the provisions of Section 108 of the Act, read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, the Members are provided with the facility to cast their vote electronically, through the e-Voting services provided by KFin, on all the resolutions set forth in this Notice. The instructions for e-Voting are given herein below.
- ii. E-voting process has been enabled to all the individual demat account holders, by way of single login credential, through their demat accounts / websites of Depositories / DPs in order to increase the efficiency of the voting process.
- iii. Individual demat account holders would be able to cast their vote without having to register again with the e-Voting service provider (ESP) thereby not only facilitating seamless authentication but also ease and convenience of participating in e-Voting process. Shareholders are advised to update their mobile number and e-mail ID with their DPs to access e-Voting facility.
- iv. The remote e-Voting facility will be available during the following period:

Commencement of e-voting	End of e-voting
<b>April 23, 2025</b>	<b>May 22, 2025</b>
<b>(9:00 a.m. IST)</b>	<b>(5:00 p.m. IST)</b>

- v. The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.
- vi. Any person holding shares in physical form as of the cut-off date, may obtain the login ID and password by sending a request at [evoting@Kfintech.com](mailto:evoting@Kfintech.com). However, if he / she is already registered with KFin for remote e-Voting then he / she can use his / her existing User ID and password for casting the vote.
- vii. The details of the process and manner for remote e-Voting are explained herein below:





Step 1: Access to Depositories e-Voting system in case of individual shareholders holding shares in demat mode.

Step 2: Access to KFin e-Voting system in case of shareholders holding shares in physical and non-individual shareholders in demat mode.



**Details on Step 1 are mentioned below:**

1) Login method for remote e-Voting for Individual shareholders holding securities in demat mode.

Type of Member	Login Method
Individual Members holding securities in demat mode with NSDL	<p><b>1. Existing Internet-based Demat Account Statement (‘IDeAS’) facility Users:</b></p> <ol style="list-style-type: none"> <li>Visit the e-services of NSDL <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a personal computer website or on a mobile.</li> <li>On the e-services home page click on the ‘Beneficial Owner’ icon under ‘Login’ which is available under ‘IDeAS’ section. Thereafter enter the existing user ID and password.</li> <li>After successful authentication, Members will be able to see e-voting services under ‘Value Added Services’. Please click on ‘Access to e-voting’ under e-voting services, after which the e-voting page will be displayed.</li> <li>Click on company name i.e. ‘3M India Limited’ or ESP i.e. KFin</li> <li>Members will be re-directed to KFin’s website for casting their vote during the remote e-voting period.</li> </ol> <p><b>2. Those not registered under IDeAS:</b></p> <ol style="list-style-type: none"> <li>Visit <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> for registering.</li> <li>Select ‘Register Online Ideas for IDeAS Portal’ or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>Visit the e-voting website of NSDL <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a>.</li> <li>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.</li> <li>Members will have to enter their User ID (i.e. the sixteen digit demat account number held with NSDL), password / OTP and a verification code as shown on the screen.</li> <li>After successful authentication, Members will be redirected to NSDL Depository site wherein they can see e-voting page.</li> <li>Click on Company name i.e ‘3M India Limited’ or i.e KFin after which the Member will be redirected to ESP website for casting their vote during the remote e-voting period</li> <li>Members can also download the NSDL Mobile App ‘NSDL Speede’ facility by scanning the QR code mentioned below for seamless voting experience.</li> </ol> <p style="text-align: center;"><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: center; align-items: center;">   </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;">   </div>
Individual Shareholders holding securities in demat mode with CDSL	<p><b>1. Existing user who have opted for Easi / Easiest</b></p> <ol style="list-style-type: none"> <li>Visit URL: <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>Click on New System Myeasi</li> <li>Login with your registered user id and password.</li> <li>The user will see the e-Voting Menu. The Menu will have links of ESP i.e. KFin e-Voting portal.</li> <li>Click on e-Voting service provider name to cast your vote.</li> </ol>

Type of Member	Login Method
	<p><b>2. User not registered for Easi/Easiest</b></p> <ol style="list-style-type: none"> <li>Option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>Proceed with completing the required fields.</li> <li>Follow the steps given in point 1.</li> </ol> <p><b>3. Alternatively, by directly accessing the e-Voting website of CDSL</b></p> <ol style="list-style-type: none"> <li>Visit URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>Provide your demat Account Number and PAN No.</li> <li>System will authenticate user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account.</li> <li>After successful authentication, user will be provided links for the respective ESP, i.e KFin Technologies where the e- Voting is in progress.</li> </ol>
Individual Shareholders holding securities in demat mode with CDSL	<p><b>1. Existing user who have opted for Easi / Easiest</b></p> <ol style="list-style-type: none"> <li>Visit URL: <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>Click on New System Myeasi</li> <li>Login with your registered user id and password.</li> <li>The user will see the e-Voting Menu. The Menu will have links of ESP i.e. KFin e-Voting portal.</li> <li>Click on e-Voting service provider name to cast your vote.</li> </ol> <p><b>2. User not registered for Easi/Easiest</b></p> <ol style="list-style-type: none"> <li>Option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a></li> <li>Proceed with completing the required fields.</li> <li>Follow the steps given in point 1.</li> </ol> <p><b>3. Alternatively, by directly accessing the e-Voting website of CDSL</b></p> <ol style="list-style-type: none"> <li>Visit URL: <a href="http://www.cdslindia.com">www.cdslindia.com</a></li> <li>Provide your demat Account Number and PAN No.</li> <li>System will authenticate user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account.</li> <li>After successful authentication, user will be provided links for the respective ESP, i.e KFin Technologies where the e- Voting is in progress.</li> </ol>
Individual Shareholder login through their demat accounts / Website of Depository Participant	<ol style="list-style-type: none"> <li>You can also login using the login credentials of your demat account through your DP registered with NSDL /CDSL for e-Voting facility.</li> <li>Once logged-in, 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.</li> <li>Click on options available against company name or e-Voting service provider – KFin and you will be redirected to e-Voting website of KFin for casting your vote during the remote e-Voting period without any further authentication.</li> </ol>

*Important note: Members who are unable to retrieve User ID / Password are advised to use Forgot user ID and Forgot Password option available at respective websites.*

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
Securities held with NSDL	Please contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> or call at toll free no. : 1800 1020 990 or 1800 22 4430
Securities held with CDSL	Please contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at 022- 2305 8738 or 022-2305 8542-43 or 180 022 5533

**Details on Step 2 are mentioned below:**

- I) Login method for e-Voting for shareholders other than Individual's shareholders holding securities in demat mode and shareholders holding securities in physical mode.
  - (A) Members whose email IDs are registered with the Company/ Depository Participants (s), will receive an email from KFin which will include details of E-Voting Event Number (EVEN), USER ID and password. They will have to follow the following process:
    - i. Launch internet browser by typing the URL: <https://evoting.kfintech.com/>
    - ii. Enter the login credentials (i.e. User ID and password). In case of physical folio, User ID will be EVEN (E-Voting Event Number) "8766", followed by folio number. In case of Demat account, User ID will be your DP ID and Client ID. However, if you are already registered with KFin for e-voting, you can use your existing User ID and password for casting the vote.
    - iii. After entering these details appropriately, click on "LOGIN".
    - iv. You will now reach password change 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 value (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 may also enter a secret question and answer of your choice 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.
    - v. You need to login again with the new credentials.
    - vi. On successful login, the system will prompt you to select the "EVEN" i.e., "8766" "Postal Ballot" and click on "Submit"
    - vii. On the voting page, 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 "AGAINST" but the total number in "FOR/AGAINST" taken together shall not exceed your total shareholding as mentioned herein above. You may also choose the option ABSTAIN. If the Member does not indicate either "FOR" or "AGAINST" it will be treated as "ABSTAIN" and the shares held will not be counted under either head.
    - viii. Members holding multiple folios/demat accounts shall choose the voting process separately for each folio/ demat accounts.
    - ix. Voting has to be done for each item of the notice separately. In case you do not desire to cast your vote on any specific item, it will be treated as abstained.
    - x. You may then cast your vote by selecting an appropriate option and click on "Submit".
    - xi. A confirmation box will be displayed. Click "OK" to confirm else "CANCEL" to modify. Once you have voted on the resolution (s), 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). Corporate/Institutional Members (i.e. other than Individuals, HUF, NRI etc.) are also required to send scanned certified true copy (PDF Format) of the Board Resolution/Authority Letter etc., authorizing its representative to cast its vote through remote e-voting, together with attested specimen signature(s) of the duly authorised representative(s), to the Scrutinizer at email ID [vijaykt@vjkt.in](mailto:vijaykt@vjkt.in) with a copy marked to [evoting@kfintech.com](mailto:evoting@kfintech.com). The scanned image of the above-mentioned documents should be in the naming format "Corporate Name Even No."
    - xii. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

(B) Members whose email IDs are not registered with the Company/Registrar and Transfer Agent of the Company/ Depository Participants(s), and consequently the Postal Ballot Notice and e-voting instructions cannot be serviced, will have to follow the following process:

- i. Members holding shares in physical mode and who have not registered / updated their email address / KYCs with the Company are requested to register / update the same by writing to the Registrar & Share Transfer Agent (RTA), Kfin Technologies Limited at [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com). Members holding shares in dematerialized mode are requested to register / update email addresses with their respective Depository Participant.

After successful registration of the e-mail address / KYC, a copy of this Notice along with the e-voting user ID and password will be sent to the registered e-mail address, upon request received from the Member. In case of any queries, Members may write to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).

- ii. Alternatively, member may send an e-mail request at the email id [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) along with scanned copy of the signed copy of the request letter providing the email address, mobile number, self-attested PAN copy and Client Master copy in case of electronic folio and copy of share certificate in case of physical folio for sending the, Postal Ballot Notice and the e-voting instructions.
- iii. After receiving the e-voting instructions, please follow all steps above to cast your vote by electronic means.

**Registered Office :**

Plot Nos. 48-51,  
Electronic City, Hosur Road,  
Bengaluru – 560100

Place: Bengaluru

Date: March 13, 2025

By order of the Board  
**For 3M India Limited**

**Pratap Rudra Bhuvanagiri**  
Company Secretary  
(A22297)