



**INTERNATIONAL TRAVEL HOUSE LIMITED**

**CIN:** L63040DL1981PLC011941

**Registered Office:** 'Travel House', T-2, Community Centre, Sheikh Sarai, Phase-1, New Delhi 110 017

Tel: 011 26017808; E-mail: Investor\_TH@ith.co.in

Website: [www.internationaltravelhouse.in](http://www.internationaltravelhouse.in)

**TO THE MEMBERS OF THE COMPANY**

**Postal Ballot Notice ('Notice') pursuant to Sections 108 and 110 of the Companies Act, 2013 read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 and the Circulars issued by the Ministry of Corporate Affairs, Government of India**

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NOTICE IS HEREBY GIVEN that pursuant to Sections 108, 110 and other applicable provisions of the Companies Act, 2013 ('the Act') read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014, the Circulars issued by the Ministry of Corporate Affairs, Government of India, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India and other applicable laws, rules and regulations, the Resolutions set out hereunder for variation in the remuneration of Mr. Ashwin Moodliar, Managing Director of the Company and for entering into material related party transactions are proposed to be passed through Postal Ballot by voting through electronic means ('remote e-voting').

<b>COMMENCEMENT OF REMOTE E-VOTING</b>	<b>END OF REMOTE E-VOTING</b>
Tuesday, 11 <sup>th</sup> February, 2025, at 9:00 a.m. IST	Wednesday, 12 <sup>th</sup> March, 2025 at 5:00 p.m. IST

The Board of Directors of the Company at the meeting held on 20<sup>th</sup> January, 2025 have appointed Ms. Pooja Bhatia (Membership No. F7673), Proprietor, Messrs. P B & Associates, Practicing Company Secretaries, as the Scrutinizer for conducting the Postal Ballot through remote e-voting process in a fair and transparent manner. The Company has engaged the services of National Securities Depository Limited ('NSDL') for the purpose of providing remote e-voting facility to the Members.

In conformity with the regulatory requirements, **Members are advised to cast their votes on the Resolutions through remote e-voting**, for which purpose they are requested to read carefully the instructions annexed to the Notice.



Based on the Scrutinizer's Report, the results of remote e-voting will be declared on **Thursday, 13<sup>th</sup> March, 2025 at 2:00 p.m.** The declared results, along with the Scrutinizer's Report, will be available forthwith on the Company's website [www.internationaltravelhouse.in](http://www.internationaltravelhouse.in) under the section 'Investor Relations' and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com); such Results will also be forwarded to the BSE Limited, where the Company's shares are listed.

## **SPECIAL BUSINESSES**

1. To consider and, if thought fit, to pass the following resolution as a **Special Resolution**: -

"Resolved that, in accordance with the provisions of Section 197 read with Schedule V and other applicable provisions, if any, of the Companies Act, 2013, consent of the Members be and is hereby accorded to variation in the remuneration of Mr. Ashwin Moodliar (DIN: 08205036), Managing Director, with effect from 1<sup>st</sup> October, 2024, as set out in the Explanatory Statement annexed to this Notice."

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

"Resolved that, in accordance with the provisions of Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), and the Company's Policy on Related Party Transactions, consent of the Members be and is hereby accorded to the Company for entering into and / or continuing to enter into contracts / arrangements / transactions, with ITC Limited, a related party under Regulation 2(1)(zb) of the Listing Regulations, as set out in the Explanatory Statement annexed to this Notice and on such terms and conditions as may be mutually agreed between the parties, such that the maximum value of the contracts / arrangements / transactions, during the financial year 2025-26, does not exceed, in the aggregate, ₹11,350 lakhs (Rupees Eleven Thousand Three Hundred and Fifty lakhs) only, including applicable taxes.

Resolved further that the Board of Directors of the Company ('the Board', which term shall be deemed to include the Audit Committee) be and is hereby authorised to perform and execute all such acts, deeds, matters and things including delegation of all or any of the powers conferred herein, as may be deemed necessary, proper or expedient to give effect to this resolution and for the matters connected therewith or incidental thereto, and also to settle any issue, question, difficulty or doubt that may arise in this regard as the Board in its absolute discretion may deem fit or desirable, subject to compliance with the applicable laws and regulations, without the Board being required to seek any

further consent / approval of the Members or otherwise to the end and intent that the Members shall be deemed to have given their approval thereto expressly by the authority of this Resolution.”

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

“Resolved that, in accordance with the provisions of Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘Listing Regulations’) (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), and the Company’s Policy on Related Party Transactions, consent of the Members be and is hereby accorded to the Company for entering into and / or continuing to enter into contracts / arrangements / transactions, with ITC Hotels Limited, a related party under Regulation 2(1)(zb) of the Listing Regulations, as set out in the Explanatory Statement annexed to this Notice and on such terms and conditions as may be mutually agreed between the parties, such that the maximum value of the contracts / arrangements / transactions, during the financial year 2025-26, does not exceed, in the aggregate, ₹ 3,545 lakhs (Rupees Three Thousand Five Hundred and Forty Five lakhs) only, including applicable taxes.

Resolved further that the Board of Directors of the Company (‘the Board’, which term shall be deemed to include the Audit Committee) be and is hereby authorised to perform and execute all such acts, deeds, matters and things including delegation of all or any of the powers conferred herein, as may be deemed necessary, proper or expedient to give effect to this resolution and for the matters connected therewith or incidental thereto, and also to settle any issue, question, difficulty or doubt that may arise in this regard as the Board in its absolute discretion may deem fit or desirable, subject to compliance with the applicable laws and regulations, without the Board being required to seek any further consent / approval of the Members or otherwise to the end and intent that the Members shall be deemed to have given their approval thereto expressly by the authority of this Resolution.”

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

“Resolved that, in accordance with the provisions of Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (‘Listing Regulations’) (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force), and the Company’s Policy on Related Party Transactions, consent of the Members be and is hereby accorded to the Company for entering into and / or continuing to enter into contracts / arrangements / transactions, with ITC Infotech India Limited, a related party under Regulation 2(1)(zb) of the Listing Regulations, as set out in the Explanatory Statement annexed to this Notice and on such terms and conditions as may be mutually agreed between the parties, such that the maximum value of the contracts / arrangements / transactions, during the financial year 2025-26, does not exceed, in



the aggregate, ₹3,050 lakhs (Rupees Three Thousand and Fifty lakhs) only, including applicable taxes.

Resolved further that the Board of Directors of the Company ('the Board', which term shall be deemed to include the Audit Committee) be and is hereby authorised to perform and execute all such acts, deeds, matters and things including delegation of all or any of the powers conferred herein, as may be deemed necessary, proper or expedient to give effect to this resolution and for the matters connected therewith or incidental thereto, and also to settle any issue, question, difficulty or doubt that may arise in this regard as the Board in its absolute discretion may deem fit or desirable, subject to compliance with the applicable laws and regulations, without the Board being required to seek any further consent / approval of the Members or otherwise to the end and intent that the Members shall be deemed to have given their approval thereto expressly by the authority of this Resolution."

By Order of the Board  
International Travel House Limited

Meetu Gulati  
Company Secretary

Dated: 20<sup>th</sup> January, 2025

## NOTES

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 setting out the material facts and reasons relating to the Resolutions is annexed hereto and forms part of this Notice.
2. In conformity with the regulatory requirements, this Notice is being sent only through electronic mode to those Members whose names appear in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories, on **Friday, 31<sup>st</sup> January, 2025** ('**Cut-off Date**'), and who have registered their e-mail address with the Company or with the Depositories.
3. Members who have not registered their e-mail addresses with the Company or with the Depositories and wish to receive this Notice and / or cast their votes through remote e-voting, are required to send their request to the Company at [Investor\\_TH@ith.co.in](mailto:Investor_TH@ith.co.in) .
4. Voting rights will be reckoned on the paid-up value of shares registered in the names of the Members on the **Cut-off Date**. Only those Members whose names are recorded in the Register of Members of the Company or in the Register of Beneficial Owners maintained by the Depositories as on the Cut-off Date will be entitled to cast their votes.
5. Every Client ID / Folio Number, irrespective of the number of joint holders, will be allowed to vote only once.
6. **Remote e-voting will commence at 9:00 a.m. IST on Tuesday, 11<sup>th</sup> February, 2025 and will end at 5:00 p.m. IST on Wednesday, 12<sup>th</sup> March, 2025.**

The e-voting will not be allowed beyond the aforesaid date and time and the e-voting module shall be forthwith disabled by NSDL upon expiry of the aforesaid period.

7. Corporate and Institutional Members (companies, trusts, societies etc.) are required to send a scanned copy (in PDF / JPG format) of the relevant Board Resolution / appropriate authorisation to the Scrutinizer through e-mail at [pooja@aasthalaw.com](mailto:pooja@aasthalaw.com) with a copy marked to NSDL at [evoting@nsdl.com](mailto:evoting@nsdl.com) .
8. The Resolutions, if passed by the requisite majority, will be deemed to be passed on the last date specified for remote e-voting i.e., **Wednesday, 12<sup>th</sup> March, 2025**.

9. Members may please note that this Notice will be available on the Company's website at [www.internationaltravelhouse.in](http://www.internationaltravelhouse.in) and on NSDL's website at [www.evoting.nsdl.com](http://www.evoting.nsdl.com). The Notice is also available on the website of BSE Ltd at [www.bseindia.com](http://www.bseindia.com).

## **EXPLANATORY STATEMENT**

### **ITEM NO. 1**

The Board of Directors of the Company ('the Board') at the meeting held on 20<sup>th</sup> January, 2025, on the recommendation of the Nominations & Remuneration Committee ('the Committee'), approved, subject to the approval of the Members, variation in the remuneration of Mr. Ashwin Moodliar, Managing Director, with effect from 1<sup>st</sup> October, 2024.

The revised remuneration of Mr. Moodliar, who is on deputation from ITC Hotels Limited ('ITC Hotels'), stands as under:

<b>Particulars</b>	<b>Remuneration</b>
Basic Salary per month	₹ 3,77,353/-
Consolidated Allowances per month	₹ 4,32,924/-
Annual Performance Bonus/ Variable Pay (Not Exceeding)	₹ 44,60,000/-
Business Results Linked Incentive (payable in three financial years based on business performance) (Not Exceeding)	₹ 54,00,000/-
Other perquisites & benefits	As applicable to his Grade in ITC Hotels.

The aggregate of the remuneration and perquisites / benefits of Mr. Moodliar shall be within the limit prescribed under the Companies Act, 2013 ('the Act'). Further, the aforesaid remuneration shall be paid as minimum remuneration to Mr. Moodliar in terms of Schedule V to the Act, notwithstanding absence or inadequacy of profits in any financial year.

All the other terms of appointment of Mr. Moodliar, as approved by the Members earlier, remain unchanged.

### **Brief Profile of Mr. Ashwin Moodliar**

Mr. Ashwin Moodliar was appointed as the Managing Director of the Company effective 1<sup>st</sup> February, 2023. Mr. Moodliar joined the Hotels Division of ITC Limited ('ITC') in 1993 and has since held leadership positions across multiple roles. He was appointed as a member of the Divisional



Management Committee of the Hotels Division of ITC in April, 2017. At the Hotels Division headquarter, he steered leadership roles in Sales, Marketing and Revenue Management. A proponent of data analytics for decision making, he established the Revenue Management and Analytics function, including deployment of software systems to automate the processes. In his last role as V.P. Marketing of Hotels Division, besides overseeing the brand development, brand creative and ethos across customer touch points, he also addressed customer experience covering digital, loyalty, brand website and other guest contact areas. As an advocate of digital transformation - he led independent teams and was part of cross-functional leadership groups driving projects in Mobile App development, website transformation and digitalisation of the loyalty program.

Taking into consideration the size and financial position of the Company, the industry trend, the profile and experience of Mr. Moodliar and the responsibilities shouldered by him, the revised remuneration of Mr. Moodliar, as stated above, is fair and reasonable, in the opinion of the Committee and the Board.

Additional information in respect of the Company and Mr. Moodliar, pursuant to Schedule V to the Act and the Secretarial Standard on General Meetings is given in the **Annexure**.

Approval by way of Special Resolution is being sought, as required under Section II of Part II of Schedule V to the Act, for variation in the remuneration of Mr. Moodliar, as set out herein above.

Mr. Moodliar and his relatives are interested in this Special Resolution. None of the other Directors and Key Managerial Personnel of the Company, or their relatives, is concerned or interested, financially or otherwise, in this Special Resolution.

The Board recommends this Special Resolution for your approval.

#### **ITEM NOS. 2, 3 and 4**

In terms of Regulation 23(4) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') read with Company's Policy on Related Party Transactions, entering into material transactions with a related party which, either individually or taken together with previous transaction(s) during a financial year, exceed the threshold under proviso to Regulation 23(1) of the Listing Regulations i.e. ₹ 1,000 crores or 10% of the annual consolidated turnover of the Company as per the last audited financial statements, whichever is lower, requires prior approval of the Members of the Company.



As the Members are aware, your Company has been providing travel related services to various clients, including ITC Limited (ITC) and ITC Infotech India Limited (IIIL). Further, your Company also enters into various contracts/ arrangements/ transactions for purchase of goods and services, deputation of manpower, rental arrangements, etc. with the said parties. Upon the demerger of ITC's Hotel business into ITC Hotels Limited (ITC Hotels) effective 1<sup>st</sup> January, 2025, the Company is continuing to enter transactions with ITC Hotels for providing various travel related services and other transactions for purchase of goods and services, deputation of manpower, rental arrangements, etc. ITC, ITC Hotels and IIIL being the promoter and promoter group, are related parties of the Company as per Regulation 2(1)(zb) of the Listing Regulations.

The Company had in the past few years sought approval of the shareholders for entering into related party transactions with ITC and IIIL. The estimated values of transactions with ITC, ITC Hotels and IIIL for the financial year 2025-26 are expected to exceed the materiality threshold provided under the Listing Regulations.

In view of the above, the Board at the meeting held on 20<sup>th</sup> January, 2025, on the recommendation of the Audit Committee, recommended for the approval of the Members, entering / continuing to enter into contracts / arrangements / transactions with the said related parties, in the ordinary course of business and on arm's length basis.

Details of the aforesaid related party transactions for the financial year 2025-26, pursuant to SEBI Master Circular SEBI/HO/CFD/PoD2/CIR/P/0155 dated 11<sup>th</sup> November 2024, are given hereunder:

<b>Particulars</b>	<b>Details of contracts/arrangements/transactions</b>					
Name of Related Party	ITC Limited (ITC)		ITC Hotels Limited (ITCHL)		ITC Infotech India Limited (IIIL)	
Nature of Relationship	ITC is the Promoter of the Company		Promoter Group and company with respect to which the Company is an Associate		IIIL is a wholly owned subsidiary of ITC (Promoter Group)	
Type of transaction and value of the proposed Related Party Transaction ('RPT')	Nature of proposed transactions	Estimated Value (Amount ₹ in lakhs)	Nature of proposed transactions	Estimated Value (Amount ₹ in lakhs)	Nature of proposed transactions	Estimated Value (Amount ₹ in lakhs)
	Sale of Services (Gross)	11,080	Sale of Services (Gross)	2,660	Sale of Services (Gross)	2,975
	Purchase of Goods and Services	10	Purchase of Goods and Services	80	Purchase of Services	75
	Reimbursement of remuneration	70	Reimbursement of remuneration	695	-	-



	of employees on Deputation including Share based Payments		of employees on Deputation including Share based payments			
	Payment of Rent	125	Payment of Rent	70	-	-
	Rental Deposit	25	Rental Deposit	15	-	-
	Reimbursement of Expenses	40	Reimbursement of Expenses	25	-	-
	<b>Total</b>	<b>11,350</b>		<b>3,545</b>		<b>3,050</b>
Tenure	Financial Year 2025-26					
Material terms and condition	The terms and conditions of the said transactions will be similar to those rendered to unrelated parties with adjustments for commercial terms, as necessary.					
Nature of interest	Financial					
Percentage of the Company's annual turnover, for the immediately preceding financial year, that is represented by the value of the RPT <sup>1</sup>	53		17		14	
Justification as to why the RPT is in the interest of the listed entity	The said related parties are the key clients of the Company and the proposed contracts / arrangements / transactions will aid the growth of Company's business and enable it to explore further business synergies with them.					
A copy of the valuation or other external party report, if any such report has been relied upon	Not applicable					
Any other information that may be relevant	Nil					

<sup>1</sup>For the purpose of RPTs, Gross Transaction Value of sale of services rendered is considered, however, the annual turnover is determined as per the applicable accounting norms and disclosure in this regard is made in the financial statements of the Company.



Mr. Anil Chadha and Ms. Vrinda Sarup, Directors, are also on the Board of ITC Hotels; Mr. Chadha and Ms. Sarup and their relatives, to the extent of their shareholding, if any, may be deemed to be concerned or interested, in the Resolution pertaining to proposed transactions with ITC Hotels. Save and except the above, none of the other Directors and Key Managerial Personnel of the Company, or their relatives, are concerned or interested, financially or otherwise, in these Resolutions.

Members may note that pursuant to the provisions of the Listing Regulations, all related parties of the Company (whether such related party is a party to the above-mentioned transactions or not) shall not vote to approve these Resolutions.

The Board recommends these Resolutions for your approval.

By Order of the Board  
International Travel House Limited

Dated: 20<sup>th</sup> January, 2025

Meetu Gulati  
Company Secretary

**Additional information in respect of  
Mr. Ashwin Moodliar**

<b>Particulars</b>	<b>Details</b>
Age	59 years
Qualifications	Post Graduate in Management
Experience	Over 31 years
Remuneration drawn during FY 2023-24	₹ 201.59 Lakhs
Date of first appointment on the Board	1 <sup>st</sup> February, 2023
Shareholding in the Company (singly / jointly), including shares held as a beneficial owner	NIL
Relationship with other Directors and Key Managerial Personnel of the Company	None
Direct or indirect pecuniary relationship with the Company, other than remuneration	None
Number of Board Meetings attended during FY 2024-25 (up to the date of the Notice)	Five
Directorship(s) in other companies	None
Membership(s) /Chairmanship(s) of Board Committees of other companies	None

### **General information about the Company**

The Company is engaged in travel related services. It commenced its commercial operations in June, 1981. The key financial performance indicators of the Company for the last three financial years and for the nine months ended 31<sup>st</sup> December, 2024 are given below:

(₹ in lakhs)

<b>Particulars</b>	<b>Nine Months ended 31.12.2024</b>	<b>FY 2023-24</b>	<b>FY 2022-23</b>	<b>FY 2021-22</b>
Revenue from Operations	17,496.11	21,732.79	18,404.73	9,420.87
Profit /(loss) before Tax	2,623.89	3,043.68	1,831.30	(1,069.65)
Profit /(loss) after Tax	1,952.06	2,250.30	2,838.59	(1,069.65)
Earnings per Share (₹)	24.42	28.15	35.51	(13.38)

The Company does not have any foreign investment or collaboration.

### **Other Information**

The Company has shown growth of 18% in Revenue from Operations for the financial year ended 31<sup>st</sup> March 2024 over the previous year and resulting growth in Profit before tax due to healthy growth in business travel.

The revised remuneration of Mr. Moodliar exceeds the statutory limit of 5% of the net profits of the Company and thereby the Company's profits are inadequate in terms of Schedule V to the Act. The Company continues to show a good growth trajectory in the nine months ended 31<sup>st</sup> December 2024 as well.

**INSTRUCTIONS FOR REMOTE E-VOTING**

**Step 1: Access to NSDL e-Voting system**

**(A) For Individual Members holding shares in dematerialised form:**

**Individual Shareholders holding securities in demat mode with NSDL**

- **If you are registered for NSDL 'IDeAS' facility**, you are required to follow the below- mentioned steps:
  - (a) Visit the e-Services website of NSDL i.e. <https://eservices.nsd.com> either on a Personal Computer or on a mobile. On the e-Services home page click on the '**Beneficial Owner**' icon under '**Log in**' which is available under '**IDeAS**' section.
  - (b) Insert your existing user ID, password /OTP and the verification code as shown on the screen. After successful authentication, you will be able to see e-Voting services under Value added services.
  - (c) After login, click on '**Access to e-voting**' under e-Voting services and you will be able to see e-Voting page.
  - (d) Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL and proceed to Step 2 to cast your vote.
  
- **If you are not registered for NSDL 'IDeAS' facility**, you can directly access **eVoting through website of NSDL**, by following the below-mentioned steps:
  - (a) Open web browser by typing the URL: <https://evoting.nsd.com/> and click on icon '**Login**' under '**Shareholder / Member**' section.
  - (b) Insert your existing user ID, password / OTP and the verification code as shown on the screen and agree to the terms and conditions by clicking the box.
  - (c) After authentication, you will be re-directed to NSDL Depository site wherein you will be able to see the e-voting page.
  - (d) Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL and proceed to Step 2 to cast your vote.

- You may also download NSDL Mobile App ‘NSDL Speede’ facility by scanning the QR code mentioned below:

**NSDL Mobile App is available on**



For Individual Members holding shares in demat account with Central Depository Services (India) Limited (‘CDSL’)

- **If you are registered for CDSL ‘Easi / Easiest’ facility**, you are required to follow the below-mentioned steps:
  - (a) Login at [www.cdslindia.com](http://www.cdslindia.com) and click on ‘Login to – My Easi’ or type the URL: <https://web.cdslindia.com/myeasitoken/home/login>.
  - (b) Insert your existing user ID and password.
  - (c) After login, you will be able to view the e-voting menu.
  - (d) Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL and proceed to Step 2 to cast your vote.
- **If you are not registered for CDSL ‘Easi / Easiest’ facility**, you can directly access the **e-voting page through website of CDSL**, by clicking on ‘E Voting’ on the home page of [www.cdslindia.com](http://www.cdslindia.com) with your demat account number and PAN.

After OTP based authentication, click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL and proceed to Step 2 to cast your vote.

For Members logging in through the websites of their Depository Participants

- (a) Login to your demat account, using the login credentials, through the concerned Depository Participant registered with NSDL / CDSL.
- (b) Click on the option available for e-voting. You will be re-directed to NSDL e-services website wherein you will be able to see the e-voting page.
- (c) Click on company name or **e-Voting service provider i.e. NSDL** and you will be re-directed to e-Voting website of NSDL and proceed to Step 2 to cast your vote.

Members who are unable to retrieve their user ID or password are advised to use ‘Forgot User ID’ / ‘Forgot Password’ option(s) available on the websites of the respective Depositories / Depository

Participants.

**(B) For Non-Individual Members holding shares in dematerialised form and Members holding shares in certificate form:**

If you are holding shares in dematerialised form and are registered for NSDL 'IDeAS' facility, you can login at <https://eservices.nsd.com/> with your existing IDeAS login and click on 'e-voting' to proceed to Step 2 to cast your vote.

Other Members are required to follow the below-mentioned steps:

- (a) Open web browser by typing the URL: <https://www.evoting.nsd.com/> and click on the icon 'Login' under 'Shareholder/Member' section.
- (b) Insert your existing user ID, password/ OTP and the verification code as shown on the screen.

• **User ID:**

- |   |   |
|---|---|
| a) For Members holding shares in demat account with NSDL. | 8 character DP ID followed by 8 digit Client ID.<br><br>For example, if your DP ID is IN300*** and Client ID is 12*****, then your user ID is IN300***12*****.                                      |
| b) For Members holding shares in demat account with CDSL  | 16 digit Beneficiary ID.<br><br>For example, if your Beneficiary ID is 12*****, then your user ID is 12*****.   |
| c) For Members holding shares in certificate form.        | Electronic Voting Event Number (EVEN) followed by your Folio Number registered with the Company.<br><br>For example if EVEN is 111111 and your folio number is 000*** then user ID is 111111000***. |

• **Password:**

- (i) **If you are already registered with NSDL for remote e-voting, you should use your existing password for login and cast your vote.**  
Members may also use OTP based login.
- (ii) If you are using NSDL e-voting system for the first time, you would need to retrieve the 'initial password' for login.
- (iii) If you are unable to retrieve the 'initial password', or have forgotten your password: Click on 'Forgot User Details / Password?', if holding shares in dematerialised form, or Click on 'Physical User Reset Password?', if holding shares in certificate form.





You may also send an e-mail requesting for password at [evoting@nsdl.com](mailto:evoting@nsdl.com) , mentioning your name, PAN, registered address, DP ID & Client ID / folio number, etc.

- (c) Agree to the terms and conditions by clicking the box.
- (d) Click on '**Login**'. Home page of remote e-voting opens.

**Step 2: Cast your vote on NSDL e-voting website**

- (a) Select the EVEN of International Travel House Limited.
- (b) Now you are ready for remote e-voting as '**Voting**' page opens.
- (c) Cast your vote by selecting appropriate option and click on '**Submit**'. Thereafter click on '**Confirm**' when prompted; upon confirmation, your vote is cast and the message '**Vote cast successfully**' will be displayed.

**Other Instructions**

In case of any query / grievance, you may refer to the FAQs for Shareholders and e Voting User Manual - Shareholder available under the Download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or contact:

- (i) NSDL- by sending a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) or call at 022 - 4886 7000;
- (ii) CDSL - by sending a request at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact at toll free no. 1800-21-09911.