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| MCA Checklist | |

Checkpoints for e-voting- Security

| Sr. No. | Checkpoint | Compliance Status (Yes/No/ N.A.) | Reference artefact | STQC Remarks |
|---------|--|----------------------------------|--------------------|--------------|
| 1. | The IT infrastructure (Servers and Network Components e.g. switches, routers and firewalls) are hardened to ensure protection from unauthorized access, use, disclosures, disruption, modification or destruction. | | | |
| 2. | The e-voting data kept in storage is protected from access and modification by unauthorized users. | | | |
| 3. | The e-voting system (servers, application and database) have adequate authentication and authorization mechanisms for all category of users including administrator(s). | | | |
| 4. | The access & activity logs for the e-voting System covering servers, Application and database are maintained and protected. | | | |
| 5. | The Data Centre hosting e-voting servers has adequate security controls in place (and has ISO 27001 certification). | | | |
| 6. | The communication channel used for e-voting is secured | | | |
| 7. | The e-Voting System allows only authorized voters to cast votes. | | | |
| 8. | The e-Voting System does not permit a voter or an attacker to cast a vote on behalf of another person. | | | |

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| 9. | The e-voting rights are to be provided to only the eligible voters. | | | |
| 10. | Once the vote is casted finally, the voter is not allowed to change/cast the vote again. | | | |
| 11. | The e-Voting System has safeguards in place to avoid an attacker to add votes in the ballot box for the voters who did not participate in the voting process. | | | |
| 12. | The e Voting system protects the voter privacy - the vote secrecy (i.e. identifying the voter with his/ her voting options). | | | |
| 13. | The e-voting system protects vote content from modification and vote deletion. | | | |
| 14. | The e voting system does not allow publishing intermediate/partial results before the election is closed. | | | |
| 15. | The e voting system allows voters to check if his/ her casted vote has been correctly received at its destination and has been present in the tallying process. | | | |

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| 16. | Thee-voting system is protected from an attacker against disrupting the availability of e-voting channel by performing a denial of service attack. | | | |
| 17. | The remote voting is not allowed beyond the said date and time. | | | |
| 18. | The process of handling postal ballot,general meeting and direct elections are defined. | | | |
| 19. | The e-voting system has mechanism to notify all voters about the announced e-voting event in advance. | | | |
| 20. | Thee-voting system has a well-defined process of creating users (Voters, Maker, Checker, Scrutinizer etc.) for e-voting and securely sharing credentials with the legitimate users. | | | |

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| 21. | The e-voting notice is published on the site in advance specifying the following details:- 1. The process for voting by electronic means. 2. The time schedule indicating voting window (Open to Close). 3. Provide the details about the login ID. 4. The process for generating or receiving the password and for casting of vote in a secure manner. | | | |
| 22. | The complete details (name, designation, address, e-mail id and phone number) of the person responsible to address the grievances connected with the facility for voting by electronic means must be available on the e-Voting site. | | | |
| 23. | The process of handling different types of shareholders eligible for the e-voting must be defined. | | | |
| 24. | The e-voting site uses the recognized time stamping service to ensure that no manipulation of the voting cycle is possible. | | | |
| 25. | Voting data is preserved and there is a retention policy on preservation of records. | | | |
| 26. | There is an approved document providing details of implementation process and validation Required by this checklist. | | | |

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The following points from MCA21 Gazette notification dated 19/03/2015 are also to be taken care of:

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| 1. | The facility of the remote e-voting must be opened for not less than 3 days and closed at 5.00 pm on the date preceding the date of the general meeting. (4-(vi)) | | |
| 2. | The e-voting must not be allowed after the end of the remote e-voting period. If a company opts to provide the e-voting facility during the general meeting, the e-voting facility can be in operation till all the resolutions are considered and voted upon for the members attending the meeting and for the members who have not exercised their right to vote through remote e-voting. (4-(viii)) | | |
| 3. | There must be one or more scrutinizers appointed by the Board of directors.(4-(ix)) | | |
| 4. | At the end of e-voting cycle and immediately after the conclusion of the voting at the general meeting, the scrutinizer must unlock the votes casted through remote e-voting not later than 3 days of conclusion of the meeting and present a consolidated scrutinizer's report Of the total votes cast in favor or against.(4-(xii)) | | |
| 5. | The results declared with the report of the scrutinizer must be placed on the website of the company, if any and on the website of the agency immediately after the result is declared by the chairman.(4-(xvi)) | | |