

TVS MOTOR COMPANY LIMITED



Regd office: "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006
Website : www.tvsmotor.com Email : contactus@tvsmotor.com; icsta@scl.co.in
Tel : 044-2833 2115 Fax : 044 - 2833 2113 CIN : L35921TN1992PLC022845

**NOTICE OF 28TH ANNUAL GENERAL MEETING
AND E-VOTING INFORMATION**

NOTICE is hereby given that the 28th Annual General Meeting (AGM) of the members of the Company will be held on **Wednesday, 29th July 2020, at 10.00 a.m. (IST)** through Video Conferencing (VC) / Other Audio Visual Means (OAVM) in compliance with the applicable provisions of the Companies Act, 2013 and Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with Ministry of Corporate Affairs and SEBI Circulars issued in April and May 2020 ("Circulars"), without the physical presence of the Members at a common venue to transact the businesses as set out in the Notice of AGM dated 28th May 2020.

In compliance with the circulars, the Notice of AGM and Annual Report have been sent to all the members whose e-mail IDs are registered with the Company/ Depository Participant(s). These documents are also available on the website of the Company viz., www.tvsmotor.com and also on the website of Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively and on the website of National Securities Depository Limited (NSDL) (agency for providing the Remote e-Voting / e-Voting at the AGM) i.e. www.evoting.nsdl.com. The Company has completed dispatch of notice of AGM and Annual Report through e-mails on 6th July 2020.

Those members holding shares in physical form, whose e-mail addresses are not registered with the Company, may register their e-mail address by sending scanned copy of a signed request letter mentioning their name, folio number, complete address, email address to be registered, scanned copy of the share certificate (front and back), self-attested scanned copy of PAN; and self-attested scanned copy of Driving Licence / Passport / Bank Statement / AADHAR, supporting the registered address of the Member by e-mail to icsta@scl.co.in for obtaining copy of the annual report and Notice of AGM. Members holding shares in demat form can update their e-mail address with their Depository Participant(s).

Members holding shares either in physical form or dematerialized form as on the cut-off date (22nd July 2020) may cast their vote electronically on each items of the businesses as set forth in the Notice of 28th AGM through the electronic voting system on NSDL ('remote e-Voting') or e-Voting at the AGM.

All the members are informed that:

1. The ordinary and special businesses as set out in the Notice of AGM shall be transacted through remote e-Voting or e-Voting system at the AGM.
2. The remote e-Voting shall commence at 9.00 a.m. (IST) on Sunday, 26th July, 2020.
3. The remote e-Voting shall end at 5.00 p.m. (IST) on Tuesday, 28th July 2020.
4. Remote e-Voting shall not be allowed beyond 5.00 p.m. (IST) on Tuesday, 28th July 2020.
5. The remote e-Voting module shall be disabled for voting after the date and time mentioned above. Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently.
6. The cut-off date for determining the eligibility to vote by electronic means or at the AGM is 22nd July 2020.
7. 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 cut-off date may obtain the login ID and password by sending a request to evoting@nsdl.co.in or to Mr Arockiaraj, Manager - Shares, Sundaram-Clayton Limited, I Floor, Jayalakshmi Estates, No.29, Haddows Road, Chennai - 600 006, email: arockiaraj@scl.co.in. However, if the member is already registered with NSDL for e-Voting then such member can use his / her existing User ID and password for casting his / her vote.
8. The facility for voting will also be made available during the AGM and the members attending the meeting through VC facility, who have not cast their vote by remote e-Voting shall be able to vote through the e-Voting system at the AGM.
9. The members who have cast their vote by remote e-Voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
10. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on cut-off date only, shall be entitled to avail the facility of remote e-Voting or e-Voting at the AGM.
11. The Company has appointed Mr K Sriram, Practising Company Secretary as the scrutinizer to scrutinize both the remote e-Voting process and e-Voting at the AGM in a fair and transparent manner.
12. In case of any queries, the member may refer the Frequently Asked Questions (FAQs) for Members and remote e-Voting user manual for Members available at the downloads section of www.evoting.nsdl.com or call on toll free no: 1800-222-990. You may also send queries / grievances relating to remote e-Voting to Mr Amit Vishal, Senior Manager - NSDL at amitv@nsdl.co.in / 022-24994360 / +91 9920264780 or Mr Sagar Ghosalkar, Assistant Manager - NSDL at sagar.ghosalkar@nsdl.co.in / 022-24994553 / +91 9326781467. or Mr Arockiaraj, Manager - Shares, Sundaram-Clayton Limited, email: arockiaraj@scl.co.in.
13. The Company had also published a communication on 26th June 2020 to facilitate updation of e-mail IDs by members who have not already registered the same.
14. Please keep your updated email ID registered with the Company / your Depository Participant to receive timely communication.

Chennai
6th July 2020

By order of the Board
K S Srinivasan
Company Secretary

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6th July 2020

By order of the Board
K S Srinivasan
Company Secretary