



MARUTI SUZUKI INDIA LIMITED

CIN: L34103DL1981PLC011375

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INFORMATION REGARDING NOTICE OF 39th ANNUAL GENERAL MEETING ('AGM') TO BE HELD THROUGH VIDEO CONFERENCE (VC)/OTHER AUDIO VISUAL MEANS (OAVM), BOOK CLOSURE AND FINAL DIVIDEND

1. The AGM of the Members of the Company will be held on Wednesday, the 26th August, 2020 at 10:00 a.m. through VC/OAVM, in compliance with the applicable provisions of the Companies Act, 2013 ('Act') and the Rules made thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with General Circular Nos. 14/2020, 17/2020 and 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020, respectively, and other circulars issued by the Ministry of Corporate Affairs ('MCA') and SEBI to transact the businesses that will be set forth in the Notice of the Meeting.
2. The Notice of AGM and Annual Report shall be sent to all the Members whose email addresses are registered with the Company/Depository Participant(s). The aforesaid documents will also be available on the Company's website i.e. www.marutisuzuki.com and on the website of Stock Exchanges i.e. www.bseindia.com and www.nseindia.com.
3. **Manner of registering /updating email addresses:**
 - a) Members holding the shares in physical form, who have not registered/updated their email addresses with the Company, are requested to register/update the same by writing to its Registrar and Transfer Agent (RTA) at einward.ris@kfintech.com along with the copy of signed request letter mentioning the name and address of the Member, self-attested copy of PAN card and self-attested copy of any other document (eg: Driving License, Vote ID card, Passport etc.) in support as address proof of the Member as registered with the Company.
 - b) Members holding shares in dematerialised form, who have not registered/updated their email addresses, are requested to register/update their email addresses with the Depository Participants with whom they maintain their demat accounts.
4. **Manner of casting vote(s) through e-voting:**
 - a) Members will have an opportunity to cast their vote(s) on the businesses as set forth in the Notice of AGM through electronic voting system (e-voting). The manner of voting remotely ("remote e-voting") by Members holding shares in dematerialised form, physical form and for Members who have not registered their email addresses has been provided in the Notice of AGM which shall also be available on the website of the Company i.e. www.marutisuzuki.com
 - b) The facility for voting through electronic voting system will also be made available at the AGM and Members attending the AGM who have not cast their vote(s) by remote e-voting will be able to vote at the AGM.
 - c) The login credentials for casting the votes through e-voting shall be made available to the Members through email. Members who do not receive email or whose email addresses are not registered with the Company/RTA/Depository Participant(s) may generate login credentials by following instructions given in the Notes to Notice of AGM.
5. **Book Closure for dividend and payment thereof:**
 - a) The Company has fixed Book Closure from Saturday, the 15th August, 2020 to Wednesday, the 26th August, 2020 (both days inclusive) for determining entitlement of Members to dividend for the Financial Year 2019-20.
 - b) Subject to the approval of Members, Dividend will be paid to the Members on the basis of details of beneficial ownership furnished by the Depositories, as at the close of Friday, the 14th August, 2020 and in respect of shares held in physical form to those Members whose name will appear in the Register of Members of the Company as on the close of Wednesday, the 26th August, 2020.
 - c) As per the relevant circulars, payment of dividend shall be made through electronic mode to the Members who have updated their bank account details. Dividend warrants/ demand drafts will be dispatched to the registered addresses of the Members who have not updated their bank account details, after normalization of postal service.
 - d) Payment of dividend will be subject to deduction of Tax at Source (TDS) at applicable rates. For more details, please refer to the Notes to Notice of AGM.
6. **Manner of registering mandate for receiving Dividend :**

Members are requested to register/update their complete bank details:

 - a) with their Depository Participants with whom they maintain their demat accounts, if shares are held in dematerialised form by submitting the requisite documents. Details in a form prescribed by your Depository Participant may also be required to be furnished; and
 - b) with the Company (where shares are held in physical mode) at einward.ris@kfintech.com along with a copy of signed request letter mentioning the name of member, folio no., bank details, self-attested copy of PAN card and a cancelled cheque leaf.
7. **Members are requested to carefully read all the Notes set out in the Notice of the AGM and in particular, instructions for joining AGM, manner of casting vote through remote e-voting or voting at the AGM.**

For Maruti Suzuki India Limited

New Delhi
31st July, 2020

Sanjeev Grover
Vice President & Company Secretary