

MARUTI SUZUKI INDIA LIMITED

CIN: L34103DL1981PLC011375

Regd. Off.: Plot No.1, Nelson Mandela Road, Vasant Kunj, New Delhi-110070

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www.marutisuzuki.com, investor@maruti.co.in**NOTICE OF POSTAL BALLOT/E-VOTING**

Members are hereby informed that pursuant to the provisions of Section 108, Section 110 and other applicable provisions, if any, of the Companies Act, 2013 (the "Act") read with Rule 20 and Rule 22 of the Companies (Management and Administration) Rules, 2014 (the "Rules"), and in accordance with the guidelines prescribed and relevant circulars issued by the Ministry of Corporate Affairs (the "MCA") for holding general meetings / conducting postal ballot through e-voting, the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Listing Regulations"), Secretarial Standard-2 issued by the Institute of Company Secretaries of India and other applicable laws and regulations, if any, including any statutory modification(s) or re-enactment(s) thereto for the time being in force, the Company has completed dispatch of Postal Ballot Notice dated 28th January, 2021 (the "Notice") along with Explanatory Statement, on 09th February, 2021 only through electronic mode to all those Members who have registered their email address with their Depository Participant(s) (the "DPs") or with KFin Technologies Private Limited, the Registrars and Share Transfer Agent of the Company ("KFIN") as on 5th February, 2021 (the "Cut-off Date").

Due to the outbreak of COVID-19 Pandemic, MCA has permitted companies to conduct the Postal Ballot by sending the Notice in electronic form only. Accordingly, physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope will not be sent to the Members for this Postal Ballot.

Members are hereby informed that:

- The resolution pertaining to "Alteration of the Object Clause of the Memorandum of Association of the Company" as set out in the Notice is to be transacted through Postal Ballot by voting through electronic means only ("remote e-voting") through remote e-voting platform provided by KFIN.
- The remote e-voting period commences on Monday, the 15th February 2021 (9:00 A.M.).
- The remote e-voting period ends on Tuesday, the 16th March, 2021 (5:00 P.M.) The remote e-voting facility shall be forthwith disabled by KFIN after expiry of the said period.
- During this period, only those Members whose names appear in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories, as on the Cut-off Date i.e. **Friday, the 5th February, 2021**, shall be entitled to cast their vote through remote e-voting.

A person who is not a Member of the Company as on the said cut-off date, will not be entitled to vote and should treat this Notice, for information purpose only.

- In case of any query/grievance regarding remote e-voting, Members are requested to write to einward.ris@kfintech.com or evoting@kfintech.com or contact KFIN at below mentioned details :

Mr. Raj Kumar Kale , Senior Manager, KFin Technologies Private Limited, Tower- B, Plot 31-32, Selenium Building, Financial District, Nanakramguda, Gachibowli, Hyderabad - 500032, Phone No. 040- 67162222 or at toll free no. 1-800-34-54-001.

Members holding shares in electronic form are requested to update their email address and mobile number with their respective DPs. Members can also temporarily update their email address and mobile number with KFIN, by following the procedure given below:

- Visit the link <https://ris.kfintech.com/clientservices/postalballot/>
- Select the Company name: Maruti Suzuki India Limited
- Enter DPID Client ID (in case shares are held in electronic form)/Physical Folio No. (in case shares are held in physical form) and Permanent Account Number ("PAN").
- In case of shares which are held in physical form, if PAN is not available in the records, please enter any one of the Share Certificate No. in respect of the shares held by you.
- Enter the email address and mobile number.
- System will check the authenticity of the DPID Client ID/Physical Folio No. and PAN/ Certificate No., as the case may be and send the OTPs to the said mobile number and email address, for validation.
- Enter the OTPs received by SMS and Email to complete the validation process. (Please note that the OTPs will be valid for 5 minutes only).
- In case the shares are held in physical form and PAN is not available, the system will prompt you to upload the self-attested copy of your PAN.
- System will confirm the email address for the limited purpose of serving the Notice and the remote e-voting instructions along with the User ID and Password.
- Alternatively, Members may send an email request to einward.ris@kfintech.com along with the scanned copy of their request letter duly signed by the 1st member, providing the email address, mobile number, self-attested copy of PAN and Client Master copy in case shares are held in electronic form or copy of the share certificate in case shares are held in physical form, to enable KFIN to temporarily register their email address and mobile number so as to enable to issue the Notice and the remote e-voting instructions along with the User ID and Password, through electronic mode.

The Notice is available on the Company's website i.e. www.marutisuzuki.com; KFIN at <https://evoting.kfintech.com>; National Stock Exchange of India Limited at www.nseindia.com and BSE Limited at www.bseindia.com.

The Result(s) in respect of the resolution as set out in the Notice, so declared, along with the Scrutinizer's Report will be communicated to the Stock Exchanges, on or before Thursday, the 18th March, 2021 and will be uploaded on the website of the Company i.e. www.marutisuzuki.com and of KFIN i.e. <https://evoting.kfintech.com/public/Downloads.aspx>. The said Results will also be displayed at the Registered and Corporate Office of the Company.

For Maruti Suzuki India Limited**New Delhi
09th February, 2021****Sanjeev Grover
Vice President & Company Secretary**