

VOLTAS

4th August, 2017

BSE Limited
Department of Corporate Services
Phiroze Jeejeebhoy Towers
Dalal Street
Mumbai 400 001

cc: National Stock Exchange of India Limited
Listing Department
(Together with enclosure)

cc: NSDL/CDSL
(Together with enclosure)

Dear Sir,

Sub: Sixty-Third Annual General Meeting

As earlier informed by our letter dated 31st July, 2017, the Sixty-Third Annual General Meeting of the Company is scheduled to be held on Monday, 28th August, 2017 at 3.00 p.m. at Birla Matushri Sabhagar, 19, Sir Vithaldas Thackersey Marg, Mumbai 400 020.

Accordingly, pursuant to Regulation 47(3) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith copy of the Notice of the Sixty-Third Annual General Meeting of the Company and remote e-voting, which would be published in the newspapers.

Thanking You,

Yours faithfully,

VOLTAS LIMITED



(V. P. MALHOTRA)

**Vice President - Taxation,
Legal & Company Secretary**

Enc.

VOLTAS LIMITED

Corporate Management Office

Registered Office Voltas House 'A' Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033

Tel 91 22 66656251 66656258 Fax 91 22 66656311 e-mail vpmalhotra@voltas.com website www.voltas.com

Corporate Identity Number L29308MH1954PLC009371

A **TATA** Enterprise

VOLTAS LIMITED

Registered Office: Voltas House 'A', Dr. Babasaheb Ambedkar Road,
Chinchpokli, Mumbai 400 033.

Tel. No.: 91 22 66656511 Fax No.: 91 22 66656311

website: www.voltas.com e-mail: shareservices@voltas.com

CIN: L29308MH1954PLC009371

NOTICE OF AGM AND REMOTE E-VOTING

Notice is hereby given that the Sixty-Third Annual General Meeting (AGM) of Voltas Limited, will be held on Monday, 28th August, 2017 at 3.00 p.m. at Birla Matushri Sabhagar, 19, Sir Vithaldas Thackersey Marg, Mumbai 400 020 to transact the business as stated in the Notice sent to the Members.

The Notice of AGM, Annual Report and Attendance Slip / Proxy form have been sent in electronic form to those Members whose e-mail addresses are registered with the Company's Registrar and Transfer Agent / Depository Participants unless, the Members have registered their request for physical copy of the same. In all other cases, the Annual Report has been sent in physical form to the concerned Members.

The Notice of AGM and Annual Report of the Company are also available on the Company's website www.voltas.com. A physical copy of the same as well as documents pertaining to the items of business to be transacted at the AGM shall be available for inspection by the Members at the Registered Office of the Company on all working days during office hours.

A Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on a Poll instead of himself / herself and a proxy need not be a Member of the Company. The instrument appointing the proxy should, however, be deposited at the Registered Office of the Company not less than forty-eight hours before the commencement of the Meeting.

As per Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is providing remote e-voting facility to its Members to cast their vote by electronic means on all Resolutions set out in the Notice of AGM. The remote e-voting services has been provided by National Securities Depository Limited (NSDL).

The remote e-voting facility shall commence on Thursday, 24th August, 2017 from 9.00 a.m. (IST) and end on Sunday, 27th August, 2017 at 5.00 p.m. (IST). **The remote e-voting shall not be allowed after 5.00 p.m. on 27th August, 2017.** The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on 21st August, 2017 (cut-off date).

Any person, who becomes member of the Company after dispatch of the notice of the meeting and holding shares as on the cut-off date, i.e. 21st August, 2017, may obtain login ID and password by sending a request at evoting@nsdl.co.in. However, if a person is already registered with NSDL for e-voting then existing user ID and password can be used for casting vote.

The facility of voting by Ballot paper shall also be made available at the AGM and the Members attending the AGM who have not cast their vote by remote e-voting, shall be eligible to vote at the AGM.

A Member may participate in the AGM even after exercising his / her right to vote through remote e-voting but shall not be allowed to vote again at the AGM. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the Depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting as well as voting at the AGM venue through Ballot paper.

The Notice of the 63rd AGM, along with the procedure of remote e-voting has been sent to all Members by prescribed modes and the same is also available on the website of the Company at www.voltas.com and on the website of National Securities Depository Limited at <http://www.evoting.nsdl.com>.

For any queries / grievances in relation to remote e-voting, Members may refer to the Frequently Asked Questions (FAQs) and e-voting user manual for shareholders available at the Downloads sections of <https://www.evoting.nsdl.com> or contact Mr. Rajiv Ranjan, Assistant Manager, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai 400 013 on e-mail rajivr@nsdl.co.in or evoting@nsdl.co.in or at Tel nos. +91 22 2499 4738/ 1800-222-990.

VOLTAS LIMITED

V.P. Malhotra
Vice President – Taxation,
Legal & Company Secretary

Mumbai,
4th August, 2017