Sub: Public Notice in Newspaper regarding 21st Annual General Meeting of the members of the Company

Sir/Madam,

In continuation to our letter of even no. dated 3rd October, 2020 intimating about the Public Notice in newspaper regarding 21st AGM of the members of the Company, please find attached the Copy of the Notice regarding 21st Annual General Meeting of the Company, as published by way of advertisement in the newspaper, in Financial Express (English version) on 4th October, 2020. The above-mentioned is submitted herewith for your information and records.

Thanking you,

For Indian Railway Catering and Tourism Corporation Limited

(Suman Kalra)
Company Secretary and Compliance Officer
Membership No: F9199

Encl: as above
The 21st Annual General Meeting (AGM) of the members of the Company will be held on Tuesday, 27th October, 2020 at 11:30 AM (IST), through video conferencing ("VC")/other Audio Visual Means ("OAVM") in compliance with Ministry of Corporate Affairs (MCA) General Circular No. 20/2020 dated May 5, 2020 issued with General Circular No. 14/2020 dated April 6, 2020 and also the General Circular No. 17/2020 dated April 13, 2020 (collectively referred to as "MCA" Circulars) and Circular No. SEBI/HO/CFD/D1/CIR/2020/78 dated May 12, 2020 issued by the Securities and Exchange Board of India (SEBI) and the applicable provisions of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

As permitted under the Rule 100 of the Companies (Account) Rules, 2014, the electronic copies of the Notice convening 21st AGM together with the Annual Report for the financial year 2019-20 have been sent to all the members of the Company through electronic mode on 1st October, 2020 whose email ids are registered with the RTA/Depositories in accordance with MCA/SEBI circulars as mentioned above. The Notice of the 21st AGM and the Annual Report are also available on the Company’s website i.e. www.airctc.com and on the website of the Stock Exchanges, viz. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively and on the website of the National Securities Depositories Limited (NSDL) (agency for providing the Remote e-Voting and e-voting system during the AGM) at www.evoting.nsdl.com. Members may please note that in view of Covid 19 pandemic, no hard copies of the AGM documents have been sent.

Details of the encumbrances known to us are mentioned in the Schedule. No change in the encumbrances is known to us.

The members are informed that:

(a) the business as set out in the Notice of the AGM, shall be transacted through e-voting system at the AGM.

(b) the remote e-voting shall commence on Saturday, 24th October, 2020 at 9.00 A.M. (IST) and end on Monday, 26th October, 2020 at 5.00 P.M. (IST).

(c) Remote e-voting shall not be allowed beyond 5.00 P.M. (IST) on 26th October, 2020.

(d) Any person whose name appears in the register of Members/beneficial owners as on the cut-off date i.e. Tuesday, 20th October, 2020 only shall be entitled to avail the facility of remote-e-voting as well as e-voting system at the 21st AGM.

(e) Any person who becomes member of the company after dispatch of the notice of meeting and holding shares as on the cut-off date i.e. 20th October, 2020 may obtain the user id and password by sending a request to evoting@nsdl.com.

(f) The remote e-voting module will be disabled after the date and time as aforementioned. Once the vote on a resolution is cast by the member, he/she shall not be allowed to change it subsequently; and;

(g) In case of any queries, you may refer help and FAQ section for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990. In case of grievances connected with facility for voting by electronic means, please contact Ms. Pallavi Mhatre, Manager, NSDL at the designated email ID: evoting@nsdl.co.in or palavim@nsdl.co.in or at toll free number-991 22494545.

(h) Members holding shares in physical form who have not registered their email address are requested to register the same by sending an email request mentioning their name, folio number, complete address, email address to be registered along with scanned self-attested copy of the PAN to Alankit Assignments Limited, RTA@alankit.com.

(i) Pursuant to SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Section 91 of the Companies Act, 2013 and the applicable Rules thereunder, as amended, the Register of Members and Share Transfer Books for equity share of the Company will remain closed from Wednesday, 21st October, 2020 to Tuesday, 27th October, 2020 (both days inclusive), for taking record of the Members of the Company for the purpose of 21st AGM for the financial year ended 31st March, 2020.

(j) The Company has fixed Tuesday, 20th October, 2020 as the “Record Date” for determining entitlement of members for final dividend for the financial year ended 31st March, 2020, if approved at the AGM.

(k) The facility for voting shall also be made available during the 21st AGM and Members who have not already cast their vote by remote e-voting shall be able to vote through e-voting during the 21st AGM. The members who have cast their vote by remote-e-voting prior to the AGM may also attend the 21st AGM but shall not be entitled to cast their vote again.

(l) Ms. Balika Sharma, Practicing Company Secretary, has been appointed as “Scrutinizer” for remote e-voting process and e-voting at the meeting;

(m) Corporate members intending to attend the meeting through their Authorized Representatives are requested to send a duly certified copy of the Board Resolution /Power of Attorney through e-mail to balika.sharma@airctc.com with a copy mailed to evoting@nsdl.com and also authorizing their representatives to attend and vote at the meeting.

**NOTICE OF THE 21ST ANNUAL GENERAL MEETING, E-VOTING INFORMATION AND BOOK CLOSURE**

Place: New Delhi
Dated: 2nd October, 2020