

# VOLTAS LIMITED

Corporate Identity Number (CIN): L29308MH1954PLC009371  
Registered Office: Voltas House 'A', Dr. Babasaheb Ambedkar Road,  
Chinchpokli, Mumbai 400 033 email: [shareservices@voltas.com](mailto:shareservices@voltas.com)  
Phone: 91 22 6665 6666  
Website : [www.voltas.com](http://www.voltas.com)

## NOTICE OF POSTAL BALLOT

[Pursuant to Section 110 of the Companies Act, 2013 read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014, as amended]

E-VOTING STARTS ON	E-VOTING ENDS ON
Thursday, 24th April, 2025 at 9:00 a.m. (IST)	Friday, 23rd May, 2025 at 5:00 p.m. (IST)

Dear Member(s),

**NOTICE** is hereby given pursuant to Section 110 read with Section 108 and other applicable provisions, if any, of the Companies Act, 2013, (**'the Act'**) (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014, (**'Rules'**), Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (**'SEBI Listing Regulations'**) and the Secretarial Standard-2 on General Meetings issued by the Institute of Company Secretaries of India (**'SS-2'**), each as amended, and in accordance with the requirements prescribed by the Ministry of Corporate Affairs (**'MCA'**) vide its General Circular Nos.14/2020 dated 8th April, 2020, 17/2020 dated 13th April, 2020 and various subsequent circulars issued, read with Circular No. 9/2024 dated 19th September, 2024 (collectively referred to as **'MCA Circulars'**), that the Special Resolution as set out hereunder is proposed for approval of the Members of Voltas Limited (**'the Company'**), through postal ballot by way of remote electronic voting (remote e-voting) process only.

In compliance with the aforesaid MCA Circulars, this Postal Ballot Notice (**'Notice'**) is being sent by the Company only through electronic mode to those Members whose email addresses are registered with the Company / Registrar and Transfer Agent (**'RTA'**) / Depository Participants (**'DPs'**). Accordingly, physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope are not being sent to the Members for this Postal Ballot. The process for registration of email address is appended in the Notes to this Notice.

In compliance with Regulation 44 of the SEBI Listing Regulations and pursuant to the provisions of Sections 108 and 110 of the Act read with the Rules, MCA Circulars and SS-2, the Company is providing remote e-voting facility to its Members, to enable them to cast their votes electronically instead of submitting the Postal Ballot Form physically. The communication of the assent or dissent of the Members would only take place through the remote e-voting system. The Company has engaged the services of the National Securities Depository Limited (**'NSDL'**) for the purpose of providing remote e-voting facility to its Members.

The Statement pursuant to Section 102 read with Section 110 and other applicable provisions of the Act, pertaining to the said Resolution setting out the material facts and the reasons/ rationale thereof is annexed to this Notice.

Members desiring to exercise their vote through the remote e-voting process are requested to carefully read the instructions and follow the procedure as stated in the Notes forming part of this Notice for casting of votes not later than **5:00 p.m. (IST) on Friday, 23rd May, 2025**. The remote e-voting facility will be disabled by NSDL immediately thereafter and voting shall not be allowed beyond the said time and date.

The Board of Directors of the Company has appointed Mr. Bhaskar Upadhyay (Membership No.: FCS 8663, CP No. 9625) or failing him, Mr. Bharat Upadhyay (Membership No.: FCS 5436, CP No. 4457) of M/s. N. L. Bhatia & Associates, Practising Company Secretaries, as the Scrutinizer to scrutinize the remote e-voting process in a fair and transparent manner.

After completion of scrutiny of the votes cast, the Scrutinizer will submit his report to the Chairman or any other person authorised by him. The results of voting conducted through Postal Ballot (remote e-voting process) along with the Scrutinizer's Report, shall be announced by the Chairman or such authorised person within the stipulated timelines. The Scrutinizer's decision on the validity of votes cast will be final.

The said results along with Scrutinizer's Report will be displayed on the website of the Company at [www.voltas.com](http://www.voltas.com), the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) and shall also be communicated to the Stock Exchanges where the Company's Equity Shares are listed viz. BSE Limited ('BSE') and The National Stock Exchange of India Limited ('NSE'). The results shall also be displayed on the Notice Board at the Registered Office of the Company.

## **SPECIAL BUSINESS**

### **1. Appointment of Ms. Sonia Singh (DIN: 07108778) as an Independent Director of the Company**

To consider and, if thought fit, to pass the following Resolution as a Special Resolution:

**"RESOLVED THAT** Ms. Sonia Singh (DIN: 07108778), who was appointed as an Additional Director (Non-Executive Independent) of the Company, with effect from 7th March, 2025, by the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee in terms of Section 161 of the Companies Act, 2013 ("Act") read with Article 131 of the Articles of Association of the Company, who is eligible for appointment and who has consented to act as a Director of the Company and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Act proposing her candidature for the office of a Director, be and is hereby appointed as a Director of the Company.

**RESOLVED FURTHER THAT** pursuant to the provisions of Sections 149, 150, 152 and other applicable provisions, if any, of the Act read with Schedule IV to the Act and the Companies (Appointment and Qualification of Directors) Rules, 2014, Regulation 17 and other applicable regulations of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations"), as amended from time to time, the appointment of Ms. Sonia Singh (DIN: 07108778), who meets the criteria for independence as provided in Section 149(6) of the Act and Regulation 16(1)(b) of SEBI Listing Regulations and who has submitted a declaration to that effect, and who is eligible for appointment as a Non-Executive Independent Director of the Company, not liable to retire by rotation, to hold office for a term of five years commencing from 7th March, 2025 up to 6th March, 2030, be and is hereby approved."

## NOTES:

1. The Statement pursuant to the provisions of Section 102 of the Act read with Section 110 of the Act and Rule 22 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, setting out the material facts relating to the aforesaid Resolution and the reasons thereof is annexed hereto and forms part of this Postal Ballot Notice ('Notice').
2. In compliance with the MCA Circulars, the Company is sending this Notice only in electronic form to those Members whose names appear in the Register of Members/List of Beneficial Owners as received from MUFG Intime India Private Limited (formerly known as Link Intime India Private Limited), the Company's Registrar and Transfer Agent ('RTA' / 'MUFG Intime') / Depositories as on **Friday, 18th April, 2025 ('Cut-Off date')** and whose email addresses are registered with the Company/ RTA/Depository Participants (in case of electronic shareholding) or who will register their email address in accordance with the process outlined in this Notice. The voting rights of the Members shall be in proportion to their share of the paid-up equity share capital of the Company as on the Cut-Off date i.e. **Friday, 18th April, 2025 ('Cut-Off date')**.
3. The Company is pleased to provide remote e-voting facility to its Members, to enable them to cast their votes electronically. The instructions for remote e-voting are mentioned in Note No. 12 of this Notice. A Member shall only avail this facility as per the instructions provided herein.
4. Only those Members whose names are appearing in the Register of Members / List of Beneficial Owners as on the Cut-Off date shall be eligible to cast their votes through postal ballot by remote e-voting. A person who is not a Member on the Cut-Off date should treat this Notice for information purposes only.

It is however clarified that, all Members of the Company as on the Cut-Off date (including those Members who may not have received this Notice due to non-registration of their email addresses with the Company / RTA / Depositories) shall be entitled to vote in relation to the aforementioned Resolution in accordance with the process specified in this Notice.

5. The remote e-voting shall commence on Thursday, 24th April, 2025 at 9:00 a.m. (IST) and shall end on Friday, 23rd May, 2025 at 5:00 p.m. (IST). During this period, Members of the Company holding shares in physical or electronic form as on the Cut-Off date may cast their vote electronically. The remote e-voting module shall be disabled by NSDL for voting thereafter.
6. A copy of this Postal Ballot Notice is also available on the website of the Company at [www.voltas.com](http://www.voltas.com), the relevant section of the website of BSE at [www.bseindia.com](http://www.bseindia.com) and NSE at [www.nseindia.com](http://www.nseindia.com), on which the Equity Shares of the Company are listed and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
7. The voting for this Postal Ballot cannot be exercised through proxy.
8. Members who wish to inspect the documents referred to in the Notice read with the Statement may send their requests at [shareservices@voltas.com](mailto:shareservices@voltas.com) from their registered email address mentioning their Name, Folio Number / DP ID & Client ID until the last date of remote e-voting period of this Postal Ballot i.e. Friday, 23rd May, 2025.
9. The Resolution, if passed by the requisite majority, will be deemed to have been passed on the last date specified for e-voting i.e. Friday, 23rd May, 2025. Further, the Resolution passed by the Members through postal ballot shall be deemed to have been passed as if it was passed at a General Meeting of the Members.

10. **Process for registration of email addresses:**

(a) **One time registration of e-mail addresses with MUFG Intime:** The Company has made special arrangements with the RTA for registration of email addresses of those Members (holding shares either in demat or physical form) who wish to receive the Postal Ballot Notice electronically and cast votes electronically. Eligible Members who have not registered their email addresses with the Company / RTA / DPs are required to provide the same to RTA, **on or before 5:00 p.m. (IST) Friday, 16th May, 2025** pursuant to which, any Member may receive on the email address provided, the Notice and the procedure for remote e-voting along with the login ID and password for remote e-voting. The process for registration of email address is given below.

- (i) Visit the link: [https://web.in.mpms.mufg.com/EmailReg/Email\\_Register.html](https://web.in.mpms.mufg.com/EmailReg/Email_Register.html)
- (ii) Select the name of the Company from the dropdown list: **Voltas Limited**.
- (iii) Enter details in respective fields such as DP ID and Client ID (if shares held in electronic form), Folio Number and Certificate Number (if shares held in physical form), Shareholder Name, PAN, Mobile number and email address.
- (iv) The system will send OTP on the Mobile number and email address.
- (v) Enter OTP received on Mobile Number and email address and Submit.

After successful submission of the email address, NSDL will email a copy of this Notice along with the e-voting user ID and password. If you are an individual Member holding shares in demat mode, you are requested to refer to the login method explained below at Point 12, Step 1(a), i.e., 'Login method for e-voting for individual Members holding securities in demat mode'. In case of any queries, Members may write to [csg-unit@linkintime.co.in](mailto:csg-unit@linkintime.co.in) or [evoting@nsdl.com](mailto:evoting@nsdl.com)

**B. Registration of email addresses permanently with the Company / DPs:**

- **For Shares held in electronic (demat) form:** Members are requested to register the email address with their concerned DPs.
- **For Shares held in physical form:** Members are requested to register the e-mail address with the Company / RTA. The relevant forms for registration are available at the Company's website at <https://www.voltas.com/investors/kyc-forms-physical-shareholder/> or <https://web.in.mpms.mufg.com/KYC-downloads.html>. For assistance in this regard, Members may contact the Company's RTA.

Those Members (holding shares either in demat or physical form) who have already registered their email address, are requested to keep their email address validated / updated with their DPs/ RTA to enable service of notices / documents / Annual Reports and other communications to their email address in future.

11. Once the vote on a Resolution is cast by the Member, the Member shall not be allowed to change it subsequently.

12. **The instructions for remote e-voting by Members are as under:**

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:





**Step 1: Access to NSDL e-Voting system**

**(a) Login method for individual Members holding securities in demat mode:**

In terms of SEBI circular dated December 9, 2020 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories and Depository Participants. Members are advised to update their mobile number and email Id in their demat accounts in order to access e-Voting facility.

Login method for Individual Members holding securities in demat mode is given below:

Type of Members	Login Method
Individual Members holding securities in demat mode with NSDL.	<ol style="list-style-type: none"><li>Existing <b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a> either on a Personal Computer or on a mobile. On the e-Services home page click on the “<b>Beneficial Owner</b>” icon under “<b>Login</b>” which is available under ‘<b>IDeAS</b>’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “<b>Access to e-Voting</b>” under e-Voting services and you will be able to see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li><li>If you are not registered for IDeAS e-Services, option to register is available at <a href="https://eservices.nsdl.com">https://eservices.nsdl.com</a>. Select “<b>Register Online for IDeAS Portal</b>” or click at <a href="https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp</a></li><li>Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or <b>e-Voting service provider i.e. NSDL</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li></ol>

Type of Members	Login Method
	<p>4. Shareholders/Members can also download NSDL Mobile App “<b>NSDL Speede</b>” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p><b>NSDL Mobile App is available on</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>App Store</p> </div> <div style="text-align: center;">  <p>Google Play</p> </div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;">   </div>
Individual Members holding securities in demat mode with CDSL	<ol style="list-style-type: none"> <li>1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on login icon &amp; New System Myeasi Tab and then use your existing my easi Username and Password.</li> <li>2. After successful login, the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by Company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly.</li> <li>3. If the user is not registered for Easi/Easiest, option to register is available at CDSL website <a href="http://www.cdslindia.com">www.cdslindia.com</a> User can visit CDSL website and click on login &amp; New System Myeasi Tab and then click on registration option.</li> <li>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page. The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting service providers.</li> </ol>

Type of Members	Login Method
Individual Members (holding securities in demat mode) login through their depository participants	<ol style="list-style-type: none"> <li>1. You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility.</li> <li>2. Upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature.</li> <li>3. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</li> </ol>

**Important Note:** Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at respective website.

**Helpdesk for Individual Members holding securities in demat mode for any technical issues related to login through Depository i.e. NSDL and CDSL.**

Login type	Helpdesk details
Individual Members holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at <a href="mailto:evoting@nsdl.com">evoting@nsdl.com</a> or call at 022 - 4886 7000
Individual Members holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at <a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> or contact at toll free no. 1800-21-09911

**(b) Login Method for Members other than Individual Members holding securities in demat mode and Members holding securities in physical mode.**

**How to Log-in to NSDL e-Voting website?**

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL e-services after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below:

<b>Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical</b>	<b>Your User ID is</b>
For Members who hold shares in demat account with NSDL.	User ID is combination of 8 Character DP ID followed by 8 Digit Client ID  Example: if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
For Members who hold shares in demat account with CDSL.	User ID is combination of 16 Digit Beneficiary ID  Example: if your Beneficiary ID is 12***** then your user ID is 12*****.
For Members holding shares in Physical Form.	User ID is combination of EVEN and Folio Number  Example: if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for Members other than Individual Members are given below:

- (a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- (b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- (c) How to retrieve your 'initial password'?
  - (i) If your email ID is registered in your demat account or with the Company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
  - (ii) If your email ID is not registered, please follow instructions mentioned in this Notice regarding the process for registration of e-mail addresses.



6. If you are unable to retrieve or have not received the “ Initial password” or have forgotten your password:
  - (a) Click on **“Forgot User Details/Password?”**(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - (b) **Physical User Reset Password?”**(If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - (c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.com](mailto:evoting@nsdl.com) mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
  - (d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL
7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
8. Now, you will have to click on “Login” button.
9. After you click on the “Login” button, Home page of e-Voting will open.

## **Step-2: Cast your vote electronically on NSDL e-Voting system**

### **How to cast your vote electronically on NSDL e-voting system?**

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle is in active status.
2. Select “EVEN” of company, which is 133573, to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the Resolution, you will not be allowed to modify your vote.

### **General Guidelines for Members**

1. Institutional / Corporate Members (i.e. other than individuals, HUF, NRI etc.) are requested to send a certified copy of the relevant Board Resolution/ Authority letter etc. (PDF/JPG format) with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [bhaskar@nlba.in](mailto:bhaskar@nlba.in) with a copy marked to [evoting@nsdl.com](mailto:evoting@nsdl.com). They can also upload their Board Resolution / Authority Letter etc. by clicking on **“Upload Board Resolution / Authority Letter”** displayed under **“e-Voting”** tab in their login.

2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the **“Forgot User Details/Password?”** or **“Physical User Reset Password?”** option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
3. In case of any queries pertaining to remote e-voting, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on : 022 - 4886 7000 or send a request to Mr. Amit Vishal, Deputy Vice President – NSDL or Ms. Pallavi Mhatre, Senior Manager – NSDL at [evoting@nsdl.com](mailto:evoting@nsdl.com) or contact at NSDL, T 301, 3rd Floor, Naman Chambers, G Block, Plot No. C-32, Bandra Kurla Complex, Bandra - East, Mumbai - 400 051.

By Order of the Board of Directors

**Ratnesh Rukhariyar**  
Company Secretary & Compliance Officer  
Membership No.: FCS 5833

Mumbai, 21st April, 2025

**Registered Office:**

Voltas House 'A',  
Dr. Babasaheb Ambedkar Road,  
Chinchpokli, Mumbai 400 033.  
Tel: 91 22 6665 6666  
Email: [shareservices@voltas.com](mailto:shareservices@voltas.com)  
Website: [www.voltas.com](http://www.voltas.com)

## [Statement pursuant to Sections 102 and 110 of the Companies Act, 2013 ('the Act')]

The following Statement sets out all the material facts relating to the Resolution to be passed as mentioned in the accompanying Notice.

### **Item No. 1:**

Based on the recommendation of the Nomination and Remuneration Committee, the Board of Directors has, at its Meeting held on 29th January, 2025, appointed Ms. Sonia Singh (DIN: 07108778) as an Additional Director and also as a Non-Executive Independent Director, not liable to retire by rotation, for a term of five years, commencing from 7th March, 2025, subject to approval of the Members by Special Resolution.

The profile and specific areas of expertise of Ms. Sonia Singh and other relevant information as required under the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations') are provided as Annexure to this Notice.

Based on the skills, competence and expertise in understanding of business dynamics and experience in guiding and leading management teams, the Board, on the recommendation of the Nomination and Remuneration Committee, has determined that the appointment of Ms. Sonia Singh would be beneficial to the Company.

The Company has received a notice under Section 160(1) of the Act proposing her candidature for the office of the Director of the Company. The Company has received consent from Ms. Sonia Singh to act as Director and declaration that she meets the criteria of independence provided in Section 149(6) of the Act and Rules framed thereunder and Regulation 16(1)(b) of the SEBI Listing Regulations. In terms of Regulation 25(8) of SEBI Listing Regulations, she has confirmed that she is not aware of any circumstance or situation which exists or may be reasonably anticipated that could impair or impact her ability to discharge her duties as an Independent Director of the Company. She has also confirmed that she is in compliance with Rules 6(1) and 6(2) of the Companies (Appointment and Qualification of Directors) Rules, 2014, with respect to registration with the data bank of Independent Directors maintained by the Indian Institute of Corporate Affairs.

Ms. Sonia Singh has confirmed that she is not disqualified from being appointed as Director under the provisions of Section 164 of the Act and is not debarred from holding the office of Director by virtue of any order of the Securities and Exchange Board of India or any other such authority.

In the opinion of the Board, Ms. Sonia Singh is a person of integrity and fulfils the conditions specified in the Act and the Rules made thereunder read with the provisions of the SEBI Listing Regulations, each as amended, and is independent of the Management of the Company.

The terms and conditions of her appointment are available for inspection by the Members at the Registered Office of the Company during business hours on all working days, until the last date of remote e-voting. The said terms and conditions are also available on the website of the Company at [www.voltas.com](http://www.voltas.com).

In compliance with the provisions of Section 149 read with Schedule IV to the Act and Regulation 17 of SEBI Listing Regulations, the approval of Members is sought for the appointment of Ms. Sonia Singh as Non-Executive Independent Director of the Company, by way of Special Resolution as set out above. The Board recommends the Special Resolution as set out at Item No.1 of the Notice for approval of the Members.

Ms. Sonia Singh is interested in the Resolution set out at Item No. 1 of the Notice with regard to her appointment. Relatives of Ms. Sonia Singh may be deemed to be interested in the Resolution to the extent of their shareholding interest, if any, in the Company. Save and except the above, none of the other Directors / Key Managerial Personnel of the Company / their relatives are, in any way, concerned or interested, financially or otherwise, in the Resolution.

By Order of the Board of Directors

**Ratnesh Rukhariyar**  
Company Secretary & Compliance Officer  
Membership No.: FCS 5833

Mumbai, 21st April, 2025

**Registered Office:**

Voltas House 'A',  
Dr. Babasaheb Ambedkar Road,  
Chinchpokli, Mumbai 400 033.  
Tel: 91 22 6665 6666  
Email: [shareservices@voltas.com](mailto:shareservices@voltas.com)  
Website: [www.voltas.com](http://www.voltas.com)

## Details of the Director seeking appointment

[In pursuance of Regulation 36(3) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Secretarial Standard - 2 on General Meetings]

<b>Name of Director</b>	<b>Ms. Sonia Singh</b>
Director Identification Number (DIN)	07108778
Age	60 years
Date of first Appointment on the Board	7th March, 2025
Qualifications	<ul style="list-style-type: none"> <li>- Bachelor of Arts in Economics</li> <li>- Master of Business Administration from FMS Delhi</li> </ul>
Expertise in specific functional areas and Resume / Profile	<p>Ms. Sonia Singh is a distinguished marketing professional with over 33 years of experience with leadership in creating new categories, brands, functions and capabilities and with experience in crafting and building brands. Ms. Singh began her career with Lakme, where she was responsible for building of new brands and businesses in segments of Color Cosmetics / Skin Care / Fragrances across channel. During her stint with Hindustan Unilever Limited, Ms. Singh held the position of General Manager Marketing for the Lakme Business Unit.</p> <p>Ms. Singh has also consulted with various consumer marketing companies in Europe and Asia. Most recently Ms. Singh has served as Guest Faculty at the University of Warsaw for the executive MBA program through the University of Illinois, USA.</p>
Terms and conditions of appointment	Appointment as a Non-Executive Independent Director for a term of 5 years commencing from 7th March, 2025 up to 6th March, 2030, not liable to retire by rotation.
Details of remuneration last drawn (since appointment up to the date of this Notice)	Sitting fees of Rs. Eighty Thousand for attending one Board Meeting and one Committee Meeting held since her appointment.
Details of remuneration sought to be paid	<ul style="list-style-type: none"> <li>- Sitting Fees for attending Board and Committee Meetings.</li> <li>- Commission as determined by the Board of Directors.</li> </ul>
Number of Meetings of Board attended (since appointment up to the date of this Notice)	1 (One)

Name of Director	Ms. Sonia Singh
Directorship in other companies as on the date of this Notice	<ol style="list-style-type: none"> <li>1. Pfizer Limited</li> <li>2. BASF India Limited</li> <li>3. Kansai Nerolac Paints Limited</li> <li>4. Bharat Forge Limited</li> <li>5. Axis Asset Management Company Limited</li> </ol>
Membership / Chairmanship of Committees in other companies as on the date of this Notice	<ol style="list-style-type: none"> <li>1. Pfizer Limited <ul style="list-style-type: none"> <li>- Nomination &amp; Remuneration Committee – Member</li> <li>- Corporate Social Responsibility Committee– Member</li> <li>- Risk Management Committee – Chairperson</li> </ul> </li> <li>2. BASF India Limited <ul style="list-style-type: none"> <li>- Audit Committee – Member</li> <li>- Stakeholders’ Relationship Committee – Chairperson</li> <li>- Nomination &amp; Remuneration Committee – Member</li> <li>- Corporate Social Responsibility Committee– Member</li> </ul> </li> <li>3. Kansai Nerolac Paints Limited <ul style="list-style-type: none"> <li>- Audit Committee – Member</li> <li>- Stakeholders’ Relationship Committee – Chairperson</li> <li>- Nomination &amp; Remuneration Committee – Member</li> <li>- Corporate Social Responsibility Committee – Chairperson</li> <li>- Risk Management Committee – Member</li> </ul> </li> <li>4. Bharat Forge Limited <ul style="list-style-type: none"> <li>- Stakeholders’ Relationship Committee – Member</li> <li>- Nomination &amp; Remuneration Committee – Member</li> <li>- Environmental, Social and Governance (ESG) Committee - Member</li> </ul> </li> </ol>

<b>Name of Director</b>	<b>Ms. Sonia Singh</b>
	<p>5. Axis Asset Management Company Limited</p> <ul style="list-style-type: none"> <li>- Nomination &amp; Remuneration Committee – Member</li> <li>- Corporate Social Responsibility Committee – Chairperson</li> <li>- Unit Holder Protection Committee – Chairperson</li> </ul>
Listed entities from which the Director has resigned from Directorship in last three (3) years (Financial years)	Trent Limited (Ceased to be Independent Director of Trent Limited effective 3rd March 2022 upon completion of term.)
Inter-se relationship with other Directors/KMP	None
No. of shares held	
<ul style="list-style-type: none"> <li>● Own</li> </ul>	Nil
<ul style="list-style-type: none"> <li>● For other persons on a beneficial basis</li> </ul>	Nil