

1<sup>st</sup> July, 2020

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

National Stock Exchange of India Limited  
Listing Department  
Exchange Plaza  
Bandra-Kurla Complex  
Bandra (East), Mumbai 400 050

cc: NSDL/CDSL  
TSR Darashaw Consultants Private Limited  
(together with copy of Notice)

Dear Sir,

Sub: 66<sup>th</sup> Annual General Meeting - Closure of Share Transfer Books  
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This is to inform that the Sixty-Sixth Annual General Meeting (AGM) of the Company is scheduled to be held on Friday, 21<sup>st</sup> August, 2020 at 3.00 p.m. by Video Conferencing or Other Audio Visual Means.

2. In compliance with Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and pursuant to Section 91 of the Companies Act, 2013, we hereby inform that the Register of Members and the Share Transfer Books of the Company will remain closed from Friday, 7<sup>th</sup> August, 2020 to Friday, 21<sup>st</sup> August, 2020, both days inclusive, for the purpose of 66<sup>th</sup> Annual General Meeting and dividend for the year ended 31<sup>st</sup> March, 2020.

3. As earlier informed, the Board has recommended dividend of 400% (Rs.4 per share of Re.1 each) for 2019-20, subject to approval of the shareholders at the 66<sup>th</sup> AGM. The dividend shall be subject to deduction of tax at source, as applicable and shall be paid on or after Wednesday, 26<sup>th</sup> August, 2020.

4. Pursuant to Regulation 47 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we enclose herewith copy of the Notice of Book Closure which would be released for publication in newspapers.

Thanking you,

Yours faithfully,  
VOLTAS LIMITED

VARUN  
PRAKASH  
MALHOTRA

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

Encl:

**VOLTAS LIMITED**

Corporate Management Office

Registered Office Voltas House 'A' Dr Babasaheb Ambedkar Road Chinchpokli Mumbai 400 033 India  
Tel 91 22 66656251 66656258 Fax 91 22 66656311 e-mail vpmaalhotra@voltas.com website www.voltas.com

Corporate Identity Number L29308MH1954PLC009371

A TATA Enterprise

***VOLTAS LIMITED***

(CIN: L29308MH1954PLC009371)

Website: [www.voltas.com](http://www.voltas.com); E-mail: [shareservices@voltas.com](mailto:shareservices@voltas.com)

Telephone No. 91 22 66656511 Fax No. 91 22 66656311

NOTICE

Notice is hereby given pursuant to Section 91 of the Companies Act, 2013 read with Rule 10 of Companies (Management and Administration) Rules, 2014 that the Register of Members and the Share Transfer Books of the Company will remain closed from Friday, 7<sup>th</sup> August, 2020 to Friday, 21<sup>st</sup> August, 2020, both days inclusive, for the purpose of 66<sup>th</sup> Annual General Meeting (AGM) and dividend for the year ended 31<sup>st</sup> March, 2020.

The 66<sup>th</sup> AGM of the Company is scheduled to be held on Friday, 21<sup>st</sup> August, 2020 at 3.00 p.m. by Video Conferencing or Other Audio Visual Means.

This Notice shall also be available on the website of the Company at [www.voltas.com](http://www.voltas.com) and on the websites of BSE Limited at [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited at [www.nseindia.com](http://www.nseindia.com).

VOLTAS LIMITED

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

Mumbai  
1<sup>st</sup> July, 2020

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