



7<sup>th</sup> July, 2015

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

cc: National Stock Exchange of India Limited  
Listing Department  
cc: NSDL/CDSL  
(Together with a copy of enclosure)

Dear Sir,

Sub: Sixty-First Annual General Meeting

We wish to inform you that the Sixty-First Annual General Meeting of the Company is scheduled to be held on Monday, 3<sup>rd</sup> August, 2015 at 3.00 p.m. at Birla Matushri Sabhagar, 19, Sir Vithaldas Thackersey Marg, Mumbai 400 020.

Accordingly, pursuant to Clause 31(c) of the Listing Agreement, we enclose herewith three copies of the Notice of the Sixty-First 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

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

Tel. No.: 91 22 66656512 Fax No.: 91 22 66656311

website: [www.voltas.com](http://www.voltas.com) e-mail: [shareservices@voltas.com](mailto:shareservices@voltas.com)

CIN: L29308MH1954PLC009371

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### NOTICE OF AGM AND REMOTE E-VOTING

Notice is hereby given that the Sixty-First Annual General Meeting (AGM) of Voltas Limited, will be held on Monday, 3rd August, 2015 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 being 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 hard copy of the same. In all other cases, the Annual Report has been sent in physical form to the concerned Members.

The Annual Report of the Company is also available on the Company's website [www.voltas.com](http://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.

Note: A Member entitled to attend and vote at the Annual General Meeting 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 Clause 35B of the Listing Agreement, 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 facility shall commence on 31st July, 2015 from 9.00 a.m. (IST) and end on 2nd August, 2015 at 5.00 p.m. (IST). **The remote e-voting shall not be allowed after 5.00 p.m. on 2nd August, 2015.** The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on 27th July, 2015 (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. 27th July, 2015, may obtain login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

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 or Ballot form, 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 / Ballot form 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 61st 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](http://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 e-voting, Members may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members 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 or at Toll Free No.: 1800-222-990.

**VOLTAS LIMITED**

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

Mumbai,  
7th July, 2015