

# Birlasoft Limited

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase-I, MIDC, Hinjawadi, Pune (MH) 411057, India  
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## 33<sup>rd</sup> Annual General Meeting (through Video Conferencing / Other Audio Visual Means), Cut-off Date, Record Date and Final Dividend information

- Notice is hereby given that the **33<sup>rd</sup> Annual General Meeting ("AGM")** of the Company will be held on **Wednesday, July 31, 2024, at 02:30 p.m. (IST)**, through Video Conferencing/Other Audio Visual Means ("VC/OAVM") in compliance with General Circular No. 09/2023 dated September 25, 2023 issued by the Ministry of Corporate Affairs ("MCA") and Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 7, 2023 issued by the Securities and Exchange Board of India ("SEBI") and other relevant circulars issued from time to time (collectively referred to as "the Circulars") and in compliance with the provisions of the Companies Act, 2013, and SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, to transact the business that will be set forth in the AGM Notice.
- In compliance with the aforesaid Circulars, the Annual Report 2023-24 including the AGM Notice, will be sent only through electronic mode to those Members whose e-mail IDs are registered with the Registrar & Transfer Agent ("RTA") or respective Depository Participants ("DPs"). The AGM Notice and the Annual Report 2023-24 will also be available on the Company's website at <https://www.birlasoft.com/company/investors/policies-reports-filings>, websites of the stock exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively, and on the website of National Securities Depository Limited ("NSDL") at <https://www.evoting.nsdl.com>.
- The Company has engaged the services of NSDL as the authorised agency for conducting of the AGM through VC/OAVM facility and for providing electronic voting ("e-voting") facility to its Members, to exercise their votes through the remote e-voting and e-voting at the AGM. The manner of voting remotely by Members holding shares in dematerialized form and physical form will be provided in the AGM notice.
- The Cut-off Date for determining the eligibility of the Members for the purpose of remote e-voting, for participation in the AGM through VC/OAVM facility and e-voting during the AGM is **Wednesday, July 24, 2024**. Any person who becomes a member of the Company after the dispatch of Notice and holding shares as on the Cut-off Date may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
- Members may note that the Board of Directors at their meeting held on April 29, 2024, have recommended a final dividend of ₹ 4/- (i.e. 200%) per equity share of face value of ₹ 2/- each, for the financial year ended March 31, 2024. The final dividend, as recommended by the Board, if approved at the ensuing AGM, will be paid through electronic mode, to the Members holding shares of the Company in dematerialized form or in physical form as on the **Record Date i.e. Friday, July 12, 2024**. In the event the Company is unable to pay dividend to any member through electronic mode, due to non-registration of the electronic bank mandate, the Company shall dispatch dividend warrant to such member.
- In terms of the provisions of the Income-tax Act, 1961, payment of dividend will be subject to Tax at Source ("TDS") at the applicable tax rates. To enable the Company to apply correct TDS rates, the Members are requested to furnish prescribed documentation **on the portal of RTA** on or before **Friday, July 12, 2024 (06:00 p.m. IST)**. The details of documents to be submitted are available on the website of the company at <https://www.birlasoft.com/company/investors/policies-reports-filings#Shareholders-info> and will be provided to the Members in the AGM Notice.
- Members are advised to update their PAN, KYC (Address, Email ID, Mobile Number, Bank Account Details, Specimen Signature, etc.) and Nomination details, as mandated by SEBI vide Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 7, 2024:
  - For Members holding shares in physical form:** to the Company's RTA - Link Intime India Private Limited, in prescribed Form ISR - 1 and other forms as per instructions mentioned in the form. The Company has already sent requisite communication to the Members for furnishing these details. The formats can be downloaded from RTA's website [www.linkintime.co.in](http://www.linkintime.co.in) > Resources > Downloads > KYC > Formats for KYC and such formats are also available on the Company's website at <https://www.birlasoft.com/company/investors/policies-reports-filings#Shareholders-info>.
  - For Members holding shares in dematerialized form:** to their respective DPs as per the procedure prescribed by them.
- SEBI, vide its Master Circular mentioned in point no. 7, has also mandated that the Members whose folio(s) / demat account(s) do not have PAN, Contact details (Postal Address with PIN and Mobile Number), Bank A/c details, Specimen signature for their corresponding folio numbers and other KYC details updated, shall be eligible for any payment including dividend, interest or redemption in respect of such folios/demat accounts, only through electronic mode with effect from April 1, 2024, upon their furnishing all the aforesaid details in entirety. If a Member updates the above-mentioned details after April 1, 2024, then such Member would receive all the dividends, etc., declared during that period (from April 1, 2024, till the date of updation) pertaining to the shares held after the said updation automatically.

For Birlasoft Limited

Sd/-

Sneha Padve

Company Secretary & Compliance Officer

Place: Pune

Date: July 2, 2024



**Birlasoft Limited**

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For Birlasoft Limited

Place: Pune  
Date: July 2, 2024

Sd/-  
Sneha Padve  
Company Secretary & Compliance Officer



### ३३ वी वार्षिक सर्वसाधारण सभा - (व्हिडीओ कॉन्फरन्सिंग/अन्य दृकश्राव्य पध्दतीद्वारा), कट-ऑफ तारीख, रेकॉर्ड तारीख आणि अंतिम लाभांश यासंबंधी माहितीसाठी

- याद्वारे सूचना देण्यात येते की, कंपनीची ३३ वी वार्षिक सर्वसाधारण सभा ('एजीएम') व्हिडिओ कॉन्फरन्सिंग/अन्य दृकश्राव्य पध्दतींनी ('व्हीसी/ओएस्डीएम') बुधवार, जुलै ३१, २०२४ रोजी, दुपारी ०२:३० वा. (भारतीय प्रमाणवेळ) कंपनीचे व्यवहार मंत्रालयाने ('एमसीए') सप्टेंबर २५, २०२३ रोजी जारी केलेले सामान्य परिपत्रक क्रमांक ०९/२०२३ आणि सिंग्युलरिटीज अॅण्ड एक्स्पॅन्ज बोर्ड ऑफ इंडिया ('सेबी') यांचे ऑक्टोबर ७, २०२३ रोजी जारी केलेले परिपत्रक क्र. SEBI/HO/CFD/CFD-POD-2/P/CIR/2023/167 व वेबोवेली जारी झालेली इतर परिपत्रके (एकत्रितपणे ज्यांचा उल्लेख 'परिपत्रके') आणि सदर कंपनीच्या कायदा, २०१३ आणि सेबी (लिस्टिंग ऑब्जिगेशन अॅण्ड डिस्कलोजर रिकार्यरमेंट्स) सेयुलेंशन्स, २०१५ यामधील नियम आणि तरतुदींची पूर्तता करून एजीएमच्या सूचनेत नमूद केल्याप्रमाणे कामकाज पूर्ण करण्यासाठी आयोजित करण्यात आली आहे.
- परिपत्रकाना अनुसरून एजीएमच्या सूचनेसह २०२३-२४ च्या वार्षिक अहवालाच्या प्रती फक्त इलेक्ट्रॉनिक पध्दतीने अशा समासदाना पाठवले जाईल ज्यांचे ई-मेल आयडी रजिस्ट्रार अॅण्ड ट्रान्सफर एजंट ('आरटीए') किंवा संबंधित डिजिटल डिवाइसिटी प्लॅटफॉर्म ('डीपीज') यांच्याकडे नोंदणीकृत आहेत. कृपया समासदानांनी याची नोंद घ्यावी की, 'एजीएमची' सूचना आणि २०२३-२४ च्या वार्षिक अहवाल कंपनीचे संकेतस्थळ <https://www.birlasoft.com/company/investors/policies-reports-flings>, वर आणि स्टॉक एक्स्पॅन्जची म्णजे बीएसई लिमिटेड आणि नॅशनल स्टॉक एक्स्पॅन्ज ऑफ इंडिया लिमिटेडचे संकेतस्थळ अनुक्रमे [www.bseindia.com](http://www.bseindia.com) आणि [www.nseindia.com](http://www.nseindia.com) वर आणि नॅशनल सिंग्युलरिटीज डिवाइसिटी लिमिटेड ('एनएसडीएल') चे संकेतस्थळ <https://www.evoting.nsdl.com> येथे उपलब्ध आहे.
- कंपनीने एजीएम व्हीसी/ओएस्डीएम पध्दतीने पार पाडण्यासाठी आणि आपल्या समासदाना इलेक्ट्रॉनिक मतदान ('ई-वोटिंग') सुविधा, त्यांना रिमोट ई-वोटिंग पध्दतीने तसेच एजीएमच्या वेळी मतदान करण्यासाठीची सुविधा देण्याकरिता अधिकृत प्रतिनिधी म्णून एनएसडीएल याच्या सेवा प्राप्त केल्या आहेत. अप्रत्यक्ष पध्दतीने आणि प्रत्यक्ष पध्दतीने समाभाग धारण करीत असलेल्या समासदानांना रिमोट ई-वोटिंगपध्दतीने मतदान करण्याची पध्दत एजीएम सुचनेमध्ये नमूद करण्यात येईल.
- रिमोट ई-वोटिंगच्या उद्देशाने, व्हीसी/ओएस्डीएम सुविधेद्वारे एजीएममध्ये भाग घेण्यासाठी आणि एजीएम दरम्यान ई-वोटिंगसाठी सदस्यांची यात्रा निश्चि करण्यासाठी कट-ऑफ तारीख बुधवार, जुलै २७, २०२४ आहे. कोणतीही व्यक्ती सदर सूचना पाठवल्यानंतर कंपनीची समासद झाली असेल आणि कट-ऑफ तारखेला समाभाग धारण करीत असले तर त्याने/तिने मतदान करण्यासाठी [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) येथून लॉग-इन आयडी आणि पासवर्ड प्राप्त करावा.
- समासदानांनी नोंद घ्यावी की, संचालक मंडळाने त्यांच्या एप्रिल २९, २०२४ रोजीच्या बैठकीत मार्च ३१, २०२४ रोजी समाप्त झालेल्या आर्थिक वर्षासाठी प्रत्येकी २/- रु. नाममात्र मूल्य धारण करीत असलेल्या समाभागासाठी ४/- रु. (२००%) अंतिम लाभांश प्रस्तावित केला आहे. जर अंतिम लाभांश संचालक मंडळाने प्रस्तावित केल्यानुसार, आयोजित करण्यात आलेल्या एजीएम मध्ये मंजूर करण्यात आला तर रेकॉर्ड तारखेला म्णजे शुक्रवार, जुलै १२, २०२४ रोजी कंपनीचे समाभाग अप्रत्यक्ष किंवा प्रत्यक्ष स्वरूपात असलेल्या समासदानांना इलेक्ट्रॉनिक पध्दतीने प्रदान करण्यात येईल. इलेक्ट्रॉनिक बँक आदेशाची नोंदणी न केल्यामुळे, कोणत्याही समासदास इलेक्ट्रॉनिक पध्दतीने लाभांश देण्यास कंपनी असमर्थ ठरल्यास, कंपनी अशा समासदानांना लाभांश वॉरंट पाठवेल.
- आयकर कायदा, १९६१ मधील तरतुदीनुसार लाभांशाद्वारे निव्वणारे उत्पन्न समासदासाठी करपात्र असेल आणि विहित केलेल्या दरानुसार कंपनीस टॅक्स अॅट सोर्स ('टीडीएस') कापून घेणे आवश्यक असेल. टीडीएस योग्य दरानुसार कापून घेणे सोयीचे जावे यासाठी समासदानांना विनंती करण्यात येते की, त्यांनी संबंधित कागदपत्रे आरटीएमच्या पोर्टलवर शुक्रवार, १२ जुलै, २०२४ रोजी (सायं. ०६:०० वा. भारतीय प्रमाणवेळ) किंवा त्याआधी दाखल/अपडेट करावीत. सादर करावयाच्या कागदपत्रांचे तपशील कंपनीच्या संकेतस्थळावर <https://www.birlasoft.com/company/investors/policies-reports-flings#Shareholders-info> येथे उपलब्ध आहेत. ही माहिती समासदानांना एजीएम सूचनेसह प्रदान केली जाईल.
- समासदानांना सूचना देण्यात येते की, त्यांनी त्यांचे पॅन, केवायसी कागदपत्रे (पत्ता, ई-मेल आयडी, मोबाईल नंबर, बँक खात्याचा तपशील, नमुना स्वाक्षरी इ.) आणि नामांकन तपशील सेबीचे मे ७, २०२४ रोजीचे परिपत्रक SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 नुसार अद्ययावत करावेत.
- प्रत्यक्ष समाभाग धारण करणाऱ्या समासदांसाठी : कंपनीचे आरटीए - लिंक इनटार्मईम इंडिया प्रायव्हेट लिमिटेड यांना विहित फॉर्म अद्ययावत आर-१ आणि फॉर्ममध्ये नमूद केलेल्या सूचनेप्रमाणे इतर फॉर्म. कंपनीने समासदानांना तपशील पुरवण्यासाठी आधीच कळविले आहे. सदर नमुना आरटीए याचे संकेतस्थळ [www.linkintime.co.in](http://www.linkintime.co.in) > Resources > Downloads > KYC > Formats for KYC येथून डाऊनलोड करता येईल. तसेच कंपनीचे संकेतस्थळ <https://www.birlasoft.com/company/investors/policies-reports-flings#Shareholders-info> येथेही उपलब्ध आहे.
- अप्रत्यक्ष समाभाग धारण करणाऱ्या समासदांसाठी : त्यांच्या संबंधित डीपीजकडे त्यांनी दिलेल्या प्रतिक्रियेप्रमाणे.

त्या प्रमाणे, सेबी ने आपल्या मुख्य परिपत्रकात मुद्दा क्रमांक ७ मध्ये असे निश्चित केले आहे की, ज्या समासदांचे फोलिओ(ज)/डीपॅट खाले/खाली ज्यांना पॅन, संपर्क तपशील (पिन कोड आणि मोबाईल नंबरसह टपालाचा पत्ता), बँक खात्याचा तपशील, फोलिओ नंबरसह संबंधित सहीचा नमुना, स्वाक्षरी आणि इतर केवायसी तपशील अपडेटेड केले नसेल, त्यांनी वर नमूद करण्यात आलेल्या तपशिलानुसार सर्व माहिती पूर्ण स्वरूपात सादर केली तर असे समासद दि. १ एप्रिल २०२४ पासून सादर फोलिओ (ज)/डीपॅट खाले या संदर्भात लाभांश किंवा व्याजासह सर्व प्रकारची देय रकम केवळ इलेक्ट्रॉनिक पध्दतीने मिळव्यास पात्र असतील. एखाद्या समासदाने सदरची माहिती दि. १ एप्रिल २०२४ नंतर अद्ययावत केलेली असेल तर, अशा समासदास वरीलप्रमाणे लाभांश वॉरें रकम दे. जी त्या कालावधीत (१ एप्रिल २०२४ पासून अशी माहिती अद्ययावत करणेयंतचा कालावधी) सदर समागांच्या संदर्भात देय असेल ती सदर माहिती अद्ययावत केल्यानंतर आपोआप प्राप्त होईल.