



## TATA COMMUNICATIONS

## TATA COMMUNICATIONS LIMITED

Regd. Office: VSB, Mahatma Gandhi Road, Fort, Mumbai - 400 001

Tel.: 91 22 6659 1968 CIN No.: L64200MH1986PLC039266

Website: [www.tatacommunications.com](http://www.tatacommunications.com)

## NOTICE TO THE SHAREHOLDERS OF 35TH ANNUAL GENERAL MEETING

Notice is hereby given that the Thirty-Fifth Annual General Meeting ('AGM') of Tata Communications Limited ('the Company') will be held on Wednesday, June 30, 2021 at 11:00 hours IST through Video Conference ('VC')/ Other Audio Visual Means ('OAVM') to transact the business as set out in the Notice of the AGM, which is being circulated for convening the AGM.

In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs ('MCA') has vide its circular dated May 5, 2020 read with circulars dated April 8, 2020, April 13, 2020 and January 13, 2021 (collectively referred to as 'MCA Circulars') and Securities Exchange Board of India vide its circular dated May 12, 2020 and January 15, 2021 (hereafter referred to as 'SEBI Circulars') permitted the holding of AGM through VC or OAVM, without the physical presence of the members at a common venue. In compliance with these MCA circulars and the relevant provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the AGM of the members of the Company will be held through VC/OAVM.

The Notice of the AGM along with the Annual Report 2020-21 is being sent only by electronic mode to those Members whose email addresses are registered with the Company/ Registrar & Share Transfer Agent ('R&T Agent') / Depositories in accordance with the aforesaid MCA circulars and SEBI circulars. Members may note that the Notice of the AGM and Annual Report 2020-21 will also be available on the Company's website [www.tatacommunications.com/investors](http://www.tatacommunications.com/investors) and on the 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 National Securities Depository Limited ('NSDL') website [www.evoting.nsdl.com](http://www.evoting.nsdl.com). Members can attend and participate in the AGM through the VC/OAVM facility only. The instructions for joining the AGM are provided in the Notice of the AGM. Members attending the meeting through VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013. The Company is providing remote e-Voting facility ("remote e-Voting") to all its Members to cast their votes on all resolutions which is set out in the Notice of the AGM. Members have the option to cast their vote on any of the resolutions using the remote e-Voting during the AGM. Detailed procedure for remote e-Voting during the AGM is provided in the Notice of the AGM.

Members who have not registered their email address with the Company/Depository are requested to follow the process mentioned below and provide the necessary information to the R&T Agent on or before 17:00 hours IST on Saturday, June 12, 2021, for registering their email addresses to receive the Notice of the AGM and Annual Report electronically and to receive login ID and password for e-Voting:

- Visit the link [https://tcpl.linkintime.co.in/EmailReg/Email\\_Register.html](https://tcpl.linkintime.co.in/EmailReg/Email_Register.html)
- Select the company name viz. Tata Communications Limited.
- Enter the DP ID & Client ID (if shares held in electronic form) / Physical Folio Number (if shares held in physical form), name of the Member and PAN details.
- Enter mobile number and email address and click on continue button
- System will send OTP on mobile no. and e-mail id.
- Upload self-attested copy of PAN card and Address Proof viz. Aadhar Card, passport or front and back side of share certificate in case of Physical Folio
- Enter the OTP received on mobile no. and e-mail id.
- The system will then confirm the e-mail address for receiving this AGM Notice.

After successful submission of the e-mail address, a copy of the AGM Notice and Annual Report for FY 2020-21 along with the e-Voting User ID and password shall be sent to the Member by NSDL. In case of any queries, Members may write to [csg-unit@tsrdarashaw.com](mailto:csg-unit@tsrdarashaw.com) or [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

## e-Voting:

The Company is providing remote e-Voting facility ("remote e-Voting") to all its Members to cast their votes on all resolutions set out in the Notice of the AGM. Additionally, the Company is providing the facility of voting through e-Voting system during the AGM ("e-Voting"). Detailed procedure for remote e-Voting/ e-Voting at the AGM is provided in the Notice of the AGM.

If your email ID is already registered with the Company/ Depository, login details for e-Voting will be sent on your registered email address.

## Update of Bank Account details:

The Company has fixed Friday, June 18, 2021 as the 'Record Date' for determining entitlement of members to final dividend for the financial year ended March 31, 2021, if approved at the AGM.

Members who have not updated their bank account details for receiving the dividends directly in their bank accounts through Electronic Clearing Service or any other means may follow the below instructions:

Physical Holding	<p>Send a scanned copy of the following documents to the R&amp;T Agent of the Company - TSR Darashaw Consultants Private Limited ("TCPL") at <a href="mailto:csg-unit@tsrdarashaw.com">csg-unit@tsrdarashaw.com</a> latest by Friday, June 18, 2021:</p> <ol style="list-style-type: none"> <li>A signed request letter mentioning your name, folio number, complete address and following details relating to bank account in which the dividend is to be received: <ol style="list-style-type: none"> <li>Name and Branch of Bank and Bank Account type;</li> <li>Bank Account Number &amp; Type allotted by your bank after implementation of Core Banking Solutions;</li> <li>11-digit IFSC Code;</li> </ol> </li> <li>Self-attested scanned copy of cancelled cheque bearing the name of the Member or first holder, in case shares are held jointly;</li> <li>Self-attested scanned copy of the PAN Card; and</li> <li>Self-attested scanned copy of any document (such as AADHAR Card, Driving License, Election Identity Card, Passport) in support of the address of the Member as registered with the Company</li> </ol>
Demat Holding	Please contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP.

In view of the continuing COVID-19 pandemic or non-availability of the bank details of any Member, the Company shall dispatch the dividend warrant / cheque by post to such Member, in due course.

Pursuant to the Finance Act, 2020 dividend income will be taxable in the hands of Members w.e.f April 1, 2020 and the Company is required to deduct tax at source from dividend paid to Members at the prescribed rates. For the prescribed rates for various categories, please refer to the Finance Act, 2020 and the amendments thereof. Members are requested to complete and / or update their Residential Status, PAN, Category as per the IT Act with their Depository Participants ('DPs') or in case shares are held in physical form, with the Company / R&T Agent by sending documents through email as mentioned in the 'Communication on Tax on Dividend' separately sent by the Company to the Members. The detailed process is also available on the Company's website at <https://www.tatacommunications.com/investors/results>.

Place: Mumbai

Date: June 6, 2021

Registered Office:

VSB, Mahatma Gandhi Road,  
Fort, Mumbai - 400 001.

CIN: L64200MH1986PLC039266

Email address: [investor.relations@tatacommunications.com](mailto:investor.relations@tatacommunications.com)Website: [www.tatacommunications.com](http://www.tatacommunications.com)

For Tata Communications Limited

Zubin Patel

Company Secretary





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- Enter the DP ID & Client ID (if shares held in electronic form) / Physical Folio Number (if shares held in physical form), name of the Member and PAN details.
- Enter mobile number and email address and click on continue button
- System will send OTP on mobile no. and e-mail id.
- Upload self-attested copy of PAN card and Address Proof viz. Aadhar Card, passport or front and back side of share certificate in case of Physical Folio
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For Tata Communications Limited  
Zubin Patel  
Company Secretary

Place: Mumbai

Date: June 6, 2021

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