



PTC India Limited

CIN: L40105DL1999PLC099328

Regd. Office: 2nd Floor, NBCC Tower, 15 Bhikaji Cama Place, New Delhi - 110 066

Website: Tel: 011- 41659500, 41595100, 46484200. Fax: 011-41659144

E-mail: info@ptcindia.com Website: www.ptcindia.com

NOTICE OF 23RD ANNUAL GENERAL MEETING, RECORD DATE AND REMOTE E-VOTING INFORMATION

Notice is hereby given that the 23rd Annual General Meeting (AGM) of the members of PTC India Limited (Company) will be held on Friday, 30th day of December, 2022 at 3:00 P.M. (IST) through video conference (VC), to transact the businesses as set out in the Notice of AGM. The AGM is scheduled in compliance with the applicable provisions of the Companies Act, 2013 (Act) and Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulations) read with General Circular Nos.14/2020 (dated 8th April 2020), 17/2020 (13th April 2020), 20/2020 (dated 5th May 2020), 22/2020 (dated 15th June, 2020), 02/2021 (dated 13th January, 2021), 20/2021 (dated 8th December, 2021) and 2/2022 (dated 5th May, 2022), issued by the Ministry of Corporate Affairs ("MCA Circular/s") and Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12th May, 2020 & SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15th January, 2021 and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated 13th May, 2022 issued by the Securities and Exchange Board of India ("SEBI Circular/s"), for conducting AGM without the physical presence of the Members at a common venue.

The Notice of the AGM alongwith the Annual Report for the financial year 2021-22 of the Company is being sent only by electronic mode to those members, whose email ids are registered with the Company/RTA/Depository participant(s). Please note that the requirement of sending physical copy of the Notice of the 23rd AGM and Annual Report to the Members have been dispensed with vide MCA Circular/sand SEBI Circular/s. However, pursuant to SEBI circular, the hard copy of annual report will be sent to those shareholders who request for the same by writing us at cs@ptcindia.com. The aforesaid documents will also be available on the Company's website <https://www.ptcindia.com/annual-report/> and on the websites of BSE Limited and National Stock Exchange of India Ltd. at www.bseindia.com and www.nseindia.com respectively and of National Securities Depository Limited (NSDL) website at <https://www.evoting.nsdl.com>.

The instructions for attending the AGM through VC and detailed manner of electronic voting are being provided in the Notice of AGM. The Company is providing remote e-voting facility ("remote e-voting") and facility of e-voting system during the AGM ("e-voting") (collectively referred as 'electronic voting') to eligible members as per applicable provisions on all the business items as set out in the Notice of AGM. The remote e-voting period commences on 27th December, 2022 at 9:00 A.M. and ends on 29th December, 2022 at 5:00 P.M. The members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of 23rd December, 2022, may cast their vote by remote e-voting or by e-voting at the time of AGM. Members who have not cast their votes by remote e-voting will be able to vote at AGM through e-voting. Members participating through VC shall be counted for reckoning the quorum under section 103 of the Act.

Members who have not registered their e-mail address with the Company or RTA, can register their e-mail address for receipt of Notice of the AGM, Annual Report and login details for joining the AGM through VC including e-voting by sending a request to the Company at cs@ptcindia.com, by providing their name, folio number/DPID & Client ID, client master or copy of consolidated account statement (in the case of demat holding), copy of share certificate – front and back (in the case of physical holdings), self- attested scanned copy of the PAN card and self-attested scanned copy of Aadhar Card in support for registering e-mail address.

For specific details about permanent registration of email id, please refer instructions provided notice of AGM available on the website of the Company.

If the email id is already registered with the Company/Depository, login details for e-voting are being sent on registered email addresses of the member. Same credentials should be used for attending the AGM through VC. If the member is already registered for electronic voting, then member can use the existing login credentials for remote e-voting facility of NSDL and same credentials can also be used to attend the AGM through VC. For further details and information about registration, please refer the notice of AGM.

Any person who acquires shares and becomes Member of the Company after the electronic dispatch of Notice of AGM and holding shares as on the cut-off date of 23rd December, 2022, may obtain the Login ID and Password by following the instructions as mentioned in the Notice of AGM or sending a request at evoting@nsdl.co.in.

The Company has engaged the services of NSDL as the agency to provide the electronic voting facility and VC facility. In case of any queries, including issues and concerns related to remote e-voting and voting at AGM 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 or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request at evoting@nsdl.co.in.

The Register of Members and Share Transfer Books of the Company will be closed from December 17, 2022 to December 30, 2022 (both days inclusive) for determining the names of members eligible for final dividend on Equity Shares for the financial year 2021-22, if declared at the meeting. It may be noted that Income Tax Act, 1961, as amended by Finance Act, 2020 mandates that dividends paid or distributed by a Company on or after April 1, 2021 shall be taxable in the hands of shareholders. The Company shall therefore be required to deduct tax at source (TDS) at the time of making the payment of dividend at the prescribed tax rates. It may be noted that Members are requested to refer detailed instructions given in the Notice of AGM and submit tax related documents/declarations at the company's email address helpdeskdelhi@mcsregistrars.com by December 16, 2022.

Members are requested to register their email addresses and bank account details for receipt of dividend. The process of registering the same is mentioned below:

In case, Physical Holding	Register/update the details in prescribed Form ISR-1 and other relevant forms with Company's Share Transfer Agent i.e. MCS Share Transfer Agent Ltd. The said forms and relevant provisions of SEBI circular (circular no. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 3, 2021, as amended) are available on the Company's website at www.ptcindia.com .
In case, Demat Holding	Please contact your DP and register email address and bank account details in your demat account, as per the process advised by your DP

Members are requested to carefully read all the Notes set out in the Notice of the AGM and in particular, instructions for joining the AGM, manner of casting vote through remote e-voting and through e-voting during the AGM.

The Notice of AGM and Annual Report for financial year 2021-22 will be sent to members in accordance with the applicable laws on their registered email addresses in due course.

Date: 03.12.2022

Place : New Delhi

By Order of the Board
For PTC India Limited
Sd/-
Rajiv Maheshwari
Company Secretary

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