

SUZLON ENERGY LIMITED

DETAILED INSTRUCTIONS FOR PAYMENT OF FIRST AND FINAL CALL MONEY PURSUANT TO THE FIRST REMINDER-CUM-FORFEITURE NOTICE DATED 13 TH APRIL 2023

MODE OF DESPATCH

In terms of the provisions of the Act, read with the relevant rules made thereunder, the First Reminder-cum-Forfeiture Notice is being sent in electronic mode to the holders of partly paid-up equity shares as on the Record Date, i.e. 2nd March 2023, and those who have not paid the call money or part thereof, pursuant to the First and Final Call Money Notice dated 3rd March 2023, and whose e-mail address is registered with the Company or its Registrar and Transfer Agent, KFin Technologies Limited (“RTA”) or the Depository Participant(s). The First Reminder-cum-Forfeiture Notice along with the detailed instructions and payment slip are also available on the Company’s website at www.suzlon.com.

Physical copies of the First Reminder-cum-Forfeiture Notice along with the detailed instructions and payment slip are being sent to those holders of partly paid-up equity shares as on Record Date of 2nd March 2023, who have not paid the First and Final Call money (or a part thereof) and:

- a. who have not registered their e-mail address with the Company or its RTA or Depository Participant(s);
or
- b. who have specifically registered their request for the physical copy of the same.

PAYMENT INSTRUCTIONS

Please note that:

- a. cash payment shall not be accepted.
- b. no part payment will be accepted and part payment will be treated as non-payment which shall render the partly paid-up equity shares, including the amount already paid thereon, liable to be forfeited in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer. However, in relation to any payment made by a holder of the partly paid-up equity shares pursuant to the First Reminder-cum-Forfeiture Notice for payment of First and Final Call money, which is lesser than the aggregate amount payable by such holder with respect to the partly paid-up equity shares held by such holder as on the Record Date, the Board / duly authorised Committee of the Board, may consider conversion of such lower number of equity shares to be made fully paid-up, such that it is in proportion to the amount paid by such holder. (For example, if a shareholder holds 100 partly paid-up equity shares on the Record Date, the aggregate amount payable by such holder pursuant to the First Reminder-cum-Forfeiture Notice for payment of First and Final Call Money will be ₹ 250.00. If such holder makes a payment of ₹ 125.00, such holder will receive such number of fully paid-up equity shares converted in proportion to the payment made, i.e. 50 fully paid-up equity shares. Partly paid-up equity shares in respect of which the First and Final Call money payable remains unpaid may be forfeited, in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer).
- c. In respect of the partly paid-up equity shares, where the First and Final Call amount has been paid during the Payment Period from Saturday, 15th April 2023 to Saturday, 29th April 2023, the Board / duly authorised Committee of the Board, at its discretion, may opt to convert such partly paid-up equity shares to fully-up paid-up equity shares, in tranches and at such intervals as it may deem appropriate including conversion during the Payment Period. However, please note that payments in respect of partly paid-up equity shares for a particular demat account / folio no., shall be made only once during the Payment Period

(and not in multiple tranches) and the subsequent payments made, post the first payment made during the Payment Period, will be liable to be rejected.

- d. Payments made using third party bank accounts are liable to be rejected and the Company, and the Registrars for the First and Final Call, KFin Technologies Limited, shall rely on the self-certification of the transaction in this regard.
- e. Excess / duplicate amount paid or amount paid by person who is not a shareholder as on the Record Date or short payment made by a shareholder (in case the same cannot be adjusted towards payment of First and Final Call Money), will be refunded by Cheque / DD / credit to the same bank account from where payment has been made.

PAYMENT MODES

You are requested to pay the First and Final Call Money immediately, using any of the following modes:

- 1. By net-banking / UPI through the R-WAP portal: <https://rights.kfintech.com/callmoney>. Kindly note that the interest amount is pre-computed when you make payment through the R-WAP portal.
- 2. For payment through demand draft:
 - i. Shareholders are requested to submit the payment slip along with demand draft made payable to:

Resident and Non-Resident Shareholders	Suzlon Energy Limited - Right Allotment Account
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- ii. The payment slip is enclosed herewith as **Annexure 2**.
 - iii. The shareholder must inter alia state the following details in the payment slip:
 - a. Full Name of the Sole / First shareholder;
 - b. First Reminder-cum-Forfeiture Notice No.;
 - c. DP ID-Client ID / Folio No.; and
 - d. No. of partly paid-up equity shares held.
 - iv. The payment slip along with the amount payable by **demand draft may be sent by registered post / speed post / courier** at the office of the Registrar, KFin Technologies Limited, Unit: Suzlon Energy Limited, Selenium Tower B, Plot No.31 and 32, Financial District, Nanakramguda, Rangareddi-500032, Telangana, India; Contact person: M. Murali Krishna Tel: +91 40 6716 2222; Toll Free No. 1800 309 4001 (operational from Monday to Saturday between 9 AM and 5 PM) E-mail id: einward.ris@kfintech.com stating the requisite details along with the **Demand Draft payable at par**, such that the same are received on or before the last date of payment of the First and Final Call Money as mentioned in the First Reminder-cum-Forfeiture Notice, i.e. **Saturday, 29th April 2023**.
 - v. Cheques / Money Orders / Postal Orders will not be accepted. Post-dated cheques will not be accepted and are liable to be rejected.
 - vi. After the **last date of payment, i.e. Saturday, 29th April 2023**, the Registrar, KFin Technologies Limited, will not accept any First and Final Call Money payment.
 - vii. The Company will not be liable for any delayed receipt and reserves the right to reject such delayed receipts.

viii. Payment slip should be complete in all respects. The payment slip found incomplete with regard to any of the particulars required to be given therein are liable to be rejected.

NON-PAYMENT

Please note that, failure to pay the First and Final Call Money pursuant to the First Reminder-cum-Forfeiture Notice, as aforesaid, shall render the partly paid-up equity shares to the extent that the First and Final Call Money was not paid including the application amount already paid thereon, liable to be forfeited in accordance with the Act, the Articles of Association of the Company and the Letter of Offer.

OTHER INFORMATION

- i. BSE Limited and the National Stock Exchange of India Limited have issued notices for suspension of ISIN **IN9040H01011** representing partly paid-up equity shares having a face value ₹ 2.00 each with ₹ 1.00 paid-up with effect from 2nd March 2023 and accordingly the ISIN **IN9040H01011** representing partly paid-up equity shares has been suspended by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL).
- ii. The payments in respect of the partly paid-up equity shares for a particular demat account / folio no., shall be accepted only once (and not in multiple tranches) and the subsequent payments made, post the first payment made during the Payment Period, will be liable to be rejected. Further, as mentioned above, in relation to the partly paid-up equity shares for which the First and Final Call amount has been paid, the Board / duly authorised Committee of the Board, at its discretion, may opt to convert such partly paid-up equity shares to fully-up paid-up equity shares, in tranches and at such intervals as it may deem appropriate. The process of corporate action for converting the partly paid-up equity shares to the fully paid-up equity shares under the present ISIN INE040H01021 for the existing fully paid-up equity shares allotted by the depositories is estimated to be completed on a best effort basis within two to three weeks once the Board / duly authorised Committee of the Board opt to convert such partly paid-up equity shares to fully paid-up equity shares.
- iii. Upon completion of the corporate action, the partly paid-up equity shares shall be converted into fully paid-up ordinary shares and would be credited to ISIN INE040H01021 allotted by NSDL / CDSL.
- iv. In case of non-receipt of the First Reminder-cum-Forfeiture Notice, the shareholders can request, by e-mail or letter, for the duplicate First Reminder-cum-Forfeiture Notice to the Registrar or download from the Registrar's weblink <https://rights.kfintech.com/callmoney>. In such a case, however, the shareholder has to fill the DP ID-Client ID, number of partly paid-up equity shares held and amount payable towards the First and Final Call Money.
- v. The shareholder must mention in the Application, his / her PAN number allotted under the Income Tax Act, 1961.
- vi. All correspondence in this regard may be addressed to the Company's Registrar and Transfer Agent at:

KFin Technologies Limited
Selenium Tower B, Plot No.31 and 32,
Financial District, Nanakramguda, Rangareddi - 500032, Telangana, India
Contact person: M. Murali Krishna
Tel: +91 40 6716 2222; Toll Free No.1800 309 4001
E-mail id: einward.ris@kfintech.com