



**NOTICE OF TWENTY SEVENTH ANNUAL GENERAL MEETING, BOOK CLOSURE AND E-VOTING INFORMATION**

NOTICE is hereby given that the Twenty Seventh Annual General Meeting (the "AGM" or the "Meeting") of Suzlon Energy Limited (the "Company") will be held on Thursday, 29<sup>th</sup> September 2022 at 11.00 a.m. (IST) through Video Conferencing / Other Audio Visual Means ("VC / OAVM") in compliance with the Companies Act, 2013 read with Circular No.2/2022 dated 5<sup>th</sup> May 2022, Circular No.14/2020 dated 8<sup>th</sup> April 2020, Circular No.17/2020 dated 13<sup>th</sup> April 2020, Circular No.20/2020 dated 5<sup>th</sup> May 2020, Circular No.02/2021 dated 13<sup>th</sup> January 2021 and Circular No.19/2021 dated 8<sup>th</sup> December 2021 issued by the Ministry of Corporate Affairs ("MCA Circulars") and Circular No.SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated 13<sup>th</sup> May 2022, Circular No.SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12<sup>th</sup> May 2020 and Circular No.SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15<sup>th</sup> January 2021 issued by the Securities and Exchange Board of India ("SEBI Circulars") (collectively, the "Circulars") to transact the business as set out in the Notice of the AGM dated 2<sup>nd</sup> September 2022 (the "AGM Notice"). KFin Technologies Limited (formerly KFin Technologies Private Limited), Selenium, Tower B, Plot 31 & 32, Financial District, Nanakramguda, Serilingampally Mandal, Hyderabad-500032, Telangana, India, Email: einward.ris@kfintech.com; Toll Free No. 1-800-309-4001, the Company's Registrar and Share Transfer Agents ("KFin" or the "RTA"), will provide the facility for voting through remote e-voting, participating the Meeting through VC / OAVM / and e-voting during the Meeting.

NOTICE is also hereby given pursuant to Section 91 of the Companies Act, 2013 and Rules made thereunder read with Regulation 42 of the Securities and Exchange Board of India (Listing Obligations and Disclosures Requirements) Regulations, 2015 (the "Listing Regulations") that the Register of Members and Share Transfer Books of the Company shall remain closed from Friday, 23<sup>rd</sup> September 2022 to Thursday, 29<sup>th</sup> September 2022 (both days inclusive) for the purpose of the AGM.

The Company has on 2<sup>nd</sup> September 2022 sent the AGM Notice along with Annual Report containing Audited Financial Statements for the financial year ended 31<sup>st</sup> March 2022 on standalone and consolidated basis and the Reports of the Auditors and the Directors (together with annexures thereto) by email to all its shareholders who have registered their email addresses with the Company / RTA or depository / depository participants. In compliance with the requirements of the Circulars, hard copy of the same is not being sent to the shareholders for the Meeting.

Since the Meeting is being held through VC / OAVM pursuant to the Circulars, physical attendance of the shareholders is dispensed with and consequently the facility for appointment of proxies is not applicable.

All documents required to be kept open for inspection, if any, shall be open for inspection at the Registered office and Corporate office of the Company between 2.00 p.m. and 5.00 p.m. on all working days (except Saturdays, Sundays and Holidays). Such documents shall also be made available on the website of the Company (www.suzlon.com) to facilitate online inspection till the conclusion of the Meeting.

The procedure for registering email address, remote e-voting, attending the Meeting through VC / OAVM, and e-voting during the Meeting is given below:

**A. Instructions for Members who have not registered their email address:**

- Members who have not registered their email address, thereby not being in receipt of the Annual Report, AGM Notice and e-voting instructions, may temporarily get their email address and mobile number submitted with KFin by accessing the link <https://ris.kfintech.com/clientservices/mobileereg/mobileemailreg.aspx>.
- Members are requested to follow the process, as guided, to capture the email address and mobile number for receiving the soft copy of the Annual Report, AGM Notice and e-voting instructions along with the User ID and Password. In case of any queries, members may write to einward.ris@kfintech.com.
- Alternatively, members may send an email request at the email ID einward.ris@kfintech.com along with scanned copy of the request letter, duly signed, providing their email address, mobile number, self-attested PAN copy and Client Master copy in case of electronic folio and copy of share certificate in case of physical folio for sending the Annual Report, AGM Notice and e-voting instructions.
- It is clarified that for permanent registration of the email address, the members are requested to register their email address, in respect of electronic holdings with the Depository by contacting their respective Depository Participants and in respect of physical holdings with the RTA, by sending an email to einward.ris@kfintech.com or by logging into <https://ris.kfintech.com/clientservices/mobileereg/mobileemailreg.aspx>.

**B. Instructions pertaining to remote e-voting:**

In compliance with the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time, Regulation 44 of the Listing Regulations, read with SEBI circular no.SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 9<sup>th</sup> December 2020 relating to 'e-voting Facility Provided by Listed Entities' ("SEBI e-voting Circular"), the Company is pleased to provide to the members facility to exercise their right to vote on resolutions proposed to be considered at the Meeting by electronic means through e-voting services arranged by KFin. The following information is being provided to the shareholders in respect of remote e-voting:

- Members may cast their votes on all resolutions set out in the AGM Notice using an electronic voting system from a place other than the venue of the Meeting ("remote e-voting"). Remote e-voting is optional.
- The cut-off date for the purpose of ascertaining shareholders entitled for remote e-voting and voting at the Meeting is Thursday, 22<sup>nd</sup> September 2022 (hereinafter referred to as the "Cut-off Date").
- The remote e-voting period commences from Monday, 26<sup>th</sup> September 2022 (9.00 a.m. IST) till Wednesday, 28<sup>th</sup> September 2022 (5.00 p.m. IST). During this period, the members of the Company holding shares either in physical form or in demat form, as on the Cut-off Date may cast their vote by remote e-voting. The remote e-voting module shall be disabled by KFin for voting thereafter. Once the vote on a resolution is cast by a member, the member shall not be allowed to change it subsequently. Members, who cast their vote by remote e-voting, may attend the Meeting through VC / OAVM, but will not be entitled to cast their vote once again on the resolutions.
- The voting rights of members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the Cut-off Date.
- Any person, who acquires shares of the Company and becomes a member of the Company after the despatch of AGM Notice and is holding shares as on the Cut-off date, may obtain the User ID and Password in the manner as mentioned below:
  - If the mobile number of the member is registered against Folio No. / DP ID Client ID, the member may send SMS: MYEPWD<space>E-voting Event Number (EVEN) + Folio No. or DP ID Client ID to + 91 9212993399
  - Example for NSDL : MYEPWD<SPACE>IN12345612345678
  - Example for CDSL : MYEPWD<SPACE>1402345612345678
  - Example for Physical : MYEPWD<SPACE>68741234567890
  - If email ID of the member is registered against Folio No. / DP ID Client ID, then on the homepage of <https://evoting.kfintech.com>, the member may click "Forgot password" and enter Folio No. or DP ID Client ID and PAN to generate a password.
  - Members may send an email request to [evoting@kfintech.com](mailto:evoting@kfintech.com). If the member is already registered with the KFin e-voting platform then such member can use his / her existing User ID and password for casting the vote through remote e-voting.
  - If email ID or mobile number of the member is not registered against Folio No. / DP ID Client ID, then kindly refer to "Instructions for members who have not registered their email address" given at Point A above.
- In terms of SEBI e-voting Circular, e-voting process has been enabled for all 'individual demat account holders', by way of a single login credential, through their demat accounts / websites of Depositories / Depository Participant(s) ("DP"). Any person holding shares in physical form and non-individual shareholders holding shares as of the Cut-off Date, may obtain the login ID and password by sending a request at [evoting@kfintech.com](mailto:evoting@kfintech.com). In case they are already registered with KFin for remote e-voting, they can use their existing User ID and password for e-voting.
- The detailed instructions for remote e-voting are given in the AGM Notice available on the website of the Company (www.suzlon.com), the website of KFin (<https://evoting.kfintech.com>) and also on the website of the National Stock Exchange of India Limited (www.nseindia.com) and the BSE Limited ([www.bseindia.com](http://www.bseindia.com)).

**C. Instructions pertaining to attending the Meeting through VC / OAVM and for voting at the Meeting:**

- Members will be able to attend the Meeting through VC / OAVM platform or view the live webcast of the Meeting at <https://emeetings.kfintech.com/> by using their remote e-voting login credentials and selecting the "EVEN" for the Company's Meeting. Click on the video symbol and accept the meeting etiquette to join the Meeting.
- Members who do not have the User ID and Password for e-voting or have forgotten the User ID and Password may retrieve the same by following the remote e-voting instructions mentioned in the AGM Notice. Further, members can also use the OTP based login for logging into the e-voting system.
- Facility of joining the Meeting through VC / OAVM shall open 30 (thirty) minutes before the time scheduled for the Meeting and shall be kept open throughout the Meeting. Members will be able to participate in the Meeting through VC / OAVM on a first-come-first-serve basis. Up to 1,000 shareholders will be able to join the Meeting on a first-come-first-serve basis.
- Members, holding shares as on the Cut-off date and who would like to speak or express their views or ask questions during the Meeting may register themselves as speakers at <https://emeetings.kfintech.com> and clicking on "Speaker Registration" during the period from Monday, 26<sup>th</sup> September 2022 (9:00 a.m. IST) up to Wednesday, 28<sup>th</sup> September 2022 (5:00 p.m. IST). Those members who have registered themselves as a speaker will only be allowed to speak / express their views / ask questions during the Meeting. The Company reserves the right to restrict the number of questions and number of speakers, as appropriate for smooth conduct of the Meeting.
- The procedure for e-voting during the Meeting is same as the procedure for remote e-voting since the Meeting is being held through VC / OAVM. The e-voting window shall be activated upon instructions of the Chairman of the Meeting during the Meeting. E-voting during the Meeting is integrated with the VC / OAVM platform and no separate login is required for the same. The detailed procedure for remote e-voting, attending the Meeting through VC / OAVM and voting at the Meeting has been provided in the AGM Notice.

Mr. Ravi Kapoor, Practicing Company Secretary, has been appointed as Scrutinizer to scrutinize the remote e-voting process and e-voting at the Meeting in a fair and transparent manner.

In case of any query and / or assistance required, relating to remote e-voting, attending the Meeting through VC / OAVM mode and e-voting during the Meeting, members may refer to the Help & Frequently Asked Questions (FAQs) and 'AGM VC / OAVM' user manual available at the download Section of <https://evoting.kfintech.com> or contact Mr. Ganesh Chandra Patro, Asst. Vice President, KFin at the email ID [evoting@kfintech.com](mailto:evoting@kfintech.com) or KFin's toll free No.: 1-800-309-4001.