

25th AGM

1. Remote Voting through electronic means

In terms of the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”), the Company is providing facility of remote e-voting to exercise votes on the items of business given in the Notice of the Meeting through electronic voting system, to the shareholders holding shares as on 18th September 2020, being the “cut-off date” fixed for determining voting rights of the shareholders entitled to participate in the remote e-voting process, through the e-voting platform provided by KFintech or through Instapoll facility provided during the Meeting. E-voting is optional.

The shareholders of the Company holding shares either in dematerialised or in physical form, as on the cut-off date, may cast their vote electronically. The shareholders attending the Meeting who have not already cast their vote by remote e-voting shall be able to exercise their right at the Meeting. The shareholders who have already cast their vote by remote e-voting prior to the Meeting may also attend the Meeting but shall not be entitled to cast their vote again. A person who is not a shareholder as on the cut-off date should treat this Notice for information purposes only.

Any person, who acquires shares of the Company and becomes a member of the Company after the Notice of the Meeting is sent and is holding shares as on the cut-off date, i.e. 18th September 2020, may obtain the User ID and password for exercising their right to vote by electronic means and attend the meeting through VC / OAVM 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>DP ID Client ID or Event number (i.e.5535)+Folio No. to 9212993399

Example for NSDL : MYEPWD<SPACE>IN12345612345678

Example for CDSL : MYEPWD<SPACE>1402345612345678

Example for Physical : MYEPWD<SPACE>55351234567

- If e-mail or mobile number of the member is registered against Folio No. / DP ID Client ID, then on the home page of <https://evoting.karvy.com>, the member may click “forgot password” and enter Folio No. or DP ID Client ID and PAN to generate a password.
- If email or mobile number of the member is not registered against Folio No. / DP ID Client ID, then kindly refer to “Instructions for shareholders who have not registered their email address” provided in Notice of the Meeting.

The process and manner for remote e-voting is given below:

- i. Launch internet browser and type the URL: <https://evoting.karvy.com> in the address bar.
- ii. Enter the login credentials, i.e. User ID and password mentioned in your email. Your Folio No. / DP ID Client ID will be your User ID. However, if you are already registered with KFintech for e-voting, you can use your existing User ID and password for casting your votes.
- iii. After entering the details appropriately, click on LOGIN.
- iv. You will reach the password change menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum eight characters with at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character

(@,#,\$,etc.). It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Kindly ensure that you note down your password for future reference. In case you forget it, you will need to go through 'Forgot Password' option available on the KFintech's e-voting weblink to reset the same.

- v. You need to login again with the new credentials.
- vi. On successful login, the system will prompt you to select the EVENT, i.e. SUZLON ENERGY LIMITED.
- vii. On the voting page, the number of shares (which represents the number of votes) held by you as on the cut-off date will appear. If you desire to cast all the votes assenting / dissenting to the resolution, enter all shares and click 'FOR' / 'AGAINST', as the case may be, or partially in 'FOR' and partially in 'AGAINST', but the total number in 'FOR' and / or 'AGAINST' taken together should not exceed your total shareholding as on the cut-off date. You may also choose the option 'ABSTAIN' and the shares held will not be counted under either head.
- viii. The shareholders holding multiple folios / demat accounts shall choose the voting process separately for each folio / demat account.
- ix. Cast your votes by selecting an appropriate option and click, 'SUBMIT'. A confirmation box will be displayed. Click 'OK' to confirm, else 'CANCEL' to modify. Once you confirm, you will not be allowed to modify your vote subsequently. During the voting period, you can login multiple times till you have confirmed that you have voted on the resolution.
- x. Corporate / institutional shareholders (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned image (PDF / JPG format) of the certified true copy of the relevant board resolution / authority letter, etc. together with attested specimen signature of the duly authorised signatory(ies) who is / are authorised to vote, to the Scrutinizer through email at ravi@ravics.com and may also upload the same in the e-voting module in their login. The scanned image of the above documents should be in the name format, 'BAL_5535.'
- xi. The shareholders can cast their vote online from Tuesday, 22nd September 2020 (9.00 a.m. IST) till Thursday, 24th September 2020 (5.00 p.m. IST). Voting beyond the said date shall not be allowed and the remote e-voting facility shall be blocked.
- xii. In case of any queries / grievances, you may refer the Frequently Asked Questions (FAQs) for the shareholders and e-voting User Manual available at the 'download' section of <https://evoting.karvy.com> or call KFintech on 1800-3454-001 (toll free).

2. Instructions for the shareholders for attending the Meeting through VC / OAVM:

- i. The shareholders will be provided with facility to attend the Meeting through VC / OAVM platform provided by KFintech. The shareholders may access the same at <https://emeetings.kfintech.com> and click on, "video conference", and access the shareholders login by using the remote e-voting credentials. The link for the Meeting will be available in the shareholders login where the EVENT and the name of the Company can be selected.
- ii. Please note that the shareholders who do not have 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 Notice of the Meeting.
- iii. The shareholders are encouraged to join the Meeting through Laptops with Google Chrome for better experience.

- iv. Further, the shareholders will be required to allow Camera, if any, and hence use Internet with a good speed to avoid any disturbance during the Meeting.
- v. Please note that participants connecting from Mobile Devices or Tablets or through Laptop connected via mobile hotspot may experience audio / video loss due to fluctuation in their respective networks. It is therefore recommended to use stable Wi-Fi or LAN connection to mitigate any kind of such glitches.
- vi. The shareholders who would like to express their views / ask questions during the Meeting may log on to <https://emeetings.kfintech.com/> and click, "Post your Questions", to post their queries / views / questions in the window provided by mentioning their name, demat account number / folio number, email id, mobile number. Please note that questions of only the members', i.e. the shareholders who continue to hold shares on the cut-off date, will be answered. "Post Your Questions" shall commence on Tuesday, 22nd September 2020 at 9.00 a.m. (IST) and shall close on Thursday, 24th September 2020 at 5.00 p.m. (IST). The shareholders may also send their questions by email to investors@suzlon.com.
- vii. Log on to <https://emeetings.kfintech.com/> and click, "Speaker Registration", by mentioning the demat account number / folio number, city, email id, mobile number and submit. The speaker registration shall commence on Tuesday, 22nd September 2020 at 9.00 a.m. (IST) and shall close on Thursday, 24th September 2020 at 5.00 p.m. (IST).

3. Instructions for shareholders for e-voting during the Meeting session:

- i. The e-voting, "Thumb sign", on the left hand corner of the video screen shall be activated upon instructions of the Chairman during the Meeting proceedings. The shareholders shall click on the same to take them to the "Instapoll" page.
- ii. The shareholders to click, "Instapoll", icon to reach the resolution page and follow the instructions to vote on the resolutions.
- iii. Only those shareholders, who are present in the Meeting and have not casted their vote on the resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting system available during the Meeting.

In case of any queries / grievances pertaining to registering email address, remote e-voting, attending the Meeting through VC / OAVM, e-voting during the AGM (Instapoll), the members may refer the Frequently Asked Questions (FAQs) for the shareholders and e-voting User Manual available at the 'download' section of the RTA's weblink: <https://evoting.karvy.com> or call KFinTech on 1800-3454-001 (toll free); Contact person Mr. Ganesh Chandra Patro, Senior Manager, KFinTech or write to KFin Technologies Private Limited, Unit: Suzlon Energy Limited, Selenium, Tower B, Plot 31 & 32, Gachibowli, Financial District, Nanakramguda, Hyderabad-500032 at 040-67162222 or at 1800-3454-001 (toll free); email: inward.ris@kfintech.com.

KPRISM - Mobile service application by KFinTech:

The shareholders are requested to note that, the Company's Registrar and Share Transfer Agents, M/s. KFin Technologies Private Limited, have launched a new mobile application – KPRISM and website <https://kprism.kfintech.com> for online service to the shareholders.

The shareholders can download the mobile application, register yourself (onetime) for availing host of services, viz., consolidated portfolio view serviced by KFinTech, dividends status and send requests for change of address, change / update bank mandate. Through the mobile app, the shareholders can download annual reports, standard forms and keep track of upcoming general meetings, IPO allotment status and dividend disbursements. The mobile application is available for download from Android Play

Store or scan the below QR code. Alternatively visit the link <https://kprism.kfintech.com/app/> to download the mobile application.



<https://kprism.kfintech.com/app/>