



# Sundaram-Clayton Limited

Registered Office:  
"Chaitanya",  
No. 12, Khader Nawaz Khan Road,  
Nungambakkam,  
Chennai – 600006  
PH: 044 28332115

**Business Standard & Business Line**

**Friday, 26<sup>th</sup> June 2020**

## Sundaram-Clayton Limited

**Regd office: "Chaitanya", No.12, Khader Nawaz Khan Road, Nungambakkam, Chennai 600 006**  
**Website : [www.sundaram-clayton.com](http://www.sundaram-clayton.com) Email : [corpsec@scl.co.in](mailto:corpsec@scl.co.in); [icsta@scl.co.in](mailto:icsta@scl.co.in)**  
**Tel : 044-2833 2115 Fax : 044 - 2833 2113 CIN : L35999TN1962PLC004792**

Dear Member(s),

1. It is hereby informed that the 58<sup>th</sup> Annual General Meeting of the Company will be convened on Thursday, the 30<sup>th</sup> July 2020 at 10.00 A.M. through Video Conference ("VC")/ Other Audio Visual Means ("OAVM") in compliance with the applicable provisions of the Companies Act, 2013 and Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with Ministry of Corporate Affairs (MCA) and SEBI Circulars issued in April and May 2020, without the physical presence of the Members at a common venue.
2. The Notice of the 58<sup>th</sup> AGM and the financial statements for the year ended 31<sup>st</sup> March 2020 ("Annual Report") will be sent only by email to all those Members, whose email addresses are registered with the Company or with their respective Depository Participants ("Depository"), in accordance with MCA and SEBI Circulars. Members can join and participate in the AGM through VC/ OAVM only. The instructions for joining the AGM and the manner of participation in the remote electronic voting or casting vote through the e-voting system during the AGM by shareholders holding shares in dematerialized mode, physical mode and by shareholders who have not registered their e-mail addresses will be provided in the Notice of the AGM. Members participating through the VC/OAVM shall be counted for the purpose of reckoning the quorum under Section 103 of the Companies Act, 2013. The Notice will also be made available on the websites of the Company viz., [www.sundaram-clayton.com](http://www.sundaram-clayton.com) and also on the website of 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 website of National Securities Depository Limited (NSDL) (agency for providing the Remote e-Voting facility) i.e. [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
3. Members holding shares in physical form who have not registered their email addresses with the Company / Depository can obtain soft copies of the Notice of the 58<sup>th</sup> AGM, Annual Report and/or login details for joining the AGM through VC/OAVM including e-voting, by sending scanned copy of the following documents by email to [icsta@scl.co.in](mailto:icsta@scl.co.in):
  - a) signed request letter mentioning your name, folio number, complete address, email address to be registered;
  - b) copy of the share certificate (front and back);
  - c) self-attested copy of PAN; and
  - d) self-attested copy of Driving Licence / Passport / Bank Statement / AADHAR, supporting the registered address of the Member
4. Members holding shares in physical form who have not updated their mandate for receiving the dividends directly in their bank accounts through Electronic Clearing Service or any other means ("Electronic Bank mandate"), can register their Electronic Bank mandate to receive dividends directly into their bank account electronically, by sending following details/ documents in addition to the documents mentioned in para 3 above by e-mail to [icsta@scl.co.in](mailto:icsta@scl.co.in):
  - a) Name and branch of bank in which dividend is to be received and bank account type;
  - b) Bank account number allotted by your bank after implementation of Core Banking Solutions;
  - c) 11 digit IFSC code; and
  - d) self-attested scanned copy of cancelled cheque bearing the name of the Member or first holder, in case shares are held jointly.
5. Members holding shares in demat form are requested to update their e-mail address with their Depository.
6. The Company has also made arrangements through NSDL and Central Depository Services Limited (CDSL) for sending SMS to shareholders on their registered mobile numbers in the demat account to initiate the process of email ID updation. Members are requested to avail this facility and update their e-mail addresses accordingly.

The above information is being issued for the information and benefit of all the Members of the Company and is in compliance with the MCA and SEBI Circulars as stated above.

Chennai  
25<sup>th</sup> June 2020

By order of the Board  
R Raja Prakash  
Company Secretary