

June 30, 2022

**BSE Limited**  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai - 400001.

**National Stock Exchange of India Ltd.,**  
Exchange Plaza, C/1, G Block,  
Bandra - Kurla Complex, Bandra (E),  
Mumbai - 400051.

**Scrip ID:** BSOFT  
**Scrip Code:** 532400

**Symbol:** BSOFT  
**Series:** EQ

**Kind Attn:** The Manager,  
Department of Corporate Services

**Kind Attn:** The Manager,  
Listing Department

**Subject:** - Newspaper Publication titled “31<sup>st</sup> Annual General Meeting (through Video Conferencing/Other Audio Visual Means facility), Cut-off Date, Record Date and Final Dividend information”.

Dear Sir/Madam,

Please find enclosed clippings of the newspaper publication titled “31st Annual General Meeting (through Video Conferencing/Other Audio Visual Means facility), Cut-off Date, Record Date and Final Dividend information”, published in today’s Financial Express, Indian Express and Loksatta. The same are also available on the Company’s website at [www.birlasoft.com](http://www.birlasoft.com).

This is for your information and records.

Thanking you.

Yours faithfully,

For **Birlasoft Limited**



Sneha Padve  
**Company Secretary & Compliance Officer**

**Encl.:-** As mentioned above.

# Birlasoft Limited

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase-I, MIDC, Hinjawadi, Pune (MH) 411057, India  
Tel: +91 20 6652 5000 | Fax: +91 20 6652 5001 | contactus@birlasoft.com | www.birlasoft.com | CIN: L72200PN1990PLC059594

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## 31<sup>st</sup> Annual General Meeting (through Video Conferencing/Other Audio Visual Means facility), Cut-off Date, Record Date and Final Dividend information

1. Notice is hereby given that the **31<sup>st</sup> Annual General Meeting** ("AGM") of the Company will be held on **Wednesday, August 3, 2022, at 04:00 p.m. (IST)**, through Video Conferencing/Other Audio Visual Means ("VC/OAVM") in compliance with General Circular No. 02/2022 dated May 5, 2022 issued by the Ministry of Corporate Affairs ("MCA") and Circular No. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 issued by the Securities and Exchange Board of India ("SEBI") and other circulars issued from time to time (collectively referred to as "the Circulars") and in compliance with the provisions of the Companies Act, 2013 ("the Act") and SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 ("SEBI LODR"), to transact the business as set out in the notice of the AGM.
2. In compliance with the Circulars, the Annual Report 2021-22 including the AGM Notice, is being sent only through electronic mode to those members whose e-mail IDs are registered with the Registrar & Transfer Agent ("RTA") or respective Depository Participants ("DPs"). The AGM Notice and the Annual Report 2021-22 will also be available on the Company's website at <https://www.birlasoft.com/company/investors/policies-reports-filings>, websites of the 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") at <https://www.evoting.nsdl.com>.
3. The Company has engaged the services of NSDL as the authorised agency for conducting of the AGM through VC/OAVM facility and for providing electronic voting ("e-voting") facility to its members, to exercise their votes through the remote e-voting and e-voting at the AGM. The manner of voting remotely by members holding shares in dematerialized form and physical form will be provided in the AGM notice.
4. The Cut-off Date for determining the eligibility of members for the purpose of remote e-voting, for participation in the AGM through VC/OAVM facility and e-voting during the AGM is **Wednesday, July 27, 2022**. Any person who becomes a member of the Company after the dispatch of Notice and holding shares as on the Cut-off Date may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
5. Members may note that the Board of Directors at their meeting held on May 23, 2022, have recommended a final dividend of ₹ 3/- (i.e. 150%) per equity share of face value of ₹ 2/- each, for the financial year ended March 31, 2022. The final dividend, as recommended by the Board, if approved at the ensuing AGM, will be paid through electronic mode, to the members holding shares of the Company in dematerialized form or in physical form as on the **Record Date i.e. Friday, July 15, 2022**. In the event the Company is unable to pay dividend to any member through electronic mode, due to non-registration of the electronic bank mandate, the Company shall dispatch dividend warrant/bankers' cheque/demand draft to such member.
6. In terms of the provisions of the Income-tax Act, 1961, payment of dividend will be subject to Tax at Source ("TDS") at the applicable tax rates. To enable the Company to apply correct TDS rates, the members are requested to furnish prescribed documentation **on the portal of RTA** on or before **Friday, July 15, 2022 (06:00 p.m. IST)**. The details of documents to be submitted are available on the website of the company at <https://www.birlasoft.com/company/investors/policies-reports-filings#Shareholders-info>. This information and details will also be provided to the members along with the AGM Notice.
7. Members are advised to update their PAN, KYC (Address, Email ID, Mobile Number, Bank Account Details, Specimen Signature, etc.) and Nomination details as mandated by SEBI vide its circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 dated November 3, 2021, read together with circular SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 dated December 14, 2021, to avoid freezing of their folios on or after April 1, 2023, as per below:
  - **Members holding shares in physical form:** to the Company's RTA - Link Intime India Private Limited, in prescribed Form ISR -1 and other forms as per instructions mentioned in the form. The Company has already sent requisite communication to the members for furnishing these details. The formats can be downloaded from RTA's website [www.linkintime.co.in](http://www.linkintime.co.in) > Resources > Downloads > KYC > Formats for KYC and such formats are also available on the Company's website at <https://www.birlasoft.com/company/investors/policies-reports-filings#Shareholders-info>.
  - **Members holding shares in dematerialized form:** to their respective DPs as per the procedure prescribed by them.
8. Members may further note that SEBI vide circular dated January 25, 2022 has mandated listed companies to issue securities in dematerialized form only, while processing various service requests. Further, SEBI vide notification dated January 24, 2022 has mandated that all requests for transfer of securities including transmission and transposition requests shall be processed only in dematerialized form. In view of the same and to eliminate all risks associated with physical shares and avail various benefits of dematerialization, members are advised to dematerialize the shares held by them in physical form.

For Birlasoft Limited

Sd/-

Sneha Padve

Place: Pune

Date: June 29, 2022

Company Secretary & Compliance Officer

# Birlasoft Limited

Registered Office: 35 & 36, Rajiv Gandhi Infotech Park, Phase-I, MIDC, Hinjawadi, Pune (MH) 411057, India  
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For Birlasoft Limited

Sd/-

Sneha Padve

Company Secretary & Compliance Officer

Place: Pune

Date: June 29, 2022

## बिरलासॉफ्ट लिमिटेड

नोंदणीकृत कार्यालय: ३५ व ३६, राजीव गांधी इन्फोटेक पार्क, फेज-१, एमआयडीसी, हिंजवडी, पुणे (महा.) - ४११०५७, भारत | दूरध्वनी क्र.: +९१ २० ६६५२५००० |  
फॅक्स क्र.: +९१ २० ६६५२५००१ | ई-मेल: contactus@birlasoft.com | संकेतस्थळ: www.birlasoft.com | सीआयएन: एल७२२००पीएन१९९०पीएलसी०५१५९४

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### ३१ वी वार्षिक सर्वसाधारण सभा - (व्हिडीओ कॉन्फरन्सिंग/अन्य दृकश्राव्य पध्दतीद्वारा), कट-ऑफ तारीख, रेकॉर्ड तारीख आणि अंतिम लाभांश यासंबंधी माहितीसाठी

- याद्वारे सूचना देण्यात येते की, कंपनीची ३१ वी वार्षिक सर्वसाधारण सभा (''एजीएम'') व्हिडीओ कॉन्फरन्सिंग/अन्य दृकश्राव्य पध्दतींनी (''व्हीसी/ओव्हीएम'') बुधवार, ३ ऑगस्ट, २०२२ रोजी, दुपारी ०४:०० वा. (भारतीय प्रमाणवेळ) कंपनी व्यवहार मंत्रालयाने (''एमसीए'') ५ मे, २०२२ रोजी जारी केलेले सामान्य परिपत्रक क्रमांक ०२/२०२२ आणि सिक्युरिटीज अॅण्ड एक्स्चेंज बोर्ड ऑफ इंडिया यांचे १३ मे, २०२२ रोजी जारी केलेले परिपत्रक क्र. SEBI/HO/CFD/CMD2/CIR/P/2022/62 व वेळोवेळी जारी झालेली इतर परिपत्रके (एकत्रितपणे ज्यांचा उल्लेख ''परिपत्रके'') आणि सदर कंपनी कायदा, २०१३ (''कायदा'') आणि सेबी (लिस्टिंग ऑब्लिगेशन अॅण्ड डिस्कलोजर रिक्वायरमेंट्स) रेग्युलेशन, २०१५ (''सेबी एलओडीआर'') यामधील नियम आणि तरतुदीची पूर्तता करून एजीएमच्या सूचनेत नमूद केल्याप्रमाणे कामकाज पूर्ण करण्यासाठी आयोजित करण्यात आली आहे.
- परिपत्रकांना अनुसरून एजीएमच्या सूचनेसह २०२१-२२ च्या वार्षिक अहवालाच्या प्रती फक्त इलेक्ट्रॉनिक पध्दतीने अशा सभासदांना पाठविण्यात येत आहेत की, ज्यांचे ई-मेल आयडी रजिस्ट्रार अॅण्ड ट्रान्सफर एजंट (''आरटीए'') किंवा संबंधित डिपॉझिटरी पार्टीसिपंट्स (''डीपीज्'') यांच्याकडे नोंदणीकृत आहेत. कृपया सभासदांनी याची नोंद घ्यावी की, 'एजीएमची' सूचना आणि २०२१-२२ चा वार्षिक अहवाल कंपनीचे संकेतस्थळ <https://www.birlasoft.com/company/investors/policies-reports-filings>, वर आणि स्टॉक एक्स्चेंजची म्हणजे बीएसई लिमिटेड आणि नॅशनल स्टॉक एक्स्चेंज ऑफ इंडिया लिमिटेडचे संकेतस्थळ अनुक्रमे [www.bseindia.com](http://www.bseindia.com) आणि [www.nseindia.com](http://www.nseindia.com) वर आणि नॅशनल सिक्युरिटीज डिपॉझिटरी लिमिटेड (''एनएसडीएल'') चे संकेतस्थळ <https://www.evoting.nsdl.com> येथे उपलब्ध आहे.
- कंपनीने एजीएम इलेक्ट्रॉनिक पध्दतीने पार पाडण्यासाठी आणि आपल्या सभासदांना इलेक्ट्रॉनिक मतदान (ई-वोटिंग) सुविधा, त्यांना रिमोट ई-वोटिंग पध्दतीने तसेच एजीएमच्या वेळी मतदान करण्यासाठीची सुविधा देण्याकरिता अधिकृत प्रतिनिधी म्हणून एनएसडीएल यांच्या सेवा प्राप्त केल्या आहेत. अप्रत्यक्ष पध्दतीने आणि प्रत्यक्ष पध्दतीने समभाग धारण करित असलेल्या सभासदांना रिमोट ई-वोटिंगपध्दतीने मतदान करण्याची पध्दत एजीएम सूचनेमध्ये नमूद करण्यात येईल.
- रिमोट ई-वोटिंगच्या उद्देशाने, व्हीसी/ओव्हीएम सुविधेद्वारे एजीएममध्ये भाग घेण्यासाठी आणि एजीएम दरम्यान ई-वोटिंगसाठी सदस्यांची पात्रता निश्चित करण्यासाठी कट-ऑफ तारीख बुधवार, २७ जुलै, २०२२ आहे. कोणतीही व्यक्ती सदर सूचना पाठवल्यानंतर कंपनीची सभासद झाली असेल आणि कट-ऑफ तारखेला समभाग धारण करीत असेल तर त्याने/तिने मतदान करण्यासाठी [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) येथून लॉग-इन आयडी आणि पासवर्ड प्राप्त करावा.
- सभासदांनी नोंद घ्यावी की, संचालक मंडळाने त्यांच्या २३ मे, २०२२ रोजीच्या बैठकीत ३१ मार्च, २०२२ रोजी समाप्त झालेल्या आर्थिक वर्षासाठी प्रत्येकी २/- रु. नाममात्र मूल्य धारण करीत असलेल्या समभागासाठी ३/- रु. (१५०%) अंतिम लाभांश प्रस्तावित केला आहे. जर अंतिम लाभांश संचालक मंडळाने प्रस्तावित केल्यानुसार, आयोजित करण्यात आलेल्या एजीएम मध्ये मंजूर करण्यात आला तर रेकॉर्ड तारखेला म्हणजे शुक्रवार, १५ जुलै, २०२२ रोजी कंपनीचे समभाग अप्रत्यक्ष किंवा प्रत्यक्ष स्वरूपात असलेल्या सभासदांना इलेक्ट्रॉनिक पध्दतीने प्रदान करण्यात येईल. इलेक्ट्रॉनिक बँक आदेशाची नोंदणी न केल्यामुळे, कोणत्याही सभासदास इलेक्ट्रॉनिक पध्दतीने लाभांश देण्यास कंपनी असमर्थ ठरल्यास, कंपनी अशा सभासदांना लाभांश वॉरंट/बँकर्स चेक/डिमांड ड्राफ्ट पाठवेल.
- आयकर कायदा, १९६१ मधील तरतुदीनुसार लाभांशाद्वारे मिळणारे उत्पन्न सभासदांसाठी करपात्र असेल आणि विहित केलेल्या दरानुसार कंपनीस टॅक्स अॅट सोर्स (''टीडीएस'') कापून घेणे आवश्यक असेल. टीडीएस योग्य दरानुसार कापून घेणे सोयीचे जावे यासाठी सभासदांना विनंती करण्यात येते की, त्यांनी संबंधित कागदपत्रे आरटीएच्या पोर्टलवर शुक्रवार, १५ जुलै, २०२२ रोजी (सायं.०६:०० वा. भारतीय प्रमाणवेळ) किंवा त्याआधी दाखल/अपडेट करावीत. सादर करायच्या कागदपत्रांचे तपशील कंपनीच्या संकेतस्थळावर <https://www.birlasoft.com/company/investors/policies-reports-filings/Shareholders-info> येथे उपलब्ध आहेत. ही माहिती आणि तपशील सभासदांना एजीएम सूचनेसह प्रदान केला जाईल.
- सभासदांना सूचना देण्यात येते की, त्यांनी आपले फोलिओ खाते १ एप्रिल, २०२३ रोजी किंवा त्यानंतर फ्रीज होऊ नये याकरिता, खाली दिलेल्या प्रक्रियेप्रमाणे त्यांचे पॅन, केवायसी कागदपत्रे (पत्ता, ई-मेल आयडी, मोबाईल नंबर, बँक खात्याचा तपशील, नमुना स्वाक्षरी इ.) आणि नामांकन तपशील सेबीचे ३ नोव्हेंबर, २०२१ रोजीचे परिपत्रक SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/655 व त्यासह वाचले जाणारे १४ डिसेंबर, २०२१ रोजीचे परिपत्रक SEBI/HO/MIRSD/MIRSD\_RTAMB/P/CIR/2021/687 नुसार अद्ययावत करावेत.
  - प्रत्यक्ष समभाग धारण करणारे सभासद: कंपनीचे आरटीए - लिंक इनटाईम इंडिया प्रायव्हेट लिमिटेड यांना विहित फॉर्म आयएसआर-१ आणि फॉर्ममध्ये नमूद केलेल्या सूचनेप्रमाणे इतर फॉर्मस. कंपनीने सभासदांना तपशील पुरवण्यासाठी आधीच कळविले आहे. सदर नमुना आरटीए यांचे संकेतस्थळ [www.linkintime.co.in](http://www.linkintime.co.in) > Resources > Downloads > KYC > Formats for KYC येथून डाऊनलोड करता येईल. तसेच कंपनीचे संकेतस्थळ <https://www.birlasoft.com/company/investors/policies-reports-filings#Shareholders-info> येथेही उपलब्ध आहे.
  - अप्रत्यक्ष समभाग धारण करणारे सभासद: त्यांच्या संबंधित डीपीजकडे त्यांनी दिलेल्या प्रक्रियेप्रमाणे.
- सभासदांनी नोंद घ्यावी की, सेबीने त्यांच्या २५ जानेवारी, २०२२ च्या परिपत्रकातील निर्देशाद्वारे, विविध सेवा विनंत्यांवर प्रक्रिया करताना केवळ अप्रत्यक्ष पध्दतीत सिक्युरिटीज जारी करणे सर्व लिस्टेड कंपन्यांना अनिवार्य केले आहे. पुढे, सेबीने २४ जानेवारी, २०२२ रोजीच्या अधिसूचनेद्वारे बंधनकारक केले आहे की, ट्रान्समिशन आणि ट्रान्स्पॉझिशन विनंत्यासह सिक्युरिटीजच्या हस्तांतरणासाठीच्या सर्व विनंत्या केवळ अप्रत्यक्ष पध्दतीत केल्या जातील. हे लक्षात घेऊन आणि प्रत्यक्ष स्वरूपातील समभागांशी संबंधित सर्व जोखीम दूर करण्यासाठी आणि अप्रत्यक्ष पध्दतीचे विविध फायदे मिळवण्यासाठी, सभासदांनी त्यांच्याकडे असलेले प्रत्यक्ष समभाग अप्रत्यक्ष पध्दतीत करावेत.

बिरलासॉफ्ट लिमिटेड साठी

ठिकाण: पुणे

दिनांक: २९ जून, २०२२

सही/-

रनेहा पाडवे

कंपनी सचिव व अनुपालन अधिकारी