

19<sup>th</sup> April 2020.

**National Stock Exchange of India Limited,**  
“Exchange Plaza”,  
Bandra-Kurla Complex, Bandra (East),  
Mumbai-400051.

**BSE Limited,**  
P.J. Towers,  
Dalal Street,  
Mumbai-400001.

Dear Sirs,

**Sub.: Intimation of Postal Ballot Process initiated by the Company for obtaining approval of the shareholders for various matters.**

**Ref.: Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the “Listing Regulations”).**

We refer to our letter dated 18<sup>th</sup> April 2020 through which we had intimated you about the decision of the Board of Directors of the Company to conduct Postal Ballot. This is to further inform that the Company has initiated the process of postal ballot (“Postal Ballot”) by way of remote e-voting, for seeking approval of the shareholders by way of ordinary / special resolutions (as indicated) for following matters in terms of the Postal Ballot Notice dated 18<sup>th</sup> April 2020:

Sr. No.	Agenda Items of the Postal Ballot Notice dated 18 <sup>th</sup> April 2020	Resolution required
1.	To approve increase in the Authorised Share Capital and alteration of the Capital Clause of the Memorandum of Association of the Company	Ordinary Resolution
2.	To approve issue of equity shares of the Company on preferential basis to the lenders pursuant to restructuring of debt of the Company and its certain identified subsidiaries	Special Resolution
3.	To approve issue of optionally convertible debentures of the Company on preferential basis to the lenders pursuant to restructuring of debt of the Company and its certain identified subsidiaries	Special Resolution
4.	To approve issue of convertible warrants of the Company on preferential basis to the lenders pursuant to restructuring of debt of the Company and its certain identified subsidiaries	Special Resolution
5.	To consider in-principle approval for conversion of loan to equity	Special Resolution
6.	To approve issue of equity shares / equity linked instruments	Special Resolution
7.	To approve divestment / dilution / disposal of the Company’s investment(s) / asset(s) / undertaking(s)	Special Resolution
8.	To approve issue of equity shares of the Company on preferential basis to the Promoters and certain persons / entities in terms of the Companies Act, 2013 and the ICDR Regulations	Special Resolution
9.	To approve issue of compulsorily convertible debentures of the Company on preferential basis to certain persons / entities in terms of the Companies Act, 2013 and the ICDR Regulations	Special Resolution
10.	To amend the Articles of Association of the Company	Special Resolution

In terms of the circulars issued by the Ministry of Corporate Affairs, Government of India (the “MCA”) vide its General Circular No.14/2020 dated 8<sup>th</sup> April 2020 and General Circular No.17/2020 dated 13<sup>th</sup> April 2020 (the “MCA Circulars”), in view of the current extraordinary circumstances due to COVID-19 pandemic requiring social distancing, companies are advised to take all decisions requiring members’ approval, other than items of ordinary business or business where any person has a right to be heard, through the mechanism of postal ballot / e-voting in accordance with the provisions of the Companies Act

and rules made thereunder, without holding a general meeting that requires physical presence of members at a common venue.

In terms of the MCA Circulars, the Company has, on 18<sup>th</sup> April 2020, completed the despatch of the Postal Ballot Notice by email to all its shareholders who have registered their email addresses with the Company or depository / depository participants and the communication of assent / dissent of the members will only take place through the remote e-voting system. The e-voting facility will be available from 9.00 a.m. (IST) of Sunday, 19<sup>th</sup> April 2020 till 5.00 p.m. of Monday, 18<sup>th</sup> May 2020 (both days inclusive). The hard copy of Postal Ballot Notice along with Postal Ballot Forms and pre-paid business envelope has not been sent to the shareholders for the Postal Ballot in terms of the MCA Circulars.

**Those shareholders who have not yet registered their email address are requested to get their email addresses registered by following the procedure given below:**

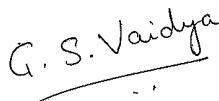
- a) In light of the MCA Circulars, shareholders who have not registered their email address and in consequence could not receive the e-voting notice may temporarily get their email registered with the Company's Registrar and Share Transfer Agent, Kfintech, by clicking the link: <https://karisma.kfintech.com/emailreg> and following the registration process as guided thereafter. Post successful registration of the email, the shareholder would get soft copy of the notice and the procedure for e-voting along with the User ID and the Password to enable e-voting for this Postal Ballot. In case of any queries, shareholder may write to [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com).
- b) It is clarified that for permanent registration of email address, the shareholders are however requested to register their email address, in respect of electronic holdings with the Depository through the concerned Depository Participants and in respect of physical holdings with the Company's Registrar and Share Transfer Agent, KFin Technologies Private Limited, Selenium, Tower B, Plot 31 & 32, Gachibowli, Financial District, Nanakramguda, Hyderabad-500032, India by following due procedure.
- c) In case of any queries, the shareholders may refer the Frequently Asked Questions (FAQs) for shareholders and e-voting User Manual for shareholders available at the download section of <https://evoting.karvy.com>. In case of any queries / concern / grievances, the shareholders may contact Mr. Ganesh Chandra Patro, Senior Manager, Kfintech, Selenium, Tower B, Plot 31 & 32, Gachibowli, Financial District, Nanakramguda, Hyderabad-500032, India, at email: [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com); 1800-3454-001 (toll free).

This is for your information as also for the information of your members and the public at large.

Thanking you,

Yours faithfully,

**For Suzlon Energy Limited**



**Geetanjali S.Vaidya,**  
**Company Secretary.**