



IRIS Business Services Limited

6th March, 2021

To,
BSE Limited
Corporate Relationship Department,
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai 400001

Scrip Code: 540735

Sub: Intimation of calendar of events for Postal Ballot process and publication of newspaper advertisement

Dear Sirs,

In continuation to our letter dated 1st March, 2021, please find attached the calendar of events for the Postal Ballot process, which is attached herewith as Annexure I.

The Notice of Postal Ballot has been published in Business Standard (English Edition) and Navshakti (Marathi Edition) newspapers on Friday, 5th March, 2021. A copy of the publication in newspapers is also attached herewith as Annexure II.

You are requested to take the above information on your records.

Thanking You,
Yours faithfully,
For **IRIS Business Services Limited**

Jay Mistry
Company Secretary & Compliance Officer
Encl: As above



Annexure - I
Calendar of events for Postal Ballot

Sr. No.	Particulars of Event(s)	Day / Date / Time
1.	Date of obtaining consent of Scrutinizer for Postal Ballot process	Tuesday, 16 th February, 2021
2.	Date of intimation of outcome of board meeting to Stock Exchange approving Postal Ballot Notice, appointing Scrutinizer and NSDL for e-voting facility	Monday, 1 st March, 2021
3.	Cut-off date for ascertaining the list of shareholders to whom the Notice of Postal was sent / dispatched and also for reckoning voting rights	Friday, 26 th February, 2021
4.	Date of completion of dispatch of Notice of Postal Ballot along with Postal Ballot Form	Thursday, 4 th March, 2021
5.	Date of publication of advertisement in Newspaper about completion of dispatch of Notice of Postal Ballot	Friday 5 th March, 2021
6.	Intimation to Stock Exchange of Notice of Postal Ballot, completion of dispatch of Postal Ballot Notice	Friday 5 th March, 2021
7.	Date of commencement of voting period for physical Postal Ballot form / electronic mode	Friday 5 th March, 2021 (9:00 am IST)
8.	Date of conclusion of electronic voting period	Saturday 3 rd April, 2021 (5:00 pm IST)
9.	Last date for receiving postal ballot forms by the Scrutinizer / Last date for e-voting	Saturday 3 rd April, 2021 (5:00 pm IST)
10.	Date on which resolution will be deemed to be passed on approval by requisite majority	Saturday 3 rd April, 2021 (5:00 pm IST)
11.	Submission of Scrutinizer's Report (on or before)	Monday 5 th April, 2021
12.	Date of declaration of result of voting and intimation of result to the Stock Exchange by Company (on or before)	Monday 5 th April, 2021

