

July 5, 2021

The Manager Listing Department, BSE Limited, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai- 400 001	The Manager Listing Department, National Stock Exchange of India Limited, Exchange Plaza, 5th Floor, Plot No. C/1, G Block, Bandra-Kurla Complex, Bandra-East, Mumbai- 400 051
Ref:- Scrip Code: 532953	Ref:- Symbol: VGUARD

Dear Madam / Sir,

Sub: Dispatch of intimation to Shareholders to Register/Update Email ID and Bank details

With respect to the above subject, we hereby enclose copy of intimation given to shareholders to register/update their Email ID and Bank account details for receiving the soft copy of Annual Report for the Financial Year 2020-21, the Notice of the 25<sup>th</sup> Annual General Meeting (AGM) and final dividend for the Financial Year 2020-21.

The copy of intimation to shareholders has been uploaded in the Company's website i.e [www.vguard.in](http://www.vguard.in).

Kindly take the above information on your record.

Thanking you.

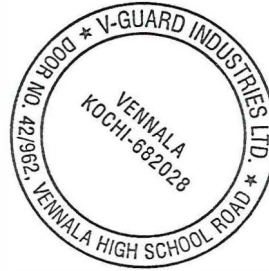
For V-Guard Industries Limited



Jayasree K

Company Secretary & Compliance Officer

Membership No.: A15900



Encl: as mentioned

**V-GUARD INDUSTRIES LTD.**

Regd. office 42/962,  
Vennala High School Road,  
Vennala, Kochi - 682 028.  
CIN: L31200KL1996PLC010010

P +91 484 433 5000, 200 5000  
E [mail@vguard.in](mailto:mail@vguard.in)  
W [www.vguard.in](http://www.vguard.in)

# V-GUARD INDUSTRIES LIMITED

CIN: L31200KL1996PLC010010

Regd. Office: 42/962, Vennala High School Road, Vennala,  
Ernakulam - 682028, Kerala, India

Phone: 0484-4335000 E-mail: [secretarial@vguard.in](mailto:secretarial@vguard.in)

Website: [www.vguard.in](http://www.vguard.in)



To

Dear Shareholder,

## SUB: UPDATION OF E-MAIL ADDRESS & BANK DETAILS

In view of the continuing Covid-19 pandemic, the Ministry of Corporate Affairs ("MCA") and Securities Exchange Board of India (SEBI) has extended certain relaxations in conducting Annual General Meeting vide Circular no. 02/2021 dated January 13, 2021 and Circular No. 20/2020 dated May 5, 2020 and Circular no. SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated January 15, 2021 (hereinafter collectively referred to as "Circulars") provided that the companies shall send annual report for the financial year 2020-21 and Notice of Annual General Meeting to the members of companies only through e-mail. Pursuant to the aforesaid Circulars, V-Guard Industries Limited (the Company) has decided to send the Annual Report for the Financial Year 2020-21 and Notice of 25<sup>th</sup> Annual General Meeting (the AGM) only through e-mail to all the members of the Company. In addition, the soft copy of the annual report and the notice of the AGM shall be made available in the investor relations page on the website of the Company [www.vguard.in](http://www.vguard.in) and on the website of stock exchanges at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com).

To receive the soft copy of above documents, the members who are holding shares in dematerialised form are required to register their e-mail address with their Depository Participants (DP) and those who holds shares in physical form are requested to update their e-mail id with the Registrar and Transfer Agent (RTA), Link Intime India Pvt. Ltd. The members who have not yet registered or updated their e-mail addresses already are requested to register/update the same at the earliest.

For ensuring prompt receipt of dividend, the members are requested to update their bank account details. For registration or updation of e-mail ID and bank account details, the members are requested to follow the instructions given below:

### a. Instructions for the shareholders whose shares are held in physical form:

Kindly log in to the website of the Company's RTA, [www.linkintime.co.in](http://www.linkintime.co.in) and select 'Email/Bank detail Registration' under 'Investor Services' section. The members are requested to provide details such as Name, Folio Number, Certificate number, PAN, e-mail ID and Mobile number along with the scanned attachments of the self-attested PAN Card, original cancelled Cheque leaf (in case of joint shareholding, with first shareholder name) and copy of share certificate with the request letter duly signed by the shareholder(s) (first shareholder in case of joint holding) in PDF or JPEG format.

Alternatively, the members may fill in the enclosed form along with the above mentioned documents and forward the same to the RTA for updation.

### b. Instructions for the shareholders whose shares are held in Dematerialised form:

In case the shares are held in demat mode, the shareholders may contact the DP and register/update the e-mail address and bank details as per the process advised by the DP.

Alternatively, the shareholders (if e-mail ID is not registered in the demat account) can register their e-mail ID with the Company temporarily, by using the link [https://web.linkintime.co.in/EmailReg/Email\\_Register.html](https://web.linkintime.co.in/EmailReg/Email_Register.html) and follow the registration process as guided thereafter, to receive Annual Report and Notice of the AGM for the Financial Year ended March 31, 2021.

### c. Those shareholders who have already registered their e-mail address are requested to keep their e-mail addresses validated with their DP or the RTA to enable servicing of notices, annual Reports or any other correspondence electronically to their e-mail address.

In case of any further queries kindly contact M/s. Link Intime India Pvt. Ltd., the Registrar and Transfer Agent of the Company at Surya, 35, Mayflower Avenue, Behind Senthil Nagar, Sowripalayam Road, Coimbatore-641028 or through e-mail at [coimbatore@linkintime.co.in](mailto:coimbatore@linkintime.co.in), Phone: 0422 2314792, 2315792.

#### Note:

The members are requested to register/update e-mail ID with RTA or Depositories on or before July 9, 2021 to receive Annual Report and Notice of AGM for the Financial Year ended March 31, 2021.

Thanking you

Yours faithfully,

Sd/-

Jayasree K

Company Secretary