June 30, 2022

BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai - 400001.
Scrip ID: BSOFT
Scrip Code: 532400
Kind Attn: The Manager,
Department of Corporate Services

National Stock Exchange of India Ltd.,
Exchange Plaza, C/1, G Block,
Bandra - Kurla Complex, Bandra (E),
Mumbai - 400051.
Symbol: BSOFT
Series: EQ
Kind Attn: The Manager,
Listing Department

Subject: - Newspaper Publication titled “31st 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.

This is for your information and records.

Thanking you.

Yours faithfully,

For Birlasoft Limited

Sneha Padve
Company Secretary & Compliance Officer

Encl.: As mentioned above.
31st 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 31st 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 and 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.

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 follicos 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 > 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
Company Secretary & Compliance Officer
31st Annual General Meeting (through Video Conferencing/Other Audio Visual Means facility), Cut-off Date, Record Date and Final Dividend information

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Sneha Padve
Company Secretary & Compliance Officer