



# BHARAT HEAVY ELECTRICALS LIMITED

CIN: L74899DL1964GOI004281

Regd. Office: "BHEL House", Siri Fort, New Delhi-110049

Tel.: 011-66337000, Fax: 011-66337428

Website: [www.bhel.com](http://www.bhel.com) E-mail: [shareholderquery@bhel.in](mailto:shareholderquery@bhel.in)

## (NOTICE FOR THE ATTENTION OF EQUITY SHAREHOLDERS OF THE COMPANY)

### SUBJECT: UPDATION OF EMAIL ADDRESS, REGISTERED ADDRESS, MOBILE NUMBER & BANK MANDATE

- 1) The Ministry of Corporate Affairs vide General Circular No. 14/2020 dated 08.04.2020, 17/2020 dated 13.04.2020 and 20/2020 dated 05.05.2020 and SEBI vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12.05.2020 granted relaxation from despatching physical copies of Notice as well as the Annual report to shareholders by those listed entities who conduct their Annual General Meetings (AGM) through electronic mode during the current year 2020, in view of COVID-19 pandemic.
- 2) In view of the above, Shareholders may note that in case, the Company decides to conduct its next (56<sup>th</sup>) AGM through electronic mode, then physical copy of the Notice of AGM as well as the Annual Report will not be dispatched to the shareholders. However, shareholders may register their Email ID and Mobile No. to get the same electronically. Shareholders may also note that in case their Bank account details are not updated in their Demat/Folio, then the physical warrants/Demand Drafts for payment of Dividend would be sent out to their registered addresses upon normalisation of postal services. However, to avoid any delay/loss of warrants/DD, shareholder should strive to update the Bank account details. Shareholders are requested to follow the following procedure to register/update their details to facilitate the Company to send the Notice of AGM, Annual Report, Dividend and other important communications in electronic mode:

#### A) Shareholders holding shares in dematerialized Form:-

Shareholders holding shares of the Company in dematerialized form but have not registered/updated their Address, Email ID, Mobile No., Bank details etc. are requested to contact their respective Depository Participant/Broker for updation the same in their Demat Account.

#### B) Shareholders holding shares in Physical Form:-

Shareholders holding shares in physical form and have not registered/updated their Address, Email ID, Mobile No., Bank details are requested to furnish the same to our Registrar & Share Transfer Agent or to the Company by providing the following details alongwith the requisite documents:

| Sl No | Subject            | Particulars |
|-------|--------------------|-------------|
| (i)   | Name               |             |
| (ii)  | Present Address    |             |
| (iii) | Email ID           |             |
| (iv)  | Mobile No.         |             |
| (v)   | Folio No           |             |
| (vi)  | No. of Shares held |             |



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|        |   |  |
|--------|---|--|
| (vii)  | <i>Original scan copy of PAN &amp; Aadhar Card</i>  |  |
| (viii) | <i>Original scan copy of cancelled Cheque or Passbook signed by Bank Manager with IFSC &amp; MICR NO (For Bank Mandate)</i> |  |

- 3) No action is required from shareholders whose email addresses, Mobile numbers and Bank details are already updated in Company/Depository records.
- 4) In case the shareholders have any queries on the subject matter, they may contact either to the Company's Registrar and Transfer Agents at M/s KFIN Technologies Pvt. Ltd., Shri M S Madhusudhan, Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Hyderabad – 500032. Tel.: 040-67162222; Fax: 040-23001153; Email: [madhusudhan.ms@kfintech.com](mailto:madhusudhan.ms@kfintech.com) or [inward.ris@kfintech.com](mailto:inward.ris@kfintech.com) . Website: [www.kfintech.com](http://www.kfintech.com) or may reach to the Company at [shareholderquery@bhel.com](mailto:shareholderquery@bhel.com) .

For Bharat Heavy Electricals Limited

Sd/-

Rajeev Kalra  
(Company Secretary)