



Volkswagen IT Services India Pvt. Ltd., Embassy Techzone,
Rajiv Gandhi Infotech Park, Hinjewadi - Ph II, Pune - 411 057.

NOTICE OF THE MEETING

NOTICE is hereby given that the Sixth (6th) Annual General Meeting of the Members of **VOLKSWAGEN IT SERVICES INDIA PRIVATE LIMITED** will be held on Friday, the 30th day of July, 2021 at the Registered Office of the Company at Embassy Techzone, 9th floor, 1.3 Congo Building, Rajiv Gandhi Infotech Park, Hinjewadi Phase – II, Pune 411057 at 9.30 A.M. to transact the following businesses:

ORDINARY BUSINESS

1. To receive, consider and adopt the audited Financial Statements for the year ended 31st March, 2021 along with the Reports of the Board of Directors and the Auditors thereon.
2. Declaration of Dividend of INR 181.802/- per share of INR 100/- each to be paid on 13th August, 2021.

By Order of the Board of Directors
Volkswagen IT Services India Private Limited

Ishan Kulkarni
Company Secretary
ACS – 31932

Date: 21st July, 2021
Place: Pune

Your Reference
Your Letter from
Our Reference
Extension
Fax
E-Mail

Date

Volkswagen
IT Services India Pvt. Ltd.

Embassy Techzone,
9th Floor, 1.3 Congo Building,
Rajiv Gandhi Infotech Park,
Hinjewadi – Phase II,
Pune – 411057,
Maharashtra, India

Phone: +91-20-3915 7000
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CIN: U72900PN2015FTC155348



NOTES:

a. A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND A PROXY NEED NOT BE A MEMBER OF THE COMPANY. The instrument appointing a proxy, to be effective, should however, be deposited at the Registered Office of the Company not less than 48 (forty-eight) hours before the commencement of the Meeting.

b. A person can act as a proxy on behalf of Members not exceeding 50 and holding in the aggregate not more than ten percent of the total share capital of the Company carrying voting rights. A Member holding more than ten percent of total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as a proxy for any other person or shareholder.

c. Corporate members intending to send their authorized representative to attend the Meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the meeting.

d. A Proxy shall not vote except on a poll. During the period beginning 24 hours before the time fixed for the commencement of Meeting and ending with the conclusion of the Meeting, a Member would be entitled to inspect the proxies lodged at any time during the business hours of the company.

e. The Register of Directors and Key Managerial Personnel and their shareholding, maintained under Section 170 of the Companies Act, 2013, will be available for inspection by the members at the Annual General Meeting.



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f. The Register of Contracts or Arrangements in which Directors are interested, maintained under Section 189 of the Companies Act, 2013, will be available for inspection by the members at the Annual General Meeting.

g. All documents pertaining to the above resolutions will be available for inspection at the Company's registered office during normal business hours (from 09.00 A.M. to 05.00 P.M.) on working days up to the conclusion of this Annual General Meeting. The shareholders may also ask for a copy of any documents referred in the statement below pursuant to section 102(1) of the Companies Act, 2013, annexed to this notice by sending their request via e-mail to ishan.kulkarni@volkswagen.co.in or by post addressed to Mr. Ishan Kulkarni, Company Secretary at the registered office.

h. None of the Directors, Key Managerial Personnel and their relatives are interested directly or indirectly in the aforesaid resolution.

Dividend related information:

1. Subject to approval of the Members at the AGM, the dividend will be paid within 30 days from the conclusion of the AGM, to the Members whose names appear on the Company's Register of Members.
2. Payment of dividend shall be made through electronic mode to the Members.
3. Tax Deductible at Source / Withholding tax:
 - 3.1 Pursuant to the requirement of Income Tax Act, 1961, the Company will be required to withhold taxes at the prescribed rates on the dividend paid to its shareholders.
 - 3.2 The withholding tax rate would vary depending on the residential status of the shareholder and documents submitted by shareholder with the Company.



3.3 Non-resident shareholders:

The table below shows the withholding tax on dividend payment to non-resident shareholders who submit, on or before 30th July, 2021, the following document(s), as mentioned in column no. 3 of the below table, to the Company. In case all necessary documents are not submitted, then the TDS/ Withholding tax will be deducted @ 20% (plus applicable surcharge and cess).

Particulars (1)	Withholding Tax Rate (2)	Documents required (if any) / Remarks (3)
Foreign Institutional Investors (FIIs) / Foreign Portfolio Investors (FPIs) / Other Non-Resident shareholders	20% (plus applicable surcharge and cess) or tax treaty rate, whichever is beneficial.	FPI registration certificate in case of FIIs / FPIs. To avail beneficial rate of tax treaty following tax documents would be required: <ol style="list-style-type: none">1. Tax Residency certificate issued by revenue authority of country of residence of shareholder for the year in which dividend is received.2. PAN or declaration as per Rule 37BC of Income Tax Rules, 1962 in a specified format.3. Form 10F filled & duly signed4. Self-declaration for non-existence of permanent establishment / fixed base in India.



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		(Note: Application of beneficial Tax Treaty Rate shall depend upon the completeness of the documents submitted by the Non-Resident shareholder and review to the satisfaction of the Company)
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**By Order of the Board of Directors
For Volkswagen IT Services India Private Limited**

**Ishan Kulkarni
Company Secretary
ACS – 31932**

**Date: 21st July, 2021
Place: Pune**