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**NOTICE OF ANNUAL GENERAL MEETING**

NOTICE is hereby given that the **SIXTY SIXTH ANNUAL GENERAL MEETING** (“**AGM**”) of the Members of OTIS ELEVATOR COMPANY (INDIA) LIMITED will be held on Wednesday, October 14, 2020, at 11:00 am through Video Conferencing (VC) / Audio Visual Means (OVAM) in compliance with all applicable provisions of the Companies Act, 2013 and the Rules made thereunder read with circulars dated April 08, 2020, April 13, 2020, May 5, 2020 and other applicable circulars issued by the Ministry of Corporate Affairs (“collectively referred to as “the MCA Circulars”). The venue of the meeting shall be deemed to be the Registered Office of the Company i.e 9th Floor, Magnus Towers, Mindspace, Malad Link Road, Malad (W), Mumbai 400064, Maharashtra. Members participating through the VC / OAVM facility shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.

In compliance with the aforesaid MCA Circulars, Notice of the AGM alongwith Standalone and Consolidated Financial Statement for the financial year 2019-20 and Board’s Report and Auditor’s Report and other documents required to be attached thereto will be sent to the Members of the Company through electronic mode whose email addresses are registered with the Company/ Registrar and Share Transfer Agent, Link Intime India Pvt. Ltd. / Depository Participant.

Members who have not updated email ID’s are requested to update their e-mail ID by way of sending a request letter to the Company alongwith details of Folio no. and copy of PAN card of the Member OR by intimation through mail to harish.iyer@otis.com, Members holding shares in dematerialized form are requested to update their eMail ID with Depository Participant where the demat account is opened / maintained. Members may note that the e-copy of the notice and Annual Report will also be available at Company’s website- https://www.otis.com/en/in/.

Pursuant to provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, the members are provided the facility to cast their votes on all resolutions set out in Notice of the AGM using electronic voting system (“remote e-Voting”) provided by Central Depository Securities Limited (CDSL). The remote e-voting period is as follows:

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| Sr.no | E-Voting Period | Time |
| 1. | Start Date- 11th October, 2020 | 09.00 a.m |
| 2. | End Date- 13th October, 2020 | 05.00 p.m |

Eligible Members who will be present in the AGM through VC / OAVM and have not cast their vote on the Resolutions through Remote E-Voting shall be eligible to vote through e-Voting system in the AGM, provided by the CDSL at www.evoting.cdsl.com by following the procedure as mentioned in the Notice and Annual Report.

Members are requested to carefully read all the Notes set out in Notice of AGM and instructions relating to attending AGM and casting vote through remote e-voting

In case of any queries regarding attending the AGM and e-voting system, the Members may contact Mr. Harish Iyer, Company Secretary on 9136662922 or send an email to harish.iyer@otis.com.

**For Otis Elevator Company (India) Limited**

**Harish Iyer**

**Company Secretary**

**Place**: Mumbai

**Date**: 22nd September, 2020.