

Date: 28/08/2020

To,

<p>The Listing Department National Stock Exchange of India Ltd Exchange Plaza, Plot no. C/1, G Block, Bandra-Kurla Complex Bandra (E), Mumbai - 400 051 NSE Symbol: RUPA</p>	<p>The Department of Corporate Services BSE Ltd Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai- 400 001 Scrip Code: 533552</p>
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Respected Ma'am/ Sir,

Ref: Disclosure of information pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, please find attached herewith copy of the newspaper advertisements, published on August 27, 2020, in 'Business Standard' (English) and in 'Arthik Lipi'(Bengali), with respect to the 35th Annual General Meeting of the Company, to be held through Video Conferencing/ Other Audio Visual Means ("VC/ OAVM"), Remote E-voting, Book Closure, Completion of dispatch of Notice of 35th AGM as well as Annual Report for the financial year 2019-20 and related information.

This is for your reference and record.

Thanking you.

Yours faithfully,
For **Rupa & Company Limited**


Kundan Kumar Jha
Company Secretary & Compliance Officer
ACS 17612



Encl: As above

**RUPA & COMPANY LIMITED**

CIN: L17299WB1985PLC038517

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**NOTICE OF 35TH ANNUAL GENERAL MEETING,
REMOTE E-VOTING AND BOOK CLOSURE**

NOTICE is hereby given that the 35th Annual General Meeting ("AGM") of the Members of Rupa & Company Limited will be held on Friday, September 18, 2020 at 11:00 a.m. (IST) through Video Conferencing/ Other Audio Visual Means ("VC/OAVM"), in compliance with the applicable provisions of the Companies Act, 2013 read with the Ministry of Corporate Affairs ("MCA") Circular No 20/2020 dated May 5, 2020 read with Circular No. 14/2020 dated April 8, 2020 and 17/2020 dated April 13, 2020 (collectively referred to as "MCA Circulars") and SEBI Circular No. SEBI/HO/CFD/CMD/DIR/P/2020/79 dated May 12, 2020 ("SEBI Circular"), to transact the business, as set out in the Notice of 35th AGM.

In pursuance of MCA Circulars and SEBI Circular, the Notice of the 35th AGM and Annual Report of the Company for the Financial Year 2019-20 have been sent only through e-mail to the Members of the Company to the e-mail address registered with the Company/Registrar and Share Transfer Agent/Depository Participant, on August 25, 2020. The Company has completed dispatch of the same through e-mails on Tuesday, August 25, 2020. Members are requested to refer to the newspaper publication issued by the Company in Business Standard and Ardhik Lipi edition on August 20, 2020. These documents are available on the website of the Company at www.rupa.co.in. The Notice of 35th AGM and Annual Report 2019-20 of the Company are also available on the website of NSE and BSE.

The Company is providing to its members a facility to exercise their right to vote on resolutions proposed to be considered at the 35th AGM by electronic means ("e-voting") and the business set out in the Notice of 35th AGM will be transacted through e-voting. The Company has engaged NSDL to provide the facility of remote e-voting to the Members and the facility of e-voting to the Members participating in the 35th AGM through VC/OAVM. The Members will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-voting system. Members may access the same at <https://www.evoting.nsdl.com> under "Shareholder/Member" login by using the remote e-voting User ID and Password.

We further confirm that the remote e-voting period commences on Tuesday, September 15, 2020 at 09:00 a.m. (IST) and ends on Thursday, September 17, 2020 at 5:00 p.m. (IST). The remote e-voting module shall be disabled for voting after 5:00 p.m. (IST) on Thursday, September 17, 2020 and no remote e-voting will be allowed thereafter. The voting rights shall be as per the number of equity shares held by the Member(s) as on cut-off date, Friday, September 11, 2020. Members holding shares, either in physical or in dematerialised form, on the said cut-off date, only shall be eligible to avail the facility of remote e-voting or e-voting at the AGM.

Members who have acquired shares after the dispatch of the Notice of AGM but before the cut-off date may approach the NSDL or the Company, by sending request at evoting@nsdl.co.in or investors@rupa.co.in, respectively, for getting User ID and Password for exercising their right to vote by electronic means.

At the AGM, facility for voting through e-voting shall be made available and only the Members as on the cut-off date, i.e. Friday, September 11, 2020, who have not already cast their vote by remote e-voting, shall be entitled to exercise their right to vote at the AGM through e-voting. The Members who have cast their votes through electronic means prior to the AGM may still attend the AGM but shall not be entitled to cast their vote again.

The Notice of the 35th AGM containing, *inter alia*, the procedure of e-voting, is available on the Company's website, www.rupa.co.in, and on NSDL's website, <https://www.evoting.nsdl.com>. In case of any queries or grievances pertaining to e-voting, Members may refer to the Frequently Asked Questions (FAQs) and e-voting user manual for shareholders available at the "Downloads" section of <https://www.evoting.nsdl.com/> or contact Mr. Amit Vishal, Senior Manager / Ms. Pallavi Mhatre, Manager, NSDL, Trade World, "A" Wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai-400 015 at Telephone No. +91-22-24954360/ +91-22-24954545 or Toll-free No. 1800-222-990 or at e-mail ID: evoting@nsdl.co.in.

Further, pursuant to the provisions of Regulation 42 of the SEBI Listing Regulations, 2015 and Section 91 of the Companies Act, 2013, read with the allied Rules, the Register of Members and Share Transfer Books of the Company will remain closed from Saturday, September 12, 2020, to Friday, September 18, 2020 (both days inclusive), for the purpose of payment of Dividend on Equity Shares of the Company, for the Financial Year ended March 31, 2020, subject to the approval of the same by the Members of the Company at the ensuing 35th AGM. Please note that the Members whose names will appear in the Register of Members as at the close of business hours on Friday, September 11, 2020, will be eligible for Dividend to be declared at the 35th AGM. In respect of the shares held in Electronic Form, the Dividend will be paid to those Members whose names shall appear as beneficial owners as at the end of the business hours on Friday, September 11, 2020, as per details to be furnished by the NSDL and the Central Depository Services (India) Limited.

For Rupa & Company Limited

Sd/-

Kundan Kumar Jha

Company Secretary & Compliance Officer

Place: Kolkata

Date: 25.08.2020

ACS 17612

