



TATA CAPITAL HOUSING FINANCE LIMITED

Registered Office: 11th Floor, Tower A, Peninsula Business Park,
Ganpatrao Kadam Marg, Lower Parel, Mumbai 400 013
CIN: U67190MH2008PLC187552
Tel: (022) 6606 9000 Fax: (022) 6656 2699 Website: www.tatacapital.com

NOTICE IS HEREBY GIVEN THAT THE TWELFTH ANNUAL GENERAL MEETING OF THE MEMBERS OF TATA CAPITAL HOUSING FINANCE LIMITED will be held, at a shorter notice, on Monday, August 17, 2020 at 4.45 p.m. through Video Conferencing ("VC") via Microsoft Teams, to transact the following business:

Ordinary Business:

- 1) To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended March 31, 2020, together with the Reports of the Board of Directors and the Auditors thereon.
- 2) To confirm the payment of Interim Dividend on the Compulsorily Convertible Cumulative Preference Shares of the Company for the Financial Year ended March 31, 2020.
- 3) To confirm the payment of Interim Dividend on the Equity Shares of the Company for the Financial Year ended March 31, 2020.
- 4) To appoint a Director in place of Mr. Ankur Verma (DIN: 07972892), Director, who retires by rotation and being eligible, offers himself for re-appointment.

By Order of the Board of Directors
For **Tata Capital Housing Finance Limited**

Sd/-

Jinesh Meghani
Company Secretary

Mumbai, August 10, 2020

Registered Office:
11th Floor, Tower A,
Peninsula Business Park,
Ganpatrao Kadam Marg,
Lower Parel,
Mumbai - 400 013

NOTES:

1. Additional information, pursuant to Secretarial Standard - 2 i.e. Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India, in respect of Mr. Ankur Verma, the Director seeking re-appointment at the Annual General Meeting (“AGM”), is furnished as a part of this Notice.
2. In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs (“MCA”) has, vide its circular dated May 5, 2020 read with circulars dated April 8, 2020 and April 13, 2020 (collectively referred to as “MCA Circulars”), permitted the holding of the AGM through VC / Other Audio Visual Means (“OAVM”), without the physical presence of the Members at a common venue. Accordingly, in compliance with the provisions of the Companies Act, 2013 (“Act”) and the MCA Circulars, the AGM of the Company is being held through VC via Microsoft Teams.
3. Pursuant to the provisions of the Act, a Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his / her behalf and the proxy need not be a Member of the Company. Since this AGM is being held pursuant to the MCA Circulars through VC, physical attendance of Members has been dispensed with. Accordingly, the facility for appointment of proxies by the Members will not be available for the AGM and hence, the Proxy Form and Attendance Slip are not annexed to the Notice.
4. Corporate Members intending to appoint their authorised representatives to attend the AGM are required to send a certified copy (PDF Format) of its Board or Governing body Resolution/Authorization, etc. to the Company at the following email id: jinesh.meghani@tatacapital.com.
5. The Notice is being sent to all the Members whose names appeared in the Register of Members as on the close of business hours on Friday, August 7, 2020.
6. In compliance with the aforesaid MCA Circulars and SEBI Circular dated May 12, 2020, the Notice of the AGM along with the Annual Report for the FY 2019-20, is being sent by electronic mode to those Members whose email addresses are registered with the Company/Depositories.
7. Members who have not yet registered their email addresses are requested to register the same with their Depository Participants (“DPs”).
8. The Members are requested to click on the link sent to their registered email id for participating in the AGM. The facility for joining the AGM through VC will open 15 minutes before the scheduled time of the commencement of the AGM and will be kept open till the expiry of 15 minutes after the scheduled time of AGM.
9. The relevant Registers and all other documents referred to in this Notice will be available for inspection by the Members. The Members can send a request to the Company at the following email id: jinesh.meghani@tatacapital.com.
10. In case a Poll on any item is demanded by the Members at the AGM, the Members shall cast their votes only by sending e-mails through their registered e-mail addresses to the following designated e-mail id: jinesh.meghani@tatacapital.com.
11. The Notice of the Meeting is also displayed / posted on the website of the Company, www.tatacapital.com.

**BRIEF RESUME OF THE DIRECTOR SEEKING
RE-APPOINTMENT AT THIS ANNUAL GENERAL MEETING
(AS ON AUGUST 10, 2020)**

Particulars	Mr. Ankur Verma (DIN: 07972892)
Date of Birth and Age	March 25, 1976 44 years
Date of appointment on Board	April 12, 2018
Qualifications	PGDM, BE (Mechanical Engineering)
Experience	Mr. Ankur Verma has over 15 years of experience of Investment Banking, corporate strategy and MBA in finance.
Number of Meetings of the Board attended during FY 2019-20	11 (out of 13)
Other Directorships	<u>Director</u> <ul style="list-style-type: none">• Tata Teleservices (Maharashtra) Limited• Tata Elxsi Limited• Tata Autocomp Systems Limited• Tata Teleservices Limited• Tata Sky Limited <u>Alternate Director</u> <ul style="list-style-type: none">• Tata AIA Life Insurance Company Limited
Memberships / Chairmanships of committees across other companies	Tata Sky Limited <ul style="list-style-type: none">• Audit Committee (Member) Tata Elxsi Limited <ul style="list-style-type: none">• Audit Committee (Member) Tata AIA Life Insurance Company Limited <ul style="list-style-type: none">• Audit Committee (Member)• Investment Committee (Member)• Nomination and Remuneration Committee (Member) Tata Teleservices Limited <ul style="list-style-type: none">• Audit Committee (Member) Tata Teleservices (Maharashtra) Limited <ul style="list-style-type: none">• Audit Committee (Member)• Corporate Social Responsibility Committee (Member)

	<ul style="list-style-type: none"> • Nomination and Remuneration Committee (Member) • Finance Committee (Member) • Executive Committee (Member) • Stakeholders Relationship Committee (Member)
Shareholding in the Company	Nil
Relationship with other directors, manager or key managerial personnel, if any	None
Last drawn Remuneration	Rs. 5,00,000 (Last drawn remuneration includes the Sitting Fees paid from April 1, 2019 to March 31, 2020)
Remuneration sought to be paid	Sitting Fees for attending meetings