BENARES HOTELS LIMITED

Corporate Identification No. (CIN) - L55101UP1971PLC003480
Registered Office: Nadesar Palace Compound, Varanasi - 221 002, Tel: 0542 666 0001
Corporate Office: Taj Palace, Sardar Patel Marg, New Delhi – 110021, Phone: 011 6650 3549/3704
E-mail: investorrelations@tajhotels.com Website: www.benareshotelslimited.com

FAQs ON THE 49TH ANNUAL GENERAL MEETING OF THE COMPANY

1. What is the record date for determining final dividend?

The Company has fixed Tuesday, September 22, 2020 as the 'Record Date' for determining entitlement of members to final dividend for the financial year ended March 31, 2020, if approved at the AGM.

2. What is the remote e-voting period? Or When can I vote on the resolutions provided in AGM Notice?

The Company has provided the remote e-voting facility for all the shareholders from **Thursday, September 24, 2020 at 9.00 a.m. (IST) and ends on Monday, September 28, 2020 at 5.00 p.m**. Those Members, who will be present in the AGM through VC / OAVM facility and have not cast their vote on the Resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through NSDL e-voting system during the AGM.

3. How do I vote on the resolutions provided in AGM Notice?

   i. The shareholders can login on NSDL e-voting website https://www.evoting.nsdl.com/
   ii. Click on "Login" under the first left tab "Shareholder/Member"
   iii. Fill up (a) User ID; (b) Select the login type: "Password"/"OTP"; (c) Verification code. Tick on checkbox and click on "Login"
   iv. Go to "e-Voting" under the first left tab and click on "Active E-voting Cycles"
   v. Select EVEN **"113648"** and vote on resolutions
   vi. Select the options and click on "Confirm" to confirm the vote
   vii. You will get voting confirmation

4. Which device is to be used to join the AGM?

You can join the AGM through desktops/laptops/smartphones with internet facility.

5. How to ensure speed of internet and verify the network connectivity?

Verify your network connectivity by going to: https://mediatest.webex.com
Minimum download and update speed required is 2 Mbps.

6. How to join the AGM?

Steps	Process
Step 1	Click on NSDL e-voting website https://www.evoting.nsdl.com/
Step 2	Click on "Login" under the first left tab "Shareholder/Member"
Step 3A	Fill up (a) User ID (b) Select the login type: "Password" (c) Verification code (d) Password Tick on checkbox and click on "Login"

Step 3B	Fill up
	(a) User ID; (b) Select the login type "OTP"; (c) Verification code.
	Tick on checkbox and click on "Login"
	This will lead to a separate OTP page > Enter the OTP and Click on "Submit"
Step 4	Go to "e-Voting" under the first left tab and click on "Active E-voting Cycles"
Step 5	Click on the link under "Join General Meeting"
Step 6	Enter your First Name, Last Name and Email ID and click on "Join Now".
	Note: If you are not able to join the meeting and are getting the error that password is incorrect, please clear your browsing cache or cookies and try again.
	In case the system prompts for a passwords please enter the following: **nsdl123**
Step 6A	If you have already installed the Webex application on your device, join the meeting by clicking on "Join Event"
Step 6B	If Webex application is not installed, a new page will appear giving you an option to either "Add Webex to chrome" or "Run a temporary application".
	Click on 'Run a temporary application', an exe file will be downloaded. Kindly run this exe to join the meeting by clicking on "Join Event"

7. **What are the guidelines to attend the AGM?**

For good audio-video experience, we request you to ensure below mentioned points:

Guidelines to attend the AGM	
The AGM can be joined through desktops/laptops/smartphones with internet facility. For a good audio-video experience, we request you to ensure below mentioned points:	
1.	For better viewing experience, you can use the active speaker view (top right corner)
2.	Ensure no other background applications are running.
3.	Verify your network connectivity by going to: https://mediatest.webex.com Minimum download and update speed required for optimum viewing is 2 Mbps
4.	Ensure your Wi-Fi is not connected to any other device.

8. **What is the helpline number in case of any queries or difficulties faced?**

The helpline numbers are available from Monday to Friday (10 a.m. to 6 p.m.)

Contact Details			
For any further queries, you are requested to visit the Company's website: www.benareshotelslimited.com and refer the FAQs for joining the AGM or contact the below mentioned helpline			
For	**Name**	**Email id**	**Contact number**
Queries related NSDL login/e-voting	Mr. Amit Vishal	amitv@nsdl.co.in	022-24994360
	Ms. Pallavi Mhatre	pallavid@nsdl.co.in	022-24994545
	NSDL	evoting@nsdl.co.in	1800-222-990
Technical issue WebEx	Mr. Amit Vishal	amitv@nsdl.co.in	022-24994360

9. **If I want to speak at the AGM, what should I do?**

The Members who would like to express their views or ask questions during the AGM may register themselves as a speaker by sending their request from their registered email address mentioning their name, DP ID and Client ID/folio number, PAN and mobile number at investorrelations@tajhotels.com between Wednesday, September 23, 2020 (9:00 a.m. IST) and Saturday, September 26, 2020 (5:00 p.m. IST). Only those Members who have pre-registered themselves as a speaker will be allowed to express their views/ask questions during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.

10. When will the final dividend be paid?

The final dividend, if approved by the Members at the AGM, will be paid on or after Friday, October 9, 2020.

11. How should the Institutional / Corporate Shareholders attend the AGM?

Institutional/ Corporate Shareholders (i.e. other than individuals, HUF, NRIs, etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to investorrelations@tajhotels.com, with a copy marked to evoting@nsdl.co.in.