

FAQs ON THE 37TH ANNUAL GENERAL MEETING OF TATA STEEL LONG PRODUCTS LIMITED

1. What is the Date and Time of the AGM?

The meeting will be held on Monday, September 14, 2020 at 3.00 p.m. (IST) through audio-visual means **ONLY**. You can log-in from 2.30 p.m. onwards.

2. What is the cut-off date for determining the shareholders who are eligible for e-voting?

The cut-off date for determining the shareholders who are eligible for e-voting is Monday, September 7, 2020

3. How much dividend will be paid?

In view of the financial performance of the Company in FY 2019- 20, the Board has decided not to recommend any dividend for the financial year 2019-20.

4. What are the book closure days?

The Register of Members and share transfer books of the Company will be closed from Saturday, September 5, 2020 to Monday, September 14, 2020 (both days inclusive) for the purpose of AGM for Financial Year 2019-20.

5. Will we receive physical copies of the Annual Report?

No physical copies of the Annual Report will be printed this year

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

Members who would like to express their views or ask questions during the AGM may pre-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, mobile number at investorcell@tatasteelpl.com, by September 8, 2020 (5:00 p.m. IST). Those Members who have registered themselves as a speaker will only 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.

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

The Institutional/Corporate Shareholders (i.e. other than individuals / HUF, NRI, etc.) are required to send a scanned copy (DF/JPG Format) of its Board or governing body Resolution/ Authorisation etc., authorising its representative to attend the AGM through VC/OAVM on its behalf and to vote through remote e-voting. The said Resolution/Authorisation shall be sent to the Scrutinizer at kothari.navin@yahoo.com with a copy marked to evoting@nsdl.co.in

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

E-voting begins: Thursday, September 10, 2020 at 9.00 a.m. (IST)

E-voting ends: Sunday, September 13, 2020 at 5.00 p.m. (IST)

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.

9. 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 113264 and vote on resolutions
- vi. Select the options and click on “Confirm” to confirm the vote
- vii. You will get voting confirmation

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

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

11. 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.

12. How to join the AGM?

Step	1. 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	Please enter (a) User ID (b) Select the login type: “Password” (c) Verification code (d) Password Tick on checkbox and click on “Login”
Step 3B	Please enter (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”. <i>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.</i> In case the system prompts for a password, please enter the following: <i>nsdl123</i>
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”

13. What are the guidelines to attend AGM?

2. Guidelines to attend the AGM through Video Conference	
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.	It is advisable to ensure that your Wi-Fi is not connected to any other device

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

The helpline numbers are available from Monday to Friday (10.00 a.m. to 6.00 p.m.)

Contact Details			
For	Name	Email id	Contact
Queries related to NSDL login/ evoting	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 for WebEx issue	Mr. Amit Vishal	amitv@nsdl.co.in	022-24994360