FAQs ON THE 113TH ANNUAL GENERAL MEETING OF TATA STEEL LIMITED

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

The meeting will be held on Thursday, August 20, 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?

Thursday, August 13, 2020

3. How much dividend will be paid?

Fully paid-up shares – ₹10/- per share
Partly paid-up shares (₹2.504 per share paid-up) – ₹2.504/- per share

4. What are the book closure days?

Saturday, August 8, 2020 to Thursday, August 20, 2020 (Both days inclusive)

5. What is the dividend payment date?

Dividend will be paid to the Shareholders on and from Monday, August 24, 2020 if the same is approved by the Shareholders at the AGM subject to deduction of income-tax at source ('**TDS**').

- **In respect of Ordinary Shares held in physical form**:

  To all the Members, after giving effect to valid transmission and transposition in respect of valid requests lodged with the Company as on close of business hours on Friday, August 7, 2020.

- **In respect of Ordinary Shares held in electronic form:**

  To all beneficial owners of the shares, as on the close of business hours on Friday, August 7, 2020, as per details furnished by the Depositories for this purpose.

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

Close of business hours on Friday, August 7, 2020 is the record date for determining final dividend.

7. **What is the date of ex-dividend date?**

   August 6, 2020

8. **Will we receive physical copies of the Annual Report?**

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

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 cosec@tatasteel.com between Friday, August 14, 2020 (9:00 a.m. IST) and Sunday, August 16, 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. **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 tsl.scrutinizer@gmail.com with a copy marked to evoting@nsdl.co.in

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

    E-voting begins: Sunday, August 16, 2020 at 9.00 a.m. (IST)
    E-voting ends: Wednesday, August 19, 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.

12. 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 113138 (for fully paid Ordinary Shares) and 113139 (for partly paid Ordinary Shares) and vote on resolutions
     vi.   Select the options and click on "Confirm" to confirm the vote
     vii. You will get voting confirmation

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

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

14. 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.

15. 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". *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 password, 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"

16. 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

17. 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