



RUPA & COMPANY LIMITED

Date: August 08, 2025

National Stock Exchange of India Limited  
Exchange Plaza, 5<sup>th</sup> Floor,  
Plot No. C/1, G Block  
Bandra Kurla Complex, Bandra (E)  
Mumbai - 400 051

BSE Limited  
Phiroze Jeejeebhoy Towers,  
Dalal Street  
Mumbai - 400 001

**Ref: NSE Symbol- RUPA / BSE Scrip Code- 533552**

**Sub: Disclosure under Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015**

Dear Sir/ Madam,

Pursuant to Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations"), we enclose herewith a letter sent to those shareholders, whose e-mail addresses are not registered with the Company, its Registrar and Share Transfer Agent, or their respective Depository Participant(s), providing the web link to access the Company's Annual Report for FY 2024-25, in compliance with Regulation 36(1)(b) of the Listing Regulations.

Kindly take the same on record.

Thanking you.

Yours faithfully,

**For Rupa & Company Limited**

**Sumit Jaiswal**

***Company Secretary & Compliance Officer***

Encl.: As above



**RUPA & COMPANY LIMITED**

**Registered Office:** Metro Tower, 8<sup>th</sup> Floor, 1, Ho Chi Minh Sarani, Kolkata - 700 071

**Phone:** +91-33-4057 3100; **Fax:** +91-33-2288 1362

**E-mail:** [investors@rupa.co.in](mailto:investors@rupa.co.in) ; **Website:** [www.rupa.co.in](http://www.rupa.co.in)

**CIN:** L17299WB1985PLC038517

**Srl. No.:**

**Date:** \_\_\_\_\_

**To,**

**Name:**

**Address:**

**J/H:**

**Folio No:**

**No. of shares:**

**Subject: Notice of the 40<sup>th</sup> Annual General Meeting of Rupa & Company Limited and the web link of the Annual Report for the financial year 2024-25**

Dear Shareholder,

We are pleased to inform you that the 40<sup>th</sup> Annual General Meeting (“AGM”) of the members of Rupa & Company Limited (“Company”) will be held on Monday, September 01, 2025 at 12:30 p.m. (IST) through Video Conferencing or Other Audio Visual Means (VC/OAVM).

In compliance with Regulation 36(1)(a) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (as amended) (“Listing Regulations”), the Notice convening the 40<sup>th</sup> AGM (“Notice”) along with Annual Report for the financial year 2024-25 (“Annual Report”), are being sent only through electronic mode to those Members whose e-mail addresses are registered with the Company / Depository Participants (DPs).

As your e-mail address is not registered against your demat account / Folio number, we are unable to send the Notice and the Annual Report electronically to you. Accordingly, in compliance with Regulation 36(1)(b) of the Listing Regulations, we inform you that the Annual Report for the financial year 2024-25 can be accessed at <https://rupa.co.in/annual-report-2> (Path: [www.rupa.co.in](http://www.rupa.co.in)>>Investor Relations>>Financial Information>>Annual Report).

The Notice and Annual Report for the financial year ended March 31, 2025, are also available on the websites of the stock exchanges where the Company’s equity shares are listed—namely, [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com)—as well as on the e-voting platform of NSDL, the agency providing e-voting services, at [www.evoting.nsd.com](http://www.evoting.nsd.com).

**E-voting Details:**

<b>Cut-off date to determine entitlement of remote e-voting/e-voting</b>	Monday, August 25, 2025
<b>Commencement of Remote E-voting</b>	From 9:00 A.M. (IST) on Friday, August 29, 2025
<b>End of Remote E-voting</b>	Up to 5:00 P.M. (IST) on Sunday, August 31, 2025

The detailed instructions for attending the AGM through VC/OAVM and remote e-voting/e-voting are provided in the Notice of the AGM for the financial year 2024-25, which can be accessed at <https://rupa.co.in/general-meeting> (Path: [www.rupa.co.in](http://www.rupa.co.in)>>Investor Relations>>Stakeholder’s Information>>General Meeting).

**TDS Communication:**

As per the Income Tax Act, 1961, dividend income is taxable in the hands of the shareholders, and the Company is required to deduct TDS at prescribed rates. Members are requested to review the TDS communication with respect to deduction of tax at source available on the Company’s website at <https://rupa.co.in/general-meeting>.

**Members holding shares in physical mode** are requested to register / update their email addresses by sending duly filled Form ISR-1, available at: <https://rupa.co.in/notice-and-forms-for-shareholders> and <https://www.mdpl.in>, to Maheshwari Datamatics Private Limited, Registrar and Transfer Agent (RTA) of the Company, at 23 R.N. Mukherjee Road, 5th Floor, Kolkata 700 001, E-mail: [contact@mdplcorporate.com](mailto:contact@mdplcorporate.com).

You are also requested to furnish/ update your PAN, KYC and Nomination details with the Company/RTA.

**Members holding shares in dematerialized mode** are requested to register / update their email addresses, PAN, KYC and Nomination details with their respective DPs.

We encourage you to update your contact information to ensure you receive future communications electronically.

**Special Window for Re-lodgement of Transfer Requests of Physical Shares:**

SEBI vide Circular No. SEBI/HO/MIRSD/MIRSD-PoD/P/CIR/2025/97 dated July 02, 2025, has opened a special window, from July 07, 2025 till January 06, 2026, only for re-lodgement of transfer deeds which were lodged prior to the deadline of April 01, 2019 and rejected/returned/not attended to due to deficiency in the documents/process/or otherwise. Eligible shareholders may refer to the Circular available on the Company's website at <https://rupa.co.in/notice-and-forms-for-shareholders>.

For any queries, shareholders may write to [investors@rupa.co.in](mailto:investors@rupa.co.in) or contact the Company's RTA, M/s. Maheshwari Datamatics Private Limited, at 033 2248 2248 / [contact@mdplcorporate.com](mailto:contact@mdplcorporate.com), Address: 23, R.N. Mukherjee Road, 5th Floor, Kolkata – 700001

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

**Sumit Jaiswal  
Company Secretary & Compliance Officer**