



इंडियन रेलवे कैटरिंग एवं टूरिज्म कारपोरेशन लिमिटेड

(भारत सरकार का उद्यम-नवरत्न)

INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.

(A Govt. of India Enterprise- Navratna)

CIN-L74899DL1999GO1101707, E-mail : info@irctc.com, Website: www.irctc.com

Dated: 07/08/2025

Dear Shareholder,

Folio / DP Id & Client Id No: <<FOLIO>>

Name of the Holder: <<Fname>>

Sub: Notice of 26th Annual General Meeting and the Annual Report for FY 2024-25

We are pleased to inform you that 26th Annual General Meeting (AGM/ "the Meeting") of **Indian Railway Catering and Tourism Corporation Limited (IRCTC)** (Company) is scheduled to be held on **Saturday, August 30, 2025, at 12.30 P.M. IST** through Video Conferencing / Other Audio-Visual Means (VC/OAVM) to transact the business as set out in the Notice convening the AGM. Since your email address is not registered against your demat account / folio number, we are not able to send you the Notice of AGM and Annual Report electronically. Accordingly, in line with the provisions of Regulation 36(1)(b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, this letter is being sent by the Company to inform you that Notice of AGM and the Annual Report for FY 2024-25 of the Company can be accessed at below links:

Notice of 26 th AGM	https://www.irctc.com/notice-of-agm.html
Annual Report of FY 2024-25	https://www.irctc.com/annual-report.html

The Notice of 26th AGM and Annual Report of FY 2024-25 are also available at the website of BSE Limited (www.bseindia.com), National Stock Exchange of India Limited (www.nseindia.com) and on the website of the e-voting agency, Central Depository Securities (India) Limited (CDSL) at www.evotingindia.com.

Key dates for the 26th AGM are as under:

Cut Off Date for determining the eligibility to vote at the 26 th AGM	Saturday, 23 rd August, 2025
Record date for dividend	Friday, 22 nd August, 2025
Book Closure Start Date	Sunday, 24 th August, 2025
Book Closure End Date	Saturday, 30 th August, 2025
Remote e-Voting Start Date & Time	Wednesday, August 27, 2025 & 09:00 A.M.
Remote e-Voting End Date & Time	Friday, August 29, 2025 & 05:00 P.M.

For more details on the procedure for speaker registration, e-voting and to join AGM through VC, kindly refer to the Notice of 26th AGM at aforesaid link.

We also request you to register/ update your email address to keep receiving all communication (Notice, Annual Report etc.) electronically in future or complete your KYC (i.e., PAN, Address, Mobile Number, Bank Account details, E-mail id and Nomination details) by following the below mentioned process:

- Members holding shares in physical mode may send a request for updation of email address/ KYC details to Shri Virender Sharma, M/s Alankit Assignments Limited, Registrar & Share Transfer Agent of the company at 4E/2 Alankit House, Jhandewalan Extension, New Delhi-110055 Tel.: 011-42541234, 011-42541234 Email: rta@alankit.com
- Members holding shares in dematerialized mode are requested to register/ update their email addresses/KYC details with their respective Depository Participant.

Thanking You,

Yours faithfully,

For and on behalf of Indian Railway Catering and Tourism Corporation Limited (IRCTC)

Sd/-
(Suman Kalra)
Company Secretary and Compliance Officer

To,

Folio No.<<FOLIO>>/Ref. No. <<SR NO>>
<<Fname>>
<<Add1>>
<<Add2>>
<<Add3>>
<<Add4>>
<<Pin>>

Folio No.<<FOLIO>>/Ref. No. <<SR NO>>

<<Pin>>

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Sender's Name And Address

website: www.alankit.com

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