



इंडियन रेलवे कैंटरिंग एण्ड टूरिज्म कॉरपोरेशन लिमिटेड  
(भारत सरकार का उद्यम-मिनी रत्न)  
INDIAN RAILWAY CATERING AND TOURISM CORPORATION LTD.  
(A Govt. of India Enterprise-Mini Ratna)

"CIN-L74899DL1999GOI101707" E-mail : info@iretc.com Website : www.iretc.com

NOTICE

**SUB: REQUEST TO SHAREHOLDERS OF IRCTC FOR UPDATION OF THEIR EMAIL ADDRESSES, MOBILE NUMBER(S) AND BANK MANDATE**

Due to outbreak of COVID-19, Ministry of Corporate Affairs, Govt. of India vide its General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020 and General Circular No. 20/2020 dated May 5, 2020 and SEBI vide Circular No. SEBI/HO/CFD/CMD1/CI R/P/ 2020/79 dated May 12, 2020 has facilitated the companies for sending Annual Report, Notice of General Meeting and any other important communications through electronic mode.

In view of above, Indian Railway Catering and Tourism Corporation Limited requests all its shareholders to register their email addresses, mobile number and update their Bank Mandate and opt for receiving any future dividends through electronic mode , as per the laid down procedure with the RTA/ Depository

Accordingly, Shareholders holding shares in physical form are requested to send following details to the Company's Registrar and Share Transfer Agent, **Alankit Assignments Limited** having office at **205-208, Anarkali Complex, Jhandewalan Extension, New Delhi-110055** and at [virenders@alankit.com](mailto:virenders@alankit.com).

Shareholders holding shares in **physical** form are requested to update their record by providing the following information :

**Full Name; Address; Email address; Mobile No.; No. of Shares held; Folio No., Certificate No.; Distinctive No; Original scan copy of PAN and Aadhar Card; Original scan copy of Cancelled Cheque or Passbook signed by Bank Manager with IFSC & MICR NO (For Bank Mandate)**

Shareholders holding shares of the Company in **dematerialized** form but not having registered email id, are requested to approach their respective Depository through Depository Participant.

**No action is required from shareholders whose email addresses, Mobile numbers and Bank Mandate is already updated in Company/ Depository record.**

**For any clarification, please contact Mr Virender Sharma, Asst. Manager, Alankit Assignments Ltd. email [virenders@alankit.com](mailto:virenders@alankit.com), Phone: 011-42541234.**

For Indian Railway Catering and Tourism Corporation Limited

  
(Suman Kalra)  
Company Secretary & Compliance Officer

