



Guidelines governing investors' communications

- The Company's Investor Relations policy has the mission of providing its constituencies with accurate, comprehensive & timely information, which can form a sound basis for assessing or evaluating the Company's stock, its present value and future prospects.
- The Company will not provide its own specific predictions or estimates for financial parameters. The Company can, however, acquaint its constituencies with necessary facts and relevant factors with which they can make their own assessments. The Company will also acknowledge publicly available sources of information, without necessarily subscribing to or endorsing its content.
- Manish Desai, Head - Corporate Finance. His co-ordinates are as under: Office Number: 91 22 6665 6290 E-mail address: manishdesai@voltas.com
- The CFO of the Company is Mr. Jitender Verma. All meetings with him shall be coordinated through the Investor Relations Department.
- The Company will observe a 'Silent Period' 7 days prior to the end of the quarter/year upto expiry of 48 hours of publication of financial results of that quarter/year. During this period, the Company's representatives will not have any discussions or communications with investors or other interested constituencies through mails, telephone calls or meetings.
- The Company will update its business outlook through a document which will be put up on the website : www.voltas.com. At the quarter/year end, the document will be updated only after the Silent Period is over.
- Every quarter/year end, the CFO/IR Manager will conduct a conference call after the publication of the results. The Investor Relations Team will communicate the details through E-mail.
- The CFO's speech will be uploaded before or around the time of the concall.
- The Company does not give any guidance on the quarterly/annual results or dividends.
- Order book position in respect of Domestic and International Project Business will be announced once a quarter along with the Quarterly/Annual Results.