



GVP INFOTECH LIMITED

Registered Office: Office No. 710, Naurang House, Kasturba Gandhi (KG) Road, Connaught PLA,
CE, New Delhi, India – 110 001

Contact No.: +91-9904547469 | **Email:** secretarial@gvpinfotech.com | **Website:** <https://gvpinfotech.com>

Contact Person: Mr. Rajesh Thakur, Managing Director

Corporate Identification Number: L74110DL2011PLC221111

Annexure – I

**DETAILED INSTRUCTIONS FOR PAYMENT OF FIRST AND FINAL CALL PURSUANT TO THE
REMINDER-CUM-FORFEITURE NOTICE DATED 30TH SEPTEMBER, 2026**

A. MODE OF DISPATCH OF THE REMINDER-CUM-FORFEITURE NOTICE:

In terms of the provisions of the Companies Act, 2013 (“the Act”), read with the relevant rules made thereunder, the Reminder-cum-Forfeiture Notice is being sent electronically to holders of Partly Paid-up Equity Shares who have not paid the call money pursuant to the First and Final Call Money Notice dated June 30, 2026 whose email IDs are registered with the Company, its Registrar and Transfer Agent, or Depository Participants. Physical copies are also being dispatched where applicable.

The Reminder-cum-Forfeiture Notice along with the Detailed Instructions are also available on website.

Company website	https://gvpinfotech.com/
RTA website	www.bigshareonline.com
NSE website	https://www.nseindia.com/

B. PAYMENT INSTRUCTIONS:

Please note that:

- Cash payment shall not be accepted.
- No part payment would be accepted, and part payment would be treated as non-payment which shall render the partly paid-up rights equity share(s), including the amount already paid thereon, liable to be forfeited in accordance with the provisions of the Act, the Articles of Association of the Company, and the Letter of Offer dated 1st July, 2025 (“**Letter of Offer**”). However, in relation to any payment made by a holder of the partly paid-up equity share(s) pursuant to the First and Final Call, which is lesser than the aggregate amount payable by such holder with respect to the partly paid-up rights equity share(s) held by such holder, the Board may consider conversion of such lower number of Equity Shares to be made fully paid-up, such that it is in proportion to the amount paid by such holder.

For example - If a shareholder holds 10 partly paid-up equity shares, the aggregate amount payable by such holder pursuant to the First and Final Call Money will be ₹ 50. If such holder makes a partial payment of ₹ 25, such holder will receive such number of fully paid-up Equity Shares converted in proportion to the payment made i.e., 5 partly paid-up equity shares. Partly paid-up equity shares in respect of which the First and Final Call Money payable remains unpaid may be forfeited, in accordance with the provisions of the Act, the Articles of Association of the Company and the Letter of Offer.

- However, please note that payments in respect of partly paid-up Rights Equity Shares for a particular demat account, shall be made only once during the payment period (and not in multiple tranches) and the subsequent payments made, post the first payment made during the Payment period, will be liable to be rejected.
- The Company and the RTA are entitled to rely on the self-certification of the transactions by the Eligible Shareholders. Payment made using third party bank accounts will be rejected.
- Excess/ duplicate amount paid, or amount paid by person who is not an Eligible Shareholder or short payment made by an Eligible Shareholder (in case the same cannot be adjusted towards payment of First and Final Call Money), will be refunded by Cheque / DD / credit to the same bank account from where payment has been made.

C. PAYMENT MODES:

1. For payment made through cheque / demand draft:

- i. Shareholders are requested to send the payment slip along with cheque / demand draft made payable to:

Resident Shareholders (R)	GVP Infotech Limited First and Final Call Money Account - R
Non-Resident Shareholders (NR)	GVP Infotech Limited First and Final Call Money Account - NR

- ii. The payment slip is enclosed herewith as Annexure – II.
- iii. The Eligible Shareholders must inter alia state the following details in the payment slip:
- Full Name of the Sole/First shareholders:
 - Reminder Notice:
 - Permanent Account Number:
 - DP ID Client ID/Folio No.:
 - No. of partly paid-up Rights Equity Shares held and amount payable thereof: and
 - Details of Cheque/ Demand Draft.
- iv. The payment slips along with the amount payable by Cheque or Demand Draft must be presented at ICICI Bank Limited at the following location on or before Tuesday, November 03, 2026:

For Resident Shareholders	Any branch of ICICI Bank Limited in any city in India
Eligible Shareholders residing at locations where the Bank's collection centers are not available, may send their First and Final Call along with complete filled payment slip by registered post/speed post at the office of the Registrar and Share Transfer Agent i.e. Bigshare Services Private Limited ("RTA"), S6-2, 6 th Floor, Pinnacle Business Park, next to Ahura Centre, Mahakali Caves Road, Andheri (East), Mumbai- 400093. Tel No.: +91 22-62638200, stating the requisite details along with Cheque/Demand Draft payable at Mumbai, such that the same are received on or before the last date of payment of the First and Final Call as mentioned in the Reminder-cum-Forfeiture Notice i.e. Tuesday, November 03, 2026.	

- v. Cheque / Demand Draft should be drawn on such bank, including Co-operative Bank, which is situated at and is a member or a sub-member of the Bankers' Clearing House located at the Centre where this Reminder-cum-Forfeiture Notice is presented. Outstation Cheques / Bank Drafts, Money Orders, and Postal Orders will not be accepted. Post-dated cheques will not be accepted and are liable to be rejected. After the last date of payment, i.e. Tuesday, November 03, 2026. ICICI Bank Limited branches will not accept any First and Final Call payment.
- vi. The Company will not be liable for any delayed receipt and reserves the right to reject such delayed receipts.
- vii. Payment slip should be complete in all respects. The payment slip found incomplete with regard to any of the particulars required to be given therein are liable to be rejected.

D. NON-PAYMENT

Please note that, failure to pay the First and Final Call Money pursuant to the Reminder-cum-Forfeiture Notice, as aforesaid, shall render the partly paid-up rights equity share(s), (to the extent that the First and Final Call was not paid), including the application amount already paid thereon, liable to be forfeited in accordance with the Act, the Articles of Association of the Company, and the Letter of Offer.

E. OTHER INFORMATION:

- i. Please note that the trading of ₹ 5.00 partly paid-up Rights Equity Shares of the Company (ISIN: IN9382T01012) has been suspended on the Stock Exchange with effect from June 25, 2026. In case of non-receipt of the Reminder-cum-Forfeiture Notice, Eligible Shareholders can request by e-mail or letter, for the duplicate Reminder Notice to the RTA or may also download the same from the Company's website <https://gvpinfotech.com>. In such a case, however, the Eligible Shareholder needs to fill the DP ID Client ID, number of partly paid-up Rights Equity Shares held and amount payable towards the First and Final Call.
- ii. The shareholder must mention in the Application, his/her PAN number allotted under the Income Tax Act, 1961.

- iii. Eligible Shareholders must ensure that their PAN is linked with Aadhaar and are in compliance with the notification dated February 13, 2020, issued by Central Board of Direct Taxes and press release dated June 25, 2021 and September 17, 2021.
- iv. After receipt of First and Final Call, the shares will be credited post obtaining listing and trading approval from the Stock Exchanges in due course.
- v. Eligible Shareholder are requested to note that, in order to ensure seamless credit of shares and timely communication from the Company, kindly ensure that your Demat Account is active, compliant and your Email ID and Mobile/Contact Number is correctly registered and updated in your Demat Account.
- vi. All capitalized terms not defined herein would have the same meaning as attributed to it in the Letter of Offer. All correspondence in this regard may be addressed to:



BIGSHARE SERVICES PRIVATE LIMITED

Registered Address: Office No. 36-2, 6th Floor, Pinnacle Business Park,
next to Ahura Center, Mahakali Caves Road, Andheri East, Mumbai – 400093.

Tel: +91 022-6263 8200

Fax No.: +91 022-6263 8299

Contact Person: Mr. Suraj Gupta

Email Id: rightsissue@bigshareonline.com

Website: www.bigshareonline.com

SEBI Registration Number: INR000001385