

अन्तर्देशीय पत्र कार्ड
INLAND LETTER CARD

Sl. No.: 951 / 20005035

KALYANI DAS ENGINEER
17A JUBILEE PARK
DOLLY ROAD
CALCUTTA
KOLKATA 700035

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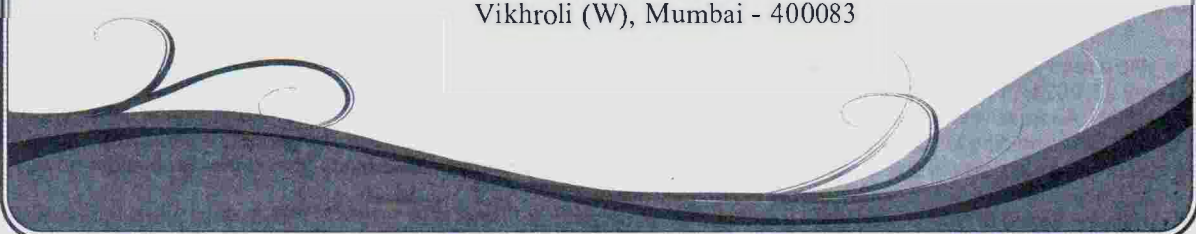
भेजनेवाले का नाम और पता

Sender's Name and Address

MUFG Intime India Private Limited
(Formerly Link Intime India Private Limited)
A part of MUFG Corporate Markets, a division of MUFG Pension & Market services



Unit: Duncan Engineering Limited
C-101, 247 Park, LBS Marg,
Vikhroli (W), Mumbai - 400083





Duncan Engineering Limited

Regd. Office: F33, Ranjangaon MIDC Karegaon, Tal Shirur Pune 412209

CIN: L28991PN1961PLC139151, Website: www.duncanengg.com

Tel: + 91-2138-660066, Fax: + 91-2138-660067,

Email ID: complianceofficer@duncanengg.com

Date :- June 25, 2025

Dear Shareholders,

Sub.: Notice of 64th ("Sixty-Fourth") Annual General Meeting (AGM) of Duncan Engineering Limited and Annual Report for the Financial Year 2024-2025.

We are pleased to inform that the 64th ("Sixty-Fourth") Annual General Meeting ('AGM') of the Members of Duncan Engineering Limited ('the Company') is scheduled to be held on Thursday, July 24, 2025, at 11.00 A.M. (IST) through video conference ("VC") / other audio visual means ("OAVM") to transact the business as set out in the Notice of the 64th AGM in compliance with all the applicable provisions of the Companies Act, 2013 and Rules issued thereunder and General Circular No. 09/2024 dated 19th September 2024 issued by the Ministry of Corporate Affairs ("MCA") and Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2024/133 dated 3rd October 2024 issued by the Securities and Exchange Board of India ("SEBI"), along with other applicable Circulars issued in this regard by the MCA and SEBI.

As per Regulation 36 (1) (b) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, ('SEBI Listing Regulations, 2015'), as amended, the web-link, including the exact path, where complete details of the Annual Report are available is required to be sent to those member(s) who have not registered their email address(es) either with the Company or with any Depository or MUFG Intime India Private Limited (Formerly Link Intime India Private Limited), Registrar & Share Transfer Agent (RTA) of the Company.

Accordingly, the web-link, including the exact path where complete details of the Annual Report for the Financial Year 2024-25 are available at: https://duncanengg.com/investors_details/agm-and-annual-reports

Website: <https://www.duncanengg.com/>

This letter is being sent to those member(s) who have not registered their email address(es) either with the Company or with any Depository or RTA of the Company as on the cut-off date as on Friday, June 20, 2025.

This is also a reminder to update KYC details pursuant to SEBI Master Circular No. SEBI/HO/MIRSD/POD-1/P/CIR/2024/37 dated May 07, 2024, and to dematerialise physical securities. The circular issued by SEBI mandates all the listed companies to record PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and choice of Nomination of security holders holding securities in physical mode. While updating Email ID is optional, the security holders are requested to register email id also to avail online services. This is applicable for all security holders holding securities in physical mode.

The formats for choice of Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circulars are available on our website as mentioned below:

<https://www.in.mfms.mufg.com> > Resources > Downloads > KYC > Formats for KYC.

The aforesaid SEBI Circular also mandates that security holders holding in physical mode whose folios do not have PAN, Choice of Nomination, Contact details, Bank Account details and Specimen Signature updated, shall be eligible for any payment including dividend, interest or redemption payment in respect of such folios, only through electronic mode with effect from April 1, 2024.

For any queries, please feel free to contact our investor relations department at:

Email ID: complianceofficer@duncanengg.com

Mobile No.: +91 8669623704

You are requested to register your email address/update your registered email address by providing your Folio No., Name, scanned copy of the share certificate(s) (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to MUFG Intime India Private Limited (Erstwhile Link Intime India Private Limited), RTA of the Company pune@in.mfms.mufg.com (email address of RTA), if the shares are held by you in physical form.

Further, if shares are held in demat mode, then you may contact the Depository Participant (DP) for registering/ updating your email address as per the process advised by your DP.

Yours sincerely,

For Duncan Engineering Limited

Sd/-

Shanu Gupta

Compliance Officer & Company Secretary