



L&T Technology Services

L&T Technology Services Limited
L&T Knowledge City
Special Economic Zone (IT/ITES)
West Block -II, N.H.08
Between Ajwa-Waghodiya Crossing
Vadodara - 390019, Gujarat, India

November 16, 2016

National Stock Exchange of India Limited
Exchange Plaza, Bandra-Kurla Complex
Bandra(East), Mumbai – 400 051.
NSE Symbol: LTTS

The BSE Limited
Phiroze Jeejeebhoy Towers,
Dalal Street, Mumbai- 400001
BSE Script Code: 540115

Dear Sirs,

Sub:- Completion of dispatch of the Postal Ballot Notice

In furtherance to our letter dated November 11, 2016, with regard to the Postal Ballot Notice seeking ratification by the Shareholders on L&T Technology Services Limited Employees Stock Option Scheme, 2016 (“ESOP 2016”), we confirm the completion of dispatch of the Postal Ballot Notice to the eligible Shareholders.

Accordingly, please find enclosed the copies of newspaper advertisement published in Financial Express and Loksatta, today, November 16, 2016.

This is for your information and records.

Thanking You,

Yours sincerely,

For L&T Technology Services Limited


Kapil Bhalla
Company Secretary
FCS.3485




L&T Technology Services
L&T TECHNOLOGY SERVICES LIMITED

Registered Office: L&T House, N.M. Marg, Ballard Estate, Mumbai 400 001
 Tel: (91 22) 6752 5656 Fax: (91 22) 6752 5893 E-mail: investor@LntTechservices.com
 Website: www.Lnttechservices.com CIN: U72900MH2012PLC232169

NOTICE

Notice is hereby given pursuant to the provisions of Section 110 and other applicable provisions, if any, of the Companies Act, 2013 read with the Rule 22 of the Companies (Management and Administration) Rules, 2014 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Secretarial Standard 2 on General Meetings and such other applicable laws and regulations, the approval of the Shareholders of L&T Technology Services Limited (hereinafter "the Company") is being sought for ratification of the L&T Technology Services Limited Employees Stock Option Scheme, 2016 ("ESOP Scheme-2016") by way of Postal Ballot including e-voting.

The Company has completed the dispatch of Postal Ballot Notice along with the Postal Ballot Form on November 15, 2016 to all the Shareholders of the Company, whose names appear in the Register of Members as maintained by the Registrar and Transfer Agent and the list of beneficial owners, as received from the Depositories on November 11, 2016 i.e. the relevant date (a) through electronic mail to the Shareholders whose email IDs are registered with the Depository Participants/ the Registrar and Transfer Agent and (b) through physical mode, along with self-addressed, pre-paid postage envelope to the Shareholders whose email-IDs are not registered.

The Company has engaged the services of the National Security Depository Limited ("NSDL") for the purpose of providing e-voting facility to all its Shareholders. The Shareholders are requested to note that the voting, both through Postal Ballot and through Electronic mode shall commence from Wednesday, November 16, 2016 (9:00 AM IST) and shall end on Thursday, December 15, 2016 (5:00 PM IST). The Shareholder can opt for only one mode of voting i.e. physical or e-voting. The detailed procedure for voting has been mentioned in the Postal Ballot Notice.

The Board of Directors of the Company has appointed Mr. Alwyn D'Souza, Practicing Company Secretary (Membership No. FCS 5559), failing him, Mr. Vijay Sonone, Practicing Company Secretary (Membership No. FCS 7301) of M/s. Alwyn D'Souza & Co., Company Secretaries as the Scrutinizer for conducting the Postal Ballot (physical and e-voting) process in accordance with law and in a fair and transparent manner. The Shareholders are requested to note that the duly completed and signed Postal Ballot Forms should reach the Scrutinizer on or before Thursday, December 15, 2016 (5:00 PM IST). Postal Ballots received from Shareholders after December 15, 2016 (5:00 PM IST) will not be considered as valid. E-voting will be blocked by NSDL at 5:00 PM IST on December 15, 2016.

The results of the voting by Postal Ballot (with the Scrutinizer's report) will be announced by the Chairman of the Company or any Director or any other person authorized by the Board on Saturday, December 17, 2016 (5:00 PM IST) at the Registered Office of the Company situated at L&T House, N.M. Marg, Ballard Estate, Mumbai 400 001 and will be displayed on the Notice Boards at the Registered office and Corporate office of the Company. The results of the Postal Ballot will also be displayed on the Company's website www.Lnttechservices.com and also on the website of NSDL: www.evoting.nsd.com and the results will also be intimated to National Stock Exchange of India Limited ("NSE") and BSE Limited ("BSE").

A Shareholder who does not receive the Postal Ballot Form may either send an email to the Company at investor@LntTechservices.com or may apply to the Registrar and Transfer Agent of the Company and obtain a duplicate Postal Ballot Form. The Postal Ballot Notice and the Postal Ballot Form can also be downloaded from our website www.Lnttechservices.com.

In case of queries/grievances connected with e-voting, the Shareholder can refer to the Frequently Asked Questions ("FAQs") and e-voting user manual available at the download section of www.evoting.nsd.com or contact NSDL, Tel: 1800-222-990; Email: evoting@nsdl.co.in. In case of queries/grievances connected with Postal Ballot, the Shareholders can address the queries/grievances to: The Company Secretary, L&T Technology Services Limited, at the Registered Office of the Company situated at L&T House, N.M. Marg, Ballard Estate, Mumbai 400 001, Tel: (91 22) 6752 5656 Email: investor@LntTechservices.com OR Registrar and Transfer Agent, Karvy Computershare Private Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli Financial District, Nanakramguda, Hyderabad 500 032 India Tel: (91 40) 6716 2222. Email: einward.ris@karvy.com

By Order of the Board of Directors
 For L&T TECHNOLOGY SERVICES LIMITED

KAPIL BHALLA
 COMPANY SECRETARY
 (M NO. F3485)

Place: Mumbai
 Date: November 15, 2016

