



BITS Limited

CIN: L72200DL1992PLC241971

Regd.Off.: 711, 7th Floor, New Delhi House 27, Barakhamba Road,
Connaught Place, New Delhi-110001 • Tel.:011-4365 6567
• E-mail: bitsltd@gmail.com • Website: www.bits.net.in

NOTICE TO THE MEMBERS FOR UPDATE OF E-MAIL ADDRESS AND OTHER INFORMATION

Pursuant to the Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020 issued by the Ministry of Corporate Affairs followed by Circular No. 20/2020 dated May 05, 2020, Circular No. 02/2020 dated January 13, 2021, Circular No. 19/2021 dated December 08, 2021, Circular No. 21/2021 dated December 14, 2021, Circular No. 2/2022 dated May 05, 2022 and Circular No. 10/2022 dated December 12, 2022 (collectively referred to as “MCA Circulars”) and Securities and Exchange Board of India (“SEBI”) vide its circular no. SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022 and SEBI/HO/CFD/PoD-2/P/CIR/2023/4 dated January 05, 2023 (referred to as “SEBI Circular”), permitted the holding of the Annual General Meeting (“AGM”) through Video Conferencing (“VC”)/Other Audio Visual Means (“OAVM”), without the physical presence of the Members at the meeting. In compliance with the provisions of the Companies Act, 2013 (“Act”), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“SEBI Listing Regulations”) and MCA Circulars and SEBI Circular, the upcoming **31st AGM** of the Company will be held on **Sunday, 06th August, 2023 at 05:00 P.M. (IST) through VC/OAVM**, Hence, Members can join and participate in the AGM through VC/OAVM facility only.

Pursuant to the aforesaid MCA Circulars and SEBI Circular, the Notice of **31st AGM** along with the Annual Report for **FY 2022-2023** will be **sent through electronic mode only, to those Members whose E-mail addresses are registered** with the Company/Registrar and Share Transfer Agent (“RTA”) or with Depository Participant (“DP”)/ Depository. The Company is also providing e-voting during the AGM and remote e-voting facility to all its Members similar to earlier practices.

If your email address is already registered with the Company/RTA or DP/Depository, Notice of AGM along with annual report for **FY 2022-2023** and login details for e-voting shall be sent to your registered email address. In case you have not registered your email address with the Company/RTA or DP/ Depository, please follow below instructions to register your email address for obtaining notice, annual report for **FY 2022-2023** and login details for e-voting.

Registration/ updation of e-mail addresses& bank account details:

Physical Holding	Send a request to RTA of the Company i.e. MAS Services Limited at T-34, 2nd Floor, Okhla Industrial Area Phase - II, New Delhi - 110 020 in duly filled Form No. ISR-1, which can be downloaded from the website of the Company at www.bits.net.in under Investor Relation tab as well as RTA’s website i.e. www.masserv.com under download tab. You can also send the Form No. ISR-1 with digital signature to RTA’s email id info@masserv.com under copy marked to company at bitsltd@gmail.com
Demat Holding	Please contact your DP and register your email address and bank account details as per the process advised by DP.


E-voting Information:

The Company will provide its shareholders facility of remote e-voting through electronic voting services arranged by NSDL. Electronic voting shall also be made available to the shareholders participating in the AGM. Details regarding the same will be provided in the Notice of the AGM and will also be made available on the Company’s website viz. www.bits.net.in.

The **Notice of AGM** and **Annual Report** for **FY 2022-2023** will also be available on Company’s website www.bits.net.in and website of BSE Limited at www.bseindia.com. Members attending the meeting through VC/OAVM shall be counted for the purpose of Quorum under Section 103 of the Companies Act, 2013.

In case of any query, the Members may contact or write RTA at address & E-mail ID as mentioned above under copy marked to the Company.

Place: New Delhi
Date: 10.07.2023

For Bits Limited

Surendra Singh Tangar
Company Secretary & Compliance Officer