

SITA ENTERPRISES LIMITED

Registered Office: 415-416, Arun Chambers, Tardeo Road, Mumbai – 400 034.

CIN: L45202MH1982PLC026737 **Tel No.:** 022-66627383 **Fax:** 022-66627384

Website: www.sitaenterprises.com **Email Id:** sitaenterprisesltd@yahoo.com

Notice of 37th Annual General Meeting, Book Closure and E-Voting Information

Notice is hereby given that the 37th Annual General Meeting (“AGM”) of the members of Sita Enterprises Limited to transact the business as set out in the Notice will be held on Friday the 18th December, 2020.

The Company has completed dispatch of Notice along with Annual Report on 23rd November, 2020 by email to the shareholders/beneficiaries who have registered their email address with the Depository Participants or Registrar and Transfer Agent of the Company and by other permitted modes to all other shareholders/beneficiaries i.e. who have not registered their e-mail address. These documents are also available on the Company’s website **www.sitaenterprises.com**.

Notice is further given that the Register of Members and Share Transfer books of the Company will remain closed from 12th December, 2020 to 18th December, 2020 (**both days inclusive**) for the purpose of Annual General Meeting of the Company.

As per applicable provisions the Company is providing remote e-voting facility through National Securities Depository Limited (NSDL) to its members to exercise their right to vote at the ensuing AGM by electronic means and the business may be transacted by electronic voting.

In this regard, the Members are hereby further notified that:

1. Date and time of Commencement of remote e-voting: 15th December, 2020, 09:00 AM
2. Date and time of end of remote e-voting: 17th December, 2020, 05:00 PM
3. The e-voting facility will not be provided beyond 17th December, 2020
4. Cut-off date as on which the right of voting of members shall be reckoned: 11th December, 2020. In case a person has become the member of the Company after dispatch of the Notice but on or before the cut-off date i.e. 11th December, 2020 may obtain their login details for remote e-voting by sending an email to **evoting@nsdl.co.in**
5. A member may participate in the AGM even after exercising the right to vote through remote e-voting but shall not be entitled to vote at the AGM.
6. In case of any queries, you may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the Downloads sections of **<https://www.evoting.nsdl.com>** or contact Mr. Pratik Bhatt Address: Trade World, A Wing, 4th & 5th Floors, Kamala Mills Compound, Lower Parel, Mumbai – 400013; Email ID- **evoting@nsdl.co.in**. Contact No. + 91 22 2499 4738 / toll free no.: 1800-222-990.

By order of the Board of Directors
For Sita Enterprises Limited

Place: Mumbai

Date: 12/11/2020

Sd/-
Company Secretary