

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 38th Annual General Meeting, E-Voting and Book Closure.

NOTICE is hereby given that the 38th Annual General Meeting ("AGM") of the shareholders of the Company will be held on Thursday, 16th September, 2021 at 03:00 P.M. (IST) through Video Conferencing ("VC") / Other Audio-Visual Means ("OAVM") provided by the National Securities Depository Limited ("NSDL ") in accordance with the MCA circulars and applicable provisions to transact the business as set out in the Notice of AGM dated 13th August, 2021. The said Notice along with financial statements and reports for financial year 2020-21 is being sent through electronic mode to those members whose email addresses are registered with the Company/Registrar and Share Transfer Agent viz. Link Intime India Private Limited and Depositories. These are also being uploaded on the website of the Company at www.sitaenterprises.com and will also be available on the websites of NSDL at www.evoting.nsdl.com and Stock Exchanges at www.bseindia.com.

The Register of Members and Share Transfer Books of the Company will remain closed from Friday 10th September, 2021 to Thursday, 16th September, 2021 (both days Inclusive) for the purpose AGM.

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.

Members who have not registered their e-mail addresses are requested to register the same with their Depository Participant("DP"), if the shares are held in demat form and to Link Intime India Private Limited for those Members holding shares in physical form.

The members holding shares in physical form or who have not registered their email addresses can cast their votes through remote e-voting or through e-voting at the meeting and attend the AGM by following the instructions given in the notice of AGM.

The remote e-voting period begins on Monday, the 13th day of September, 2021 at 09:00 A.M. and ends on Wednesday, the 15th day of September, 2021 at 05:00 P.M. The remote e-voting module shall be disabled by NSDL for voting thereafter.

Members may note that

- a. Once the vote on a resolution is cast by the member, the member cannot change it subsequently.
- b. The facility for voting will also be made available during the AGM, and those members present in the AGM through VC facility, who have not cast their vote on the resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through the e-voting system during the AGM.
- c. The Members who have cast their votes by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.
- d. The cut-off date for determining eligibility of members through remote E-Voting and voting at the AGM is 9th September, 2021 any person who acquires shares and becomes shareholder of the company after dispatch of the notice and holding shares as of the cut-off date may cast their votes by following the instructions and process of e-voting as provided in the Notice of AGM.

Members will be able to attend the AGM through VC/OAVM facility or view live webcast of AGM provided by NSDL at www.evoting.nsdl.com. Members may kindly refer to the detailed guidelines given in the notice of the AGM for joining AGM through VC/OAVM.

In case you have any queries or issues regarding e-voting / remote e-voting, you may refer the Frequently Ask Questions ("FAQs") and insta vote e-voting manual available at www.evoting.nsdl.com under help section and send email to evoting@nsdl.co.in or call on toll free no. 1800 1020 990 and 1800 22 44 30.

By order of the Board of Directors
For Sita Enterprises Limited

Place: Mumbai
Date: 20/08/2021

Sd/-
Company Secretary