

The Manager , Listing Department, National Stock Exchange of India Ltd. , 'Exchange Plaza' C-1 , Block G, Bandra-Kurla Complex, Bandra (E), Security ID: SUBROS	Dy. General Manager, Department of Corporate Services, BSE LIMITED , First Floor, P.J. Towers, Dalal Street, Fort, Security ID: 517168
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Dear Sir/Madam

Sub: Annual General Meeting of the Members of the Company

Ref: Regulation 47 of Securities and Exchange Board of India (LODR) Regulations, 2015

Pursuant to Regulation 47 of Securities and Exchange Board of India (LODR) Regulations, 2015, we are enclosing a notice being given to Shareholders by way of an advertisement, inter alia, regarding conducting the 35th Annual General Meeting of the Company through Video Conferencing (VC)/Other Audio Visual Means (OAVM) and e-voting information.

We request you to kindly take the same on your record.

Thanking you,

Yours faithfully,
For SUBROS LIMITED



RAKESH ARORA
COMPANY SECRETARY

SUBROS LIMITED

[CIN: L78499DL1985PLC020134]

Regd. Off: Lower Ground Floor, World Trade Centre, Barakhamba Lane, New Delhi-110001

Ph.: 011-23414946-49, Fax: 011-23414945

E-mail: rakesh.arora@subros.com Website: www.subros.com

NOTICE OF 35th ANNUAL GENERAL MEETING ("AGM") TO BE HELD THROUGH VIDEO CONFERENCING (VC) / OTHER AUDIO VISUAL MEANS (OAVM) AND E-VOTING INFORMATION

1. The 35th AGM of the Members of the Company will be held on Tuesday, the 15th September, 2020 at 11.30 a.m. through VC / OAVM, in compliance with the applicable provisions of the Companies Act, 2013 ("Act") and the rules made thereunder and the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 ("Listing Regulations") read with General Circular Nos. 14/2020, 17/ 2020 and 20/2020 dated 8th April 2020, 13th April 2020 and 5th May 2020, respectively, and other circulars issued by Ministry of Corporate Affairs ("MCA") and SEBI to transact the businesses set-out in the Notice convening the AGM.
2. The Notice of the AGM and Annual Report shall be sent to all the Members whose email addresses are registered with the Company/Depository Participant(s). The aforesaid documents will also be available on the Company's website i.e. www.subros.com and the website of the Stock Exchanges i.e. www.bseindia.com and www.nseindia.com.
3. The procedure for attending the AGM through VC / OAVM is explained in the Notice of the AGM and the weblink to attend the AGM is <https://www.evoting.nsd.com>. Members attending the AGM through VC / OAVM shall be reckoned for the purposes of quorum as per Act.
4. **Manner of registering/updating email addresses:**
 - (i) Members holding the shares in physical form: Please send e-mail to the Company at rakesh.arora@subros.com or to its Registrar and Transfer Agent (RTA) at admin@mcsregistrars.com mentioning the name and address of the Member, Folio number, e-mail address, self attested copy of PAN card, self attested copy of address proof (eg: Driving License, Voter ID, Passport etc) and the contact telephone number.
 - (ii) Members holding shares in dematerialized form: Please contact your Depository Participants with whom you maintain your demat account for registration / updation of e-mail.
5. **Manner of casting vote(s) through e-voting:**
 - (i) Members will have an opportunity to cast their vote(s) on the business as set forth in the Notice of the AGM through electronic voting system (e-voting). The manner of e-voting by Members holding shares in dematerialized form, physical form and for Members who have not registered their email addresses is provided in the Notice of the AGM which will also be available on the website of the Company i.e. www.subros.com.
 - (ii) The facility for voting through electronic voting system will also be made available at the AGM and Members attending the AGM who have not casted their vote(s) by remote e-voting will be able to vote at the AGM.
 - (iii) The login credentials for casting the votes through e-voting shall be made available to the Members through email. Members who do not receive emails or whose email address is not registered with the Company/RTA/Depository Participant(s) may generate login credentials by following instructions given in the Notice of AGM.
6. **Manner of registering mandate for receiving Dividend:**

Members are requested to register/update their complete bank details:

 - (i) Members holding shares in dematerialized form: With their Depository Participants with whom they maintain their demat accounts; and
 - (ii) Members holding the shares in physical form: With the Company rakesh.arora@subros.com or with RTA at admin@mcsregistrars.com along with a copy of request letter mentioning the name of the Member, Folio No., bank details, self attested copy of PAN card and a cancelled cheque leaf.
 - (iii) Payment of Dividend will be subject to deduction of Tax at Source (TDS) as applicable rates. For more details, please refer Notes to Notice of AGM.
7. The Register of the Members and Share Transfer Books of the Company will remain closed from 9th September, 2020 to 15th September, 2020 (both days inclusive).
8. Members are requested to carefully read all the notes set out in the Notice of the AGM and in particular, instructions for joining the AGM and manner of casting vote through remote e-voting or e-voting at the AGM.

For Subros Limited

New Delhi
17th August, 2020

Rakesh Arora
Company Secretary

