



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

The Secretary,
BSE Ltd.
Phiroze Jeejeebhoy Towers, Dalal Street,
Mumbai – 400001.

Subject : Intimation to the shareholders of physical securities pursuant to SEBI Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023

Dear Sir,

Pursuant to Regulation 30 read with Part A of Schedule III of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we wish to inform you that in compliance with the SEBI Circular no. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, the Company has completed the dispatch of the enclosed intimation letter to the identified shareholders holding shares in physical mode, urging them to furnish their PAN, KYC, and Nomination details to the Registrar & Transfer Agent of the Company viz Mas Services Limited as per the forms prescribed by SEBI.

This is for your information and records. Thanking you,

Yours faithfully,
For **Bits Limited**

Omprakash Ramashankar Pathak
Managing Director
DIN- 01428320

Folio No: _____

Name of the Shareholder/Sole/First Holder: _____

Dear Shareholder,

Subject- Mandatory furnishing of PAN, KYC details and Nomination by holders of Physical Securities

This is to bring to your notice that Securities & Exchange Board of India (SEBI) vide its Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, has made it mandatory for the Security Holders (holding shares in physical form) to furnish/update PAN, Email address, Mobile number, Signature, Bank account details and Nomination details with the Company's RTA/Company.

In this connection, please note that the Physical Security Holders who have not updated their PAN, Email address, Mobile number, Signature, Bank account details and Nomination details shall not be eligible to lodge grievance or avail any service request from the Company's RTA. The Security Holder shall be:

1. eligible to lodge grievance or avail any service request from the Company's RTA/Company only after furnishing the complete documents/details aforesaid.
2. with effect from April 1, 2024, eligible for any payment including dividend, interest or redemption (if any) in respect of such folios, only through electronic mode upon furnishing all the aforesaid details in entirety.

Accordingly, you are requested to furnish valid PAN, KYC and nomination details to RTA of the Company in the following forms as notified by SEBI:

Forms	Descriptions
Form ISR 1	Request for registering PAN, KYC details or changes / up-dation thereof (Along with self-attested supporting documents)
Form ISR- 2	Confirmation of Signature of securities holder by the Banker (Along with Original cancelled Cheque with your name(s) printed thereon or self-attested copy of bank passbook/statement)
Form- SH-13	Nomination form
Form ISR-3	Declaration for Nomination opt-out
Form SH- 14	Change in Nomination

The requisite forms are available on the website of the Company and of the RTA at www.bits.net.in and www.masserv.com, respectively.

The Security Holders may opt in any of the following modes for updation of KYC details:

a. **Through Post/ Courier:** Hard Copies of the Self Attested and dated documents may be furnished through post/ courier to the Company's RTA at the below mentioned address:

Mas Services Limited
T-34, 2nd Floor, Block T, Okhla Industrial Estate Phase, New Delhi- 110020

b. **Through electronic mode:** By sending electronically/digitally signed documents (by the Shareholder and in case of joint holders, by first joint holder) from their registered E-mail Id to maserv@yahoo.com

c. Through web- portal of our RTA i.e. www.masserv.com

Further, SEBI has mandated that transfer of securities shall be processed by the Company's RTA ONLY in dematerialized form. Hence, we also request you to convert your physical shares into dematerialized (demat) form at the earliest.

You are requested to take note of the above and furnish the aforesaid documents at the earliest.

Thanking you,

Yours faithfully,
For **Bits Limited**



Omprakash Ramashankar Pathak
Managing Director
DIN- 01428320