



To
The General Manager
Department of Corporate Affairs
BSE Limited,
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai- 400 001

Scrip code: 500159

Dear Sirs,

INFORMATION TO THE SHAREHOLDERS ON THE 28th (TWENTY-EIGHTH) ANNUAL GENERAL MEETING THROUGH VIDEO CONFERENCING (VC) / OTHER AUDIO VISUAL MEANS (OAVM), REMOTE E-VOTING INFORMATION AND BOOK CLOSURE

NOTICE is hereby given that the 28th (Twenty-Eighth) Annual General Meeting ("AGM") of the Shareholders of **MetroGlobal Limited** ("the Company") will be held on **Tuesday, September 29, 2020 at 11.30 a.m. (IST)** through Video Conference ("VC") / Other Audio Visual Means ("OAVM") to transact the business, as set out in the Notice of the AGM which will be e-mailed to the Shareholders separately and also will be made available on the website of the Company, viz., www.metrogloballimited.com and on the websites of the Stock Exchange i.e., BSE Limited at www.bseindia.com.

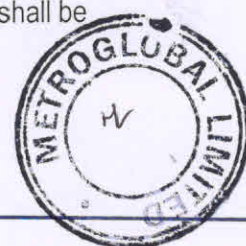
In view of the outbreak of the COVID-19 pandemic, the Ministry of Corporate Affairs ("MCA") has, vide its Circular dated May 05, 2020, read with the Circulars dated April 13, 2020 and April 08, 2020, (collectively referred to as "MCA Circulars") permitted the holding of AGM through VC or OAVM, without the physical presence of the Shareholders at a common venue. In compliance with the provisions of the Companies Act, 2013 ("the Act"), the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the AGM of the Company will be held through VC / OAVM.

Electronic Copies of Notice of AGM and Annual Report for the Financial Year 2019-20:

In compliance with the provisions of the Act, the Rules framed thereunder, MCA Circulars and SEBI Circular dated May 12, 2020, electronic copies of the Notice of the AGM and the Annual Report for the Financial Year 2019-20 will be sent to all the Shareholders whose e-mail addresses are registered with the Company / Depository Participant(s). Shareholders may note that the Notice of the AGM and Annual Report 2019-20 will also be available on the Company's website at www.metrogloballimited.com on the websites of the Stock Exchanges i.e., BSE Limited at www.bseindia.com.

Participation in AGM through VC / OAVM:

Shareholders can attend and participate in the AGM through the VC / OAVM facility only [which is being availed by the Company from Central Depository Securities Limited (CDSL)], the details of which will be provided by the Company in the Notice of the AGM. Shareholders attending through VC / OVAM shall be counted for the purpose of the quorum under Section 103 of the Companies Act, 2013.





Manner of registering/updating their E-mail ID:

Shareholders who have still not registered their e-mail ID are requested to get their e-mail ID registered, as follows:

1. Shareholders holding Shares in Physical Mode: Shareholders holding shares in physical mode and who have not updated their email address are requested to update their email address by writing to the Registrar and Share Transfer Agent of the Company, viz., Sharex Dynamic (India) Private Limited, Mumbai at support@sharexindia.com
2. along with the copy of the signed request letter mentioning the name and address of the Shareholder, scanned copy of the Share Certificate (front and back), self-attested copy of the PAN Card, and self-attested copy of any document (eg.: Driving License, Election Identity Card, Passport) in support of the address of the Shareholder.

2. Shareholders holding Shares in Dematerialized Mode: Shareholders are requested to register their e-mail ID with the relevant Depository Participant(s).

In case of any queries / difficulties in registering the e-mail address, Shareholders may write to support@sharexindia.com.

Manner of Voting on Resolutions placed before the AGM:

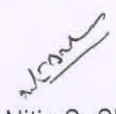
The Company is providing remote e-voting facility ("remote e-voting") to its Shareholders to cast their votes on all resolutions set out in the Notice of the AGM. Additionally, the Company is providing the facility of voting through e-voting system during the AGM ("e-voting"). The manner of remote e-voting / e-voting for Shareholders holding shares in dematerialized mode, physical mode and for Shareholders who have not registered their e-mail addresses will be provided in detail in the Notice of the AGM. The details will also be made available on the Company's website www.metrogloballimited.com.

Book Closure:

The Register of Members and Share Transfer Books of the Company will remain closed from Tuesday, September 22, 2020 to Tuesday, September 29, 2020 (both days inclusive) for annual closure for the purpose of Annual General Meeting.



For, MetroGlobal Limited


Nitin S. Shah

Company Secretary & Compliance officer

ACS-7088