

August 5, 2020

**REQUEST TO SHAREHOLDERS OF BHARAT BIJLEE LIMITED ('THE COMPANY') FOR
REGISTRATION / UPDATING OF THEIR EMAIL, ADDRESSES, MOBILE NUMBER(S) AND
BANK MANDATE**

Dear Shareholders

Due to the current lockdown situation and the continued uncertainty in view of to the Covid-19 global pandemic, various services of dispatch including by courier and / or through postal services have got severely affected. During this period of lockdown and till such time the situation normalises, our ability to communicate with you will remain impacted.

Recognizing the situation, the Ministry of Corporate Affairs, vide its General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020 and General Circular No. 20/2020 dated May 5, 2020 and Securities and Exchange Board of India ('SEBI') vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020, has facilitated the companies for sending Annual Report, Notice of General Meeting and any other important communications through Electronic Mode to the Shareholders through their registered e-mail addresses.

We urge all Shareholders who have not registered their e-mail addresses with the Company / Depositories to do so forthwith in order to receive all communications promptly without any disruption. Updating of correct e-mail address in the records will help us to communicate with you effectively, especially during these challenging times.

For this purpose, we request all the Shareholders of the Company to follow **the Procedure for Registration / Updating of E-mail Address and Bank Details, mentioned herein below.**

We request your cooperation in this regard.

Yours sincerely,
For **Bharat Bijlee Limited**

Sd/-
Durgesh N. Nagarkar
Company Secretary & Senior General Manager,
Legal

PROCEDURE FOR REGISTRATION OF E-MAIL ADDRESS AND BANK DETAILS BY SHAREHOLDERS:-

REGISTRATION OF E-MAIL ID FOR SHAREHOLDERS HOLDING PHYSICAL SHARES:

The Members of the Company holding Equity Shares of the Company in physical Form and who have not registered their e-mail addresses may get their e-mail addresses registered with Link Intime India Pvt Ltd, by clicking the link: https://linkintime.co.in/emailreg/email_register.html in their web site www.linkintime.co.in at the Investor Services tab by choosing the E mail / Bank Registration heading and follow the registration process as guided therein. The Members are requested to provide details such as Name, Folio Number, Certificate number, PAN, Mobile Number and e-mail id and also upload the image of share certificate in PDF or JPEG format. (upto 1 MB) .

On submission of the Shareholders details, an OTP will be received by the Shareholder which needs to be entered in the link for verification.

FOR PERMANENT REGISTRATION FOR DEMAT SHAREHOLDERS:

It is clarified that for permanent registration of e-mail address, the Members are requested to register their e-mail address, in respect of demat holdings with the respective Depository Participant (DP) by following the procedure prescribed by the Depository Participant.

FOR TEMPORARY REGISTRATION FOR DEMAT SHAREHOLDERS:

The Members of the Company holding Equity Shares of the Company in Demat Form and who have not registered their e-mail addresses may temporarily get their e-mail addresses registered with Link Intime India Pvt Ltd by clicking the link: https://linkintime.co.in/emailreg/email_register.html in their web site www.linkintime.co.in at the Investor Services tab by choosing the E mail Registration heading and follow the registration process as guided therein. The Members are requested to provide details such as Name, DPID, Client ID / PAN, Mobile Number and e-mail id. *(This will only help us in getting with touch with them in case of reminders emails for unclaimed dividend if any further the data will be only use as referral data and will not be updated in the system)*

REGISTRATION OF BANK DETAILS FOR PHYSICAL SHAREHOLDERS:

The Members of the Company holding Equity Shares of the Company in physical Form and who have not registered their bank details can get the same registered with Link Intime India Pvt Ltd, by clicking the link: https://linkintime.co.in/emailreg/email_register.html, in their web site www.linkintime.co.in at the Investor Services tab by choosing the E-mail / Bank Registration heading and follow the registration process as guided therein. The Members are requested to provide details such as Name, Folio Number, Certificate Number, PAN, e-mail id along with the copy of the Cheque Leaf with the First Named Shareholders name imprinted in the face of the Cheque Leaf containing Bank Name and Branch, Type of Account, Bank Account Number, MICR details and IFSC code, in PDF or JPEG format. It is very important that the Shareholder to submit the Request Letter duly signed. Link Intime will verify the documents upload and will only take on records for all valid cases.

On submission of the Shareholders details an OTP will be received by the Shareholder which needs to be entered in the link for verification.
