

BIHAR SPONGE IRON LIMITED

CIN: L27106JH1982PLC001633

Registered Office: Umesh Nagar, Chandil, Dist. Saraikela-Kharsawan, Jharkhand-832401

Ph.: +91-6591-232410/17, E-mail: companysecretary@bsil.org.in,

Web: http://www.bsil.org.in

NOTICE

NOTICE is hereby given that the 36th ANNUAL GENERAL MEETING of the members of Bihar Sponge Iron Limited will be held at "Company's Guest House, Umesh Nagar, Chandil, District- Saraikela- Kharsawan, Jharkhand-832401" on Thursday, the 20th day of September, 2018 at 2:30 p.m. (IST) to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended on March 31, 2018, the Report of the Board of Directors and the Auditors thereon.
2. To appoint a Director in place of Mr. Jayesh Modi (DIN- 02849637), who retires from office by rotation and being eligible, offers himself for re-appointment.

SPECIAL BUSINESS:

3. Appointment of Mr. Shiv Shankar Agarwal as an Independent Director of the Company.

To consider and if thought fit, give your assent or dissent to the following resolution as **Special Resolution**:

"**RESOLVED THAT** pursuant to the provisions of Sections 149, 150, 152 and any other applicable provisions of the Companies Act, 2013 (the Act) and the Rules made there under read with Schedule IV to the Act, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Regulation 17(1A) of SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 (including any statutory modification(s) or re-enactment thereof for the time being in force) Mr. Shiv Shankar Agarwal (DIN: 00004840), aged 77 years who was appointed as an Additional Director (Independent Director) of the Company in respect of whom the Company has received a notice in writing from a member under Section 160 of the Act, 2013 and meets the criteria under section 149(6) of the Act, be and is hereby appointed as an Independent Director of the Company to hold office for a term up to five consecutive years commencing from 11th May, 2018, not being liable to retire by rotation."

4. Approval for Continuation of Directorship of Mr. Madan Lal as an Independent Director of the Company.

To consider and if thought fit, give your assent or dissent to the following resolution as **Special Resolution**:

"**RESOLVED THAT** pursuant to the provisions of Regulation 17 (1A) of the SEBI (Listing Obligations and Disclosure Requirements) (Amendment) Regulations, 2018 and any other applicable provisions (including any statutory modification(s) or re-enactment thereof for the time being in force) Mr. Madan Lal (DIN: 00272672), aged 76 years, appointed as an Independent Director of the Company w.e.f. 14th November, 2014, shall continue as an Independent Director of the Company."

5. Approval of re-appointment of Mr. Satish Kumar Gupta as Whole-time Director (Director-Works) of the Company.

To consider and if thought fit to give your assent or dissent to the following resolution as **Special Resolution**:

"**RESOLVED THAT** in accordance with the provisions of Section 196, 197 and 203 read with Schedule V as amended from time to time and other applicable provisions, if any, of the Companies Act, 2013 and rules made there under and subject to such other approvals as may be necessary, the Company hereby approves the appointment of Mr. Satish Kumar Gupta as Whole-time Director, designated as Director-Works of the Company for a period of 1 year with effect from 13th December, 2017 on the terms, conditions and remuneration mentioned herein below:-

- 1) **Basic Salary** : Rs. 79,800 per month
- 2) **Perquisites & Allowances:**
 - a. House Rent : Rs. 900 per month
 - b. Conveyance : Company's car with actual petrol not exceeding 2500 per month and repair & maintenance.
 - c. Driver Allowance : Rs. 9000 per month
 - d. Telephone and Mobile Phone : As per actual
 - e. Medical Reimbursement : Expenses incurred by him and his family, Maximum 5 % of the basic salary
 - f. Leave Travel Allowance : One month basic salary per annum
 - g. Bonus/Ex-gratia : One month basic salary per annum
 - h. Contribution to Provident fund, Superannuation fund or Annuity fund : As per the rules of the Company which shall not be computed for the ceiling on perquisites to the extent these either singly or put together are not taxable under the Income Tax Act.
 - i. Gratuity : Gratuity payable shall not exceed half month's salary for each completed Year of service.
 - j. Minimum Remuneration: In the event of inadequacy or absence of profit in any financial year during his tenure, Mr. S. K. Gupta will be entitled to remuneration along with the perquisites / benefits mentioned above by way of minimum remuneration in terms of Schedule V of the Companies Act, 2013.

Note : All the perquisites will be inter-changeable i.e. any excess in a particular perquisite may be permissible by a corresponding reduction in one or more of the other perquisites(s).

3) Other Terms:

- i. Leave: As per the rules of the Company.
- ii. Reimbursement of entertainment expenses: Mr. S. K. Gupta will be entitled to reimbursement of entertainment and other expenses incurred in the course of legitimate business purpose of the Company."

BY ORDER OF THE BOARD

Place: New Delhi
Dated: 11.05.2018

SHUBHANGI VARSHNEY
[COMPANY SECRETARY]

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 is given below and forms part of the Notice.
2. **A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY.** A person can act as proxy on behalf of members up to and not exceeding Fifty (50) and holding in aggregate not more than Ten Percent (10%) of the total share capital of the Company. Further, a member holding more than Ten Percent (10%) of the total share capital of the Company carrying voting rights may appoint a single person as proxy and such person shall not act as proxy for any other person or member. The instrument appointing proxy must be deposited at the registered office of the Company not less than 48 hours before the time of holding the meeting.
3. The Register of Members and Share Transfer Books of the Company will remain closed from Friday, 14th September, 2018 to Thursday, 20th September, 2018 (both days inclusive).
4. Members are requested to note that the Company's shares are under compulsory demat trading for all the investors. Members are, therefore, requested to dematerialise their shareholding to avoid inconvenience.
5. M/s. Beetal Financial & Computer Services Pvt. Ltd., 99, Madangir, Behind Local Shopping Centre, New Delhi – 110062 Telephone no(s): 011-29961281, 282, 283, Fax: 011-29961284 Email: beetalrta@gmail.com is the Registrar and Share Transfer Agent (RTA) for physical shares of the Company and is also the depository interface (RTA) of the Company with both NSDL and CDSL. However, keeping in view the convenience of Shareholders, documents relating to shares will continue to be received by the Company at the Registered Office of the Company at Umesh Nagar, Chandil, Dist. Saraikela - Kharsawan, Jharkhand - 832401, Ph.: +91-6591-232410/17, e-mail: companysecretary@bsil.org.in.
6. The documents referred to in the proposed resolutions are available for inspection at the Registered Office of the Company during working hours between 9:30 A.M. to 1:00 P.M. except on holidays.
7. Members/Proxies should bring the attendance slips duly filled in and signed for attending the Meeting.
8. Members who hold shares in physical form may nominate a person in respect of all the shares held by them whether singly or jointly. Members are advised to avail the nomination facility by filing Form SH-13 in their own interest. Blank forms will be supplied by the Company on request. Members holding shares in demat form may contact their respective Depository Participants for recording of nomination.
9. The Register of Directors and Key Managerial Personnel and their shareholding will be available for inspection at the meeting.
10. In compliance with provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Amendment, Rules 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 the Company is pleased to provide its Members facility to exercise their right to vote at the Annual General Meeting by electronic means and the business may be transacted through e-voting services provided by the Central Depository Services (India) Limited (CDSL).

Instructions for members for voting electronically are as under:

- (i) The voting period begins on Monday, the 17th day of September, 2018 at 9:00 AM and ends on Wednesday, the 19th day of September, 2018 at 5:00 PM. During this period shareholders' of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of Thursday, the 13th day of September, 2018 may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
- (ii) The shareholders should log on to the e-voting website www.evotingindia.com.
- (iii) Click on Shareholders / Members.
- (iv) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (v) Next enter the Image Verification as displayed and Click on Login.
- (vi) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
- (vii) **If you are a first time user follow the steps given below:**

For Members holding shares in Demat Form and Physical Form

PAN

Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders)

- Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.
- In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.

Dividend Bank Details OR Date of Birth (DOB)

Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login.

- If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).

- (viii) After entering these details appropriately, click on "SUBMIT" tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for "Bihar Sponge Iron Limited" on which you choose to vote.
- (xii) On the voting page, you will see "RESOLUTION DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xv) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xvii) If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Shareholders can also cast their vote using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

(xix) Note for Non – Individual Shareholders and Custodians

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporates.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
 - The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com.
- (A) The Board of Directors has appointed Ms. Nupur Gupta, Practising Chartered Accountant, 214, City Centre, Begum Bridge, Meerut - 250001 as a Scrutinizer to process the e-voting and submit a report to the Chairman.
- (B) Ms. Shubhangi Varshney, Company Secretary of the Company shall be responsible for addressing all the grievances in relation to this 36th Annual General Meeting including e-voting her mail ID is companysecretary@bsil.org.in and may be contacted on phone no. 011-42504666.
- (C) The Notice of the 36th Annual General Meeting are being sent to all the Members, whose names appear in the Register of Members as on cut-off date (record date) i.e. 17th August, 2018, through Registered Post and also by E-Mail, wherever registered. The Members may also download a copy of the Notice from the Website of the Company (www.bsil.org.in).
- (D) The voting rights of shareholders shall be in proportion to their shareholding of paid-up equity share capital of the Company as on the cut-off date, i.e., 13th September, 2018. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date only shall be entitled to avail the facility of remote e-voting, voting through ballot form, as well as voting at the meeting through ballot.
- (E) Kindly note that the shareholders can opt only one mode of voting i.e. either by e-voting or physical mode. If you are opting for e-voting, then do not vote physically. However, in case shareholder cast their vote through e-voting as well as physically, then voting done through e-voting will prevail.
- (F) The results of voting shall be declared within two (2) days of the 36th Annual General Meeting convened for the purpose. The results of voting so declared along with the Scrutinizer's Report shall be placed on the Company's Website (www.bsil.org.in) CDSL Website and shall also be communicated to the Stock Exchanges (BSE).
12. Members desiring any information as regards to accounts are requested to address their questions to the Secretary of the Company at least 7 days before the date of the Meeting so that the required information is made available at the Meeting.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013.

ITEM: 3

Mr. Shiv Shankar Agarwal, aged 77 years, is graduate in Science and Law, having experience of more than 50 years in the areas of administration and finance, who was appointed as an Additional Director of the Company on 11th May, 2018. His name is associated with many other big Limited Companies like SBEC Bioenergy Limited, SBEC Stockholding and Investment Limited. It is proposed to appoint him as an Independent Director for a term of five consecutive years, from 11th May, 2018 to 10th May, 2023. A notice has been received from a member pursuant to section 160 of the Companies Act, 2013 proposing Mr. Shiv

Shankar Agarwal as a candidate for the office of Independent Director. His office shall be liable to retire pursuant to section 149 of the Companies Act, 2013.

Mr. Shiv Shankar Agarwal, has given consent and intimation in writing to act as a Director in Form DIR-2 and DIR-8 pursuant to Companies (Appointment & Qualification of Directors) Rules, 2014, in terms to the effect that he is not disqualified under sub-section (2) of Section 164 of the Companies Act, 2013, and a declaration to the effect that he meets the criteria of independence as provided in sub-section (6) of Section 149 of the Companies Act, 2013.

In the opinion of the Board, Mr. Shiv Shankar Agarwal satisfies the conditions specified under the Companies Act, 2013 and rules made there under for his appointment as an independent director of the Company. His continuation on the board as independent director will be beneficial to the Company and the Board recommends the resolution set out under Item No. 3 of this notice for approval of the members as special resolution, as his age is 77 years, pursuant to the provisions of Regulation 17(1A) of SEBI (LODR) (Amendment) Regulations 2018.

Except Mr. Shiv Shankar Agarwal none of the Director and/or Key Managerial Personnel of the Company and/or their relatives is concerned or interested, financially or otherwise in the proposed resolution.

Brief profile of Mr. Shiv Shankar Agarwal is provided at the end of this Notice.

ITEM: 4

Mr. Madan Lal, aged 76 years, was appointed as Independent Director of the Company in the 33rd Annual General Meeting of the Company w.e.f., 14th November, 2014 for a term of five consecutive years from 14th November, 2014 to 13th November, 2019. He has experience in the area of Finance, Accounts, Taxation, Management and administration of over 44 years. Mr. Madan Lal is a member of the Audit Committee, Nomination & Remuneration Committee, Share Transfer Committee and Stakeholder Relationship Committee of the Company.

As per regulation 17 (1A) inserted by SEBI (LODR) (Amendment) Regulations, 2018 on 9th May, 2018 no listed company shall appoint a person or continue the directorship of any non-executive director who has attained the age of 75 years unless a special resolution is passed to the effect. Mr. Madan Lal satisfies the conditions specified under the Companies Act, 2013 and rules made there under for an independent director of the Company. In the opinion of the Board his continuation on the board as independent director will be beneficial to the Company and the Board recommends the special resolution set out under Item No. 4 of this notice for approval of the members as special resolution.

Except Mr. Madan Lal none of the Director, key managerial personnel of the Company and/or their relatives is concerned or interested, financially or otherwise in the proposed resolution.

Brief profile of Mr. Madan Lal is provided at the end of this Notice.

ITEM: 5

Mr. Satish Kumar Gupta, aged 72 years, is an engineering graduate and has experience of more than 44 years and has worked at various levels. His experience is in area of sales, marketing, administration and operations of the Company's business.

The Board has subject to your approval and other approvals as may be required appointed him as the whole-time director, designated as Director (Works) of the Company w.e.f. 13th December, 2017 for a period of one year on the remuneration and perquisites as contained in Item No.5 of this notice.

Further considering the above facts, other relevant factors and the comparative remuneration in the industry, the Nomination and Remuneration Committee, pursuant to Schedule V of the Companies Act, 2013 approved and recommended to the Board for payment of such remuneration as mentioned under Item No.5 of this notice, to Mr. Satish Kumar Gupta for a period of one year w.e.f. 13th December, 2017. The Board in their meeting held on 18th November, 2017 had approved payment of remuneration to him subject to your approval.

The information as required under Schedule V of the Companies Act, 2013 is given herein under:

I. GENERAL INFORMATION:

Nature of Industry is Sponge Iron. The Company commenced commercial production on 1st July, 1989.

Financial performance based on given indicators:

(in Lacs)		
I. Financial Parameters	2017-18	2016-17
Total Income	704.33	204.15
Profit / (Loss) before Interest, Depreciation & Exceptional Items	402.04	(67.03)
Interest & Finance Charges	39.27	14.97
Depreciation	431.11	434.55
Loss for the year before Exceptional Items	68.34	516.55
Exceptional Items- income / (expenditure)	56.07	139.96
Provision for Tax	-	-
Net Profit / (Loss)	(12.27)	(376.59)

II. INFORMATION ABOUT THE APPOINTEE:

Background details: Mr. Satish Kumar Gupta is an engineering Graduate with over 44 years of experience in the industry and has worked at various level. His vast and rich experience has enabled the company to survive in tough times.

Past remuneration: Mr. Satish Kumar Gupta was appointed as Executive Director (Works) w.e.f. 13th December, 2014 on Rs. 79,800/- plus perquisites and allowances, in the best interest of the Company, he has waived off his salary since his last appointment.

Job profile and his suitability : Mr. Satish Kumar Gupta has vast experience in the area of sales, marketing, administration and operations of Company's business. He has been associated with the Company since inception.

Remuneration proposed: Details of proposed remuneration is given in Item No. 5 of the Notice convening the 36th Annual General Meeting.

Comparative remuneration profile with respect to industry size of the company, profile of the position and person: In the similar sized sponge iron units, remuneration is ranging between Rs. 20 lacs to Rs. 35 lacs per annum.

Pecuniary relationship directly or indirectly with the Company or relationship with the managerial personnel, if any: He does not have pecuniary relationship directly or indirectly with the Company or relationship with the managerial personnel except drawing salary from the Company.

III. OTHER INFORMATION: Due to non-availability of Coal from Central Coalfields Limited the plant has been shut and operation is suspended from 9th August, 2013.

Steps taken or proposed to be taken for improvement:

With the revival of the steel industry, considering the substantial accumulated losses, full erosion of working capital and the liabilities including long term borrowings having matured fully along with interest having fallen due, the company has initiated requisite steps for making the plant ready for operations, with a view to generate revenue and make the plant operational, the company has, on 01-04-2017 entered in to a Facility User Agreement with a company specializing in contract manufacturing. Under the said agreement, part of the plant and machinery shall be operated by the said company.

On restart of the plant the management is of the opinion that the company shall gradually start earning surplus and losses incurred in past will get wiped out in due course and the company will be able to operate in normal course of its business. The above measures being taken by the Company will improve the performance of the Company in terms of profitability.

Pursuant to section 197 and Section 203 of the Companies Act, 2013 and rules made there under the present proposal is to seek the member's approval for appointment of Mr. Satish Kumar Gupta as the Whole-time Director, designated as the Director (works), who has attained the age of 72 year and payment of remuneration to the Whole-time Director requires approval of the shareholders by way of a special resolution. Therefore, the Board recommends this resolution to be passed as a special resolution.

There is no financial interest of any of the director, interest is only to the extent of their shareholding in the Company as some of the directors are also the shareholders in the Company. No Key Managerial persons (KMP) or their relatives are concerned or interested in the resolution except to the extent of being KMP. No relatives of the directors are concerned or interested in the resolution except to the extent of their shareholding in the Company. The related registers, records and documents are available for inspection during business hours on any working day at the Registered Office of the Company.

Brief profile of Mr. Satish Kumar Gupta is provided at the end of this Notice.

The term of appointment given in the said resolution may be treated as an abstract of the terms and conditions of appointment of the said Whole-time Director u/s 190 of the Companies Act, 2013. None of the Directors except Mr. Satish Kumar Gupta is interested or concerned in the resolution.

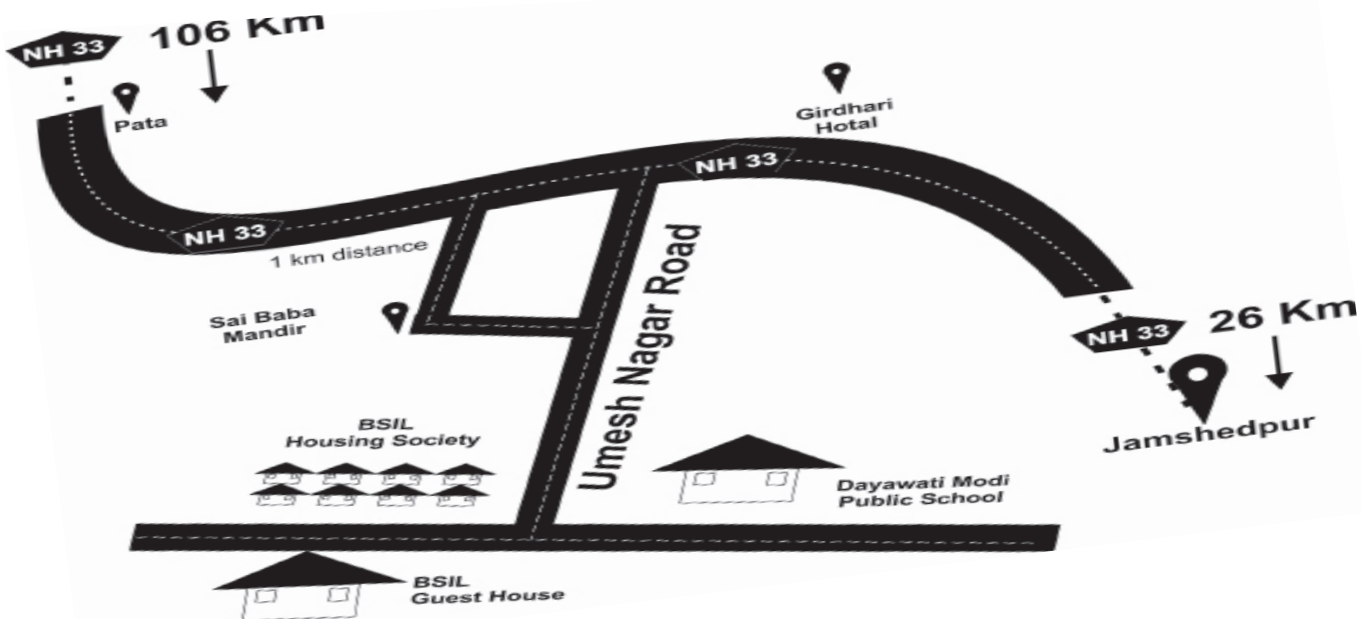
BY ORDER OF THE BOARD

Place: New Delhi

Dated: 11.05.2018

SHUBHANGI VARSHNEY

[COMPANY SECRETARY]



DETAILS OF DIRECTORS SEEKING APPOINTMENT / RE-APPOINTMENT AS REQUIRED UNDER THE PROVISIONS OF SEBI (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) REGULATIONS, 2015.

Sr. No.	Name of Directors	Mr. Jayesh Modi	Mr. Shiv Shankar Agarwal
1.	Director Identification Number (DIN)	02849637	00004840
2.	Date of Birth	14/11/1991	11/05/1941
3.	Age	26	77
4.	Date of appointment	18/06/2010	11/05/2018
5.	Expertise in specific field	Has over eight years of experience in the area of administration, business planning & development.	Has experience of more than 50 years in the area of administration and finance.
6.	No. of equity shares held in the Company. (as on 31 st March, 2018)	Nil	NIL
7.	Qualifications	Bachelor of Business Administration	Bechelor of Science & Bachelor of Laws
8.	List of other directorships	<ol style="list-style-type: none"> 1. SBEC Sugar Ltd. 2. SBEC Bioenergy Ltd. 3. Modi Hitech India Ltd. 4. Win-Medicare Pvt. Ltd. 5. Longwell Investment Pvt. Ltd. 6. Jayesh Tradex Pvt. Ltd. 7. A to Z Holdings Pvt. Ltd. 8. Modi-Mundipharma Pvt. Ltd. 	<ol style="list-style-type: none"> 1. Chandil Power Ltd. 2. SBEC Bioenergy Ltd. 3. SBEC Stockholding and Investment Ltd. 4. SBEC Systems (India) Ltd.
9.	Membership/ Chairman of Committees of the other Companies*	NIL	3
10.	Relationship, if any between Directors inter se	Son of Mr. Umesh K. Modi & Mrs. Kumkum Modi and Brother of Mr. Abhishek Modi	NIL

Sr. No.	Name of Directors	Madan Lal	Mr. Satish Kumar Gupta
1.	Director Identification Number (DIN)	00272672	03537417
2.	Date of Birth	10/06/1942	26/05/1946
3.	Age	76	72
4.	Date of appointment	14/11/2014	13/12/2013
5.	Expertise in specific field	Has experience of more than 50 year in the area of administration and finance.	Has worked at various levels in the industry and has more than 44 years of experience in the area of sales, marketing, administration and operations of the company
6.	No. of equity shares held in the Company. (as on 31 st March, 2018)	Nil	400
7.	Qualifications	Masters of Commerce	Engineering Graduate
8.	List of other directorships	<ol style="list-style-type: none"> 1. Shreyans Industries Ltd. 2. Shreyans Financial and Capital Services Ltd. 3. Technicast Engineers Ltd. 	1. T.C. Healthcare pvt. ltd.
9.	Membership/ Chairman of Committees of the other Companies	2	Nil
10.	Relationship, if any between Directors inter se	Nil	NIL

* Details in this regard, includes the Chairmanship / Membership of the Audit Committee and the Stakeholder Relationship Committee only of public companies

Updation of PAN, Bank Account details, E-mail address and Dematerialisation of Shares

Dear Shareholder,

This is with reference to the SEBI bearing circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated: 20th April, 2018, wherein the listed company is required to obtain the copy of Pan Card and Bank account details from all shareholders holding shares of the Company in physical form. Accordingly you are requested to kindly furnish the following along with Annexure- A given below:

- a. Self attested copy of your Pan Card of all shareholders including joint holders. In case of residents of Sikkim the requirement of PAN Card be substituted with a valid Identity proof issued by Government.
- b. Original cancelled cheque bearing the name of the securities or copy of bank passbook / statement attested by the bank.

Please note that Companies Act, 2013, provides for sending all documents, notices and every other documents required by law to be annexed or attached thereto etc., in electronic form to the registered e-mail address of the Shareholders. In terms of Regulation 36 (1) (a) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the listed entity shall send soft copies of full annual report to all those shareholder(s) who have registered their e-mail address(es) for the purpose. In order to receive all the documents and correspondences from us by e-mail, you may kindly mention your e-mail id, which will be registered with us as your registered e-mail id for sending all documents and correspondence by e-mail to you.

Also, on 8th June 2018, SEBI vide its notification No. SEBI/LAD-NRO/GN/2018/24 had amended the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements), which states that, "except in case of transmission or transposition of securities, requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialized form with a depository." Thus, SEBI has mandated transfer of shares in dematerialised form alone. This comes into effect from 5th December 2018 and hence you are requested to take note of it and take necessary steps to dematerialise your shares that are held in physical form.

You are requested to send the desired details/documents at any of the below given address :

Company Secretary Bihar Sponge Iron Ltd. Umesh Nagar, Chandil Distt. Saraikela Kharsawan - 832401 Jharkhand.	M/s Beetal Financial & Computer Services Pvt. Ltd. Beetal House, 3rd Floor, Behind Local Shopping Complex 99, Madangir, New Delhi-110062
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We seek your co-operation in this regard.

For Bihar Sponge Iron Limited

Company Secretary

Annexure-A

Name of Shareholder(s)	:
Folio No.	:
Pan (attached Self attested copy of Pan)	:
Bank Details (attach Self attested copy of cancelled Cheque)	:
Bank Account No.	:
Name of Bank	:
Branch Address	:
IFSC No.	:
MICR No.	:
Email ID	:

(-----)
Signature of Sharehodler(s)

BIHAR SPONGE IRON LIMITED

Registered Office : Umesh Nagar, Chandil, Dist Saraikela-Kharsawan, Jharkhand-832401
Ph.: +91-6591-232410/17, E-mail: companysecretary@bsil.org.in

CIN- L27106JH1982PLC001633

36th Annual General Meeting to be held on Thursday, 20th day of September, 2018 at 2:30 P.M.

PROXY FORM

[Pursuant to Section 105 (6) of the Companies Act, 2013 and rule 19 (3) of the Companies (Management and Administration) Rules, 2014]

Name of the Members(s) :

Registered Address :

DPID: CLID: Reg. Folio No. : No. of Shares:.....

I / We, being the member(s) ofshares of the above named Company, hereby appoint :

1. Name : E-mail :, or failing him/her;

Address:.....

2. Name : E-mail :, or failing him/her;

Address:.....

3. Name : E-mail :

Address:.....

as my / our proxy to attend and vote (on a poll) for me / us and on my / our behalf at the 36th Annual General Meeting of the Company, to be held on Thursday, 20th September, 2018 at 2:30 P.M., at Company's Guest House, Umesh Nagar, Chandil, Dist. Saraikela-Kharsawan, Jharkhand -832401 and at any adjournment thereof in respect of such resolution as are indicated below :

S. No.	Resolution	Vote [Optional (Refer Note)]		
		For	Against	Abstain
1.	Adoption of Audited Financial Statements, Auditors Report & Directors Report along with their annexures for the year ended 31 st March, 2018.			
2.	Re-appointment of Mr. Jayesh Modi (DIN: 02849637) Director who retires by rotation.			
3.	Special Resolution for appointment of Mr. Shiv Shankar Agarwal (DIN: 00004840) as an Independent Director for period of five years which w.e.f. from 11 th May, 2018.			
4.	Special Resolution for continuation of Directorship of Mr. Madan Lal (DIN: 00272672) as an Independent Director.			
5.	Special Resolution for appointment of Mr. Satish Kumar Gupta (DIN: 03537417) as whole-time director of the Company pursuant to Section 197 and 203 of the Companies Act, 2013 for one year w.e.f. 13 th December, 2017.			

Signed thisday of2018

Signature of shareholder

Signature of first proxy



Notes :
This form of proxy, in order to be effective, should be duly stamped, completed, signed and deposited at the Registered Office of the Company, not less than 48 hours before the commencement of meeting.

It is optional to indicate your preference. If you leave the for, against or abstain column blank against any or all resolutions, your proxy will be entitled to vote in the manner as he / she may deem appropriate.

BIHAR SPONGE IRON LIMITED

Registered Office : Umesh Nagar, Chandil, Dist Saraikela-Kharsawan, Jharkhand-832401
Ph.: +91-6591-232410/17, E-mail: companysecretary@bsil.org.in,

CIN- L27106JH1982PLC001633

ATTENDANCE SLIP

36th Annual General Meeting to be held on Thursday, 20th September, 2018 at 2:30 P.M. at Company Geust House, Chandil, Dist. Saraikela-kharsawan, Jharkhand-832401

Dist. Saraikela-Kharsawan, Jharkhand -832401

PLEASE COMPLETE THIS ATTENDANCE SLIP AND HAND IT OVER AT THE ENTRANCE OF THE MEETING HALL

Joint Shareholders may obtain additional Slips on request.

Name of the Members(s) :

DPID: CLID: Reg. Folio No. : No. of Shares:.....

I hereby record my presence at the 36th Annual General Meeting of the Company held at Company Geust House, Chandil, Dist. Saraikela-Kharsawan, Jharkhand-832401 held on Thursday, 20th September, 2018 at 2:30 P.M.

SIGNATURE OF THE SHAREHOLDER OR THE PROXY ATTENDING THE MEETING

If, Shareholder, please sign here :

If Proxy, please sign here :