

MSEL/SE/2020-21/22

July 28, 2020

The Manager  
Listing Department  
National Stock Exchange of India  
Limited  
'Exchange Plaza', C - 1,  
Block G,  
Bandra-Kurla Complex,  
Bandra (E),  
Mumbai 400051

The Manager  
Listing Department  
BSE Ltd.  
1st Floor, New Trading Ring,  
Rotunda Building  
P.J. Towers, Dalal Street, Fort  
Mumbai-400 001

The Secretary  
The Calcutta Stock  
Exchange Ltd.  
7, Lyons Range  
Kolkata 700 001

**SYMBOL – MAGADSUGAR****STOCK CODE – 540650****SCRIP CODE - 23935**

Dear Sir,

**Sub : Intimation to Shareholders – Service of documents Through Electronic Mode**

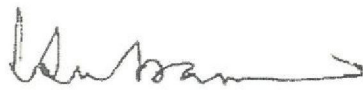
Please find enclosed herewith a copy of communications sent to the shareholders of the Company vide e-mail dated 27<sup>th</sup> July, 2020 to their registered email-ID urging them to update/register their e-mail address, mobile number, or changes therein, if any, and PAN with the Company/RTA of the Company Messrs Link Intime India Private Limited / their respective Depository Participants, as applicable.

Kindly note that in view of present circumstances of COVID 19, and resultant lockdown, the Company is not able to despatch physical copies of the said communications to the shareholders whose e-mail ids are not available with Company / RTA. However, the said communications would be available to all at the website of the company at [www.birla-sugar.com](http://www.birla-sugar.com).

This is for our information and record.

Thanking you,

Yours faithfully,  
For Magadh Sugar & Energy Limited



S Subramanian  
Company Secretary  
FCS - 4974

**K.K. BIRLA GROUP OF SUGAR COMPANIES**Corporate Office: 5th Floor, Birla Building, 9/1 R. N. Mukherjee Road, Kolkata 700 001 • Email: [birlasugar@birla-sugar.com](mailto:birlasugar@birla-sugar.com)

Phone: +91 33 2243 0497 / 8, 2248 7068, 3057 3700, 3041 0900 • Fax: +91 33 2248 6369

Regd. Office: P.O. Hargaon, Dist. Sitapur, U.P., PIN 261 121 • Website : [www.birla-sugar.com](http://www.birla-sugar.com) • CIN: L15122UP2015PLC069632

Dear Member,

**Subject: Service of Documents through Electronic mode**

Pursuant to the provisions of the Companies Act, 2013 and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Companies are permitted to serve various notices/documents to its Members through electronic modes. Further, as per proviso to Rule 18(3)(i) of the Companies (Management and Administration) Rules, 2014 read with Rule 11 of the Companies (Accounts) Rules, 2014, Companies are required to provide an advance opportunity at least once in a financial year, to the Members to register their e-mail address and update, in case of any changes therein.

Further, in view of present circumstances caused due to COVID 19, the Ministry of Corporate Affairs (MCA) vide its circulars no. 14/2020 dated April 08, 2020, no. 17/2020 dated April 13, 2020 and no. 20/2020 dated May 05, 2020 has allowed certain classes of Companies to conduct their Extra-Ordinary General Meeting (EOGM) and Annual General Meeting (AGM) through video conferencing (VC) or other audio visual means (OAVM) and send financial statements (including Board's report, Auditor's report or other documents required to be attached therewith) and Notices of General Meetings to the Members only through e-mails registered with the Company or with the depository participants/depository. Further, SEBI vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 has also relaxed the requirement of furnishing hard copy of Annual Reports to the Members.

The Company shall accordingly send all notices and documents like General Meeting Notices (including AGM), Financial Statements, Directors' Report, Auditors' Report, Postal Ballot Papers and other communications to the Members through electronic mode, at the designated email addresses as furnished by them in the manner prescribed under the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the relevant circulars issued in this regard.

Registration of email id helps in better and timely communication between the Company and the Members. Also, all communications sent via e-mails are fast and much more reliable way of sending documents in the right hands. Accordingly, we urge the Members for registration and/ or updation of their Permanent Account Number (PAN) and Mobile Numbers.

Therefore, Members are requested to register their e-mail addresses, Mobile nos. or changes therein, if any, and PAN in the following manner:

Registration/ Updation	Procedure	Documents
Email Id/Mobile No./PAN	Members with Physical Holding: Directly register/update by sending an email to Company's email id <a href="mailto:magadhinvestors@birla-sugar.com">magadhinvestors@birla-sugar.com</a> or to the Company's Registrar & Transfer Agent, M/s Link Intime India Private Limited email id <a href="mailto:kolkata@linkintime.co.in">kolkata@linkintime.co.in</a>	A signed request letter mentioning your folio no. and the email id / Mobile No. / PAN (self-attested copy) that is to be registered (Scanned copy of the signed request letter may be sent to the Company's email id <a href="mailto:magadhinvestors@birla-sugar.com">magadhinvestors@birla-sugar.com</a> and/or to the Company's Registrar & Transfer Agent, M/s Link Intime India Private Ltd email id <a href="mailto:kolkata@linkintime.co.in">kolkata@linkintime.co.in</a>
	Members with Demat Holding: Register/Update through respective Depository Participants (DPs) (Any such updation effected by the DPs will automatically reflect in the Company's subsequent records)	

Please note that the said documents will also be available in due course on the Company's website [www.birlasugar.com](http://www.birlasugar.com) for your ready reference.

The Company requests all the Members who have not yet registered or updated their email addresses/Mobile no./PAN with the Company to register the same at the earliest.

For Magadh Sugar & Energy Limited

Company Secretary

*This is a computer generated letter and does not require any signatures*



**K. K. BIRLA GROUP OF SUGAR COMPANIES**

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