

**REMI GROUP**

**REMI EDELSTAHL TUBULARS LIMITED**

REGD. OFFICE :  
REMI HOUSE, 11 CAMA INDL. ESTATE,  
GOREGAON (E), MUMBAI-400 063. INDIA  
TELEPHONE : +91-22-40589888 / 26851998  
FAX : +91-22-26852335 / 26853868  
E-MAIL : remigroup@bom4.vsnl.net.in  
WEBSITE : www.remigroup.com  
CIN:L28920MH1970PLC014746

January 30, 2020

The General Manager – Dept. Corporate Services,  
Bombay Stock Exchange Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street, Mumbai – 400 001

Scrip Code: 513043

**Sub.: Postal Ballot Notice**

Dear Sirs,

Please find enclosed herewith Notice of Postal Ballot.

Thanking you,

Yours faithfully,

For **REMI EDELSTAHL TUBULARS LIMITED**

  
**SHRIYA SHAH**  
**COMPANY SECRETARY & COMPLIANCE OFFICER**



Encl.: a/a



# REMI EDELSTAHL TUBULARS LIMITED

Corporate Identification Number (CIN): L28920MH1970PLC014746  
Remi House, Plot No.11, Cama Industrial Estate ,Goregaon (East ) Mumbai-400063  
Tel.: 91 22 40589888 Fax: 91 22 26852335  
E-mail: rmi\_igrd@remigroup.com, Website: www.remigroup.com

## NOTICE OF POSTAL BALLOT PURSUANT TO SECTION 110 OF THE COMPANIES ACT, 2013

**Dear Member(s),**

Notice is hereby given pursuant to Section 110 of the Companies Act, 2013, read with the Companies (Management and Administration) Rules, 2014 (including any statutory modification or re-enactment thereof for the time being in force) to the members of the Company that the Resolutions as set out hereunder is proposed to be passed by postal ballot / electronic voting (e-voting) seeking consent of the members of the Company.

The proposed resolutions, along with the explanatory statement setting out the material facts and reasons thereto, are annexed hereto and a Postal Ballot Form is enclosed for your consideration.

Members desiring to exercise their vote by postal ballot are requested to carefully read the instructions printed in the Postal Ballot Form and return the same duly completed in the attached self-addressed postage pre-paid business reply envelope. The duly completed Postal Ballot Form should reach the Scrutinizer not later than 17:00 Hours (IST) on **3<sup>rd</sup> March, 2020**.

Members desiring to opt for e-voting as per the facilities arranged by the Company are requested to read the instructions in the Notes under the section 'Voting through electronic means' in this notice.

The Scrutinizer after completion of scrutiny of the postal ballot will submit the report to the Chairman (including e-voting). The Results of the Postal Ballot (including e-voting) will be posted on the website of the Company i.e. [www.remigroup.com](http://www.remigroup.com) and the same will be intimated to the Stock Exchanges where the Equity Shares of the Company are listed.

**By order of the Board  
For Remi Edelstahl Tubulars Limited**

**Sd/-**

**Rishabh R.Saraf  
Managing Director  
DIN : 00161435**

**Place: Mumbai  
Date: 10<sup>th</sup> December, 2019**

## **Item No.1**

### **1. Approval of Material Related party Transactions.**

To consider and, if thought fit, to pass the following resolution as a Special Resolution:

“RESOLVED THAT pursuant to the provisions of Section 188 and other applicable provisions of the Companies Act, 2013 read with the Companies (Meetings of Board and its Powers) Rules, 2014 (“the Act”) and Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”) (including any amendment, modification, variation or re-enactment to any of the foregoing), and subject to such other approvals, consents, permissions and sanctions of other authorities as may be necessary, and also pursuant to the consent of the Audit Committee and the Board of Directors, consent of the Members of the Company be and is hereby accorded to the Board of Directors of the Company (hereinafter referred to as “the Board” which term shall be deemed to include any Committee of the Board), to ratify/approve all the material related party transactions (including any modifications, alterations or amendments thereto) entered into/ to be entered into by the Company not exceeding Rs.15.00 Crores (Rupees fifteen Crores only) in the ordinary course of business and on arm’s length basis with related Party within the meaning of the Act and Listing Obligations, as per below framework:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Framework for terms of contract</b>
1	Name of the Related Party	Remi Process Plant and Machinery Limited
2	Name of the Director or Key Managerial Personnel who is/may be related	Shri Vishwambhar C.Saraf Shri Rajendra C.Saraf Shri Rishabh Saraf
3	Nature of Relationship	Directors are interested
4	Nature and particulars of the contract / arrangement	Purchase & sale of steel goods and taking of short terms loans
5	Material terms of the contract / arrangement	In line with parallel market price / terms
6	Monetary value of the contract / arrangement	as stated in the resolution
7	Duration of the transaction	2 years
8	The indicative base price or current contracted price and the formula for variation in the price, if any	Current market price/ terms
9	Any other information relevant or important for the members to take a decision on the proposed resolution	None

“RESOLVED FURTHER THAT for the purpose of giving effect to this resolution, the Board be and is hereby authorised to do all such acts, deeds, matters and things and execute all such deeds, documents and writings, on an ongoing basis, as may be necessary, proper or expedient for the purpose of giving effect to the above resolution.”

**By order of the Board  
For Remi Edelstahl Tubulars Limited**

**Registered Office:**

Remi House , Plot No.11,  
Cama Industrial Estate,  
Goregaon (East), Mumbai – 400063

Place: Mumbai

Date: **10<sup>th</sup> December, 2019**

**Sd/-**

**Rishabh R.Saraf  
Managing Director  
DIN : 00161435**

**Notes:**

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, setting out material facts relating to the proposed resolution is annexed hereto.
2. The Notice is being sent to all the members, whose names appear on the Register of Members / List of Beneficial Owners as received from National Securities Depository Limited (NSDL) / Central Depository Services (India) Limited (CDSL) as on **10<sup>th</sup> January, 2020**.
3. The self-addressed envelope attached to this Notice bears the address to which the duly completed Postal Ballot Form is to be sent.
4. Company is pleased to provide e-voting facility to all its Members, to enable them to cast their votes electronically instead of dispatching the physical Postal Ballot Form by post. If a member has voted through e-voting and postal ballot both then the e-voting will be counted and voting done through postal ballot will be rejected.
5. Electronic copy of the Postal Ballot Notice of the Company is sent by email to the members whose email IDs are registered with the Company/ Depository Participants(s) for communication. For members who have not registered their email address, physical copy of the Postal Ballot Notice inter alia indicating the process and manner of e-Voting along with Postal Ballot form is being sent in the permitted mode. The said notice is also made available on the website of the Company (**www.remigroup.com**) and it will remain till the last date of receipt of the Postal Ballot forms i.e. **3<sup>rd</sup> March, 2020**.
6. Shareholders desiring to exercise vote by physical Postal Ballot are requested to carefully read the instructions printed in the postal ballot Form and return the Postal Ballot Form duly completed and signed in the enclosed self-addressed business reply envelope to the scrutinizer so as to reach the Scrutinizer on or before the close of working hours on **3<sup>rd</sup> March, 2020**. Any Postal Ballot received from the member beyond the said date will not be valid and voting by whether by post or by electronic means shall not be allowed beyond the said date.
7. In case a Member is desirous of obtaining a printed Postal Ballot Form or a duplicate, he or she may send an email to **rmi\_igrd@remigroup.com**
8. In case of joint holding, this form should be completed and signed by the first named Member and in his / her absence, by the next-named Member.
9. Unsigned, incomplete, improperly or incorrectly ticked Postal Ballot Forms shall be rejected.
10. Documents specifically stated, if any, in the Explanatory Statement are open for inspection at the Registered Office of the Company situated at Plot No.11, Remi House, Cama Industrial Estate, Goregaon(East), Mumbai 4000 063 between 4.00 p.m. to 5.00 p.m. on all working days up to the date of announcement of Postal Ballot Results i.e. **5<sup>th</sup> March, 2020**.

11. Members are requested to send all communications relating to shares to our Registrar & Share Transfer Agent (R & T Agent) at the following address:

**Bigshare Services Pvt. Ltd.**

1<sup>st</sup> Floor, Bharat Tin Works Building,  
Opp. Vasant Oasis Apartments, (Next to Keys Hotel),  
Marol Maroshi Road, Andheri East, Mumbai 400059.  
Ph. No.:022-62638200 Fax No.:022- 62638299  
Email : Investor@bigshareonline.com

12. The Scrutinizer will submit his report to the Chairman after considered the completion of scrutiny of the postal ballots (including e-voting). The consolidated result of the voting by postal ballot (including e-voting) will be announced by the Chairman, within forty eight hours, at the registered office of the Company and will also be displayed on the website of the Company ([www.remigroup.com](http://www.remigroup.com)), website of NSDL and also on website of Bombay Stock Exchange.
13. The Resolution passed by the Members through postal ballot are deemed to have been passed as if they have been passed at a General Meeting of the Members.
14. The date of declaration of results of the postal ballot will be taken to be the date of passing the resolutions.
15. Members who have not registered their e-mail address, so far, are requested to register their e-mail address. Member who have in electronic holdings (Demat) are requested to register their e-mail ID with your Depository Participant and who hold shares in physical form are requested to register their e-mail address with the Company or our Registrar & Share Transfer Agent (RTA) in enclosed **E-mail Registration-Cum-Consent Form** so that they can receive any communication from the Company electronically.
16. **Voting through Electronic Means ( E-voting Facility):**

Pursuant to provision of Section 108 of the Companies Act, 2013 read with rule 20 of the Companies (Management and Administration) Rules, 2014 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 rights to vote by electronic means. The shareholders would therefore be able to exercise their voting rights on the items put up in this Notice, through such e-voting method. The Company has engaged the services of National Securities Depository Limited (NSDL) to provide e-voting facilities. The e-voting facility is available at the link [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

17. **The details procedure for remote e-voting is set out below:**

**How do I vote electronically using NSDL e-Voting system?**

*The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:*

**Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>**

**Step 2 : Cast your vote electronically on NSDL e-Voting system.**

**Details on Step 1 is mentioned below:**

**How to Log-in to NSDL e-Voting website?**

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsd.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:

- a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
- b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
- c) How to retrieve your 'initial password'?
  - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
  - (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.

6. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:

- a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com).
- b) **Physical User Reset Password?** (If you are holding shares in physical mode) option available on [www.evoting.nsd.com](http://www.evoting.nsd.com).

- c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
  8. Now, you will have to click on “Login” button.
  9. After you click on the “Login” button, Home page of e-Voting will open.

**Details on Step 2 is given below:**

**How to cast your vote electronically on NSDL e-Voting system?**

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle is in active status.
3. Select “EVEN” of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “Submit” and also “Confirm” when prompted.
6. Upon confirmation, the message “Vote cast successfully” will be displayed
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote

**General Guidelines for shareholders**

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [retlscrutinizer@gmail.com](mailto:retlscrutinizer@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
  2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the “Forgot User Details/Password?” or “Physical User Reset Password?” option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
  3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800-222-990 or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
18. The voting rights of the members shall be in proportion to the paid up value of their shares in the equity Capital of the Company as on the cut-off date i.e. 10<sup>th</sup> January, 2020.
  19. The voting period shall commence at **9:00 a.m. on 3<sup>rd</sup> February, 2020** and will end at **5:00 p.m. on 3<sup>rd</sup> March, 2020**. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date 10<sup>th</sup> January, 2020, may cast their vote electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Member, he shall not be allowed to change it subsequently.

20. The Company has appointed Shri Vishal Mehra, V M Mehra & Associates, Company Secretary in practice as the Scrutinizer, for conducting the e-voting and postal ballot process in a fair & transparent manner.
21. You can also update your mobile Number and e-mail id in the user profile details of the folio which may be used for sending future communications.

**Explanatory Statement pursuant to Section 102 of the Companies Act, 2013:**

**Item No. 1**

Your company generally does transactions with Remi Process Plant and Machinery Limited in ordinary course of business and at arm's length basis, which would fall in the definition of "Related Parties" under the Companies Act, 2013 ("the Act") and/or the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("Listing Regulations").

Regulation 23 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') requires approval of the members through a resolution for all material related party transactions, even if they are entered into in the ordinary course of business and on arm's length basis, if the same is not exempt under Regulation 23(5) of the Listing Regulations. For this purpose, a transaction with a related party is considered material if the transaction(s) to be entered into individually or taken together with previous transactions during a financial year, exceeds ten percent of the annual consolidated turnover of the Company as per the last audited financial statements.

Your Company had transactions with Remi Process Plant and Machinery Limited which fall under the category of material related party transaction requiring shareholders' approval. Further, your company may have to enter into similar material related party transactions in future requiring shareholders' approval, the framework of which has been recommended by the Audit Committee and approved by the Board of Directors of the Company in the text of the resolution proposed in the Notice. All the material related party transactions to be entered into by the Company (for which members approval is being sought) would be on arm's length basis and in the ordinary course of business and approval of the Audit Committee /Board is obtained.

Information required to be given in the explanatory statement pursuant to Rule 15 of the Companies (Meetings of Board and its Powers) Rules, 2014 forms part of the resolution. Shareholders' approval by way of a special resolution is therefore sought for the resolution set out in this Notice.

Except for Shri Vishwambhar C. Saraf, Shri Rajendra C. Saraf and Shri Rishabh R. Saraf, none of the Directors and/or any Key Managerial Personnel of the Company and/or their relatives may be concerned or interested (financially or otherwise) in the resolution.

Your Directors commends this Special resolution for your approval.

**Registered Office:**

Remi House, Plot No.11,  
Cama Industrial Estate,  
Goregaon (East), Mumbai – 400063

Place: Mumbai

Date: **10<sup>th</sup> December, 2019**

By order of the Board  
For **Remi Edelstahl Tubulars Limited**

**Sd/-**

**Rishabh R.Saraf**  
**Managing Director**  
**DIN : 00161435**

Encl.:

1. Postal Ballot Form
2. Self-addressed Postage Pre-paid Business Reply Envelope
3. E-Mail Registration-Cum Consent Form



# REMI EDELSTAHL TUBULARS LIMITED

Regd. Office: Remi House, Plot No.11, Cama Industrial Estate, Goregaon (E), Mumbai- 400 063,  
CIN: L28920MH1970PLC014746, Email: rmi\_igrd@remigroup.com,  
Web.: www.remigroup.com, Ph.: 022-40589888, Fax: 022-26852335

## Postal Ballot Form

**Name & Address of the Registered Shareholder:**

**DPID/Client ID/ Folio No.** :

**No. of Shares Held** :

I/We hereby exercise my/ our vote in respect of the following Special Resolutions to be passed through postal ballot for the business stated in the Notice of the Company by conveying my/our assent or dissent to the said resolution by placing a tick (√) mark in the appropriate box below:

Item No.	Resolution summary	No. of shares held by me	I assent to the resolution Please tick (√)	I dissent to the resolution Please tick (√)
1.	Approval of Material Related party Transactions			

**E-mail ID:** \_\_\_\_\_

Place: \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Member \_\_\_\_\_

## Remote Electronic Voting Particulars

The e-voting facility is available at the link <https://www.evoting.nsdl.com>. The electronic voting particulars are set out below:

EVEN (E-voting Event Number)	User ID	Password/ PIN
112754		

The e-voting facility will be available during the following voting period;

Commencement of e-voting	End of e-voting
From 9.00 A.M. of 3 <sup>rd</sup> February, 2020	Upto 5.00 P.M. of 3 <sup>rd</sup> March, 2020

### **Notes :**

- Please read the instructions printed Overleaf carefully before filling this Form and for e-voting. Please refer to the instructions for voting through electronic means provided in the Postal Ballot Notice sent herewith.
- The last date for the receipt of Postal Ballot Forms by the Scrutinizer is on **Tuesday, the 3<sup>rd</sup> March, 2020** up to **5.00 P.M.**

P.T.O.

**Instructions:**

1. A Member desiring to exercise vote by postal ballot may complete this Postal Ballot Form and send it to the Scrutinizer in the attached postage-prepaid self-addressed Business Reply Envelope. Postage will be borne and paid by the Company. However, envelopes containing postal ballots, if deposited in person or sent by courier / speed post at the expense of the Member, will also be accepted.
2. Alternatively, a Member may vote through electronic mode as per the instructions for voting through electronic means provided in the Postal Ballot Notice sent herewith.
3. This form should be completed and signed by the Shareholder. In case of joint holding, this form should be completed and signed by the first named Member and in his / her absence, by the next -named Member.
4. The self-addressed envelope attached to this Notice bears the address to which the duly completed Postal Ballot Form is to be sent
5. Consent must be accorded by placing a tick mark [√] in the column 'I assent to the resolution' or dissent must be accorded by placing a tick mark [√] in the column 'I dissent to the resolution.
6. Duly completed Postal Ballot Forms should reach the Scrutinizer not later than the close of working hours on or before **Tuesday the 3<sup>rd</sup> March, 2020 by 5:00 P.M.** If any Postal Ballot Form is received after this date, it will be considered that no reply from such Member has been received.
7. A Member may request for a duplicate Postal Ballot Form, if so required through email at **rmi\_igrd@remigroup.com**. However, the duly filled in duplicate Postal Ballot Forms should reach the Scrutinizer not later than the date and time specified in Item (6) above.
8. The right of voting by postal ballot shall not be exercised by proxy. Members are requested to fill the Postal Ballot form in indelible ink (and avoid filling it by using erasable writing mediums like pencil).
9. Unsigned, incomplete, improper Postal Ballot Form or the form in which any other material information is missing or postal ballot containing misleading information will be rejected.
10. Voting rights shall be reckoned on the paid-up value of the shares registered in the name of the Member on the cut-off date, i.e. **10<sup>th</sup> January, 2020**.
11. There will be one Postal Ballot Form for every Folio/Client ID, irrespective of the number of Joint holders
12. In case of shares held by Companies, Trusts, Societies, etc., the duly completed Postal Ballot Form should be accompanied by a certified true copy of Board resolution/ authorization giving requisite authority to the person voting on the Postal Ballot Form, together with the duly attested specimen signature(s) of the authorized signatories and are required to send scan (PDF format) of the relevant Board resolution to the Scrutinizer through e-mail to **retlscrutinizer@gmail.com** with a copy marked to **evoting@nsdl.co.in**.
13. The Scrutinizer's decision on the validity of the postal ballot shall be final and binding.
14. The Result along with Scrutinizer's Report of the Postal Ballot shall be placed on the Website of the Company i.e. **www.remigroup.com**, website of NSDL and also on website of Bombay Stock Exchange.
15. Any query in relation to the resolutions proposed to be passed by Postal Ballot may be addressed to Telephone No. 022-40589888 or email at **rmi\_igrd@remigroup.com**.

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**Note: Kindly fill the below mentioned "E-mail Registration Form" along with the Postal Ballot Form and send in the self-addressed envelope. In respect of Demat holdings, kindly register your email ID with your Depository Participant. In case of Members who hold shares in physical form are requested to register their e-mail address with the Company or RTA.**

**E-mail Registration Form**

**REMI EDELSTAHL TUBULARS LIMITED**

Regd. Office: Remi House, Plot No.11, Cama Industrial Estate, Goregaon (E), Mumbai- 400 063  
CIN: L28920MH1970PLC014746, Web.: www.remigroup.com, Email: rmi\_igrd@remigroup.com,  
Ph.:022-40589888, Fax: 022-26852335

**Registration of e-mail address for future communication**

Name of Shareholder: \_\_\_\_\_

e-mail id: \_\_\_\_\_

Client ID No./Folio No. (in case physical holding): \_\_\_\_\_ DP ID: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

**Important Communication to Members**

The Ministry of Corporate Affairs has taken a "Green Initiative in the Corporate Governance" by allowing paperless compliances by the companies and has issued circulars stating that service of notice/ documents including Annual Report can be sent by e-mail to its members. To support this green initiative of the Government in full measure, members who have not registered their e-mail address, so far, are requested to register their e-mail address, in respect of electronic holdings with the Depository through their concerned Depository Participant. Members who hold shares in physical form are requested to register their e-mail address with the Company.