



सेल SAIL

Notice

## STEEL AUTHORITY OF INDIA LIMITED

REGISTERED OFFICE: ISPAT BHAWAN, LODI ROAD, NEW DELHI - 110003


NOTICE IS HEREBY GIVEN THAT the 40th Annual General Meeting of the Members of Steel Authority of India Limited will be held at 1030 hours on Friday, the 21<sup>st</sup> September, 2012 at NDMC Indoor Stadium, Talkatora Garden, New Delhi-110001 to transact the following business:

1. To receive, consider and adopt the audited Profit & Loss Account for the year ended 31<sup>st</sup> March, 2012, the Balance Sheet as at that date and Directors' and Auditors' Reports thereon.
  2. To appoint a Director in place of Dr. Jagdish Khattar, who retires by rotation and is eligible for re-appointment.
  3. To appoint a Director in place of Prof. Subrata Chaudhuri, who retires by rotation and is eligible for re-appointment.
  4. To appoint a Director in place of Shri Shuman Mukherjee, who retires by rotation and is eligible for re-appointment.
  5. To fix the remuneration of the Auditors of the company appointed by the Comptroller & Auditor General of India for the year 2012-2013.
  6. To declare dividend for the financial year 2011-2012.
- SPECIAL BUSINESS**
7. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:  
**"RESOLVED THAT** Dr. Isher Judge Ahluwalia, who was appointed as an Additional Director of the Company by the Board of Directors under Section 260 of the Companies Act, 1956, and who holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing proposing her candidature for the office of Director under Section 257 of the Companies Act, 1956, be and is hereby appointed as a Director of the Company, liable to retire by rotation."
  8. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:  
**"RESOLVED THAT** Shri Sujit Banerjee, who was appointed as an Additional Director of the Company by the Board of Directors under Section 260 of the Companies Act, 1956, and who holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing proposing his candidature for the office of Director under Section 257 of the Companies Act, 1956, be and is hereby appointed as a Director of the Company, liable to retire by rotation."
  9. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:  
**"RESOLVED THAT** Shri Arun Kumar Srivastava, who was appointed as an Additional Director of the Company by the Board of Directors under Section 260 of the Companies Act, 1956, and who holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing proposing his candidature for the office of Director under Section 257 of the Companies Act, 1956, be and is hereby appointed as a Director of the Company, liable to retire by rotation."
  10. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:  
**"RESOLVED THAT** Shri S.S. Mohanty, who was appointed as an Additional Director of the Company by the Board of Directors under Section 260 of the Companies Act, 1956, and who holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing proposing his candidature for the office of Director under Section 257 of the Companies Act, 1956, be and is hereby appointed as a Director of the Company, liable to retire by rotation."
  11. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:  
**"RESOLVED THAT** Shri H.S. Pati, who was appointed as an Additional Director of the Company by the Board of Directors under Section 260 of the Companies Act, 1956, and who holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing proposing his candidature for the office of Director under Section 257 of the Companies Act, 1956, be and is hereby appointed as a Director of the Company, liable to retire by rotation."
  12. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:  
**"RESOLVED THAT** Shri T.S. Suresh, who was appointed as an Additional Director of the Company by the Board of Directors under Section 260 of the Companies Act, 1956, and who holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing proposing his candidature for the office of Director under Section 257 of the Companies Act, 1956, be and is hereby appointed as a Director of the Company, liable to retire by rotation."
  13. To consider and, if thought fit, to pass with or without modification the following resolution as an ORDINARY RESOLUTION:  
**"RESOLVED THAT** Shri A.K. Pandey, who was appointed as an Additional Director of the Company by the Board of Directors under Section 260 of the Companies Act, 1956, and who holds office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing proposing his candidature for the office of Director under Section 257 of the Companies Act, 1956, be and is hereby appointed as a Director of the Company, liable to retire by rotation."
  14. To consider and, if thought fit, to pass with or without modification the following resolution as a SPECIAL RESOLUTION:  
**"RESOLVED THAT** Amendment of Articles of Association of the Company by inserting the following Article 30.a in the Articles of Association regarding buy back of shares, be and is hereby approved:

**Article 30.a**

Buy back of Shares	Notwithstanding any of the provisions of these Articles, the Company shall have the power, subject to and in accordance with the relevant provisions of the Act and other applicable provisions of law, and subject to such approvals, permissions and sanctions, if any, as may be necessary, to purchase, acquire or hold its own shares or other specified securities as defined in the Act, on such terms and conditions and in such manner, and upto such limits as may be prescribed by law from time to time, and make payment out of its free reserves or security premium account of the Company or out of the proceeds of an issue other than fresh issue of shares made specifically for buy back purpose provided that, nothing herein contained shall be deemed to affect the provisions of Sections 100 to 104 of the Act in so far as and to the extent they are applicable.
--------------------	---

By order of the Board of Directors

  
 (Devinder Kumar)  
 Executive Director (F&A) &  
 Secretary

New Delhi  
 Dated: 9<sup>th</sup> August, 2012  
 Registered Office:  
 Ispat Bhawan, Lodi Road, New Delhi-110003.

## Notes:

1. The relevant Explanatory Statement, pursuant to Section 173(2) of the Companies Act, 1956, in respect of the business Item Nos.7 to 14 above is annexed hereto.
2. A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF. SUCH PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE MUST BE RECEIVED BY THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING. THE PROXY FORM IS ENCLOSED AT THE END OF ANNUAL REPORT.
3. Only members carrying the attendance slips or holders of valid proxies registered with the Company will be permitted to attend the meeting. In case of shares held in joint names or shares held under different registered folios wherein the name of the sole holder/first joint-holder is same, only the first joint-holder/sole holder or any proxy appointed by such holder, as the case may be, will be permitted to attend the meeting.
4. Members attending the meeting are requested to bring their copy of the Annual Report as extra copies will not be supplied.
5. The Register of Members of the Company will remain **closed from 11<sup>th</sup> August, 2012 to 1st September, 2012 (both days inclusive)**.
6. M/s. MCS Limited are acting as the Registrar and Transfer Agent (R&TA) for carrying out the company's entire share related activities viz. Transfer / transmission / transposition / dematerialisation / rematerialisation / split / consolidation of shares, change of address, bank mandate, filing of nomination, dividend payment and allied activities. Shareholders are requested to make all future correspondence related to share transfer and allied activities with this agency only at the following address:  
M/s. MCS Limited,  
F-65, 1<sup>st</sup> Floor, Okhla Industrial Area, Phase-I,  
New Delhi-110020  
Phone No.011-41406149 e-mail: admin@mcsdel.com

### 7.(i) Dematerialisation

Securities and Exchange Board of India (SEBI) Regulations provide that equity shares of SAIL are to be compulsorily delivered in the dematerialized form, for the purpose of trading. Though most of the shareholders have converted their holdings into demat form, it is seen that some shareholders still hold their shares in paper form (Physical). In this connection it is advised in their interest, to open a demat account with any depository participant authorized by either National Securities Depository Ltd. or Central Depository Services Ltd and dematerialize their shares.

- ii) Members holding shares in the physical form should notify change in their addresses, if any, to the R&TA specifying full address in block letters with **PIN CODE** of their post offices, which is mandatory. Members holding shares in the Electronic Form (Demat), should inform the change of address to their Depository Participant.

### iii) ECS MANDATE

Shareholders holding shares, whether in Physical or Demat form are advised to opt for Electronic Clearing Services (ECS) for any future payouts from the company. Under the ECS, the payment instruction is issued by the banker (Payer's banker) electronically to the clearing authority (RBI or SBI). The clearing authority provides

credit reports to the payee's Bank, who credits the amount to their respective accounts. It becomes inevitable that the shareholders opting for ECS should provide details of their Bank Name, A/c no., A/c Type, Branch name, 9 digit MICR no. along with their Name and Folio Number (DP-ID/Client ID) to the Company if their holding is in Physical form and to the Depository participant, if their holding is in demat form.

8. Members holding shares in identical order of names in more than one folio are requested to write to the Company's Shares Department/R&TA enclosing their Share Certificates to enable the Company to consolidate their holdings in one folio.
9. The Company has transferred to Investor Education and Protection Fund, unclaimed dividends till financial year 2004-05 (Interim). The Company has, thereafter, paid/declared the following dividends:

Year	Interim Dividend (%)	Final Dividend (%)
2004-2005	-	18.00
2005-2006	12.50	7.50
2006-2007	16.00	15.00
2007-2008	19.00	18.00
2008-2009	13.00	13.00
2009-2010	16.00	17.00
2010-2011	12.00	12.00
2011-2012	12.00	-

Shareholders who have not encashed their dividend warrants as above are requested to make their claims to the Company.

10. Members seeking further information on the Accounts or any other matter contained in the Notice, are requested to write to the Company atleast 7 days before the meeting so that relevant information can be kept ready at the meeting.
11. **Green Initiative in Corporate Governance of Ministry of Corporate Affairs.**

The Ministry of Corporate Affairs ("Ministry") has taken a "Green Initiative in Corporate Governance" by allowing paperless compliances by companies through electronic mode. In accordance with the circulars issued by the Ministry of Corporate Affairs, companies can now send various notices/ documents (including notice(s) calling General Meeting(s), Audited Financial Statements, Directors' Report, Auditors' Report etc.) to their shareholders through electronic mode, to the registered email addresses of the shareholders.

Members are requested to opt for receipt of the above notices/ documents through electronic mode. They are requested to register their e-mail ID for this purpose with their respective depository participant or with the Company's Registrar and Transfer Agent i.e. M/s. MCS Limited at the address given above or e-mail at [gogreensail@mcsdel.com](mailto:gogreensail@mcsdel.com).

Please note that these documents will also be available on the Company's website [www.sail.co.in](http://www.sail.co.in) and physical copies of the same will also be available at the registered office as mentioned herein above for inspection during office hours.

12. **Entry to the Auditorium will be strictly against Entry Slip available at the counters, at the venue and against exchange of Attendance Slip.**
13. **No Brief case or Bag or mobile phone will be allowed to be taken inside the auditorium.**

## ANNEXURE TO THE NOTICE EXPLANATORY STATEMENT PURSUANT TO SECTION 173(2) OF THE COMPANIES ACT, 1956.

### Item No. 7

On nomination by the President of India vide Government's Notification No.6(3)/2011-SAIL-PC dated 10<sup>th</sup> January, 2012, Dr. Isher Judge Ahluwalia was appointed as an Additional Director of the Company with effect from 16<sup>th</sup> January, 2012 and vacates her office of Directorship at this Annual General Meeting, pursuant to Section 260 of the Companies Act, 1956 and Articles of Association of the Company. The notice under Section 257 of the said Act has been received from a member proposing the name of Dr. Isher Judge Ahluwalia as a candidate for the office of Director of the Company.

Dr. Isher Judge Ahluwalia has done Ph.D. in Economics. She is an eminent Economist and is presently Chairperson of ICRIER. She was earlier also on the Board of Directors of SAIL.

Board considers it desirable that the Company should continue to avail itself of her services as a Director and recommend this Resolution for approval of the shareholders.

None of the Directors other than Dr. Isher Judge Ahluwalia, to the extent of her appointment as Director, is concerned or interested in the above resolution.

### Item No. 8

On nomination by the President of India vide Government's Notification No.6(3)/2011-SAIL-PC dated 10<sup>th</sup> January, 2012, Shri Sujit Banerjee was appointed as an Additional Director of the Company with effect from 16<sup>th</sup> January, 2012 and vacates his office of Directorship at this Annual General Meeting, pursuant to Section 260 of the Companies Act, 1956 and Articles of Association of the Company. The notice under Section 257 of the said Act has been received from a member proposing the name of Shri Sujit Banerjee as a candidate for the office of Director of the Company.

Shri Sujit Banerjee is MA (Economics) and an MBA. He has rich experience primarily in the Government sector. He belonged to the Indian Administrative Service and functioned in various capacities in the Government of India such as Secretary and Chairman, National Authority on Chemical Weapons Convention, Cabinet Secretariat; Secretary, Central Vigilance Commission and retired as Secretary (Tourism) to the Government of India.

Board considers it desirable that the Company should continue to avail itself of his services as a Director and recommend this Resolution for approval of the shareholders.

None of the Directors other than Shri Sujit Banerjee, to the extent of his appointment as Director, is concerned or interested in the above resolution.

### Item No. 9

On nomination by the President of India vide Government's Notification No.6(3)/2011-SAIL-PC dated 10<sup>th</sup> January, 2012, Shri Arun Kumar Srivastava was appointed as an Additional Director of the Company with effect from 16<sup>th</sup> January, 2012 and vacates his office of Directorship at this Annual General Meeting, pursuant to Section 260 of the Companies Act, 1956 and Articles of Association of the Company. The notice under Section 257 of the said Act has been received from a member proposing the name of Shri Arun Kumar Srivastava as a candidate for the office of Director of the Company.

Shri Arun Kumar Srivastava is M.Com (Applied Economics) and Fellow Member of Institute of Chartered Accountants of India. His field of specialization is Finance.

Board considers it desirable that the Company should continue to avail

itself of his services as a Director and recommend this Resolution for approval of the shareholders.

None of the Directors other than Shri Arun Kumar Srivastava, to the extent of his appointment as Director, is concerned or interested in the above resolution.

### Item No.10

On nomination by the President of India vide Government's Notification No.6(11)/2008-SAIL (PC) Vol.II dated 14<sup>th</sup> March, 2012, Shri S.S. Mohanty was appointed as an Additional Director of the Company with effect from 15<sup>th</sup> March, 2012 and vacates his office of Directorship at this Annual General Meeting, pursuant to Section 260 of the Companies Act, 1956 and Articles of Association of the Company. The notice under Section 257 of the said Act has been received from a member proposing the name of Shri S.S. Mohanty as a candidate for the office of Director of the Company.

Shri S.S. Mohanty is M.Sc. Engg (Mechanical) and also holds PG Diploma in Industrial Engineering. He has experience and expertise in the production, planning and management of Steel Plants. He is presently on the Board of S&T Mining Company Private Limited. He was also on the Board of SAIL earlier as Managing Director, Bokaro Steel Plant from 01.10.2010 to 27.10.2010.

Board considers it desirable that the Company should continue to avail itself of his services as a Director and recommend this Resolution for approval of the shareholders.

None of the Directors other than Shri S.S. Mohanty, to the extent of his appointment as Director, is concerned or interested in the above resolution.

### Item No.11

On nomination by the President of India vide Government's Notification No.6(2)/2011-SAIL-PC-Vol.II dated 13<sup>th</sup> March, 2012, Shri H.S. Pati was appointed as an Additional Director of the Company with effect from 1<sup>st</sup> May, 2012 and vacates his office of Directorship at this Annual General Meeting, pursuant to Section 260 of the Companies Act, 1956 and Articles of Association of the Company. The notice under Section 257 of the said Act has been received from a member proposing the name of Shri H.S. Pati as a candidate for the office of Director of the Company.

Shri H.S. Pati is MA (Economics) and also holds Diploma in Social Welfare. His area of specialization and experience is Human Resource Management.

Board considers it desirable that the Company should continue to avail itself of his services as a Director and recommend this Resolution for approval of the shareholders.

None of the Directors other than Shri H.S. Pati, to the extent of his appointment as Director, is concerned or interested in the above resolution.

### Item No.12

On nomination by the President of India vide Government's Notification No.6(5)/2011-SAIL-PC-Vol.II dated 4<sup>th</sup> May, 2012, Shri T.S. Suresh was appointed as an Additional Director of the Company with effect from 4<sup>th</sup> May, 2012 and vacates his office of Directorship at this Annual General Meeting, pursuant to Section 260 of the Companies Act, 1956 and Articles of Association of the Company. The notice under Section 257 of the said Act has been received from a member proposing the name of Shri T.S. Suresh as a candidate for the office of Director of the Company.

Shri T.S. Suresh is B.Tech (Electrical Engineering). He has experience and expertise in the production, planning and projects management in Steel Plants.

Board considers it desirable that the Company should continue to avail itself of his services as a Director and recommend this Resolution for approval of the shareholders.

None of the Directors other than Shri T.S. Suresh, to the extent of his appointment as Director, is concerned or interested in the above resolution.

#### Item No.13

On nomination by the President of India vide Government's Notification No.6(4)/2011-SAIL-PC-Vol.II dated 24<sup>th</sup> May, 2012, Shri A.K. Pandey was appointed as an Additional Director of the Company with effect from 24<sup>th</sup> May, 2012 and vacates his office of Directorship at this Annual General Meeting, pursuant to Section 260 of the Companies Act, 1956 and Articles of Association of the Company. The notice under Section 257 of the said Act has been received from a member proposing the name of Shri A.K. Pandey as a candidate for the office of Director of the Company.

Shri A.K. Pandey is BE/B.Tech.(Mechanical) and also holds PG Diploma in Management. He has experience and expertise in the issues relating to Raw Materials management for steel plants. He is presently on the Board of S&T Mining Company Private Limited and SAIL SCI Shipping Company Private Limited.

Board considers it desirable that the Company should continue to avail itself of his services as a Director and recommend this Resolution for approval of the shareholders.

None of the Directors other than Shri A.K. Pandey, to the extent of his appointment as Director, is concerned or interested in the above resolution.

#### Item No.14

The Government of India, Department of Public Enterprises (DPE) vide its Office Memorandum dated 26<sup>th</sup> March, 2012 has issued Guidelines regarding buy back of shares. It states that listed Central Public Sector Enterprises (CPSEs) are not exercising the option to buy back their shares as private companies do to provide for sustained investor interest in the company and protect their market capitalization in the long term interest of the company's ability to raise funds from the market. DPE

has also directed that CPSEs will amend their Article of Association to provide for buy back of shares.

In terms of the provisions of the Companies Act, 1956, buy back of shares can be made by a Company provided a provision to this effect is contained in the Articles of Association (AoA) of the Company. The AoA of SAIL at present do not contain provision for buy back of shares and, as such, are required to be amended to provide for the same. In view of this, the Articles of Association of the Company are proposed to be amended to make provision for buy back of shares by inserting the Article 30.a as proposed below:

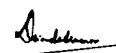
#### Article 30.a

Buy back of Shares	Notwithstanding any of the provisions of these Articles, the Company shall have the power, subject to and in accordance with the relevant provisions of the Act and other applicable provisions of law, and subject to such approvals, permissions and sanctions, if any, as may be necessary, to purchase, acquire or hold its own shares or other specified securities as defined in the Act, on such terms and conditions and in such manner, and upto such limits as may be prescribed by law from time to time, and make payment out of its free reserves or security premium account of the Company or out of the proceeds of an issue other than fresh issue of shares made specifically for buy back purpose provided that, nothing herein contained shall be deemed to affect the provisions of Sections 100 to 104 of the Act in so far as and to the extent they are applicable.
--------------------	---

The amendment of Articles of Association of the Company require approval of shareholders by way of Special Resolution.

The Directors, therefore, recommend the Special Resolution. None of the Directors of the company is interested or concerned in the resolution.

By order of the Board of Directors



(Devinder Kumar)

Executive Director (F&A) & Secretary

New Delhi

Dated: 9<sup>th</sup> August, 2012

Registered Office: Ispat Bhawan, Lodi Road, New Delhi-110003

#### Details of Directors seeking re-appointment in forthcoming Annual General Meeting furnished in terms of Clause 49 of Listing Agreement:

Name of the Director	Dr. Jagdish Khattar	Prof. Subrata Chaudhuri	Shri Shuman Mukherjee
Date of Birth	18.02.1942	16.12.1947	13.10.1954
Date of Appointment	21.08.2010	21.08.2010	23.12.2010
Expertise in Specific functional areas	Administration	Coal Mining	Marketing
Qualifications	BA, L.LB	BE (Min), M.Tech, FCC (Coal)	BA(Hons.), CA
List of Companies in which outside Directorship is held.	<ul style="list-style-type: none"> <li>Carnation Auto India Pvt. Ltd. - CMD</li> <li>Genpact Ltd. – Director</li> <li>Hindalco Industris Ltd. Director in casual vacancy.</li> <li>Fullerton India Credit Co. Ltd. – Director</li> <li>HDFC Ergo General Insurance Co. Ltd. – Director</li> <li>Khattar Auto India Pvt. Ltd. – Director</li> <li>Carnation Realty Pvt. Ltd. – Director</li> <li>Metro Valley Business Park Pvt. Ltd. - Director</li> </ul>	<ul style="list-style-type: none"> <li>Eastern Coal Fields Ltd. – non-official Director</li> </ul>	
Chairman/Member of the Committees of the Board of the Companies on which he is a Director.	<b>SAIL</b> <ul style="list-style-type: none"> <li>Audit Committee - Member</li> </ul>	<b>SAIL</b> <ul style="list-style-type: none"> <li>Audit Committee - Member</li> </ul>	



## STEEL AUTHORITY OF INDIA LIMITED

Registered Office: Ispat Bhawan, Lodi Road  
New Delhi - 110 003

### ATTENDANCE SLIP

Folio No:

Name and Address \_\_\_\_\_

I certify that I am a registered shareholder/proxy for the registered shareholder of the Company.

I hereby record my presence at the 40<sup>th</sup> ANNUAL GENERAL MEETING of the Company to be held on 21<sup>st</sup> September, 2012 at NDMC Indoor Stadium, Talkatora Garden, New Delhi-110001.

Member's/Proxy's Name (In Block Letters) \_\_\_\_\_

Member's/Proxy's Signature \_\_\_\_\_

#### NOTE:

1. Please sign this attendance slip and hand over at the Attendance Verification Counter at the Entrance of the Meeting Hall.
2. This attendance slip is valid only in case shares are held on the date of meeting.
3. The members holding shares in Dematerialised (D Mat) form are advised to bring with them their DP ID and Client ID Numbers.
4. REGRET NO GIFTS.

## STEEL AUTHORITY OF INDIA LIMITED

Registered Office: Ispat Bhawan, Lodi Road  
New Delhi - 110 003

### PROXY FORM

I/We .....of .....

in the district of .....

(Write full address)

hereby appoint .....of .....

(Write full address)

or failing him .....of .....

(Write full address)

as my/our proxy and to vote for me/us or my/our behalf at the 40<sup>th</sup> Annual General Meeting of the Company to be held on 21<sup>st</sup> September, 2012 at 1030 hours and at any adjournment thereof.

Signed this .....day of .....2012

Signature(s) .....

Ledger Folio/DP ID & Client ID No. ....

No. of Shares held .....

Please affix  
Re.1  
Revenue  
Stamp

#### NOTE:

1. The Proxy need NOT be a member.
2. The Proxy Form signed across Re.1 revenue stamp should reach the Company's Registered Office atleast 48 hours before the scheduled time of meeting.
3. Please fill in full particulars.

# STEEL AUTHORITY OF INDIA LIMITED

Ispat Bhawan, Lodi Road, New Delhi - 110 003

Ph. 011-24367481, Fax : 011-24367015, Website : www.sail.co.in

Ref No : SAIL/B&CA/AR/2012

Date : 09.08.2012

Dear Shareholder,

## RE : Green Initiative in Corporate Governance : Go Paperless

The Ministry of Corporate Affairs ("Ministry") has taken a "Green Initiative in Corporate Governance" by allowing paperless compliances by companies through electronic mode. In accordance with circulars bearing no. 17/2011 dated 21.04.2011 and 18/2011 dated 29.04.2011 issued by the Ministry, companies can send various notices/documents (including notice calling Annual General Meeting, Audited Financial Statements, Directors' Report, Auditors' Report etc) to their shareholders through electronic mode, to the registered e-mail addresses of the shareholders.

It is a welcome move for the society at large, as this will reduce paper consumption to a great extent and allow public at large to contribute towards a greener environment.

This is also a golden opportunity for every shareholder of Steel Authority of India Limited (the Company) to contribute to the Corporate Social Responsibility initiative of the Company. All you have to do is to register your e-mail id with the company to receive communication through electronic mode.

### ADVANTAGES OF REGISTERING FOR E-COMMUNICATION :

• Receive communication promptly • Reduce paper consumption and save trees • Eliminate wastage of paper • Avoid loss of document in postal transit • Save costs on paper and postage.

We, therefore, invite you to contribute to the cause by filling up the form given alongwith for registering your e-mail ID and send it back to us.

Kindly note that if you still wish to get a hard copy/physical copy of all the communications, the Company undertakes to provide the same at no extra cost to you. In case you desire to receive the above mentioned documents in physical form, you are requested to send an e-mail to [investor.relation@sail.com](mailto:investor.relation@sail.com) or send a letter at the following address.

MCS Limited, Unit : SAIL, F-65, Okhla Industrial Area, Phase-I, New Delhi - 110020

OR COMPANY ADDRESS as mentioned above.

You can also download the attached registration form from our website : [www.sail.co.in](http://www.sail.co.in)

Best Regards,

For Steel Authority of India Ltd.  
Sd/-  
(Devinder Kumar)  
Exec. Dir. (F&A) & Secretary

## E-COMMUNICATION REGISTRATION FORM

To  
MCS Limited  
Unit : SAIL  
F-65 Okhla Industrial Area, Phase-I,  
New Delhi - 110020  
Dear Sir/Madam

### RE: Green Initiative in Corporate Governance

I agree to receive all communication from the Company in electronic mode. Please register my e-mail id in your records for sending communication through e-mail.

Folio No. / DP ID & Client ID : .....  
Name of 1st Registered Holder : .....  
Name of Joint Holder (s) : .....  
Registered Address : .....  
E-mail ID : .....

Date : .....

Signature of the first holder .....

### Important Notes :

- 1) On registration, all the communication will be sent to the e-mail ID registered in the folio/DP ID & Client ID.
- 2) The form is also available on the website of the company [www.sail.co.in](http://www.sail.co.in)
- 3) Shareholders are requested to keep company informed as and when there is any change in the e-mail address. Unless the email Id given hereunder is changed by you by sending another communication in writing, the company will continue to send the notices/documents to you on the above mentioned e-mail ID.
- 4) If shares held in electronic mode, kindly register your e-mail id with your DP.