



# BIRLA CORPORATION LIMITED

REGISTERED & PRINCIPAL OFFICE : BIRLA BUILDING, 9/1, R. N. Mukherjee Road, Kolkata - 700 001  
Phone : 3057 3700 / 3041 0900 Fax : 033-2248 7988 / 2248 2872  
E-mail : greeninitiative@birlacorp.com; Website : www.birlacorporation.com

July 04, 2011

Dear Shareholder,

Sub: **Green initiative in Corporate Governance – Electronic Mode of service of documents**

1. Ministry of Corporate Affairs, Government of India (MCA), vide its Circular Nos.17 & 18 dated 21st April, 2011 and 29th April, 2011 respectively, has clarified that a company would be in compliance of the provisions of the Companies Act, 1956, if the Company serves the Notice of General Meeting, Audited Financial Statements, Directors' Report, Auditors Report etc. to its shareholders through electronic mode, at the e-mail address provided by them to the Company.
2. **Shareholders holding shares in demat (electronic) form**
  - (a) In case you are holding shares of the Company in demat (electronic) form, the Company proposes to send the aforesaid documents to you in electronic form, at the e-mail address provided by you and which will be made available to us by the Depository Participant (DP).
  - (b) In case of any change in your e-mail address, we request you to inform the said change to your Depository Participant (DP) to enable them to update their record.
  - (c) As such, the e-mail address registered by you with your DP will henceforth be used by the Company for service of the said documents, including those covered under Section 219 of the Companies Act, 1956.
  - (d) If, however, you wish to continue to receive the said documents in physical mode, please send an e-mail at [greeninitiative@birlacorp.com](mailto:greeninitiative@birlacorp.com) or write to the Share Department of the Company at its Registered Office at Birla Building, 9/1, R.N. Mukherjee Road, Kolkata – 700 001 quoting reference of your DP ID & Client ID and name of the 1st Registered shareholder.
3. **Shareholders holding shares in physical form**
  - (a) **In case you are holding shares of the Company in physical form, please register your e-mail address with the Company at [greeninitiative@birlacorp.com](mailto:greeninitiative@birlacorp.com) mentioning your Folio Number, name of 1st Registered Holder and the e-mail ID, so that all such documents can be served upon you henceforth in electronic mode at the said e-mail address.**
  - (b) **For the sake of your convenience, we are attaching herewith a Business Reply Inland Letter (postage prepaid). All you have to do is post this Business Reply Inland Letter, duly filled in & signed, at our Share Department at the earliest.**
4. Please note that the said documents will be made available by the Company on its website [www.birlacorporation.com](http://www.birlacorporation.com) Physical copies of the same shall be made available for inspection, during office hours, at our Registered Office at Birla Building, 9/1, R.N. Mukherjee Road, Kolkata – 700 001.
5. Upon receipt of a request from you, your Company shall also send you the physical copy of the above documents free of cost.

Thanking you,

Yours faithfully  
For **BIRLA CORPORATION LIMITED**

**GIRISH SHARMA**  
VICE-PRESIDENT (INDIRECT TAXES)  
& ACTING COMPANY SECRETARY

**Note:** Those shareholders who had opted to receive the above documents in physical form, in response to our e-mail dated 3rd June, 2011, will continue to receive the same in physical mode only.

*I hereby request Birla Corporation Limited to register my following e-mail address for service of the Notice of General Meeting(s), Audited Financial Statements, Director's Report, Auditors' Report and other documents to me in electronic mode instead of in physical mode:-*

**Ledger Folio No. /DP ID & Client ID\*** \_\_\_\_\_

**Full Name of 1st Registered Holder\*** \_\_\_\_\_

E-mail ID (to be registered for above purpose)\* \_\_\_\_\_

Mobile/Phone No. \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \* \_\_\_\_\_

\* Mandatory fields

**Note:**

- This above format is also available on the website of the Company, [www.birlacorporation.com](http://www.birlacorporation.com)
- Shareholders are requested to keep the Company/their DP, as the case may be, informed of any change in their e-mail ID.