

XYZ COMPANY LTD

Regd. Office: _____

Demat Shareholders

Dear Shareholder,



Sub: "GO GREEN" initiative of the Ministry of Corporate Affairs ("MCA"), Government of India

The Ministry of Corporate Affairs ("MCA"), Government of India, has taken a "Green Initiative in the Corporate Governance" by allowing paperless compliances by companies vide circular no. 17/2011 dated 21.04.2011 and circular no. 18/2011 dated 29.04.2011, in terms of which a company would have ensured compliance with the provisions of Section 53 of the Act, if services of documents have been made through electronic mode. The companies are now permitted to send various notices /documents to its shareholders through electronic mode to the registered e-mail addresses of shareholders.

This move by the Ministry is welcome since it will benefit the society at large through reduction in paper consumption and contribution towards a Greener Environment. The Company thus proposes to send all documents to the Shareholders like General Meeting Notices (including AGM), Audited Financial Statements, Directors' Report, Auditors' Report, etc. henceforth to the shareholders in electronic form in lieu of the physical form.

You are holding shares of the Company in **electronic form** and have registered your email-id, in the records of the Depositories viz NSDL/CDSL and which has been made available to us as per the records maintained at the depository. Please inform any changes in your email-id to your depository participant (DP) only, for the purpose of serving of documents by the Company in the electronic mode.

As a member of the company, In case you desire to receive documents stated above in physical form, you will be entitled to be furnished, free of cost, a printed copy of the Annual Report of the Company, upon receipt of a requisition from you, at any time.

The Annual Report of the Company would also be made available on the Company's website at www.xyz.co.in

In case you desire to receive the documents stated above in physical form please write to us, quoting your DPID & CLID on or before **10th June, 2011**, at Registered Office of the Company or to our Registrar & Share Transfer Agents M/s Sharex Dynamic (India) Pvt. Ltd., Unit-1, Luthra Ind Premises, E.M.Vasanji Marg, Safeed Pool, Andheri Kurla Road, Andheri East, Mumbai 400 072, or email to xyzgogreen@sharexindia.com

We are sure that you will welcome the "Green Initiative" taken by the MCA and your company's desire to participate in the same.

We look forward to your support in this initiative.

Thanking you,

Yours faithfully,

For XYZ Company Ltd.

Company Secretary

Dated :

