

POSTAL BALLOT NOTICE

(Pursuant to Section 110 of the Companies Act, 2013 read with the Companies
(Management & Administration) Rules, 2014)

Dear Shareholder(s) / Member(s),

NOTICE is hereby given pursuant to the provisions of Section 110 and other applicable provisions of the Companies Act, 2013, read with the Companies (Management & Administration) Rules, 2014 thereof for the time being in force, that the following resolution is proposed to be passed as Special Resolution by way of Postal Ballot.

The Resolution along with the Explanatory Statement setting out material facts is as follows:

1. PAYMENT OF REMUNERATION TO MR. SATINDER SINGH REKHI AS MANAGING DIRECTOR OF THE COMPANY

To consider and if thought fit, to pass with or without modification(s), the following resolution as Special Resolution:

“RESOLVED THAT pursuant to the provisions of Sections 196, 197, 198, Schedule V and other applicable provisions, if any, of the Companies Act, 2013, (corresponding to erstwhile Sections 198, 269, 309, 310, Schedule XIII and other applicable provisions, if any, of the Companies Act, 1956) and subject to the approval of the Central Government and other authorities, if required, consent of the members of the Company be and is hereby granted for payment of remuneration to Mr. Satinder Singh Rekhi as Managing Director of the Company for a period of three years i.e. from April 01, 2014 to March 31, 2017 in accordance with the provisions of the Companies Act, 2013 and applicable R Systems policies on the following terms and conditions:

1. Compensation: He will be paid at the rate of USD 400,000 (USD Four Lakhs only) per annum as base salary. This will be payable semi-monthly on the 15th of each month and again on the last day of the month. Applicable taxes will be deducted from his gross earnings;
2. Automobile: The Company will furnish him with an automobile including maintenance and fuel expenses, comparable to his position, while employed with the Company;
3. Health Insurance: He and his qualified dependents will be eligible to receive health insurance coverage through the Company or its subsidiaries insurance carriers. The terms, conditions and eligibility requirements for such insurance coverage are set forth in the summary plan description(s) describing the coverage;
4. Other benefits: He will be eligible to participate in the Company's or R Systems, Inc.'s retirement plans in accordance with the prevalent policies;
5. Bonus: He will also be entitled for an annual bonus of 2% of the consolidated net profits subject to a maximum of USD 150,000;
6. Annual Increment: He will be entitled for an annual increment of 15% on his base salary of the immediate previous year on January 01, 2015, January 01, 2016 and January 01, 2017.

RESOLVED FURTHER THAT in the event of absence or inadequacy of profits in any financial year during the tenure of Mr. Satinder Singh Rekhi as Managing Director of the Company, the Company shall pay him the remuneration as specified above as minimum remuneration.

RESOLVED FURTHER THAT the Board of Directors be and is hereby authorised to do all such acts, deeds, matters and things as may be necessary, proper or expedient, to give effect to this resolution and the Board may, by a resolution delegate the aforementioned power to any committee of Directors, Director or any other principal officer of the Company on such conditions as the Board may prescribe.”

**By Order of the Board
For R Systems International Limited**

Place : Noida
Date : October 29, 2014

Sd/-
Vikash Kumar Tiwari
Company Secretary & Compliance Officer

Notes:

1. An Explanatory Statement and reasons for the proposed resolution stated herein above, pursuant to Section 102 read with Section 110 of the Companies Act, 2013 and Rules made thereunder is annexed hereto.
2. As the Company is seeking the consent of its members to the proposed resolution by means of postal ballot, a Postal Ballot Form for voting by members forms part of the notice.
3. The Notice is being sent to all the Members, whose names appear in the Register of Members / Beneficiary Position maintained by the Depositories as on Friday, October 31, 2014.
4. The Company has appointed Mr. Sanjay Grover, Company Secretary in whole time practice (Membership No. FCS 4223; C.P. No. 3850) as Scrutinizer for conducting the postal ballot process in a fair and transparent manner.
5. Pursuant to the Clause 35B of the Listing Agreement and Section 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014 the Company offers e-voting option to the members as an alternative, to enable members to vote electronically instead of dispatching the Postal Ballot Form. The Company has signed an agreement with CDSL for facilitating such e-voting by the members. Kindly note that each Member can opt for only one mode for voting i.e., either by Physical Ballot or by E-Voting. However, in case members cast their vote both via physical ballot and e-voting, then voting through postal ballot shall prevail and voting done by e-voting shall be treated as invalid.
6. The instructions for shareholders for e-voting are as under :
 - (i) The voting period begins on Wednesday, November 12, 2014 at 10.00 A.M. and ends on Thursday, December 11, 2014 at 6.00 P.M. During this period shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of October 31, 2014, may cast their vote electronically. The e-voting module shall be disabled by CDSL for voting thereafter.
 - (ii) The Shareholders should log on to the e-voting website www.evotingindia.com
 - (iii) Click on "Shareholders".
 - (iv) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
 - (v) Next enter the Image Verification as displayed and Click on Login.
 - (vi) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any company, then your existing password is to be used.
 - (vii) If you are a first time user follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN	Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none">Members who have not updated their PAN with the Company/Depository Participant are requested to use the first two letters of their name and the 8 digits of the sequence number in the PAN field.In case the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name in CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field.
DOB	Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.
Dividend Bank Details	Enter the Dividend Bank Details as recorded in your demat account or in the company records for the said demat account or folio. <ul style="list-style-type: none">Please enter the DOB or Dividend Bank Details in order to login. If the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).

- (viii) After entering these details appropriately, click on “SUBMIT” tab.
- (ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach ‘Password Creation’ menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password is to be also used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (xi) Click on the EVSN for the relevant <Company Name > (R Systems International Limited) on which you choose to vote.
- (xii) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xiii) Click on the “RESOLUTIONS FILE LINK” if you wish to view the entire Resolution details.
- (xiv) After selecting the resolution you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- (xv) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- (xvi) You can also take out print of the voting done by you by clicking on “Click here to print” option on the Voting page.
- (xvii) If Demat account holder has forgotten the same password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xviii) Note for Non – Individual Shareholders and Custodians
- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to www.evotingindia.com and register themselves as Corporates.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
 - After receiving the login details a compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
 - The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
 - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- (xix) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com.
7. Members who have registered their e-mail IDs for receipt of documents in electronic mode under the Green Initiative of MCA have also been sent Postal Ballot Notice by e-mail apart from physical Postal Ballot Form accompanying the Notice. If any member wish to obtain duplicate Postal Ballot Form, he/she can obtain the duplicate Ballot Form from the Registrar and Share Transfer Agent, M/s. Link Intime India Private Limited, 44, Community Centre, 2nd Floor, Near PVR Naraina, Phase-I, Naraina Industrial Area, New Delhi – 110028 or from the Company at the Registered/Corporate office and fill in the details and send the same to the Scrutinizer by post.
8. The Scrutinizer, after completion of the scrutiny, will submit his report to the Chairman or Company Secretary of the Company. The result of the Postal Ballot shall be announced by the Chairman, or in his absence by any other person authorised by the Chairman, on Tuesday, December 16, 2014 at 4.00 P.M. at the Registered Office of the Company at B - 104A, Greater Kailash - I, New Delhi - 110 048 and the resolution will be taken as passed

effectively on the date of announcement of the result by the Chairman or such other authorised person in his behalf, if the result of the Postal Ballot indicates that the requisite majority of the Shareholders had assented to the resolution. Members who wish to be present at the time of declaration of the result may be present at the venue.

9. The result will be submitted to the Stock Exchanges where shares of the Company are listed and will also be published in at least one English and one vernacular newspaper circulating in the state of Delhi. The result of the postal ballot will also be displayed along with the Scrutinizers' Report on website of the Company (www.rsystems.com).
10. In the event, the draft resolution is assented to by the requisite majority of Members by means of Postal Ballot, the date of declaration of Postal Ballot result shall be deemed to be the date of passing of the said resolution at the General Meeting convened in this behalf.
11. Members are requested to notify the change in the address, if any, in case of shares held in electronic form to the concerned Depository Participant quoting their Client ID and in case of Physical shares to the Registrar and Transfer Agent.
12. All the material documents referred to in the accompanying Notice and the Explanatory Statement will be available for inspection by the members at the Registered Office of the Company during working hours on all working days upto Thursday, December 11, 2014.

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 & 110 OF THE COMPANIES ACT, 2013

PAYMENT OF REMUNERATION TO MR. SATINDER SINGH REKHI AS MANAGING DIRECTOR OF THE COMPANY

Mr. Satinder Singh Rekhi aged about 63 years founded R Systems in 1993. Mr. Rekhi is a technocrat with over 31 years of experience in the information technology industry. Prior to R Systems, Mr. Rekhi held senior management positions with HCL Technologies and DISC (now Synergex) in the United States, Singapore and India. Mr. Rekhi received a Bachelor of Technology from IIT, Kharagpur, India and a Masters in Business Administration from California State University, Sacramento. He has also attended several senior management programs from University of Berkeley and Harvard Business School.

The shareholders of the Company by passing necessary resolution through postal ballot on January 14, 2014 have appointed Mr. Satinder Singh Rekhi as Chairman & Managing Director of the Company (the office of Chairman now relinquished by him) for a period of five years i.e. January 01, 2014 till December 31, 2018 and have also approved his remuneration for a period of three years i.e. January 01, 2014 till December 31, 2016, subject to necessary approval of the Central Government pursuant to the Companies Act, 1956. Based on the application filed by the Company under the provisions of the Companies Act, 1956, the Central Government has approved his remuneration for a period of three months i.e. January 01, 2014 till March 31, 2014. Since the relevant provisions of the Companies Act, 2013 has come into force with effect from April 01, 2014, we have been advised to get fresh approval from the shareholders of the Company pursuant to the provisions of the Companies Act, 2013 for the payment of remuneration to Mr. Satinder Singh Rekhi, Managing Director for the period after March 31, 2014. Therefore, likewise earlier remuneration approved by the shareholders on January 14, 2014 the Board of Directors at its meeting held on October 29, 2014 on the basis of recommendation of Nomination and Remuneration Committee has approved the remuneration of Mr. Satinder Singh Rekhi as Managing Director for a period of three years i.e. April 01, 2014 till March 31, 2017 under the provisions of the Companies Act, 2013 and recommends the same for the approval of the shareholders by way of passing the special resolution as set out in the Notice.

As on the date of this notice, Mr. Rekhi holds 1,309,200 equity shares (being 1.03% of the total paid up share capital) of the Company in his own name and 16,325,180 equity shares (being 12.82% of the total paid up share capital) of the Company as trustee of Satinder & Harpreet Rekhi Family Trust. Further, the offices of R Systems International Limited U.S.A. Branch and R Systems, Inc., a wholly owned subsidiary of R Systems International Limited (hereinafter referred to as R Systems) based in United States is jointly owned by Mr. Satinder Singh Rekhi and his wife, Mrs. Harpreet Rekhi and the said office is obtained on lease from them on a monthly rental of USD 13,750. Further, Mr. Rekhi is holding the office of director in the following ten bodies corporate, which are incorporated and based outside India as on the date of this notice namely, R Systems, Inc., R Systems (Singapore) Pte Limited, RightMatch Holdings Ltd., Indus Software, Inc., ECnet Systems (Thailand) Company Limited, ECnet, Inc., R Systems Solutions, Inc., R Systems Europe B. V., Computaris International Limited and Systèmes R. International Ltée.

As per the provisions of Section 110 of the Companies Act, 2013 read with the Companies (Management & Administration) Rules, 2014, the approval of shareholders for payment of remuneration to Mr. Satinder Singh Rekhi as Managing Director is being sought to be obtained through postal ballots. The Board of Directors recommends that the shareholders approve the remuneration by way of a Special Resolution as set out in the Notice.

Except Mr. Satinder Singh Rekhi and Lt. Gen. Baldev Singh (Retd.) being the relative of Mr. Satinder Singh Rekhi, none of the Directors or Key Managerial Personnel of your Company or any of their relatives is concerned or interested in the said Resolution, except to the extent of their shareholding in the Company.

Statement containing the prescribed information as required in terms of Section II Clause B of Part II of Schedule V of the Companies Act, 2013

I. GENERAL INFORMATION

(1) Nature of Industry:

The Company is engaged in the business of providing software engineering, information technology related services, business process outsourcing services, developing and selling software products for the retail-lending sector and in supply chain execution.

(2) Date or expected date of commencement of commercial production:

The Company is already in existence and is in operation since May 14, 1993.

(3) In case of new companies, expected date of commencement of activities as per project approved by financial institutions appearing in the prospectus:

Not Applicable.

(4) Financial performance based on given indicators:

Financial performance of the Company for last 3 years is as follows:

(Rs. in lakhs)

Particulars	Financial Year ended		
	31.12.2013	31.12.2012	31.12.2011
Total Income	27,397.20	23,314.88	19,768.03
Profit before depreciation, exceptional items and tax	5,892.95	3,696.62	1,671.59
Less : Depreciation & amortization	478.08	624.01	881.24
Profit before tax	5,414.87	3,072.61	790.35
Less : Current tax (net of MAT credit)	1,785.53	954.02	477.24
Less : Deferred tax	(25.88)	65.82	(333.40)
Profit after tax	3,655.22	2,052.77	646.51
Balance as per last financial statements	6,097.02	8,050.09	7,982.43
Add: Profit for the current year	3,655.22	2,052.77	646.51
Less: Appropriations			
Proposed dividend	1,206.98	942.55	443.41
Tax on proposed dividend	212.38	152.91	70.79
Interim dividend	1,392.39	1,991.95	0.00
Tax on interim dividend	236.64	323.14	0.00
Transfer to General Reserve	365.52	595.29	64.65
Total appropriations	3,413.91	4,005.85	578.85
Net surplus in the statement of profit and loss	6,338.33	6,097.02	8,050.09

(5) Foreign investments or collaborators, if any:

R Systems has investments from non-residents and foreign bodies corporate and R Systems has made investments outside India. As on date, R Systems has nine subsidiaries which are incorporated and based outside India and one wholly owned subsidiary incorporated and based in India. Out of the said nine overseas subsidiaries, ECnet Limited, based in Singapore has six subsidiaries and Computaris International Limited, based in United Kingdom also has five subsidiaries. Therefore in terms of the provisions of the Companies Act, 2013 R Systems has an aggregate of twenty subsidiaries incorporated outside India and one wholly owned subsidiary incorporated and based in India.

(6) Export performance and net foreign exchange collaborations:

R Systems has investments from non-residents and foreign bodies corporate. Foreign exchange earnings and outgo of the Company for last 3 years is as follows:

(Rs. in lakhs)

Particulars		Financial Year ended		
		31.12.2013	31.12.2012	31.12.2011
(a)	Earnings (Accrual Basis)	24,548.78	20,822.06	17,626.93
(b)	Expenditure (Accrual Basis)	3,983.96	3,776.85	3,637.97
(c)	CIF value of imports	494.86	91.16	158.19

II. INFORMATION ABOUT THE APPOINTEE

(1) Background details:

Mr. Satinder Singh Rekhi aged about 63 years founded R Systems in 1993. Mr. Rekhi is a technocrat with over 31 years of experience in the information technology industry. Prior to R Systems, Mr. Rekhi held senior management positions with HCL Technologies and DISC (now Synergex) in the United States, Singapore and India. Mr. Rekhi received a Bachelor of Technology from IIT, Kharagpur, India and a Masters in Business Administration from California State University, Sacramento. He has also attended several senior management programs from University of Berkeley and Harvard Business School. As Managing Director, Mr. Rekhi is responsible for overall business development and working of the Company.

(2) Past remuneration:

Income during the last 3 years

	Total Cost to the Company (Rs.)	Per Month (Rs.)
For the year ended December 31, 2013	25,292,405	2,107,700
For the year ended December 31, 2012	17,844,292	1,487,024
For the year ended December 31, 2011*	18,113,374	1,509,448

*Includes retention bonus for the year 2006 as approved by the Central Government.

(3) Recognition or awards:

Mr. Satinder Singh Rekhi was awarded with a Bachelor of Technology from IIT, Kharagpur, India and a Masters in Business Administration from California State University, Sacramento.

(4) Job profile and his suitability:

Mr. Satinder Singh Rekhi, being the Managing Director of the Company is entrusted with substantial powers of management in relation to the normal business matters. Mr. Rekhi is the founder of the Company and since then he is continuously providing his guidance and support on the Board. His presence is crucial for the effective and efficient operations of the business. R Systems will benefit from his capabilities.

(5) Remuneration proposed:

Following remuneration is proposed for Mr. Satinder Singh Rekhi, Managing Director of the Company:

1. Compensation: He will be paid at the rate of USD 400,000 (USD Four Lakhs only) per annum as base salary. This will be payable semi-monthly on the 15th of each month and again on the last day of the month. Applicable taxes will be deducted from his gross earnings;
2. Automobile: The Company will furnish him with an automobile including maintenance and fuel expenses, comparable to his position, while employed with the Company;
3. Health Insurance: He and his qualified dependents will be eligible to receive health insurance coverage through the Company or its subsidiaries insurance carriers. The terms, conditions and eligibility requirements for such insurance coverage are set forth in the summary plan description(s) describing the coverage;
4. Other benefits: He will be eligible to participate in the Company's or R Systems, Inc.'s retirement plans in accordance with the prevalent policies;
5. Bonus: He will also be entitled for an annual bonus of 2% of the consolidated net profits subject to a maximum of USD 150,000;
6. Annual Increment: He will be entitled for an annual increment of 15% on his base salary of the immediate previous year on January 01, 2015, January 01, 2016 and January 01, 2017.

- (6) Comparative remuneration profile with respect to industry, size of the company, profile of the position and person (in case of expatriates the relevant details would be w.r.t. the country of his origin):
The proposed remuneration is reasonably justified in comparison with the general market trends and remuneration package of top-level managerial persons having comparable qualification and experience in U.S.A.
- (7) Pecuniary relationship directly or indirectly with the Company, or relationship with the managerial personnel, if any:
As on the date of this notice, Mr. Rekhi holds 1,309,200 equity shares (being 1.03% of the total paid up share capital) of the Company in his own name and 16,325,180 equity shares (being 12.82% of the total paid up share capital) of the Company as trustee of Satinder & Harpreet Rekhi Family Trust. Further, the offices of R Systems International Limited U.S.A. Branch and R Systems, Inc., a wholly owned subsidiary of R Systems based in United States is jointly owned by Mr. Satinder Singh Rekhi and his wife, Mrs. Harpreet Rekhi and the said office is obtained on lease from them on a monthly rental of USD 13,750. Except the proposed remuneration and as stated above, he does not have any pecuniary or other relationship with the Company and with any of the managerial personnel. Mr. Satinder Singh Rekhi is related to Lt. Gen. Baldev Singh (Retd.), President and Senior Executive Director.

III. OTHER INFORMATION

- (1) Profitability of R Systems:
Reasons for inadequate profits: The Company has made a reasonable profit during the last financial year ended on December 31, 2013. R Systems total income increased to Rs. 27,397.20 lakhs as against Rs. 23,314.88 lakhs during the same period in the previous year, a growth of 17.51%. Profit after tax for the year ended on December 31, 2013 was Rs. 3,655.22 lakhs as against Rs. 2,052.77 lakhs during the same period in the previous year, a growth of 78.06%.
- (2) Strategy for performance enhancement:
Steps taken or proposed to be taken for improvement: R Systems management process involves taking continuous steps to improve performance through growth in revenues, managing costs and improving productivity. The financial strategy involves maintaining a secure financial position, managing risks and ensuring accurate and timely reporting of performance.
- (3) Expected increase in productivity and profits in measurable terms:
Barring unforeseen circumstances, R Systems expects to close the current financial year with improved sales and profitability.

IV. DISCLOSURES

- (1) Remuneration package of the managerial person: Same is fully described in the respective Resolution and/or Explanatory Statement;
- (2) Disclosures in the Board of Directors' report under the heading 'Corporate Governance' is to be attached to the Annual Report in respect of the:
- (i) All elements of remuneration package such as salary, benefits, stock options, pension etc. of all the directors;
 - (ii) Details of fixed component and performance linked incentives along with the performance criteria;
 - (iii) Service contracts, notice period, severance fees;
 - (iv) Stock option details, if any, and whether the same has been issued at a discount as well as the period over which accrued and over which exercisable.

The requisite details in respect of paragraph 2(i) to 2(iv) above in respect of all Directors are given in the Corporate Governance Report attached to the Annual Report of the Company for the financial year ended December 31, 2013.

**By Order of the Board
For R Systems International Limited**

**Place : Noida
Date : October 29, 2014**

**Sd/-
Vikash Kumar Tiwari
Company Secretary & Compliance Officer**

"GREEN INITIATIVE IN THE CORPORATE GOVERNANCE"

Dear Shareholder,

Ministry of Corporate Affairs (MCA), Government of India has taken a "Green Initiative in Corporate Governance" by allowing the service of documents like AGM/EGM notice, Annual Report and other correspondence by a Company to its Shareholders through electronic mode, after the Company gives an advance opportunity to its shareholders to register their email address and changes therein from time to time with the Company or with the concerned depository. Keeping this in view, your company proposes to send all communications henceforth to such shareholders in electronic mode, who opt for the same. In order to enable the Company to send all communications in electronic form, please register your email-IDs with us, if not already registered, by filling the particulars given below the dotted lines and return the same along with duly completed and signed postal ballot form in the enclosed self-addressed envelope. The shareholders holding shares in electronic mode are requested to get their email address registered/updated with their depository participant (DP) also, with whom they are maintaining their Demat Account. We solicit your co-operation in helping the Company to implement the "Green Initiative" of the Government.

We endeavor our best to serve you better.

Thanking you,

For R Systems International Limited

Sd/-

Vikash Kumar Tiwari

Company Secretary & Compliance Officer

To,

The Company Secretary,
R Systems International Limited,
C-40, Sector 59,
NOIDA – 201 307, U.P.

Dear Sir,

I/we, the undersigned, being shareholder(s) of the Company with Ledger Folio / DP & Cl. ID..... do hereby request to the company to send all the communication / documents like AGM and other notice (s), financial statements, directors report, auditors report and other statutory communication permitted under the provisions of the Companies Act, 2013 to email address mentioned herein below :

E-mail address for receiving official documents from the Company:

Signature:

Signature:

Signature:

Name:

(1st Holder)

Folio No./DP ID/ Client ID

Address & Contact No.

Name:

(2nd Joint Holder)

Name:

(3rd Joint Holder)