



# KANISHK STEEL INDUSTRIES LIMITED

**Registered Office:** B-27 (M), SIPCOT Industrial Complex, Gummidipoondi,  
Thiruvallur District, Tamil Nadu – 601201

**Website:** [www.kanishksteels.in](http://www.kanishksteels.in) :: **Email ID:** [company.secretary@opgpowers.com](mailto:company.secretary@opgpowers.com)

July 07, 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 21<sup>st</sup> April, 2011 and 29th April, 2011 respectively, has clarified that the 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 your 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 email 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 us an email at [company.secretary@opgpowers.com](mailto:company.secretary@opgpowers.com) or write to the Secretarial Department of the Company at Old # 4, New # 7, Thiru-Vi-Ka 3rd Street, Royapettah High Road, Mylapore, Chennai - 600 004 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 email address with the Company at [company.secretary@opgpower.com](mailto:company.secretary@opgpower.com) mentioning your Folio Number, name of 1st Registered Holder' and the email - id, so that all such documents can be served upon you henceforth in electronic mode at the said email address.
- (b) For the sake of your convenience, we are attaching herewith a Format letter. All you have to do is post this Format letter, duly filled in & signed, at our Secretarial Department at the earliest.
- (c) Please note that the said documents will be made available by the Company on its website, [www.kanishksteels.in](http://www.kanishksteels.in) and Physical copies of the same shall be made available for inspection, during office hours, at our Registered Office at B-27 (M) SIPCOT Industrial Complex , Gummidipoondi, Thiruvallur-District, Tamilnadu – 601 201
4. 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 **Kanishk Steel Industries Limited**,



**M.K.Madhavan**  
**Company Secretary**

-----Format letter-----

**Company Secretary,  
Kanishk Steel Industries Limited  
Old no:4, New no:7, Thiru-Vi-Ka 3rd Street,  
Royapettah High Road,  
Mylapore,  
Chennai- 600 004**

I hereby request **Kanishk Steel Industries Limited** to register my following email address for service of the Notice of General Meeting(s), Audited Financial Statements, Directors' Report, Auditors' Report and other documents to me in electronic mode instead of in physical mode:-

Ledger Folio No. / DP 1D & Client ID \* -----

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

Email ID (to be registered for above purpose) \* -----

Mobile I Phone No. -----

Date\*: -----

Signature:\* -----

\* Mandatory fields

Note:

- Shareholders are requested to keep the Company / their DP, as the case may be, informed of any Change in their Email ID.