



**McLEOD RUSSEL**

*Believe in tea*

Date: 28th March, 2014

Registration of E-mail ID

**Dear Members,**

In support of the "Green Initiative" taken by the Ministry of Corporate Affairs ("MCA"), we request those Members who have not yet registered their e-mail addresses with the Company, to please do so now so that all the requisite documents in future including Notice of General Meetings, Annual Reports & Accounts and other communications can be sent to them at their e-mail addresses. You are also requested to keep your e-mail addresses updated with the Company from time to time.

Please be informed that the above referred documents shall also be available on the Company's website [www.mcleodrussel.com](http://www.mcleodrussel.com)

Please note that even if you opt for electronic mode of receipt of the aforesaid documents, you shall be entitled to receive a copy of the Annual Report & Accounts of the Company and all other documents required by law to be attached thereto upon receipt of requisition from you, any time, as member of the Company, free of cost.

We are sure you would appreciate the "Green Initiative" taken by MCA and your Company's effort to make the initiative a success.

Thanking you,

**By Order of the Board**  
**McLEOD RUSSEL INDIA LIMITED**  
**A.GUHA SARKAR**  
**VICE PRESIDENT & COMPANY SECRETARY**

**McLEOD RUSSEL INDIA LIMITED**

Corporate Identity Number (CIN): L51109WB1998PLC087076

**REGISTERED OFFICE:** FOUR MANGOE LANE, SURENDRA MOHAN GHOSH SARANI, KOLKATA - 700 001

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