



KOKUYO CAMLIN LIMITED

CIN : L24223MH1946PLC005434

48/2, Hilton House, Central Road, MIDC, Andheri (E), Mumbai-400 093

Date: 23rd May, 2014

Dear Shareholders,

Sub: Service of Documents through e-mail.

In order to protect the environment and as a "Go Green" initiative and also to comply with the provisions of the Companies Act, 2013 (the said Act) read with Companies (Management and Administration) Rules and Companies (Accounts) Rules, 2014 (the said Rules) the Company is taking the initiative of sending Annual Report and all other service documents for the Financial Year 2013-14 and onwards by e-mail.

In this regard we wish to draw your attention to Sections 20, 101 read with Rule 18 and Section 136 read with Rule 11 of the said Act and the said rules, which require all listed companies and such public companies which have a net worth of more than one crore rupees and turnover of more than ten crore rupees to send the Notice and Financial Statements, through electronic mode. The relevant extract of the rules are as follows :

Rule 18 –

- (1) A Company may give notice through electronic mode.
- (2) A notice may be sent through e-mail as a text or as an attachment e-mail or as a notification providing electronic link or Uniform Resource locator for accessing such notice.
- (3) The email shall be addressed to the person entitled to receive such e-mail as per the records of the company or as provided by the depository –

Provided that the company shall provide an advance opportunity atleast once in a financial year, to the member to register his e-mail address and changes therein and such request may be made by only those members who have not got their e-mail id recorded or update a fresh e-mail id and not from the members whose e-mail ids are already registered.

Rule 11 –

- (a) *By electronic mode to such members whose shareholding is in dematerialised format and whose e-mail ids are registered with Depository for communication purposes;*
- (b) *Where Shareholding is held otherwise than by dematerialised format, to such members who have positively consented in writing for receiving by electronic mode; and*
- (c) *By despatch of physical copies through any recognised mode of delivery as specified under section 20 of the Act, in all other cases.*

As required, under the above rules all the shareholders holding shares in electronic form are requested to update their current e-mail ids to their respective Depository Participants (DP) with whom they are holding the demat account for future correspondence and servicing of all documents of the Company.

However, Physical Copies of the Notice and Financial Statements will be sent to only those shareholders whose e-mail addresses were not registered with the Company and for the Bounced email cases.

Moreover, members who are holding shares in demat mode and want to receive physical copy of the Annual Report, Notice, and Financial Statement, should write to us confirming that they want to receive a physical copy of the same.

Please note that all the shareholders holding shares in physical form are requested to send their consent either through e-mail or by post to us at the following address, duly informing their e-mail ids for the purpose.

Our e-mail id : investorrelations@kokuyocamlin.com

Our Address : The Company Secretary
Kokuyo Camlin Limited,
48/2, Hilton House, Central Road,
MIDC, Andheri (E), Mumbai-400 093.

Please note that whoever does not opt for electronic mode of information or whose e-mail ids are not registered or updated would be served information in the matter as provided in Rules framed under Chapter VII of the Companies Act, 2013 (Management & Administration).

Thanking you,

Yours Sincerely,

For **Kokuyo Camlin Limited**

R.V. DAMLE

Vice President (Corporate) & Company Secretary.