

## **Important Information for Shareholders**

### **“GREEN INITIATIVE” Service of Documents by Electronic Mode**

Esteemed Members may please note that 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 April 21, 2011 and Circular No. 18/2011 dated April 29, 2011.

In whole-hearted support of the Green Initiative of the MCA, the Company henceforth proposes to send all Notices, Intimations, Documents, Annual Reports, Dividend ECS Intimation etc. required to be sent to members from time to time in electronic form to the e-mail addresses registered with the Company or with the member's respective Depository Participant.

To facilitate an advance opportunity to members for registering their e-mail address, one Mandate Form is printed overleaf. Members are requested to fill up the details in overleaf Form and send the same to their respective Depository Participant (in case shares held in Dematerialized form) and to Company/ RTA (in case shares held in Physical form). Members are also advised to keep their email address updated from time to time, as the same e-mail address will be used by the Company to send all Notices, Intimations, Documents, Annual Reports etc. required to be sent to members from time to time.

The "Green Initiative" will not only contribute towards Greener Environment by reducing paper use and saving trees but also ensure timely delivery of Notices, Intimations, Documents, Annual Reports and other Communications etc. without any possibility of delay / loss in postal transit. Therefore, members are requested to make success this initiative by registering their e-mail addresses.

In case Shares held in Physical Mode, please send at the following address:

#### **Link Intime India Pvt. Ltd.**

(Unit: Fiem Industries Ltd.)

A-40, 2<sup>nd</sup> Floor,

Naraina Industrial Area, Phase-II

Near Batra Banquet Hall

New Delhi-110028

## “GREEN INITIATIVE”

### (A) Mandate Form for Electronic Communication

I / We hereby authorize you to register/update the following e-mail address for sending the all shareholder communication and Annual Reports to me/us in electronic mode:

Name of First / Sole Shareholder	
DP ID & Client ID / Folio	
E-Mail ID	

I/We will keep the Company/RTA or DP informed as and when there is a change in my e-mail address.

**Signature of Shareholder**

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### (B) Mandate Form for Direct Credit of Dividend in Bank Account

(This is Applicable only for shares held in physical mode. For shares held in demat mode, the Bank Details with DP will be used for payment of Dividend).

I / We hereby authorize you to credit my / our dividend amount directly into my Bank Account:

Name of First / Sole Shareholder	
Folio No.	
Name of the Bank	
Address of Branch	
Account No.	
Account Type (Saving/current)	
9 Digit MICR code	
IFSC Code	

I am also enclosing the photocopy of Cheque/ Cancelled Cheque for verifying the details furnished above.

**Signature of Shareholder**