



Emami Paper Mills Limited

Regd. Office: 687, Anandpur, E.M. Bypass Kolkata – 700 107

Tel. : (033) 66136264, Fax: (033) 6613-6400

E-mail: emamipaper@emamipaper.in, Website: www.emamipaper.in

Dear Shareholder

31 May, 2011

As you are aware the Ministry of Corporate Affairs (“MCA”) vide its Circulars bearing No.17/2011 dated 21st April 2011 and No. 18/2011 dated 29th April 2011 has taken a “Green Initiative” by allowing paperless compliances by Companies to serve the requisite documents to its Members through electronic mode in compliance with Section 53 of the Companies Act, 1956. This move by the Ministry has been welcomed by all.

Since you are holding shares in **Electronic mode/Physical form** and have not yet registered your e-mail address with your Depository Participant/the Company, we would request you to register your E-mail address by either returning the attached Form duly filled in and signed to the Company/Maheshwari Datamatics Private Limited, the Registrar and Share Transfer Agent of the Company, having its ‘Registered Office at 6 Mangoe Lane, 2nd floor, Surendra Mohan Ghosh Sarani, Kolkata – 700 001 or by way of sending a scanned copy thereof through E-mail to emamipaper2011@mdpl.in at the earliest so that all the requisite documents in future including Notices of General Meetings, Annual Reports & Accounts comprising of Balance Sheet, Profit & Loss Account, Directors’ Report, Auditors’ Report, Disclosure under Section 302 of the Companies Act, 1956 and other communications can be sent to you at your registered E-mail address. Please be informed that these documents will also be available on the Company’s website www.emamipaper.in

Please note that even if you opt for electronic mode, you shall be entitled to be furnished free of cost, with a copy of the Annual Report & Accounts of the Company and all other documents required by law to be attached thereto including the Profit & Loss Account and Auditors’ Report etc, upon receipt of a requisition from you, any time, as a Member of the Company.

We are sure you would appreciate the “Green Initiative” taken by MCA and your Company’s desire to participate in such initiative.

Thanking you,

Yours faithfully,
For Emami Paper Mills Limited

Sd/-
(G.Saraf)
Vice President (Finance) & Secretary

.....
The Director
Maheshwari Datamatics Private Limited
Unit: Emami Paper Mills Limited
6, Mangoe Lane, 2nd Floor,
Surendra Mohan Ghosh Sarani
Kolkata – 700 001

Sub : E-mail updation

Dear Sir,

In view of the MCA Circulars bearing no.17/2011 dated 21st April 2011 and No.18/2011 dated 29th April 2011, I,.....Son of/Daughter of/Wife of..... holding _____ shares of Emami Paper Mills Limited (“the Company”) bearing Folio No. _____/ DP ID _____ Client Id _____, do hereby wish to receive all future communications/ requisite documents of the Company at the follow E-mail Id:

E-mail Id: _____

You are requested to please update the same in your Book of Records.

Signature:

Name of Sole/First holder Name of second holder Name of Third holder

Note: The above Form duly filled in and signed by the Member(s) may please be sent to the Company/Maheshwari Datamatics Private Limited, Registrar in the following manner:

(i) By hand/Post/Courier (ii) Scanned copy through E-mail