



## Communication to Shareholders

Ministry of Corporate Affairs has taken "Green initiative in Corporate Governance" vide its circular no. 17/2011 dated 21 April 2011 and circular no. 18/2011 dated 29 April 2011 allowing paperless compliances by the companies through electronic mode. Companies are now permitted to send various notices/ documents to their shareholders through electronic mode to the registered e-mail addresses.

Keeping in view the underlying theme and circulars issued by the ministry, we propose to send all the documents to be sent to shareholders in the electronic form, to the e-mail address provided by them.

IN ORDER TO GIVE EFFECT TO THE ABOVE CIRCULAR, WE REQUEST THE MEMBERS OF THE COMPANY AND OTHER STAKE HOLDERS TO REGISTER/UPDATE THEIR E-MAIL ADDRESSES WITH REGISTRAR AND SHARE TRANSFER AGENT OF THE COMPANY AT THEIR FOLLOWING ADDRESS

### **MAS Services Limited**

T-34, 2nd Floor, Okhla Industrial Area, Phase - II, New Delhi - 110 020

Ph: 26387281/82/83, Fax:- 26387384

email:- [info@masserv.com](mailto:info@masserv.com)

website : [www.masserv.com](http://www.masserv.com)

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Members/ stakeholders are requested to kindly submit their details along with their Folio No. and name of 1<sup>st</sup> registered holder. The letter should be signed by the first holder as per the specimen signature recorded with the registrar and share transfer agent.

As a shareholder, we seek your support to enable the Company to reduce paper consumption and also support this initiative of the government and contribute towards a greener environment.

However, if you so desire, you can continue to receive the said documents in physical mode. Please send an E-Mail to this effect to [info@capital-trust.com](mailto:info@capital-trust.com) or [info@masserv.com](mailto:info@masserv.com)

Please note that as a member of the company, you will be entitled to be furnished free of cost with a copy of such communication/document upon receipt of a requisition from you, at any time.

Thanking You,  
For Capital Trust Limited

*Leena Sharma*  
Leena Sharma  
Company Secretary

