



**BALASORE ALLOYS LIMITED**

Registered Office: Balasore, Odisha, India  
Balgopalpur -756020

Aug 05, 2011

Dear Shareholder,

**Sub: Registration of e-mail address – “Green initiative in Corporate Governance”**

The Ministry of Corporate Affairs (MCA) has taken a “Green initiative in Corporate Governance” (Circular No. 17/2011 dated 21.04.2011 and Circular No. 18/2011 dated 29.04.2011) allowing paperless compliances by companies through electronic mode. The companies are now permitted to send various notices / documents to its shareholders through electronic mode to the registered e-mail addresses of shareholders.

This move by the Ministry is welcome since it will benefit the society at large through reduction in paper consumption and contribution towards a Greener Environment. Your Company proposes to send notices / documents including annual reports etc. to the members in electronic form. This will be in compliance to the provision of Section 53 and 219(1) of the Companies Act, 1956.

Members holding Equity Shares of the Company in electronic form are requested to register their e-mail address with their Depository Participant (DP).

Members holding Equity Shares of the Company in physical form, are requested to provide their e-mail address to the Company at our email ID: **investorshelpline@balasorealloys.com** or alternatively, dispatch duly filled perforated proforma to **MCS Limited, Unit: Balasore Alloys Limited, 77/2A Hazra Road, Kolkata - 700029.**

Please note that as a member of the Company you are always entitled to receive on request copy of the said documents, free of cost, in accordance with the provision of the Companies Act, 1956.

Please note that the said documents will be uploaded on the Company's website viz. **www.balasorealloys.com** for the ready reference of its members.

Thanking you,

Yours faithfully,

Trilochan Sharma  
Sr. GM & Company Secretary

TEAR HERE

MCS Limited  
**UNIT: Balasore Alloys Limited**  
77/2A, Hazra Road  
Kolkata 700029.

**Sub: Registration of e-mail address – “Green initiative in Corporate Governance”**

I agree to receive the documents as referred to in the Company's letter dated 5th Aug, 2011, in electronic mode. Please register my e-mail address in your records, being my consent towards the same.

Folio No. ....

E-mail ID .....

Name of First/Sole Holder .....

Signature of First/Sole Holder .....

Date

Notes:

- 1) Shareholders are requested to keep the Company/Registrars' informed as and when there is any change in their e-mail address. Unless e-mail address given above is changed by the concerned shareholder by sending another communication in writing, the Company/Registrars' will continue to send the said documents to the e-mail address registered with the Company.
- 2) The above e-mail address will be registered subject to verification of your signature with the specimen signature registered with the Company.