

SHREESHAY ENGINEERS LIMITED

CIN: L67190MH1995PLC087145

Dear Shareholder,

Sub: - Request for Registration / Updation of Email ID, NECS Details and Mobile Number

In continuation of its efforts towards 'Green Initiative' in Corporate Governance and in terms of Section 20 (2) of the Companies Act, 2013 ("the Act") read with Rule 35 of the Companies (Incorporation) Rules, 2014 ("the Rules") and other applicable provisions of the Act and the Rules, as amended from time to time, your Company proposes to serve documents such as notice of meetings, annual reports, notices of postal ballot and other official communication to all the shareholders in electronic mode. Registration of your e-mail ID will enable the Company to send all communication and documents to you on electronic mail.

It is also observed that many of the shareholders have not registered / updated their bank details (NECS/ IFSC information) due to which Company will face difficulty to credit dividend, as and when declared, directly into your Bank account. Registration of NECS/ IFSC information in your Demat account will facilitate remittance of dividend directly into your bank account through electronic mode. This eliminates the possibility of loss of dividend warrant in transit and minimizes the risk of misappropriation. Further, in respect of shares of the Company held in electronic form in Demat account, it is mandatory not only to update bank account details with the depository participant but also the details of e-mail ID and mobile number so that information relating to investments in shares of the Company can be disseminated to shareholders seamlessly.

As a service to our shareholders, the format for providing above information is annexed as **Annexure I**. You are requested to take printout of the same, complete the same with requisite details, sign it and forward/ send along with supporting documents:

- i) In case the shares are held in electronic form, to the Depository Participant with whom you maintain your Demat account; and
- ii) In case the shares are held in physical form, to the Company at its registered office address. You may note that even after registering your e-mail address with the Company, you will still be entitled to receive free of cost, physical copies of the Annual Report and Accounts, Notices and other documents, on your making specific request for the same to the Company.

In case any clarification/information is required, you can reach us at +91 022-25082300, or mail us to info@shreeshay.com

We hope you will appreciate & support your Company's endeavours for the 'Green Initiative ' and opt for receiving the documents /communications as stated above in electronic form, by registration of your details as stated above.

Thanking you,

For Shreeshay Engineers Limited

(Company Secretary)

Bank A/c Type (Savings/ Current/ Other):	
Bank A/c No:	
Bank A/c No:*	
Name of the Bank:	
Bank Branch Address:	

** A blank cancelled cheque is enclosed to enable verification of bank details*

I /We hereby declare that the particulars given above are correct and complete. If the transaction is delayed because of incomplete or incorrect information, I/we would not hold the Company / RTA responsible. I/ We undertake to inform any subsequent changes in the above particulars as and when the changes take place. I / We understand that the above details shall be maintained till I/we hold the securities under the above mentioned Folio No. in physical form.

Place:

Date:

Signature of Sole /First holder

Notes: The above information shall be considered subject to verification of your signature with the Specimen signature registered with the Company/ Depository.