

GREEN INITIATIVE IN CORPORATE GOVERNANCE



Dear Members,

The **Ministry of Corporate Affairs (“MCA”)** vide its Circulars dated April 21, 2011 and April 29, 2011 has introduced “**Green Initiative in the Corporate Governance**”, thereby allowing companies to serve various communications/documents (including notice of general meetings, audited financial statements, directors’ report, auditors’ report and all other documents including postal ballot documents) through electronic mode to its members who have registered their e-mail address for the purpose of compliance of provisions of Section 53 of the Companies Act, 1956.

As a responsible corporate citizen and keeping in view the underlying theme of MCA, your Company appreciates and supports the “Green Initiative” taken by MCA as this will reduce paper consumption to a great extent and allow members at large to contribute towards greener environment. This will also ensure prompt receipt of communication and avoid loss in postal transit. This is also a golden opportunity for every member of Datamatics Global Services Limited to contribute to the Corporate Social Responsibility initiative of the Company.

In view of above, we are proposing to provide an option to our members for receiving all documents and communications including notices, annual reports, etc. via e-mail.

- For members holding shares in electronic form, the e-mail address provide by them and made available to us by the depositories viz. National Securities Depository Limited [NSDL]/Central Depository Services (India) Limited [CDSL] will be used for sending such documents. Members are thus requested to register/update their email address with their Depositories Participant (DP) or email at company@datamatics.com specifying your Client ID and DP ID;
- Members holding shares in physical form are requested to register their valid email address with the Registrar & Share Transfer Agent by writing as mentioned below or by sending an e-mail at company@datamatics.com mentioning their name, folio no., PAN & Contact No.

Accordingly, we propose to send all communications/documents, through e-mail, to those members who have registered their e-mail address with the Company. Please note that all such communications/documents shall be available on the Company’s website: www.datamatics.com for download by the members. If the members still wish to receive physical copies of these communications/documents, the Company undertakes to provide the same at no extra cost, upon receipt of a requisition.

As a responsible citizen, we trust that you would whole-heartedly support and co-operate in implementing this Green Initiative by submitting your e-mail address to the Registrar/depositories viz. NSDL & CDSL in the interest of the environment.

Thanking you,

Yours faithfully,

For **Datamatics Global Services Limited**

Sd/-

Divya Kumat

Vice President – Legal & Company Secretary

To,
Registrar & Share Transfer Agent
Datamatics Financial Services Limited
Plot No. B-5, Part B, Cross Lane, MIDC,
Andheri (East), Mumbai – 400 093

Sub: E-mail Communication Registration Form

Dear Sir,

FOLIO NO.		DP ID & CLIENT ID	
NAME OF FIRST/SOLE HOLDER			
EMAIL ID			
SIGNATURE OF THE FIRST/SOLE HOLDER			
PAN NUMBER			
CONTACT NUMBER			

Note: The above Form duly filled in and signed by the Member(s) please be sent to the Datamatics Financial Services Limited, Registrar: By hand/Post/Courier.