



## MARICO LIMITED

CIN: L15140MH1988PLC049208

**Registered Office:** 7<sup>th</sup> Floor, Grande Palladium, 175, CST Road, Kalina, Santacruz (East), Mumbai – 400098.

**Tel:** +91-22-66480480; **Fax:** +91-22-26500159

**Email:** [investor@marico.com](mailto:investor@marico.com); **Website:** [www.marico.com](http://www.marico.com)

May 11, 2017

1 / 004429  
KUSUM LATA  
HARI IRON STORE  
3364 HAUZ QAZI  
DELHI  
DELHI 110006

Dear shareholder,

### **Sub: Service of Documents through Electronic mode**

In our constant endeavour to support the e-governance initiative take by the Ministry of Corporate Affairs, it is proposed to service essential documents like General Meeting Notices, Financial Statements, Board's Report, Auditor's Report, Postal Ballot Papers and other communications to the Members in electronic mode pursuant to the applicable provisions of the Companies Act, 2013 and rules made thereunder.

Our records indicate that your e-mail id is not registered / updated. Therefore, we urge you to register/ update your email id either with your Depository (ies) or by writing to the Company in any one of the following manner:

<b>Mode of shareholding</b>	<b>Register/ update your e-mail address with</b>
Dematerialised mode	Respective Depository Participants (DPs) (Any such updation effected by the DPs will automatically reflect in the Company's records)
Physical mode	Link Intime India Private Limited (Registrar & Share Transfer Agent of the Company) C-101, 247 Park, LBS Marg, Vikhroli (West), Mumbai - 400 083 Tel No.: +91 22 49186000 Fax No.: +91 22 49186060 Website: <a href="http://www.linkintime.co.in">www.linkintime.co.in</a> <b><i>OR</i></b> Marico Limited at <a href="mailto:investor@marico.com">investor@marico.com</a> <b>You may use the format given below for registering your e-mail address with Link Intime India Private Limited.</b>

Further, we wish to inform you that in addition to getting the documents on your registered e-mail address, you can also have access to the documents through the Company's website i.e. [www.marico.com](http://www.marico.com). Needless to say, you, as a shareholder of the Company, will be entitled to be furnished with a copy of the above mentioned documents as required under the provisions of the Companies Act, 2013, upon receipt of a requisition from you any time.

We solicit your whole-hearted support in helping the Company implement the e-governance initiative of the Government in the interest of environment, which is the need of the hour.

Thank you.

For **Marico Limited**  
Sd/-  
**Bhaveka Ranparia**  
Assistant Company Secretary

\*This is computer generated letter & does not require signature.

**E - Communication Registration Form**  
**(Exclusively meant for Shareholders holding shares in physical form)**

**Folio No.:**

The Company Secretary  
Marico Limited  
7<sup>th</sup> floor, Grande Palladium,  
175, CST Road, Kalina,  
Santacruz (East),  
Mumbai 400 098

Dear Sir,

Please register/update the following email id for receiving the General Meeting Notices, Financial Statements, Board's Report, Auditor's Report, Postal Ballot Papers and other communications through electronic mode:

E-mail Address	
Name of the Sole / First Holder	
Contact No. (Optional)	

Thanking you.

Yours truly,

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**Date**

-----  
**Signature of Sole/ First Holder**

Notes:

1. The Notices, Reports, Accounts and other documents are sent through electronic mode to those Shareholders who have registered their e-mail addresses with the Company or with the Depositories and in physical mode to the remaining Shareholders.
2. This Form can also be downloaded from the Company's corporate website [www.marico.com](http://www.marico.com) by accessing the following link: <http://marico.com/india/investors/documentation/agm>