



Punjab Alkalies & Chemicals Limited

Regd. Office : S.C.O. 125-127, Sector 17-B, Chandigarh-160 017

Website : www.punjabalkalies.com

August 12, 2011

Sub.: Green Initiatives in Corporate Governance – Service of documents, etc. by Electronic Mode.

Dear Member,

The Ministry of Corporate Affairs (MCA), Government of India, has by Circular No.17/2011 dated 21st April, 2011, clarified that a Company would have complied with Section 53 of the Companies Act, 1956, if the service of notice(s) and document(s) to its members has been made through electronic mode. The MCA has vide Circular No.18/2011 dated 29th April, 2011, clarified that the Company would be in compliance of Section 219(1) of the Companies Act, 1956, in case a copy of Annual Report (Notice, Explanatory Statement, Balance Sheet, Profit & Loss Account, Directors' Report and Auditor's Report, etc.) is sent by electronic mail to its members. These 'Green Initiatives in Corporate Governance' by the Government are indeed commendable and your Company supports the same. We are sure, you will also support these initiatives. The Members registering their e-mail address for the purpose of sending by the Company to them of the notice(s), document(s) and Annual Report(s), etc., by e-mail will be able to receive the same promptly and without loss in postal transit.

In view of the above, we propose to henceforth send all notices, documents, Annual Reports (Notice, Explanatory Statement, Balance Sheet, Profit & Loss Account, Directors' Report and Auditors' Report, etc.) and other shareholders' communications, etc. required to be sent to Members, to you electronically, to the e-mail address registered by you and available with the Company and/or made available to the Company by the concerned Depositories viz. National Securities Depository Limited (NSDL) / Central Depository Services (India) Limited (CDSL) in case you register your e-mail address for the said purpose with the Company and/or your Depository through your Depository Participant (DP).

We would request you to register your e-mail address for the said purpose with (a) the Company in case of shares held in Physical Mode and (b) the Company and/or your Depository through your Depository Participant in case of shares held in Dematerialised Mode; and return the Form appended herewith, duly filled and signed, to the Company at the above address. We would also request you to register any changes in the same from time to time, with the Company and your Depository through your Depository Participant (DP).

Please note that the said documents will also be available on the Company's Website www.punjabalkalies.com and physical copies of the same will also be available for inspection at the Registered Office of the Company during office hours on any working day.

Kindly note that even after registering your e-mail address for the said purpose, if you still wish to get a physical copy of the above documents, the Company will send the same by post, free of cost, upon receipt of a request from you.

Thanking you,

Yours faithfully,
For Punjab Alkalies & Chemicals Limited

Sd/-
(PRADEEP NAUHARIA)
Company Secretary &
Senior General Manager (Co. Affairs)

Punjab Alkalies & Chemicals Limited

FORM FOR REGISTERING E-MAIL ADDRESS

To:

Punjab Alkalies & Chemicals Limited
S.C.O. 125-127, Sector 17-B,
Chandigarh-160 017, INDIA

Dear Sir,

I support the 'Green Initiatives in Corporate Governance' by the Ministry of Corporate Affairs (MCA), Government of India as indicated in the MCA's Circular Nos.17/2011 and 18/2011 dated 21st April, 2011 and 29th April, 2011, respectively. I request you to register my following e-mail address in your records for the purpose of sending by Punjab Alkalies & Chemicals Limited to me of all notices, documents, Annual Reports (Notice, Explanatory Statement, Balance Sheet, Profit & Loss Account, Directors' Report and Auditors' Report, etc.) and other shareholders' communications, etc., in electronic form to my said e-mail address:

1. Name of Sole/First Named Member : _____
(in Block Letters)
2. Name(s) of Joint Member(s)/Holder(s) : _____
(in Block Letters)
3. Regd. Folio No. : _____
4. DP ID : _____
5. Client ID : _____
6. E-mail Address (to be registered) : _____
7. Phone No. (with STD Code) : _____
8. Mobile No. : _____

I will register any changes in my e-mail address from time to time with the Company and my Depository through my Depository Participant.

Date: _____

Signatures: _____