



BIRLA CORPORATION LIMITED

CIN: L01132WB1919PLC003334

Registered Office : Building, 9/1, R.N. Mukherjee Road, Kolkata - 700 001

Phone : 66166729/6737/6738, Fax: 033 - 22487988/2872

E-mail: investorsgrievance@birlacorp.com, Website: www.birlacorporation.com

NOTICE

Service of Documents through Electronic mode

Notice is hereby given that pursuant to the provisions of the Companies Act, 2013 read with Rules made thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Companies are permitted to serve various notices/documents to its Members through electronic modes.

Further, in view of present circumstances caused due to COVID-19, the Ministry of Corporate Affairs (MCA) vide its circulars no. 14/2020 dated April 08, 2020, no. 17/2020 dated April 13, 2020 and no. 20/2020 dated May 05, 2020 has allowed certain classes of Companies to conduct their Extra-Ordinary General Meeting (EOGM) and Annual General Meeting (AGM) through Video Conferencing (VC) or Other Audio Visual Means (OAVM), during the calendar year 2020 and send financial statements (including Board's report, Auditor's report or other documents required to be attached therewith) and Notices of General Meetings to the Members only through e-mails registered with the Company or with the depository participants/depository. Further, SEBI vide Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 has also relaxed the requirement of furnishing hard copy of Annual Reports to the Members.

The Company shall accordingly send all notices and documents like General Meeting Notices (including AGM), Financial Statements, Directors' Report, Auditors' Report, Postal Ballot Papers and other communications to the Members through electronic mode, at the designated email addresses as furnished by them in the manner prescribed under the Companies Act, 2013, SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and the relevant circulars issued in this regard.

In view of the above, Members are requested to register their **e-mail addresses, Mobile nos. or changes therein**, if any, and **PAN** in the following manner:

Members with Physical Holding: A signed request letter mentioning your folio no. and the email id/ Mobile No. / PAN (self-attested copy) that is to be registered (Scanned copy of the signed request letter may be sent to the Company's e-mail id: investorsgrievance@birlacorp.com and / or to the Company's Registrar & Transfer Agent, M/s MCS SHARE TRANSFER AGENT LIMITED, e-mail id: mcssta@rediffmail.com).

Members with Demat Holding: Register/ Update through respective Depository Participants (DPs) (Any such updation effected by the DPs will automatically reflect in the Company's subsequent records).

The Company requests all the Members who have not yet registered or updated their email addresses/ Mobile No. / PAN with the Company to register the same at the earliest.

Please ignore this Notice if your E-mail ID is already registered with us.

We look forward to your support.

For BIRLA CORPORATION LIMITED

Sd/-

GIRISH SHARMA

Jt. President (Indirect Taxes) &
Company Secretary

Place : Kolkata

Dated : 15th June, 2020



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