



Regd. Office: Syndicate House, P.B. No. 46, Upendra Nagar, Manipal – 576 104
Website: www.icdslimited.com :: E-mail ID: info@icdslimited.com

Date: 26 July, 2011

Dear Shareholder,

Sub.: Green Initiative in Corporate Governance – Electronic Mode of Service of Documents

1. Ministry of Corporate Affairs (MCA), Government of India vide its Circular Nos. 17 & 18 dated 21st April, 2011 respectively, has clarified that company would be in compliance of provisions of the Companies Act, 1956, if service of notice(s)/document(s) on its shareholders has been made through electronic mode, at the e-mail address provided by them to the company. We welcome this move of the MCA which has empowered us to further contribute to the “Green Initiative” by reducing paper consumption. Also this will ensure timely receipt of the documents and avoid loss of documents in postal transit.
2. **Shareholders holding shares in demat (electronic) form**
 - (a) In case you are holding shares of Company in demat (electronic) form, the Company proposes to send the aforesaid documents to you in electronic form, at the e-mail address provided by you and which will be made available to us by your Depository Participant (DP).
 - (b) In case of any change in your e-mail address, we request you to inform the said change to your Depository Participant (DP) to enable them to update their record.
 - (c) If, however, you wish to continue to receive the said documents in physical mode, please send us an e-mail at info@icdslimited.com or write to the Share Department of the Company at its Registered Office at Syndicate House, Manipal – 576 104 quoting reference to your DP ID & Client ID and name of 1st Registered Shareholder.
3. **Shareholders holding shares in physical form**
 - (a) **In case you are holding shares of Company in physical form, please register your e-mail address with the Company at info@icdslimited.com.** Mentioning your Folio Number, name of 1st Registered Holder and e-mail–id, so that all such documents can be served upon you henceforth in electronic mode at the said e-mail address.
 - (b) **For the sake of your convenience, we are attaching herewith a Business Reply Envelope (postage prepaid). All you have to do is to post the below mentioned letter, duly filled in & signed, to our Shares Department at the earliest or you may send e-mail to info@icdslimited.com.**
4. Kindly note that if you still wish to get a physical copy of the above documents, the Company will send the same, free of cost, upon receipt of a request from you.

Thanking you,

Yours faithfully,

For ICDS Limited

(T. Mohandas Pai)

Chairman & Whole-time Director

I hereby request ICDS Limited to register my following e-mail address for service of the Notice of General Meeting(s), Audited Financial Statements, Directors Report, Auditors Report and other documents to me in electronic mode instead of physical mode:

Ledger Folio No./DP ID & Client ID * _____

Full Name of 1st Registered Holder * _____

E-mail ID (to be registered for above purpose) * _____

Mobile/Phone No. _____

Date: _____

Signature:* _____

*Mandatory fields

Note:

- The above format is also available on the website of the Company www.icdslimited.com
- Shareholders are requested to keep the Company/their DP, as the case may be, informed of any changes in their E-mail ID.