# CALS REFINERIES LIMITED

Registered Office: 21,Basant Lok Complex, Vasant Vihar, New Delhi - 110057

**E-MAIL REGISTRATION FORM**

Dear Shareholder,

**Green Initiative in Corporate Governance: Go Paperless**

The Ministry of Corporate Affairs ('Ministry') has taken a "Green Initiative in Corporate Governance" by allowing paperless compliances by companies through electronic mode. In accordance with the recent circulars no. 17/2011 dated 21.04.2011 and 18/2011 dated 29.04.2011 issued by the Ministry, companies can now send documents like Notice of Annual General Meeting, Annual Report, Postal Ballot Notice etc. to their shareholders through electronic mode, to their registered e- mail addresses.

We invite you to take part in this opportunity to contribute to the Corporate Social Responsibility initiative of the Company. We therefore request you to register your email ID with your Depository Participant(s) or by sending this form duly filled in and signed to the Company's Registrar & Share Transfer Agent M/s MCS LIMITED at F-65, 1st Floor, Okhla Industrial Area, Phase-I, New Delhi- 110020 or your concerned Depository Participant.

| **IF SHARE(S) IS/ARE HELD IN PHYSICAL MODE** | **IF SHARE(S) IS/ARE HELD IN DEMAT (ELECTRONIC) MODE** |
|---|---|
| Please send the form to the Registrar at following address-<br><br>**MCS Limited**<br>**Unit – Cals Refineries Limited**<br>**F – 65, Okhla Industrial Area, Phase - I,**<br>**New Delhi – 110 020** | Please send the form to your concerned Depository Participant where you maintain your Demat Account. |

Dear Sir/Madam,

**Green Initiative in Corporate Governance**

I agree to receive all communication from the Company in electronic mode. Please register my following e-mail id in your records for sending communication through e-mail –

E-mail ID to be registered

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| Name of Sole/Joint Holder(s) | Folio No./DP ID and Client ID | Signature |
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| | | |

Date ……

Important Notes:

1) After registration, all the communication will be sent to your registered e-mail Id. However, you can anytime ask for physical copy of the document.
2) The form is also available on the website of the Company viz. www.cals.in
3) Shareholders are requested to keep company informed as and when there is any change in the e-mail address. Unless the email Id given hereunder is changed by you by sending another communication in writing, the company will continue to send the notices/documents to you on the above mentioned email ID.