



CIN: L24110TG1989PLC009713

Registered Office: 8-2-334 I SDE Serene Chambers I 6th Floor I

Road No.5 I Avenue 7 I Banjara Hills I Hyderabad – 500 034 I Telangana I India

Tel: 91 40 2354 1142/3311 Fax: 91 40 2354 1152 Email: info@suven.com website: www.suven.com

## NOTICE

NOTICE is hereby given that the 25th ANNUAL GENERAL MEETING of the Members of SUVEN LIFE SCIENCES LIMITED will be held on Tuesday, the 12th day of August 2014 at 12.00 Noon at the Forum Hall, Hotel Daspalla, Road No. 37, Jubilee Hills, Hyderabad – 500 033 to transact the following businesses:

### ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Balance Sheet as at 31st March 2014, the Statement of Profit & Loss for the year ended on that date and together with the Report of the Directors and the Auditor's Report thereon.
2. To declare a dividend
3. To appoint a director in place of Prof Syed E Hasnain, who retires by rotation, and being eligible, offers himself for re-appointment.
4. To appoint Auditors and to fix their remuneration and, in this regard, to consider and, if thought fit, to pass, with or without modification(s), the following resolution as Ordinary resolution.

"RESOLVED THAT Karvy & Co., Chartered Accountants (Firm Registration No. – 001757S), be and is hereby re-appointed as Auditors of the Company to hold office from the conclusion of this Annual General Meeting till the conclusion of Twenty-eighth Annual General Meeting to be held in the year 2017 (subject to ratification of their appointment at every Annual General Meeting) at such remuneration as may be mutually agreed between the Board of Directors and the Auditors."

### SPECIAL BUSINESS

#### ITEM NO. 5: APPOINTMENT OF DR M.R. NAIDU AS INDEPENDENT DIRECTOR

*To consider and, if thought fit, to pass with or without modification, the following Resolution as an Ordinary Resolution:*

"RESOLVED THAT pursuant to the provisions of Sections 149, 152, Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') and the Rules made there

under, as amended from time to time, Dr M.R. Naidu (DIN 00143836), a Non-Executive Director of the Company, meets the criteria for independence as provided in Section 149(6) of the Act and who is eligible for appointment, be and is hereby appointed as Independent Director of the Company to hold office for five consecutive years from April 01, 2014 up to March 31, 2019."

#### ITEM NO. 6: APPOINTMENT OF DR K.V.RAGHAVAN AS INDEPENDENT DIRECTOR

*To consider and, if thought fit, to pass with or without modification, the following Resolution as an Ordinary Resolution:*

"RESOLVED THAT pursuant to the provisions of Sections 149, 152, Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') and the Rules made there under, as amended from time to time, Dr. K. V. Raghavan (DIN 00144054), a Non-Executive Director of the Company, meets the criteria for independence as provided in Section 149(6) of the Act and who is eligible for appointment, be and is hereby appointed as Independent Director of the Company to hold office for five consecutive years from April 01, 2014 up to March 31, 2019."

#### ITEM NO. 7: APPOINTMENT OF SHRI D. G. PRASAD AS INDEPENDENT DIRECTOR

*To consider and, if thought fit, to pass with or without modification, the following Resolution as an Ordinary Resolution:*

"RESOLVED THAT pursuant to the provisions of Sections 149, 152, Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') and the Rules made there under, as amended from time to time, Shri D G Prasad (DIN 00160408), a Non-Executive Director of the Company, meets the criteria for independence as provided in Section 149(6) of the Act and who is eligible for appointment, be and is hereby appointed as Independent Director of the Company to hold office for five consecutive years from April 01, 2014 up to March 31, 2019."

#### ITEM NO. 8: APPOINTMENT OF SHRI M GOPALA KRISHNA AS INDEPENDENT DIRECTOR

*To consider and, if thought fit, to pass with or without modification, the following Resolution as an Ordinary Resolution:*

"RESOLVED THAT pursuant to the provisions of Sections 149, 152, Schedule IV and other applicable provisions, if any, of the Companies Act, 2013 ('the Act') and the Rules made there under, as amended from time to time, Shri M Gopala Krishna (DIN 00088454), a Non-Executive Director of the Company, meets the criteria for independence as provided in Section 149(6) of the Act and who is eligible for appointment, be and is hereby appointed as Independent Director of the Company to hold office for five consecutive years from April 01, 2014 up to March 31, 2019."

#### ITEM NO. 9: APPOINTMENT OF COST AUDITORS

*To consider and, if thought fit, to pass with or without modification, the following Resolution as an Ordinary Resolution:*

"RESOLVED THAT pursuant to Section 148 and other applicable provisions, if any, of the Companies Act, 2013 and the Rules made there under (including any statutory modifications or re-enactment thereof for the time being in force), M/s. DZR & Co., Cost Accountants (Firm Regn No 00173) appointed as Cost Auditors of the Company for audit of the Cost Accounting Records of the Company for the financial year ending 31st March 2015, be paid remuneration of ₹85,000/- (Rupees Eighty Five Thousand Only) plus of out of pocket expenses, if any."

#### ITEM NO. 10: ENHANCEMENT OF BORROWING POWERS

*To consider and if thought fit, to pass, with or without modification, the following resolution as a special resolution*

"RESOLVED THAT pursuant to the provisions of Section 180(1) (c) of the Companies Act, 2013 and in supersession of all earlier Resolutions passed in this regard under Section 293(1) (d) of the Companies Act, 1956, the consent of the Company be and is hereby accorded to the Board of Directors of the Company and / or any Committee thereof to borrow at its discretion, either from the Company's Bank or any other Indian or Foreign Bank(s), Financial Institution(s) and / or any other Lending Institutions or persons from time to time such sum(s) of money(s) and the sum(s) to be borrowed together with the money(s) already borrowed by the Company (apart from temporary loans obtained from the Company's bankers / FIs in the ordinary course of business) with or without security on such terms and conditions as they may think fit shall exceed the aggregate of the paid-up capital and free reserves of the Company that is to say, reserves not set apart for any specific purpose provided that the total amount together with the money(s) already borrowed by the Board of Directors but shall

not exceed the sum of Rupees 600 Crores (Rupees Six Hundred Crores only) at any one time.

#### ITEM NO. 11: CREATION OF CHARGE ON THE ASSETS OF THE COMPANY

*To consider and, if thought fit, to pass with or without modification, the following resolution as a Special Resolution:*

"RESOLVED THAT in supersession of the Resolution passed at the Annual General Meeting of the Company held on 07th August, 1998 and pursuant to the provisions of Section 180(1) (a) and other applicable provisions, if any, of the Companies Act, 2013, as amended from time to time, consent of the Company be and is hereby given to the Board of Directors of the Company ('the Board') to create such charges, mortgages and hypothecations in addition to the existing charges, mortgages and hypothecations, if any, created by the Company, on such movable and immovable properties, both present and future, and in such manner as the Board may deem fit, in favour of Banks, Financial Institutions, Insurance Companies, other lending/ investing agencies or bodies/ trustees for holders of debentures/ bonds which may be issued to or subscribed to by all or any of the Banks, Financial Institutions, Insurance Companies, other lending/ investing agencies or any other person(s)/ bodies corporate by way of private placement or otherwise (hereinafter collectively referred to as 'Lenders'), provided that the total amount of loans together with interest thereon, additional interest, compound interest, liquidated damages, commitment charges, premia on pre-payment or on redemption, costs, charges, expenses and all other moneys payable by the Company in respect of the said loans, for which such charges, mortgages or hypothecations are created, shall not, at any time exceed the limit of ₹600 Crores (Rupees six hundred Crores only)."

"RESOLVED FURTHER THAT the Board be and is hereby authorised to do all such acts, deeds and things, to execute all such documents, instruments and writings as may be required and to delegate all or any of its powers herein conferred to a Committee constituted by the Board and/ or any member of such Committee with power to the said Committee to sub-delegate its powers to any of its members."

by order of the Board of Directors

Place: Hyderabad

Date: 22 May 2014

K Hanumantha Rao  
Company Secretary

#### Registered Office

8-2-334, SDE Serene Chambers,  
6th Floor, Road No.5,  
Avenue 7, Banjara Hills,  
Hyderabad – 500 034  
CIN: L24110TG1989PLC009713

## NOTES

1. A MEMBER ENTITLED TO ATTEND AND VOTE AT THIS ANNUAL GENERAL MEETING (AGM) IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF/HERSELF and Proxy need not be a member of the Company. The instrument appointing the proxy, in order to be effective must be deposited at the Company's Registered Office, duly completed and signed, not less than FORTY-EIGHT HOURS before the commencement of the meeting. A person shall not act as a Proxy for more than 50 (fifty) members and holding in the aggregate not more than 10 (ten) percent of the total voting share capital of the Company. However, a single person may act as a proxy for a member holding more than 10 (ten) percent of the total voting share capital of the Company provided that such person shall not act as a proxy for any other person.
2. An explanatory statement pursuant to Section 102(1) of the Companies Act, 2013 in respect of special businesses is annexed hereto.
3. Members holding shares in physical form are requested to notify any change in their address or bank mandates immediately to the Registrars and Transfer Agents Karvy Computershare Pvt. Ltd., Plot No. 17-24, Vittal Rao Nagar, Madhapur, Hyderabad – 500 081 and in case of Members holding shares in electronic form are requested to notify any change in mailing address or bank mandates to their respective Depository Participants with whom they are maintaining their demat accounts.
4. The Members are requested to bring their copies of the Annual Report to the meeting, and handover the attendance slips at the entrance hall of the meeting.
5. The Company has notified that the Register of Members of the Company and share transfer books will remain closed from **26th July, 2014 to 29th July, 2014** (both days inclusive) for determining the names of members eligible for dividend on Equity shares, if declared at the meeting.
6. Dividend if declared at the Annual General Meeting, will be paid to the members whose names appear on the Register of Members as on 25th July, 2014 in respect of shares held in physical form and in respect of shares held in electronic form, dividend will be paid to the beneficial owners as per the list to be provided by the Depositories viz., NSDL and CDSL, as on the book closure date.
7. Members desiring to have any information on the accounts are requested to make a request for the same at least one week before the date of meeting. So that the requisite information will be made available at the meeting.
8. Corporate Members are requested to send a duly certified copy of the Board Resolution/ power of attorney authorising their representative to attend and vote on their behalf at the Annual General Meeting.
9. Relevant documents referred to in the accompanying Notice are open for inspection by the members at the Registered Office of the company on all working days, during business hours up to the date of the meeting.
10. Members who hold shares in physical form can nominate a person in respect of all the shares held by them singly or jointly. Members who hold shares in single name are advised, in their own interest to avail of the nomination facility. Members holding shares in dematerialised form may contact their respective depository participant(s) for recording nomination in respect of their shares.
11. Members are requested to send all correspondence concerning registration of transfers, transmission, subdivision or any other shares related matter to Company's Registrars Karvy Computershare Pvt. Ltd., Hyderabad.
12. **Members who have not registered their e-mail addresses so far are requested to register their e-mail addresses for receiving all communications including Annual Report, Notices, Circular, etc. from the Company in electronic mode.**
13. Pursuant to the provisions of Section 205A (5) and 205C of the Companies Act, 1956, the Company has transferred the unpaid dividend, from time to time on due dates, to the Investor Education and Protection Fund (the IEPF) established by the Central Government. Pursuant to the provisions of Investor Education and Protection Fund (Uploading of information regarding unpaid and unclaimed amounts lying with companies) Rules, 2012, the Company has uploaded the details of unpaid and unclaimed amounts lying with the Company as on August 13, 2013 (date of last Annual General Meeting) on the website of the Company ([www.suven.com](http://www.suven.com)), and also on the website of the Ministry of Corporate Affairs.
14. The Securities and Exchange Board of India (SEBI) has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form can submit their PAN details to the Company / Karvy Computershare Pvt. Ltd., Hyderabad.

15. Pursuant to Section 108 of Companies Act, 2013 read with Rule 20 of Companies (Management and Administration) Rules, 2014, the Company is pleased to provide members' the facility to vote at the 25th Annual General Meeting (AGM) by electronic means and the business may be transacted through e-voting services provided by Karvy Computershare Private Limited ("Karvy").
16. It may be noted that this e-voting facility is optional. The e-voting facility will be available at the link <http://evoting.karvy.com> during the e-voting period commences from 05th August, 2014 (9 a.m. IST) to 07th August, 2014 (6 p.m. IST).
17. E-voting shall not be allowed beyond 6 p.m. on 07th August, 2014. During the e-voting period, shareholders of the company, holding shares either in physical form or in dematerialised form, as on 11th July, 2014 may cast their vote electronically.
18. The login ID and password for e-voting along with process, manner and instructions for e-voting is being sent to the members who have not registered their e-mail IDs with the Company / their respective Depository Participants along with physical copy of the Notice. Those members who have registered their e-mail IDs with the Company / their respective Depository Participants are being forwarded the login ID and password for e-voting along with process, manner and instructions by e-mail.
19. The Company has appointed, **Smt P Renuka, Practicing Company Secretary, failing her, Shri D.V.M. Gopal Company Secretary of D.V.M. GOPAL & Associates Company Secretaries**, as a Scrutinizer(s) to scrutinize the e-voting process for Annual General Meeting in a fair and transparent manner.

## EXPLANATORY STATEMENT

(Pursuant to section 102(1) of the Companies Act, 2013)

### ITEM NO 5 TO 8

Pursuant to Sections 149, 152, Schedule IV of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014, it is proposed to appoint Dr M R Naidu, Dr K V Raghavan, Shri D G Prasad and Shri M Gopala Krishna, as Independent Directors of the Company up to 5 (five) consecutive years up to 31st March, 2019. The Company has also received notice pursuant to Section 160 of the Companies Act, 2013 from members proposing the appointment of aforesaid Independent Directors.

The Company had, pursuant to the provisions of clause 49 of the Listing Agreements entered with the Stock Exchanges, appointed Dr M R Naidu, Dr K V Raghavan, Shri D G Prasad and Shri M Gopala Krishna, as Independent Directors at various times, in compliance with the requirements of the clause.

Pursuant to the provisions of section 149 of the Act, which came in to effect from April 1, 2014, every listed public company is required to have at least one-third of the total number of directors as independent directors, who are not liable to retire by rotation.

In the opinion of the Board, each of these directors fulfill the conditions specified in the Act and the Rules framed thereunder for appointment as Independent Director and they

are independent of the management. In compliance with the provisions of section 149 read with Schedule IV of the Act, the appointment of these directors as Independent Directors is now being placed before the Members for their approval.

The terms and conditions of appointment of the above Directors shall be open for inspection by the Members at the Registered Office of the Company during normal business hours on any working day.

Except Dr M R Naidu, Dr K V Raghavan, Shri D G Prasad and Shri M Gopala Krishna none of the Directors and key managerial personnel of the Company or their respective relatives is concerned or interested in the Resolution mentioned at Item No(s) 5 to 8 of the Notice.

### ITEM NO. 9:

The Board of your Company has, on the recommendation of the Audit Committee, approved the appointment of M/s. DZR & Co., as the Cost Auditors of the Company to conduct audit of Cost Records of the Company for the year ending 31st March, 2015, at a remuneration of ₹85000/- plus out-of-pocket expenses.

In accordance with the provisions of Section 148 of the Companies Act, 2013 read with the Companies (Audit and

Auditors) Rules, 2014, consent of the shareholders is sought for ratification of the remuneration payable to the Cost Auditors for the financial year ending 31st March 2015. The Board commends the resolution for approval of the shareholders.

None of the Directors and key managerial personnel of the Company or their respective relatives is concerned or interested in the Resolution mentioned at Item No.9 of the Notice.

#### ITEM NO. 10

Under the erstwhile Section 293(1)(d) of the Companies Act, 1956, the Board of Directors of a Company could, with the consent of the shareholders obtained by an Ordinary Resolution, borrow moneys, apart from temporary loans obtained from the Company's Bankers in the ordinary course of business, in excess of the aggregate of paid-up capital and free reserves of the Company, that is to say, reserves not set apart for any specific purpose.

Under the provisions of Section 180(1)(c) of the Companies Act, 2013, the above powers can be exercised by the Board only with the consent of the shareholders obtained by a Special Resolution. Further, as per the clarification issued by the Ministry of Corporate Affairs, the Ordinary Resolution earlier passed under Section 293(1)(d) of the Companies Act, 1956 will remain valid for a period of one year from the date of notification of Section 180 of the Companies Act, 2013, i.e. up to 11th September 2014. As such, it is necessary to obtain fresh approval of the shareholders by means of a Special Resolution, to enable the Board of Directors of the Company to borrow moneys, apart from temporary loans obtained from the Company's Bankers in the ordinary course of business, in excess of the aggregate of paid-up share capital and free reserves of the Company. The Board is proposing enhancement of borrowing limits upto ₹600 Crores from the previous limit of ₹400 Crores keeping in view the present capital expenditure outflows and ongoing expansion plans, modernisation of its plant facilities to tap the emerging business opportunities in the CRAMS and DDDSS business models of your company.

The Board commends the Special Resolution for approval of the shareholders.

None of the Directors and key managerial personnel of the Company or their respective relatives is concerned or interested in the Resolution mentioned at Item No.10 of the Notice.

#### ITEM NO. 11:

Under the erstwhile Section 293(1)(a) of the Companies Act, 1956, the Board of Directors of a Company could, with the consent of the shareholders obtained by an Ordinary

Resolution, create charge/ mortgage/ hypothecation on the Company's assets, both present and future, in favour of the lenders/ trustees for the holders of debentures/ bonds, to secure the repayment of moneys borrowed by the Company (including temporary loans obtained from the Company's Bankers in the ordinary course of business).

Under the provisions of Section 180(1)(a) of the Companies Act, 2013, the above powers can be exercised by the Board only with the consent of the shareholders obtained by a Special Resolution. Further, as per a clarification issued by the Ministry of Corporate Affairs, the Ordinary Resolution earlier passed under Section 293(1)(a) of the Companies Act, 1956 will remain valid for a period of one year from the date of notification of Section 180 of the Companies Act, 2013, i.e. up to 11th September, 2014. As such, it is necessary to obtain fresh approval of the shareholders by means of a Special Resolution, to enable the Board of Directors of the Company to create charge/ mortgage/ hypothecation on the Company's assets, both present and future, in favour of the lenders/ trustees for the holders of debentures/ bonds, to secure the repayment of moneys borrowed by the Company (including temporary loans obtained from the Company's Bankers in the ordinary course of business). As the documents to be executed between the Company and the lenders/ trustees for the holders of debentures/ bonds may contain the power to take over the management of the Company in certain events, it is necessary to obtain Members' approval under Section 180 (1) (a) of the Companies Act, 2013, by way of a Special Resolution.

The existing limit of 50 Crores under the earlier resolution passed by the shareholders at the Annual General Meeting of the Company held on 07th August, 1998 stands increased to ₹600 Crores.

The Board commends the Special Resolution for approval of the shareholders.

None of the Directors and key managerial personnel of the Company or their respective relatives is concerned or interested in the Resolution mentioned at Item No.11 of the Notice.

by order of the Board of Directors

Place: Hyderabad

Date: 22 May 2014

K Hanumantha Rao  
Company Secretary



## BRIEF PROFILE OF THE DIRECTOR SEEKING APPOINTMENT/ RE-APPOINTMENT AT THE ANNUAL GENERAL MEETING

**Prof. Syed E. Hasnain** is the Ex-Vice Chancellor of the University of Hyderabad. Before he became the vice chancellor in Dec 1995, he was the first Director of CDFD. He holds a PhD degree from JNU [1980]. He also received post-Doctoral Fellowship from the University of Alberta, Canada.

He has been nominated by the Prime Minister of India for the membership of the Scientific Advisory Council to the Prime Minister, the highest decision and policy making body for Science and Technology for the country.

He is also the recipient of Padmashri Award from President Abdul Kalam.

In addition he has many distinctions such as:

- Elected Fellow, German National Academy of Sciences Leopoldina
- Fellow, Third World Academy of Sciences (TWAS)
- Member, Scientific Advisory Council to the Union Cabinet
- J C Bose National Fellow, University of Hyderabad
- Honorary Professor, JNCASR, Bangalore, India
- Founding Fellow and Adviser, ISOGEN
- Distinguished Professor at the Institute of Life Sciences.

Prof. Hasnain has authored more than 175 original research papers and several book chapters. He has about a dozen patents filed in India and abroad. Prof. Hasnain is also a Director on the Board of Indian Immunologicals Limited. He does not hold any shares in the Company.

**Dr. M.R. Naidu** is a Doctorate in Science and Graduate in Mechanical Engineering. He had memberships in Professional Bodies like American Society of Mechanical Engineers, Planning Executives Institute and Indian Institute of Engineers. Dr. M.R. Naidu was a former Chairman and Managing Director of M/s. Bharat Heavy Plates and Vessels Limited (BHPV) and Hindustan Machine Tools Limited (HMT) and having vast experience in Technical and Administrative Sectors. He held the position of President, The Andhra Petrochemicals Ltd, and the U.B. Group.

Dr. M.R. Naidu is a member of Audit Committee and Investor Grievance Committee and he is holding 9,800 shares in the Company.

**Dr. K.V. Raghavan** is a Fellow of the National Academy of Engineering, Indian Institute of Chemical Engineers (IICHE) and A.P. Academy of Sciences and a Distinguished Fellow of University of Grants Commission (UGC). He was appointed as the Director of Central Leather Research Institute (CLRI), Chennai in 1994. He took over the Directorship of Indian Institute of Chemical Technology, Hyderabad in 1996. On successful completion of this tenure, he was appointed as Scientist in Director's Grade at IICT in October 2003. He took over as the Chairmanship of Recruitment and Assessment Centre of DRDO in May 2004. He

is currently the INAE Distinguished Professor and Vice President of INAE for International Scientific Collaboration.

Dr. K.V. Raghavan is also Director on the Board of Godavari Biorefineries Limited. Dr. K.V. Raghavan holds 2000 shares in the Company.

**Shri D.G. Prasad** is a qualified Chartered Accountant and had been a career banker for over 33 years. After being with Canara Bank for over 8 years, Mr. Prasad served Exim Bank for over 25 years having joined in 1983, in its formative phase. While being with Exim Bank, as a Chief General Manager, he was the head of Corporate Banking, Agri Business and SME Business Groups in Exim Bank. He holds considerable expertise in trade finance, international finance, merchant banking, corporate strategies, mergers and acquisitions, loan syndications, forfeiting, international negotiations and co-financing with multilateral agencies. He was trained in 'Treasury Management' at Credit Suisse, Switzerland; 'International Banking and Development' at the International Development Ireland at Dublin and London and 'Advanced Agribusiness Management' at Cornell University, Ithaca, New York, USA. He has been a guest faculty at business schools on international finance and international marketing.

Mr. Prasad is also Director on the Board of Gokak Textiles Limited, Media One Global Entertainment Ltd, AMW Auto Component Limited and Natco Pharma Limited. He does not hold any shares in your Company

**Shri M Gopalakrishna** is an IAS (Retd.) officer and holds a Graduate in Sciences and Law. He joined Indian Administrative Service (IAS) in 1962. Worked under the Governments of Assam, Andhra Pradesh and Government of India. Retired as Chairman of Rural Electrification Corporation in 1997 in the rank of Secretary to the Govt. of India. He was Chairman, SCOPE, [the Standing Conference of Public Enterprises], the apex body for 246 Public Sector Undertakings under the Government of India.

He has wide and varied administrative, corporate and managerial experience of nearly five decades in Government and the Public Sector in the promotion, development and regulation of industry and power utilities.

He was Director on several Industrial Promotion and Development Corporations and Manufacturing companies in the Government of India, Government of A.P. and Government of Assam.

Shri Gopalakrishna is also Director on the Board of JOCIL Limited, Pitti Laminations Limited, BGR Energy Systems Limited, Goldstone Infratech Limited, Kernex Microsystems (India) Limited, Arani Power Systems Limited, Vijayasri Organics Limited, Nuziveedu Seeds Limited and NSL Textiles Limited. He does not hold any shares in your Company.

## E-COMMUNICATION REGISTRATION FORM

To  
Karvy Computershare Private Limited  
(Unit: Suven Life Sciences Limited)  
Plot no.17 to 24, Vittalrao Nagar,  
Madhapur, Hyderabad - 500 081

Dear Sir/Madam,

RE: Green Initiative in Corporate Governance

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

Folio No. : \_\_\_\_\_

DP ID : \_\_\_\_\_

Client ID : \_\_\_\_\_

PAN : \_\_\_\_\_

Name of 1st Registered Holder : \_\_\_\_\_

Name of Joint Holder(s) : \_\_\_\_\_

Registered Address : \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

: \_\_\_\_\_

E-mail ID : \_\_\_\_\_

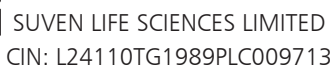
Date: \_\_\_\_\_ Signature of the first holder: : \_\_\_\_\_

### Important Notes:

- 1) On registration, all the communication will be sent to the e-mail ID registered in the folio/DP ID & Client ID.
- 2) Shareholders are requested to keep company informed as and when there is any change in the e-mail address. Unless the email Id given above 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.







Registered Office: 8-2-334 | SDE Serene Chambers | 6th Floor |

Road No.5 | Avenue 7 | Banjara Hills | Hyderabad – 500 034 | Telangana | India

Tel: 91 40 2354 1142/3311 Fax: 91 40 2354 1152 Email: [info@suven.com](mailto:info@suven.com) website: [www.suven.com](http://www.suven.com)

PLEASE FILL ATTENDANCE SLIP AND HAND IT OVER AT THE ENTRANCE OF THE MEETING HALL

NAME AND ADDRESS OF THE REGISTERED SHAREHOLDER[illegible]

Signature of Shareholder/Proxy



