

20 February 2012

Dear Shareholder,

## Sub : Green Initiative in Corporate Governance

The Ministry of Corporate Affairs (MCA) has taken a "Green Initiative in Corporate Governance" by allowing paperless compliances by companies through electronic mode. In accordance with the circular issued by the MCA, companies can now send various notice(s)/ document(s) such as Notice of General Meeting(s), Annual Reports, (including Audited Financial Statements, Directors' Report, Auditors' Report, etc.) through electronic mode to the registered email addresses of the shareholders.

Your Company is conscious of its responsibility to save the environment and fully supports the Green Initiative taken by the Government. We therefore, propose to send document(s) such as Notice of General Meeting(s), Annual Reports and all necessary communication to our shareholders in electronic mode, which will also enable you to receive them promptly without any delay/loss in postal transit. The said documents will also be displayed on the Company's website "www.boc-india.com". We therefore request our Members as follows:

- Members holding shares in physical form are requested to facilitate the Company's proposal by filling up the enclosed FORM and sending the same to our Secretarial Department at our Registered Office address above mentioned by 15 March 2012.
- Members holding shares in electronic form are requested to register their respective email addresses with their Depository Participant (DP) in addition to sending the consent in the enclosed FORM to the Company within 15 March 2012, which is mandatory.

All shareholders willing to accord their consent electronically to facilitate the aforesaid proposal may also visit the website of our Registrar, Link Intime India Pvt. Ltd. "<u>www.linkintime.co.in</u>" and **click** on the "**go green tab**" to register their e-mail IDs for this purpose so that they need not send their consent in the FORM physically.

Please note that after opting for the aforesaid green initiative, if you still wish to get a hard copy of any of the documents such as Notice, Annual Report, etc, the Company will send the same to you free of cost upon receipt of your specific request.

Thanking You,

Yours Faithfully Pawan Marda

Asst. Vice President and Company Secretary

To, The Secretarial Department **BOC India Limited** Oxygen House P-43, Taratala Road Kolkata - 700088

## **E-COMMUNICATION REGISTRATION FORM**

(In terms of circular nos. 17/2011 dated 21 April 2011 and 18/2011 dated 29 April 2011 issued by the MCA)																					
FOLIO / DP ID & Client ID																					
Name of the Sole/1st Named Holder																					
E-mail ID (to be registered)																					
Mobile / Contact Telephone No.	+	9	1																		

I, Sole/1st named shareholder(s) of BOC India Limited agree to receive Notice of the General Meetings, Annual Reports and other communications from the Company in electronic mode. Please register my e-mail id in your records for sending such communications through email.

Date : .....

## Notes for shareholder(s):

- This FORM is also available on the website of the Company, www.boc-india.com in "Investor Relation" Section.
- Shareholder(s) holding the shares in physical form are requested to keep the Company informed of any changes in their e-mail address promptly
- Shareholder(s) holding the shares in demat form who have given the above consent are requested to keep their Depository Participant (DP) informed of any changes in their e-mail address promptly.