

FEE FOR DELIVERING DOCUMENTS BY SPECIFIED MODE UNDER SECTION 20 OF THE COMPANIES ACT, 2013

Pursuant to provisions of Section 20 of the Companies Act, 2013 read with Rule 35 of the Companies (Incorporation) Rules, 2014 a document may be served to a member by sending it to him either by post or registered post or speed post or courier or delivering at his office or address, or by such electronic or other mode as may be prescribed. Provided that a member may request for delivery of any document through a particular mode, for which he shall pay such fees as may be determined by the Company in its Annual General Meeting.

In this regard, the members of the Company in its 3rd Annual General Meeting ('AGM') held on August 24, 2016 had passed an ordinary resolution under Section 20 of the Companies Act, 2013 w.r.t. delivery of the documents to the members in a mode specified by the members and authorized Mr. Saurabh Mittal, Managing Director & CEO, Mr. Ashok Kumar Sharma, Chief Financial Officer and Mr. Prakash Kumar Biswal, Company Secretary & Asst. Vice President-Legal of the Company to determine the amount to be charged from members as may be deemed fit as an advance amount in lump sum or otherwise against any estimated or actual expenses incurred or to be incurred by the Company from time to time for delivery of the documents to the members in a mode specified by the members. Members had also authorized aforesaid personnel to waive off such fee from any member(s) (not being a related party to the Company) in their absolute discretion as may be deemed necessary, proper or desirable.

In view of the above, the aforesaid personnel had collectively decided to charge from the member(s) the fee in advance equivalent to the estimated expenses to be incurred in delivery of the documents through a particular mode as requested by members, provided such request along with requisite fee has been duly received by the Company and to waive off such fee in case the cost of delivering documents by specified mode is upto Rs. 100/- (Rupees Hundred Only) in respect of all such requests together made during any financial year.

Therefore, if any member desires delivery of the documents through a particular mode then he shall first get the calculation of estimated fees from the Company and then deposit such estimated fee in advance (in case estimated fee of delivery of the documents is in excess of Rs. 100) with the Company by way of a Pay Order/Demand Draft/Account payee Cheque drawn in favor of "Greenlam Industries Limited" and must be payable at par at New Delhi, in order to enable the Company to deliver the documents through a particular mode.

NOTE:

1. *Members' request for furnishing such documents through a particular mode of services will be processed by company only after successful credit of the payment in the account of the Company.*
2. *Waiver of above amount is not applicable for the Related Parties of the Company.*

For Greenlam Industries Limited

Sd/-

Prakash Kumar Biswal
Company Secretary &
Asst. Vice President-Legal

Place: New Delhi
Date: May 25, 2017