



KAY POWER AND PAPER LIMITED

(Formerly Kay Pulp and Paper Mills Limited)

Reg off: - Gat No. 454/457, Village Borgaon, Tal./Dist. Satara-415519 Maharashtra

Phone No. 02162-265329, 09689908431

Website- www.kaypowerandpaper.com, Email- kppl.secretarial@gmail.com

CIN- L21099MH1991PLC061709

Dear Shareholders,

The Ministry of Corporate Affairs ("MCA") has started "Green Initiative in Corporate Governance", which provides for paperless compliance by companies through electronic mode. In accordance with provisions of Companies Act 2013, companies can now send documents and other notices to shareholders through electronic mode. Further, SEBI has also amended listing regulations to promote paperless compliance.

Therefore we request the Members who have not registered or updated their e-mail addresses so far are to register/update their e-mail address with their Depository Participants (DP). Members holding shares in physical mode can fill up the enclosed *E-Communication Registration Form* and send to the our Registrar and Share Transfer Agent (RTA) M/s. Link Intime India Private Limited on given address or Email- dematremat@linkintime.co.in / rnt.helpdesk@linkintime.co.in

All the communication i.e. Annual Report, Notices and other documents shall be sent to all registered shareholders in electronic form. Please note that these documents shall also be available at the Company's website www.kaypowerandpaper.com for downloading.

The shares of the Company are compulsorily traded in demat. The shareholders who have not dematerialised their shares are requested to opt for dematerialisation of their shareholding by opening DP account with nearest Depository Participant at the earliest, which will facilitate smooth purchase/sale of shares of the Company.

This letter and E- Communication Registration Form is also available on the website of the Company – www.kaypowerandpaper.com under the section 'Investor'.

Kindly note that all future shareholders communications would be sent in electronic form to their registered e-mail address. So we request you please register and keep updated, your Email ID either at your Depository Participant (DP) or RTA. Members of the Company are entitled to receive these communications in physical form on request.

We thank you for your support.

With regards,

For Kay Power and Paper Limited

Sagar Mohite
(Company Secretary &
Compliance officer)

E-COMMUNICATION REGISTRATION FORM

To,

M/s. Link Intime India Private Limited.
C 101, 247 Park, 1st Floor, L.B.S. Marg,
Vikhroli (W), Mumbai - 400083.
Tel No: 022 49186000 (F) 49186060
Email ID:- dematremat@linkintime.co.in \ rnt.helpdesk@linkintime.co.in

Sending of Notices, Report and Accounts & other documents through Electronic Mode

Dear Sir,

I / We shareholder(s) of Kay Power and Paper Limited agree to receive all future correspondence /documents of the Company in electronic mode at the Email Id mentioned below:

E-mail ID to be registered

Shareholders/Joint Holders Name: -

1) _____

2) _____

Address of the first holder: - _____

Folio No. / DP ID & Client ID-

PAN No.: - _____

Mobile No: - _____ Landline No (Optional): - _____

Date: -

Signature of the shareholder

Notes:

- (1) This Form can also be downloaded from the Company's corporate website www.kaypowerandpaper.com under the section 'Investor'.
- (2) Shareholder(s) may also send a scanned copy of this form, duly filled and signed, at the Email ID for investors: dematremat@linkintime.co.in / rnt.helpdesk@linkintime.co.in OR kppl.secretarial@gmail.com
3. Shareholders are requested to inform the Company/RTA about any future change in the registered E mail ID