

## A2Z MAINTENANCE & ENGINEERING SERVICES LIMITED

Registered Office: O-116, 1st Floor, DLF Shopping Mall, Arjun Marg, DLF Phase 1, Gurgaon-122002, (Haryana)  
Corporate Office: Plot No.44, Sector 32, Institutional Area, Gurgaon-122001 (Haryana)  
Email: complianceofficer@a2zemail.com Web Site: www.a2zgroup.co.in



25th July, 2011

### Re : Green Initiative in the Corporate Governance

Dear Members,

The Ministry of Corporate Affairs (MCA) has vide its circular Nos. 17/2011, followed by Circular No.18/2011 dated 21st April, 2011 and 29th April, 2011 respectively has undertaken a "Green Initiative in Corporate Governance" by allowing paperless Compliances by the Companies through electronic mode and introduced e-mail address as one of the modes of sending General Meeting Notices, Annual Reports (including Director's Report, Financial Statements, Auditors Report) etc., to the shareholders under Section 53 of the Companies Act, 1956. This will also ensure prompt receipt of communication(s) and avoid loss in postal transit.

The new arena of interface with the members is a welcome step as it would not only help to save the environment and facilitate fast communication but will also lead to cost saving for your Company.

Accordingly, as an initiative to comply with better Corporate Governance Practice and to implement the said Circulars, the Company proposes to send the Notices, Annual Reports (including Director's Report, Financial Statements, Auditors Report etc.) from the financial year ended 31st March, 2011 onwards in electronic form to the e-mail addresses of the shareholders registered with their respective Depositories (NSDL/CDSL). Hence, all the members having shares in demat form are requested to register/update their email ids if not registered earlier with your respective Depository Participant up to 16th of August, 2011

Members having shares in physical form, are requested to immediately register their email addresses with the RTA at a2zmes@alankit.net along with their Name/Folio No./ No. of Shares held up to August 16, 2011.

The Company shall also display full text of these communications/documents/ reports from time to time at its website www.a2zgroup.co.in and physical copies of such communications/documents/Annual Reports will be made available at the registered office of the Company for inspection by the shareholders during office hours on working days.

Please note that as a Member of the Company you are always entitled to request and receive, free of cost, a copy of Annual Report of the Company and other documents in accordance with the provisions of the Companies Act, 1956.

In case you desire to receive the documents mentioned above in physical form, you are requested to send an email to a2zmes@alankit.net or send a letter at the following address on or before 16th August, 2011 by clearly indicating the matter, your name/ DP Id/Client Id/ No. of shares held.

Kind Attention:- Mr. Ramesh Khatua, RTA Division, Alankit House, Alankit Assignments Limited, 2E/21, Jhandewala Extn, New Delhi-110055

We look forward for your voluntary support to this unique initiative by the MCA and your Company's desire to participate in such a great initiative.

Thanking you.

Yours faithfully,

For A2Z Maintenance & Engineering Services Limited

Sd/-

(Atul Kumar Agarwal)

Company Secretary