



Date: 01 June, 2020

Dear Member,

The present situation due to COVID 19 spread and lock down has stopped various services of dispatch by courier and through postal services. During this period of lockdown and till such time the situation normalizes; it would be difficult for us to communicate with you through physical delivery of documents. Recognizing the situation, the Ministry of Corporate Affairs has also issued notifications that permit most of the communications to shareholders through their registered email addresses.

We therefore request all shareholders of our Company who have yet not registered their email addresses with the Company/ Depositories to do so forthwith in order to receive all communications promptly without any disruption. Updating of correct email address in the records will help us to communicate with you effectively, especially during these challenging times. For this purpose, we request shareholders who have not yet updated their email addresses and Permanent Account Numbers to kindly update the same by sending an email in this connection at cs@alfaica.com by quoting your Folio No/ DP/ Client ID, Certificate No., PAN, Mobile No., Email-Id along with a self-attested copy of your PAN Card/ Aadhar/ Valid Passport/ Share Certificate etc.

The shareholders holding shares in electronic mode are also requested to register/ update their email addresses and Permanent Account Numbers with the Depository Participant where their respective demat accounts are maintained. Further, we hereby also request all our Shareholders who have not yet updated their bank account details to kindly also update the same to facilitate electronic credit of dividend amount, as and when declared. You may submit copy of cancelled cheque/passbook/bank statement along with information of your Folio No./ DP/ Client ID, Certificate No., PAN, Mobile No., Email-Id along with a self-attested copy of your PAN Card/ Aadhar/ Valid Passport/ Share Certificate etc. for at the designated email address of the company at cs@alfaica.com

Thanking You.

Yours faithfully,

Himadri Trivedi

Company Secretary & Compliance Officer

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