

March 28, 2011

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Dear Shareholder(s)

**Introduction of "Investor Facilitator Scheme"
in respect of shares held in physical form**

You may be aware that the Company has from time to time introduced schemes for the benefit of shareholders holding shares in physical form upto 50 shares of ₹ 10/- each. The basic objective of such schemes was to assist these shareholders in disposing of their holding at the prevailing market price without going through the hassles, such as, converting them into demat and other administrative work associated thereto. Many shareholders have participated in these schemes and enjoyed the benefits thereof.

As a part of Company's continuing process of adopting investor friendly approach, the Board of Directors of the Company have once again framed a Scheme called "Investor Facilitator Scheme" under which all shareholders holding upto 1000 shares of the face value of ₹ 2/- each in physical form, can participate. The text of the Scheme is enclosed for your ready reference. This Scheme comes into force with immediate effect.

We are sure, you will participate in this scheme. In case you have lost your share certificate(s), you may write to us for the issue of duplicate share certificate(s). The Company will issue duplicate share certificate upon completion of necessary formalities from your end. Thereafter, you will be able to participate in this Scheme, if you so desire.

Yours faithfully,
For GREAVES COTTON LIMITED



K.K. SARAF
Executive Vice President &
Company Secretary

- Encl: 1. Investor Facilitator Scheme
2. Application Form
3. Share Transfer Deed

