



MCLEOD RUSSEL
Believe in tea

16th December, 2015

The Secretary,
Bombay Stock Exchange Ltd.,
P.J. Towers, Dalal Street,
MUMBAI-400 001.
Scrip Code: 532654

The Secretary,
National Stock Exchange
of India Ltd.,
Exchange Plaza,
5th Floor,
Plot No.C/1,G Block,
Bandra-Kurla Complex,
Bandra (E),
MUMBAI-400 051.
Scrip Code: MCLEODRUSS

The Secretary,
The Calcutta Stock Exchange,
Association Ltd.,
6, Lyons Range,
KOLKATA-700 001.
Scrip Code: 10023930

Dear Sirs,

Sub. Adoption of Policies and Disclosures under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

This is to inform you that in accordance with SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (Listing Regulation), the Board of Directors of the Company approved and adopted the following Policies on 30th November, 2015 which are effective from 1st December 2015:-

1. Policy for Disclosure of Event / Information and Determination of Materiality pursuant to Regulation 30(4)(ii) of Listing Regulation ; and
2. Policy for Preservation of Documents and Archival Policy pursuant to Regulation 9 and Regulation 30(8) of the Listing Regulation.

The aforesaid Policies have been posted on the website of the Company www.mcleodrussel.com on 1st December, 2015.

In accordance with Regulation 30(5) of the Listing Regulation, the following Key Managerial Personnel have been authorised for determining the materiality of an event or information pursuant to the Policy for Disclosure of Event / Information and Determination of Materiality and make disclosure to the Stock exchanges:-

Name	Designation
Aditya Khaitan	Managing Director
Rajeev Takru	Whole Time Director
Azam Monem	Whole Time Director
Kamal Kishore Baheti	Whole Time Director & CFO
A. Guha Sarkar	Company Secretary and Compliance Officer

Registered Office :

MCLEOD RUSSEL INDIA LIMITED

Corporate Identity Number (CIN) : L51109WB1998PLC087076

FOUR MANGOE LANE, SURENDRA MOHAN GHOSH SARANI, KOLKATA - 700 001

TELEPHONE : 033-2210-1221, 2248-9434 / 35, FAX : 91-33-2248-8114 / 6265

E-mail : administrator@mcleodrussel.com Website : www.mcleodrussel.com



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Mr. A. Guha Sarkar, Company Secretary (also the Compliance Officer) of the Company, shall act as the coordinator between the Managing Director, Whole time Directors and the stakeholders of the Company and for the above purposes a single point contact details is given below:-

Mr. A. Guha Sarkar
Company Secretary and Compliance Officer
McLeod Russel India Limited
Four Mangoe Lane,
Surendra Mohan Ghosh Sarani,
Kolkata – 700 001
Tel: (033) 2243-5391, 2248-7709
Fax: (033) 2248-3683, 2248-8114
E-mail: a.guhasarkar@mcleodrussel.com

The aforementioned contact details have also been uploaded on the website of the Company.

This is for your information and record.

Yours faithfully,

MCLEOD RUSSEL INDIA LIMITED




(A. GUHA SARKAR)
SENIOR VICE PRESIDENT &
COMPANY SECRETARY

/nr.