

## Orient Cement Limited

CIN: L26940OR2011PLC013933

**Registered Office:** Unit VIII, Plot No. 7, Bhoinagar, Bhubaneswar, Odisha - 751 012

**Tel:** 0674-2396930 **I Fax No.** 0674-2396364

**Corporate Office:** Birla Tower, 3<sup>rd</sup> Floor, 25, Barakhamba Road, New Delhi-110 001

**Tel:** 011-42092100, 011-42092190

**Email:** investors@orientcement.com **I Website:** www.orientcement.com

### POSTAL BALLOT NOTICE

Members are hereby informed that pursuant to Section 110 and other applicable provisions, if any, of the Companies Act, 2013 ("the Act") read with the Companies (Management and Administration) Rules, 2014 ("the Rules"), Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and in accordance with the guidelines prescribed by the Ministry of Corporate Affairs ("MCA") for holding general meetings/conducting postal ballot process through e-voting process vide General Circular No. 14/2020 dated April 8, 2020, General Circular No. 17/2020 dated April 13, 2020 and General Circular No. 22/2020 dated June 15, 2020 in view of COVID-19 pandemic ("MCA Circulars"), that the Company is seeking approval from its members for passing of special resolutions as set out in the **Postal Ballot Notice dated August 31, 2020** by way of postal ballot through remote e-voting ("Postal Ballot").

In accordance with the requirements of MCA Circulars and owing to the difficulties involved in dispatching of physical copies, the Postal Ballot Notice along with instructions regarding e-voting has been sent only through email on Thursday, September 3, 2020 to all those Members, whose email address is registered with the Company or with the Depositories/Depository Participants and whose names appear in the register of members or list of beneficial owners as on the **cut-off date, August 28, 2020** and voting rights shall be reckoned on the shares registered in the name of the shareholders as on the same date.

The Notice is also available on the website of the Company, i.e., www.orientcement.com and on the e-voting website of KFin Technologies Private Limited ("KFin"), <https://evoting.karvy.com>.

Further, in compliance with the provisions of Section 108 and 110 of the Act read with the Rules made thereunder, Regulation 44 of SEBI Listing Regulations and in accordance with the MCA Circulars, the Company has engaged the services of KFin Technologies Private Limited ("KFin") as the agency for facilitating remote e-voting to enable members to cast their votes electronically ("remote e-voting").

E-voting shall commence on **Saturday, September 5, 2020 at 9:00 A.M. (IST) and end on Sunday, October 4, 2020 at 5:00 P.M. (IST)**. During this period, Members of the Company holding shares either in physical or dematerialized form, as on the cut-off date i.e. Friday, August 28, 2020, may cast their vote electronically. The e-voting module shall be disabled by KFin for voting thereafter.

Members who have not registered their email addresses and in consequence could not receive the Notice, may temporarily get their email address registered with the Company's Registrar and Share Transfer Agent, KFin Technologies Private Limited, by clicking the link: [https://ris.kfintech.com/email\\_registration/](https://ris.kfintech.com/email_registration/) and following the registration process as guided thereafter. Post successful registration of the email, the Member would get soft copy of the Notice and the procedure for e-voting along with User ID and the Password to enable e-voting for Postal Ballot. Alternatively, members may send a request at the email id [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com) along with scanned copy of the signed request letter providing the email address, mobile number, self-attested PAN copy and Client Master copy in case of electronic folio and copy of share certificate in case of physical folio.

Pursuant to Rule 22(5) of the Rules, Mr. A.K. Labh, Practicing Company Secretary (Membership No. FCS-4848/CP-3238) has been appointed by the Board of Directors of the Company as the 'Scrutiniser' to scrutinise the Postal Ballot process in a fair and transparent manner.

The Scrutinizer, after completion of the scrutiny, will submit his report to the Chairman of the Company or any other person authorised by him. The result of the Postal Ballot will be declared by the Chairman or any other person authorised by him, **not later than 5:00 P.M. (IST) on Tuesday, October 6, 2020** and displayed at the Corporate Office of the Company. The result shall also be announced to the Stock Exchanges where shares of the Company are listed and will also be put on the Company's website [www.orientcement.com](http://www.orientcement.com). The resolutions, if passed with requisite majority, shall be deemed to have been passed on the last date specified by the Company for e-voting i.e. **Sunday, October 4, 2020**.

In case of any queries, Members may refer the (i) remote e-voting user manual or (ii) Help and Frequently Asked Questions (FAQs), available at the downloads section of <https://evoting.karvy.com> or contact Mr. Raju S.V. of KFin Technologies Pvt. Ltd. at 040-67161500 or at 1800 345 4001 (toll free) or at email id, [einward.ris@kfintech.com](mailto:einward.ris@kfintech.com); or may write to the Company Secretary at [investors@orientcement.com](mailto:investors@orientcement.com).

**For ORIENT CEMENT LIMITED**

Sd/-

Nidhi Bisaria

Company Secretary

**Date :** 03-09-2020

**Place :** New Delhi

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