

Orient Cement Limited

CIN: L26940OR2011PLC013933

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

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

Email: investors@orientcement.com | Website: www.orientcement.com

INFORMATION REGARDING 13<sup>th</sup> ANNUAL GENERAL MEETING TO BE HELD THROUGH VIDEO CONFERENCE ("VC") / OTHER AUDIO-VISUAL MEANS ("OAVM"), BOOK CLOSURE DATES AND FINAL DIVIDEND

It is hereby informed that 13<sup>th</sup> Annual General Meeting (AGM) of the Members of Orient Cement Limited ("the Company") will be held on Monday, August 5, 2024 at 3:30 p.m. through VC / OAVM in compliance with the provisions of the Companies Act, 2013 and the Rules made thereunder, the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (SEBI Listing Regulations) and General Circular dated September 25, 2023 read with earlier circulars dated April 8, 2020, April 13, 2020, May 5, 2020, and other relevant circulars issued by the Ministry of Corporate Affairs (collectively referred to as "MCA Circulars"), to transact the business set out in the Notice convening the 13<sup>th</sup> AGM.

In compliance with the aforesaid MCA Circulars and the Securities and Exchange Board of India ("SEBI") circular dated October 7, 2023, read with earlier circulars dated May 12, 2020, January 15, 2021, May 13, 2022 and January 5, 2023 (hereinafter referred to as "SEBI Circulars"), the Notice of the 13<sup>th</sup> AGM along with the Annual Report for the financial year 2023-24 will be sent to the Members of the Company electronically, whose e-mail addresses are registered with the Company Registrar and Share Transfer Agent Depository Participant(s) as on July 05, 2024. The Notice and aforesaid documents will also be available on the Company's website www.orientcement.com, on the websites of the Stock Exchanges, i.e., at www.bseindia.com and www.nseindia.com, respectively and also on the website of National Securities Depository Limited ("NSDL") at www.evoting.nsdl.com.

Remote e-Voting, Participation at the AGM through VC/OAVM and e-Voting at the AGM: The Company has engaged the services of NSDL as the authorized agency for conducting of the AGM through VC/OAVM and for providing e-voting facility. Members of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of Monday, July 29, 2024, may cast their vote electronically and attend the AGM. To attend the AGM through VC/OAVM, Members are requested to login at NSDL e-Voting system.

Members may cast their vote through remote e-Voting at NSDL e-voting system by using their login credentials. The facility for e-voting shall also be made available during the AGM to those Members who attend the AGM and who have not already cast their vote. The Members who have cast their vote by remote e-voting prior to the AGM may also attend/participate in the AGM through VC/OAVM but shall not be entitled to cast their vote again.

The manner of voting including voting remotely ("remote e-voting") by members holding shares in dematerialized mode, physical mode and for Members who have not registered their email address will be provided in the Notice of the AGM.

Manner for registering/updating email address and dividend mandate:

Members holding shares in physical form

SEBI, vide its various circulars has mandated registration of PAN, KYC details, by holders of physical securities. As per the said mandate, Members, holding securities in physical form, whose folio(s) are not updated with any of the KYC details [viz., (i) PAN; (ii) Contact Details (postal address with PIN, mobile number, email address); (iii) Bank Account Details and (iv) Signature] shall be eligible for dividend payment, only through electronic mode with effect from April 1, 2024. In accordance with the above, dividends, in respect of physical folios wherein any of the above KYC details are not updated before the cut-off date, will be held back by the Company. Members may please note that the dividends will get credited to their bank account only after the KYC details are updated in the folio.

Members holding shares in physical form can register/update their email address by clicking on the link: https://ris.kfintech.com/client-services/mobilereg/mobileemailreg.aspx for receiving communications electronically or by writing to the Company/RTA, to update the same by submitting a duly filled and signed Form ISR-1 along with self-attested copy of the PAN Card, and self-attested copy of any document (eg.: Aadhaar Card, Driving License, Voter Identity Card, Passport) in support of the address of the Member.

For updating dividend mandate, Members are requested to submit the signed request letter which shall contain Member's name, folio number, Bank account number, Name and address of Bank and Branch, 11-digit IFSC Code, 9-digit MICR No. along with the self-attested copy of the PAN Card and cancelled cheque leaf.

The Members may send the aforesaid documents to update/register the email address and bank mandate on Investors@orientcement.com or einward.ris@kfintech.com or at the following address of RTA, M/s. KFIn Technologies Limited, Unit: Orient Cement Limited, Selenium Building, Tower-B, Plot No. 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddy, Telangana - 500032.

Members holding shares in dematerialized form, are requested to register/update their email address and dividend mandate with the Depository Participants ("DP") with whom they are maintaining their demat accounts by submitting forms and documents as may be required by the DP(s).

Notice of the 13<sup>th</sup> AGM along with the Annual Report for the financial year 2023-24 will be sent to the Members in accordance with the applicable laws on their registered email address. In due course, Members are requested to carefully read all the Notes set out in the Notice of 13<sup>th</sup> AGM and in particular, Instructions for joining the AGM, manner of casting the vote through remote e-Voting before or during the AGM.

Members who have acquired shares of the Company after the dispatch of this Notice and holding shares as on the cut-off date may write to the Company on investors@orientcement.com for the purpose of getting the Notice of the 13<sup>th</sup> AGM along with the Annual Report for the financial year 2023-24.

Book Closure and Final Dividend:

Pursuant to Section 91 of the Companies Act, 2013 read with applicable Rules and Regulation 42 of the SEBI Listing Regulations:

- a) the Register of Members and Share Transfer Books of the Company will remain closed from Tuesday, July 30, 2024, to Monday, August 5, 2024, both days inclusive, for the 13<sup>th</sup> AGM and for determining the entitlement of members for the final dividend for the financial year ended March 31, 2024.
b) the dividend on Equity Shares, if declared at the AGM, will be paid, on or before September 3, 2024, to the bank account of the shareholders whose bank mandate are updated in the records of the Depository Participants/RTAs as on the cut-off date.

Tax on Dividend

Members are also requested to note that the Income Tax Act, 1961 (Act), as amended by the Finance Act, 2020, mandates that dividends paid or distributed by a Company after April 1, 2020 shall be taxable in the hands of the Members. The Company shall therefore be required to deduct Tax at Source (TDS) at the prescribed rates at the time of making payment of the final dividend. For the prescribed rates for various categories, members are requested to refer to the Finance Act, 2020 and amendments thereof. In order to enable the Company to determine the appropriate TDS rate, as applicable, Members are requested to submit the documents in accordance with the provisions of the Act. For more details, Members are requested to refer the dividend related information provided in the Notice of AGM.

By Order of the Board of Directors For Orient Cement Limited

Place: New Delhi Date: June 28, 2024

Diksha Singh Company Secretary

Orient Cement Limited advertisement in Odia. Includes company logo, contact info, and detailed notice regarding the 13th AGM, book closure, and dividend payment. The text is in Odia script and covers the same information as the English version on the left page.