

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, 3rd Floor, 25, Barakhamba Road, New Delhi-110 001

Tel: 011-42092100, 011-42092190

Email : investors@orientcement.com **I Visit us at :** www.orientcement.com

NOTICE

Notice is hereby given that 7th Annual General Meeting (AGM) of the Members of Orient Cement Limited will be held on Friday, 17th day of August, 2018 at 2:00 P.M at Unit –VIII, Plot No. 7, Bhoinagar, Bhubaneswar-751012, Odisha to transact the businesses as set out in the Notice of AGM dated 3rd May, 2018.

The physical copy of the Annual Report including the Notice convening the AGM has been posted to the members. The despatch of the Annual Report was completed on 16th July, 2018. The same has been sent by e-mail on 16th July, 2018 to those members who have registered their e-mail ID's with the Company/ Depository Participant(s) for communication purposes. The Annual Report including Notice of AGM of the Company is available on the website of the Company and also available for inspection at the registered office of the Company during office hours on working days, except Saturday.

In compliance with section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration) Amendment Rules, 2015, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is pleased to provide its Shareholders with facility of "remote e-voting" (e-voting from a place other than venue of the AGM), through e-voting Services provided by National Securities Depository Limited (NSDL), to enable them to cast their votes at the 7th AGM.

In accordance with provisions of Section 108 of the Companies Act, 2013 and the Rules made thereunder as amended, read with Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company has appointed Mr. Atul Kumar Labh, Practising Company Secretary as the Scrutinizer to scrutinize the e-voting process. The details as per the requirement of the Rules are given hereunder:

1. Date of completion of dispatch of Notice: 16th July, 2018.
2. A person whose name is recorded in the Register of Members or in Register of Beneficial Owners maintained by the depositories as on the cut-off date i.e. 10th August, 2018 only shall be entitled to avail the facility of remote e-voting as well as voting in the AGM.
3. Those persons who have acquired shares and have become members of the Company after the despatch of Notice of the AGM by the Company and whose names appear in the Register of Members or Register of beneficial holders as on cut-off date i.e 10th August, 2018 can view the Notice of the AGM on the Company's website or on the website of NSDL. Such members may obtain the login ID and password by following the procedure as mentioned in the Notice of AGM.
4. The remote e-voting period will commence from 14th August, 2018 (9:00 A.M.) and ends on 16th August, 2018 (5:00 P.M.). The e voting module will be disabled by NSDL for voting there after i.e voting shall not be allowed beyond 5:00 P.M. on 16th August, 2018. During this period the eligible shareholders of the Company, holding shares either in physical form or in dematerialized form, may cast their vote electronically.
5. The Members who have cast their vote by remote e-voting may also attend the AGM but shall not be entitled to cast their vote again.
6. The Members who have not cast their vote by remote e-voting shall be able to vote at the AGM through ballot paper.
7. The Notice of the AGM and the procedure of e voting have been sent to all Members and is also available on the Company's website at www.orientcement.com and also on website of NSDL at www.evoting.nsdl.com.
8. Members may contact Ms. Nidhi Bisaria, Company Secretary at Birla Tower, 3rd Floor, 25, Barakhamba Road, New Delhi-110 001 for any grievance(s) related to electronic voting or write to her at investors@orientcement.com or call her on 011-42092100 on working days, except Saturday, between 10:00 A.M and 6:00 P.M.

Notice is also hereby given pursuant to section 91 of the Companies Act, 2013 and Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, that the Register of Members and Transfer Books of the Company will remain closed from Monday, 13th August, 2018 to Friday, 17th August, 2018, both days inclusive, for AGM and for determining the entitlement of the shareholders to the final dividend for the financial year 2017-18. The dividend on Equity Shares, if declared at the AGM, will be credited / dispatched by 30th August, 2018 to those members whose names shall appear on the Company's Register of Members as on the book closure date.

A member entitled to attend and vote at the AGM is entitled to appoint a Proxy to attend and vote on a poll instead of himself/ herself and the Proxy need not to be a Member of the Company. The instrument appointing Proxy should be deposited at the Registered Office of the Company not less than 48 hours before the commencement of the AGM.

**By Order of the Board
For Orient Cement Limited**

**Place : New Delhi
Date : 17th July, 2018**

**Nidhi Bisaria
(Company Secretary)**

8cm x 25cm