

Orient Cement Limited

CIN: L26940OR2011PLC013933

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

Tel: 0674-2396930 | 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 | Visit us at: www.orientcement.com**NOTICE OF 10th ANNUAL GENERAL MEETING AND INFORMATION ON E-VOTING**

Notice is hereby given that the 10th Annual General Meeting (“AGM”) of the Members of Orient Cement Limited (“the Company”) will be held on **Thursday, August 5, 2021 at 2:00 p.m.** IST through Video Conferencing (“VC”) / Other Audio Visual Means (“OAVM”) to transact the business, as set out in the Notice of AGM.

The Company has sent the Notice of AGM along with the Annual Report for the financial year 2020-21 on July 7, 2021 through electronic mode to the Members whose e-mail addresses are registered with the Company/ Registrar and Share Transfer Agent / Depository Participant(s) in compliance with the General Circular numbers 02/2021, 20/2020, 17/2020 and 14/2020 dated January 13, 2021, May 5, 2020, April 13, 2020 and April 8, 2020, respectively issued by the Ministry of Corporate Affairs (“MCA”) and circular numbers SEBI/HO/CFD/CMD2/CIR/P/2021/11 and SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated January 15, 2021 and May 12, 2020, respectively issued by the Securities and Exchange Board of India (“SEBI”) (collectively referred to as “Applicable Circulars”) and Regulation 44 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”).

The Notice and the Annual Report for the financial year 2020-21 are also available on the Company’s website www.orientcement.com, on the website of the Stock Exchanges, i.e., BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com, respectively and also on the website of KFin Technologies Private Limited, Registrar and Share Transfer Agent (“RTA” or “KFin Tech”) of the Company at <https://evoting.kfintech.com>. The Company has engaged the services of KFin Tech as the authorized agency for conducting of the AGM electronically and for providing e-Voting facility.

As per the provisions of Section 103 of the Companies Act, 2013 (“Act”) shareholders attending the AGM through VC/OAVM will be counted for the purpose of reckoning the quorum. **Facility for appointment of proxy will not be available for the AGM.**

Remote e-Voting and e-Voting during the AGM

In compliance with the provisions of Section 108 of the Act read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended from time to time and Regulation 44 of the Listing Regulations, Members will be provided with the facility to cast their votes on all resolutions set forth in the Notice of AGM using electronic voting system, i.e., through remote e-Voting provided by KFin Tech prior to the meeting and through Insta Poll during the AGM.

The remote e-Voting facility will commence on: **Monday, August 2, 2021, at 9.00 a.m. IST**

The remote e-Voting facility will end on: **Wednesday, August 4, 2021, at 5.00 p.m. IST**

During this period the Members can select the **EVEN 5962** to cast their vote through remote e-Voting. The e-Voting module will be disabled by KFin Tech for voting thereafter i.e., voting shall not be allowed beyond 5:00 p.m. on August 4, 2021.

Facility for voting electronically shall also be made available during the AGM (**Insta Poll**) 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.

A person, whose name is registered in the Register of Members as on the cut-off date, that is, Friday, July 29, 2021 only shall be entitled to avail the facility of remote e-Voting and voting through Insta Poll. The voting rights of the Members shall be in proportion to the equity shares held by them in the paid up equity share capital of the Company as on **July 29, 2021**. Any person, who becomes a member of the Company after the dispatch of Notice and holding shares as on the cut-off date, or any Member who has forgotten the User ID and Password, may obtain / generate / retrieve the User ID and Password from KFin Tech as per the detailed procedure provided in the Notice of AGM.

Joining the AGM through VC/OAVM:

Members will be able to attend the AGM through VC/OAVM by login at **<https://emeetings.kfintech.com>** and also cast vote through Insta Poll in case they have not voted during remote e-Voting period. The information about login credentials and steps to be followed for attending the AGM through VC/OAVM and casting vote through remote e-Voting and Insta Poll are provided in the Notice of AGM.

Manner for updating / registering the email address:

- (a) **Members holding shares in physical form**, who have not registered/updated their e-mail address with the Company, are requested to register/update their email address by providing the same to the Company's Registrar and Share Transfer Agent, KFin Technologies Private Limited by clicking on the link: **<https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx>** for receiving communications electronically or by writing to the Company on **investors@orientcement.com** or **einward.ris@kfintech.com**, along with folio number, name of shareholder, scanned copy of the share certificate (front and back), PAN card (self-attested scanned copy) and AADHAR (self-attested scanned copy).
- (b) **Members holding shares in dematerialized form**, who have not registered their e-mail address with the Company are requested to intimate any change in their email address to the Depository Participants with whom they are maintaining their demat accounts.

In case of any queries for voting through electronic means, you may refer the 'Frequently Asked Questions' (FAQs) for members and e-Voting User Manual available at the 'Downloads' section of **<https://evoting.kfintech.com>**. Members are requested to note the following contact details for addressing queries/grievances, if any, related to e-Voting/AGM:

**Mr. S V Raju, Deputy General Manager,
KFin Technologies Private Limited (Unit: Orient Cement Limited)
Selenium Tower B, Plot 31 & 32, Financial District, Nanakramguda,
Serilingampally Mandal, Hyderabad - 500 032, Telangana
Email ID: emeetings@kfintech.com; Toll Free No.-1800 309 4001**

By Order of the Board of Directors
For **Orient Cement Limited**
Sd/-

**Nidhi Bisaria
Company Secretary**

Place: New Delhi
Date: July 7, 2021