

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 | **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 Nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 22/2020 dated June 15, 2020, 33/2020 dated September 28, 2020, 39/2020 dated December 31, 2020, 10/2021 dated June 23, 2021, 20/2021 dated December 8, 2021 and 3/2022 dated May 5, 2022 ("collectively referred as MCA Circulars"), the Company is seeking approval from its members for passing of ordinary resolutions as set out in the **Notice dated May 11, 2022** by way of postal ballot through remote e-voting ("Postal Ballot").

In accordance with the requirements of MCA Circulars the Postal Ballot Notice along with instructions regarding e-voting has been sent only through email on **Thursday, May 19, 2022** 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, May 13, 2022** 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 Limited (formerly KFin Technologies Private Limited) ("KFintech"), <https://evoting.kfintech.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 Limited (formerly KFin Technologies Private Limited) ("KFintech") 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, May 21, 2022 at 9:00 A.M. (IST)** and end on **Sunday, June 19, 2022 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, May 13, 2022, may cast their vote electronically. The e-voting module shall be disabled by KFintech for voting thereafter.

Members whose email addresses are not registered can register the same in the following manner:

- Members holding share(s) in physical mode can register their e-mail address and mobile no. on the KFintech weblink at <https://ris.kfintech.com/client/services/mobilereg/mobileemailreg.aspx> by providing the requisite details. In case of any query, shareholder may write to einward.ris@kfintech.com or contact Mr. S V Raju, Deputy Vice President of KFin Technologies Limited at 1800 309 4001 (Toll Free).
- Members holding share(s) in electronic mode are requested to register/update their e-mail address with their respective Depository Participants ("DPs") for receiving all communications from the Company electronically.

Pursuant to Rule 22(5) of the Rules, Mr. A.K. Labh, Practicing Company Secretary (Membership No. FCS - 4848) of M/s A.K. Labh & Co. Company Secretaries, Kolkata, 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 result of the Postal Ballot will be declared within 2 working days from the conclusion of the e-voting, not later than Tuesday, June 21, 2022 and displayed at the Registered 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 and on the website of KFintech at <https://evoting.kfintech.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, June 19, 2022**.

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.kfintech.com> or contact Mr. S. V. Raju of KFin Technologies Ltd. at 1800 309 4001 (toll free) or at email id, emeetings@kfintech.com; or may write to the Company Secretary at investors@orientcement.com.

Yours faithfully,
For ORIENT CEMENT LIMITED
Sd/-

Nidhi Bisaria
Company Secretary

Date : 19.05.2022
Place : New Delhi

23cm x 8cm