

10th October, 2023

The Secretary
BSE Ltd.
Corporate Relationship Department, 1st Floor
New Trading Ring, Rotunda Building, P.J.Tower
Dalal Street, Fort,
Mumbai -400001
BSE Scrip Code: 502420

The Manager
Listing Department
National Stock Exchange of India Ltd.
Exchange Plaza, C-1, Block G, 5th Floor,
Bandra-Kurla Complex
Bandra (E), Mumbai -400051
NSE Scrip Code: ORIENTPPR

Dear Sir,

Sub: Copies of the newspaper in connection with publication of Postal Ballot Notice.

Please find enclosed herewith copies of the newspapers namely Business Standard (English Daily) and Pratidin (Oriya Daily) pertaining to publication of necessary information relating to Postal Ballot Notice, in compliance with the provisions of the Companies Act, 2013 and rules made thereunder, published on 10th October, 2023.

You are requested to take the enclosed documents on your record.

Thanking you,

Yours faithfully,
For ORIENT PAPER & INDUSTRIES LIMITED

(R.P. Dutta)
Company Secretary
ACS 14337

ORIENT PAPER & INDUSTRIES LIMITED

CIN: L21011OR1936PLC000117

Registered Office: Unit – VIII, Plot No. 7, Bhojnagar, Bhubaneswar – 751012 (Odisha)

Ph: (0674) 2396930

E-mail: cosec@opil.in | Website: www.orientpaperindia.com

NOTICE OF POSTAL BALLOT

Members are hereby informed that pursuant to Section 110 of the Companies Act, 2013 read with Rule 20 and Rule 22 of Companies (Management and Administration) Rules, 2014, as amended, Orient Paper & Industries Limited (“Company”) is seeking approval from its Members for passing of Resolutions as set out in the Postal Ballot Notice dated 27th September, 2023, by way of electronic voting.

In terms of the Companies Act, 2013 read with Rules made thereunder and in accordance with the guidelines prescribed by the Ministry of Corporate Affairs for holding general meetings/conducting postal ballot process through e-voting vide general circulars issued in this connection, the Postal ballot notice along with the instructions regarding e-voting has been sent only by email on 9th October, 2023 to all the shareholders of the Company whose names appear on the Register of Members/List of Beneficial Owners as on Friday, 29th September, 2023 (“Cut-Off Date”) received from the Depositories and whose e-mail address is registered with the Company/ the Depository Participant(s). Members are required to communicate their assent or dissent through remote e-voting system only.

The Postal Ballot Notice is also available on the website of the Company at www.orientpaperindia.com, on the website of Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively and on the website of NSDL at www.evoting.nsdl.com

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

- Members holding share(s) in physical mode, can send KYC forms - ISR-1, ISR-2 and SH-13 (please download the form from KFin website- <https://ris.kfintech.com/clientservices/isc/default.aspx> along with request letter mentioning your folio number, to be registered along with copy of self-attested PAN, Aadhaar and supporting the registered address/Bank details/E-mail and Mobile no. of the member, by post to following RTA address. In case of any queries, please contact Mr. S Balaji Reddy, Sr. Manager of KFin Technologies Limited at 1800 309 4001 (Toll Free) or by email to the company at cosec@opil.in
- 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.

The Company has engaged the services of NSDL as the agency to provide e-Voting facility. The instructions for e-voting are provided as part of this Postal Ballot Notice which the members are requested to read carefully before casting their vote. Mr. Atul Kumar Labh, Practicing Company Secretary (Membership No. FCS 4848), of M/s. A.K. Labh & Co., Company Secretaries, Kolkata, have been appointed as the Scrutinizer to scrutinize the Postal Ballot process, in a fair and transparent manner.

The e-voting period commences at 9:00 AM (IST) on Tuesday, 10th October, 2023 and ends at 5:00 PM (IST) on Wednesday, 8th November, 2023. The e-voting module shall be disabled by the NSDL for voting thereafter. During this period, shareholders of the Company, holding shares, either in physical form or in dematerialized form, as on the cut-off date of Friday, 29th September, 2023, may cast their vote electronically. Once the vote on a resolution is cast, the shareholder shall not be allowed to change it subsequently. The Scrutinizer will submit his report, after completion of scrutiny, to the Chairman or any person authorised by him, on or before Friday, 10th November, 2023. The declared results along with the report of the scrutinizer shall be forwarded to the BSE and NSE and shall be uploaded on the website of the Company www.orientpaperindia.com and on the website of NSDL at www.evoting.nsdl.com and will be displayed at its Registered Office immediately after the declaration of the result.

In case of any queries related to e-voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting user manual available at the download section of <https://www.evoting.nsdl.com> or call on 022 – 4886 7000 and 022 – 2499 7000 or a send a request to Ms. Pallavi Mhatre, Senior Manager at evoting@nsdl.co.in

For ORIENT PAPER & INDUSTRIES LIMITED

Place: Kolkata

R P Dutta

Date : 9th October, 2023

Company Secretary

