

# ORIENTAL CARBON & CHEMICALS LIMITED

[Corporate Identity Number (CIN) - L24297WB1978PLC031539]

Regd. Office : "Duncan House", 31, Netaji Subhas Road, Kolkata - 700 001

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July 27, 2020

**The Manager**

BSE Limited

Department of Corporate Services

Floor 25, P. J. Towers, Dalal Street

Mumbai - 400 001

**Scrip Code: 506579**

**The Manager**

National Stock Exchange of India Limited

Exchange Plaza, Bandra Kurla Complex

Bandra (E)

Mumbai - 400 051

**Scrip Symbol: OCCL**

Dear Sirs,

**Sub: Intimation for Annual General Meeting and Book Closure Notice**

This is to inform you that the Fortieth (40th) Annual General Meeting of the Members of the Company is scheduled to be held on Tuesday, the August 18, 2020 at 10.30 a.m. IST through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") facility in compliance with the applicable provisions of the Companies Act, 2013, Rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with General Circular Nos. 14/2020, 17 /2020 and 20/2020 dated 8th April, 2020, 13th April, 2020 and 5th May, 2020, respectively issued by the Ministry of Corporate Affairs ("MCA Circulars") and Circular No. SEBI/HO/CFD/CMDI/CIR/P/2020/79 dated 12th May, 2020 issued by the Securities and Exchange Board of India ("SEBI Circular"). Accordingly, owing to the difficulties involved in despatching of the physical copies of the Notice of the 40th AGM and the Annual Report of the Company for the financial year ended March 31, 2020 including therein the Audited Financial Statements for the year 2019-2020, the afore-mentioned documents will be sent only by email to the Members.

Further, Pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members and Share Transfer Books of the Company will remain closed from **August 13, 2020 to August 18, 2020** (both days inclusive) for the purpose of ascertaining the eligibility of the shareholders for the Final Dividend for the year ended March 31, 2020 @ Rs. 6/- (Rupees Six only) per Equity Share, to be declared at the 40th Annual General Meeting of the Company.

The Cut-Off date for the purpose of E-Voting is fixed on **August 11, 2020**. Those shareholders holding shares either in dematerialized form or in physical form, as on the close of business hours on August 11, 2020 will be entitled to avail the facility of remote e-voting as well as voting at the AGM.

This is for your information and record.

Thanking you,

Yours truly,

For **Oriental Carbon & Chemicals Limited**



**Pranab Kumar Maity**

**Company Secretary & GM Legal**