

July 7, 2021

**Bombay Stock Exchange Limited**  
**New Trading Ring,**  
**Rotunda Building, P J Towers,**  
**Dalal Street, Fort**  
**Mumbai-400001**  
**Security Code: 535754**

**National Stock Exchange of India Limited**  
**“Exchange Plaza”, Plot No. C-1, Block G**  
**Bandra – Kurla Complex, Bandra (East),**  
**Mumbai – 400 051**  
**Symbol: ORIENTCEM**

Dear Sir,

**Sub: Notice of 10<sup>th</sup> Annual General Meeting, Annual Report 2020-21 and payment of Final Dividend for the financial year 2020-21**

In continuation to our letter dated May 17, 2021, this is to inform you that:

1. The 10<sup>th</sup> Annual General Meeting (AGM) of the Members of Orient Cement Limited will be held on Thursday, 5<sup>th</sup> day of August, 2021 at 2:00 P.M. IST through Video Conferencing (“VC”)/Other Audio Visual Means (“OAVM”) in compliance with the provisions of the Companies Act, 2013 and circular dated January 13, 2021 read with earlier circulars dated May 5, 2020, April 8, 2020 and April 13, 2020 issued by the Ministry of Corporate Affairs (hereinafter referred to as “MCA Circulars”) and the Securities and Exchange Board of India (“SEBI”) circular dated January 15, 2021 read with circular dated May 12, 2020 (hereinafter referred to as “SEBI Circulars”).
2. In compliance with the aforesaid MCA Circulars and SEBI Circulars, the Notice of the 10<sup>th</sup> AGM along with the Annual Report for the financial year 2020-21 including financial statements (along with Board's Report, Auditor's Report or other documents required to be attached therewith) has been sent only through electronic mode to those Members whose email addresses are registered with the Company/ Depositories/ Registrar and Share Transfer Agent of the Company.
3. In compliance with Regulation 34(1) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (“Listing Regulations”), copy of Notice of the AGM and the Annual Report for the financial year 2020-21 as sent to the Members is attached herewith. It is hereby confirmed that the Notice convening the 10<sup>th</sup> AGM and the Annual Report for the financial year 2020-21 has been electronically sent to the Members of the Company on July 7, 2021.

Orient Cement Limited

Corporate Office: Birla Tower, 3rd fl, 25 Barakhamba Road, New Delhi 110001, India. 011 42092100



Registered Office: Unit VIII, Plot No.7, Bhoinagar, Bhubaneshwar, Odisha 751012, India. [www.orientcement.com](http://www.orientcement.com)

CIN No: L26940OR2011PLC013933

4. The Company has fixed **Thursday, 29<sup>th</sup> July, 2021**, as the **Cut-off Date** for the purpose of determining the Members who would be entitled to attend the AGM through VC/OAVM and vote on resolutions set out in the Notice of 10<sup>th</sup> AGM either through remote e-voting or Insta Poll during the AGM. The Company has engaged M/s KFin Technologies Private Limited for providing facility for remote e-voting, participation in the AGM through VC/OAVM and e-voting during the AGM through Insta Poll. **The remote e-voting period commences on 2<sup>nd</sup> August, 2021 (9:00 A.M. IST) and ends on 4<sup>th</sup> August, 2021 (5:00 P.M. IST).**
5. As already informed in our letter dated May 17, 2021, pursuant to Regulation 42 of the Listing Regulations, the Register of Members and Share Transfer Books of the Company will remain closed from Friday, 30<sup>th</sup> July, 2021 to Thursday, 5<sup>th</sup> August, 2021, both days inclusive, for AGM and for determining the entitlement of the Members to the final dividend for 2020-21.
6. The final dividend on Equity Shares, if declared at the AGM, will be credited on or before 3<sup>rd</sup> September, 2021 to the bank account of the Members whose bank mandate are updated in the records of the Depository Participants/Company as on the book closure date. For Members whose bank mandates are not updated with the Depository Participants /Company as on the book closure date, demand drafts or warrants or cheques shall be dispatched upon normalization in terms of SEBI Circular.

Kindly take the same on record.

Yours faithfully,  
For **Orient Cement Limited**

**Nidhi Bisaria**  
**(Company Secretary)**

Encl. As stated