

January 31, 2022

National Stock Exchange of India Limited

Exchange Plaza, 5th Floor, Plot No. C/1,
G Block, Bandra Kurla Complex
Bandra (East), Mumbai 400 051

BSE Limited

Phiroze Jeejeebhoy Towers
Fort, Dalal Street
Mumbai – 400 001

Symbol: ORIENTELEC

Scrip Code: 541301

Sub: Copies of the newspaper advertisements – Postal Ballot Notice

Dear Sir/ Madam,

In continuation of our earlier letter dated January 28, 2022, please find enclosed herewith copies of the newspaper advertisement published in accordance with Section 110 of the Companies Act, 2013 and Rule 20 and 22 of Companies (Management and Administration) Rules, 2014 in Financial Express (National English Daily) and Odisha Bhaskar (Odisha daily) pertaining to seeking shareholders' approval through Postal Ballot process. The above advertisements were published in the above newspapers on January 29, 2022.

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

Thanking you,

Yours Sincerely,

For **Orient Electric Limited**

Hitesh Kumar Jain
Company Secretary
Encl.: as above



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Orient Electric Limited

Registered Office: Unit VIII, Plot No. 7, Bhoingar, Bhubaneswar-751012, Odisha

Tel: 0674-2396930, **Email:** investor@orientelectric.com

Website: www.orientelectric.com, **CIN:** L31100OR2016PLC025892

POSTAL BALLOT NOTICE AND E-VOTING INFORMATION

Notice is hereby given that the Board of Directors of Orient Electric Limited (the "Company"), on the recommendation of Nomination and Remuneration Committee, has re-appointed Mr. Rakesh Khanna (Din: 00266132) as the Managing Director of the Company for a further period of two years with effect from January 23, 2022, not liable to retire by rotation, subject to approval of the shareholders, which is being sought to be taken through the Postal Ballot. Pursuant to the provisions of Section 110 of the Companies Act, 2013 (the 'Act'), read with rules made thereunder, Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('Listing Regulations') and General Circular No. 20/2021 dated December 8, 2021 alongwith General Circular Nos. 10/2021 dated June 23, 2021, 39/2020 dated December 31, 2020, 33/2020 dated September 28, 2020, 22/2020 dated June 15, 2020, 17/2020 dated April 13, 2020 and 14/2020 dated April 8, 2020, issued by the Ministry of Corporate Affairs ('MCA Circulars'), Notice is hereby given to the shareholders for the Postal Ballot to transact the aforesaid businesses as set out in the Postal Ballot Notice. Postal Ballot Notice have been sent electronically on January 28, 2022, to all the shareholders whose email id's are registered with the Company / Company's Registrar and Share Transfer Agent ('RTA') and / or Depositories, as on **January 21, 2022, the cut-off date.**

The requirement of sending physical copy of the Postal Ballot Notice has been dispensed away with vide above referred MCA Circulars. The Postal Ballot Notice can also be accessed on the website of the Company at www.orientelectric.com, websites 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 on the website of Company's RTA, KFin Technologies Private Limited ('KFin Tech') at <https://evoting.kfintech.com>. Shareholders who have not received the Postal Ballot Notice may download it from the above mentioned websites.

In compliance with the applicable provisions of the MCA Circular, the Company is providing the facility to its shareholders to cast their votes on all the resolutions as set out in the Postal Ballot Notice only by electronic means ('e-voting'). The communication of assent and dissent of the shareholders would take place through remote e-voting process only. The Company has engaged the services of KFin Tech, as the authorised agency for providing e-voting facility.

Shareholders holding shares either in physical form or dematerialized form, as on the cut-off date, would be eligible to cast their votes electronically through the electronic voting system provided by KFin Tech. Instructions for casting vote through remote e-voting is provided in the Postal Ballot Notice. Voting rights of the shareholders shall be reckoned as on the Cut-Off date. The e-voting module shall be disabled by KFin Tech after **5:00 p.m. (IST) on Sunday, February 27, 2022.**

Shareholders are hereby informed that:

- i. The Board of Directors of the Company has appointed Mr. Atul Kumar Labh, Company Secretary in Practice (Membership No. FCS 4848), of M/s. A.K. Labh & Co., Company Secretaries, as the Scrutinizer, for conducting the Postal Ballot voting process in a fair and transparent manner.
- ii. The remote e-voting shall commence at **9:00 a.m. (IST) on Saturday, January 29, 2022 and end at 5:00 p.m. (IST) on Sunday, February 27, 2022.** The remote e-voting module shall be disabled for voting thereafter, by KFin Tech, and remote e-voting shall not be allowed beyond the said date and time.
- iii. The cut-off date for determining the eligibility to vote by remote e-voting shall be **Friday, January 21, 2022.**
- iv. The voting rights of shareholders shall be in proportion to the equity shares held by them in the paid-up equity share capital of the Company as on Friday, January 21, 2022.
- v. Once the vote on a resolution is cast by the shareholder, he/ she shall not be allowed to change it subsequently or cast the vote again.
- vi. Only persons whose name is recorded in the register of shareholders or in the register of beneficial owners maintained by the depositories as on the cut-off date shall be entitled to avail the facility of remote e-voting.
- vii. The results of e-voting will be announced within two working days after the last date of voting and will be displayed on the Company's website www.orientelectric.com and will also be communicated to the Stock Exchanges, National Securities Depository Limited ("NSDL") and Central Depository Services (India) Limited ("CDSL") (together the "Depositories") and KFinTech.
- viii. **Manner of registering/ updating email address, bank details, dividend mandate and contact details:**
 - a. Shareholders, holding shares in physical mode, who have not registered / updated their e-mail address and contact details with the Company / RTA, may get the same registered / updated by clicking the link: <https://ris.kfintech.com/clientservices/mobilereg/mobileemailreg.aspx> or by sending a request including a request for updation of bank details, dividend mandate for receiving dividend amount directly in their bank accounts through electronic clearing system alongwith details of folio number, name of shareholder, mobile number, copy of the share certificate (front and back), bank name, bank account number, IFSC, MICR, a canceled cheque leaf with name of the shareholder printed thereon and self-attested copies of PAN and AADHAR to RTA at KFin Technologies Private Limited, Unit: Orient Electric Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli Financial District, Nanakramguda, Hyderabad 500 032 or over email at einward.ris@kfintech.com or to the Company at investor@orientelectric.com.
 - b. Shareholders, holding shares in demat mode, who have not registered / updated their e-mail address, bank details, dividend mandate for receiving dividend amount directly in their bank accounts through electronic clearing system and contact numbers are requested to contact their Depository Participants and register / update, the same in your demat account, as per the process to be advised by your Depository Participants.
- ix. If a Shareholder is already registered with KFin Tech for e-voting, he/ she can use his/her existing user ID and password to cast the vote through remote e-voting.
- x. In case of query relating to voting by electronic means please refer the e-voting user manual available through a dropdown menu in the "Downloads" section at RTA's website <https://evoting.kfintech.com> or call KFin Tech at the toll free no.: 1-800-309-4001, or send email to evoting@kfintech.com. Any grievance related with e-voting may be addressed to Mr. S.V. Raju, Deputy General Manager, KFin Technologies Pvt. Ltd, (Unit: Orient Electric Limited), Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 032 or through e-mail at raju.sv@kfintech.com, Ph: 1800-309-4001.

By order of the Board of Directors
For **Orient Electric Limited**

SU/-

Hitesh Kumar Jain
Company Secretary
(FCS-6241)

Place: New Delhi

Dated: January 28, 2022

