



**INDIA CARBON LIMITED**  
**REGISTERED OFFICE: NOONMATI, GUWAHATI-781020, ASSAM**  
**CIN No: L23101AS1961PLC001173**

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FAX : 91-33-2230 7507  
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“TEMPLE CHAMBERS”,  
4<sup>th</sup> FLOOR,  
6, OLD POST OFFICE STREET  
KOLKATA - 700001

**NOTICE FOR ANNUAL GENERAL MEETING, BOOK CLOSURE, RECORD DATE AND ELECTRONIC VOTING**

NOTICE is hereby given that the **61<sup>st</sup> Annual General Meeting (AGM)** of the members of **India Carbon Limited** scheduled to be held on **Monday, the 18<sup>th</sup> Day of September, 2023 at 11:00 A.M. (IST)** through Video Conferencing (“VC”) or other Audio Visual means (“OAVM”), to transact the businesses, as set out in the Notice dated 2<sup>nd</sup> May, 2023 convening the AGM (the “Notice”).

The Ministry of Corporate Affairs (the “MCA”) vide its General Circulars Nos. 14/2020, 17/2020, 20/2020, 02/2021, 2/2022 and 10/2022 dated April 8, 2020, April 13, 2020, May 5, 2020, January 13, 2021, May 5, 2022 and December 28, 2022 respectively (hereinafter, collectively referred as the “MCA Circulars”) read with SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 and SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022, have allowed companies to conduct their AGMs through VC or OAVM, in compliance with the said circulars and the relevant provisions of the Companies Act, 2013 (as amended) (the “Act”) and Rules made thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (as amended) (the “Listing Regulations”).

In accordance with the aforesaid Circulars, the requirement of sending physical copies of Annual Report has been dispensed with and hence the Notice convening the AGM along with the Annual Report including the Audited Financial Statements for the financial year ended March 31, 2023 has been sent on Thursday, August 24, 2023, only through e-mails to those Members whose e-mail addresses are registered with the Company or the Registrar and Share Transfer Agent (the “RTA”) i.e., C B Management Services (P) Ltd or the Depository Participant(s) and holding Equity Shares of the Company as on 18<sup>th</sup> August, 2023. The Notice of the 61<sup>st</sup> AGM and the Annual Report is also hosted on the Company’s website at [www.indiacarbonltd.com](http://www.indiacarbonltd.com) and at the website of CDSL at [www.evotingindia.com](http://www.evotingindia.com) and also on the website of the Calcutta Stock Exchange Limited at [www.cse-india.com](http://www.cse-india.com) where the Equity Shares of the Company are listed.

Members who have not registered or updated their e-mail addresses are requested to refer to the Newspaper advertisement dated 18<sup>th</sup> August, 2023 in “The Assam Rising” (English newspaper in Assam/ Guwahati), “Dainandin Barta” (Assamese newspaper in Assam / Guwahati) and “Business Standard” (English newspaper in Kolkata/ West Bengal). The said advertisement is hosted on the Company’s website at [www.indiacarbonltd.com](http://www.indiacarbonltd.com).

**Members are also hereby informed that:**

1. Pursuant to Section 108 of the Act and Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), Regulation 44 of the Listing Regulations and the Secretarial Standard on General Meetings [‘SS-2’] issued by the Institute of Company Secretaries of India, as amended from time to time, the Company is pleased to provide e-voting facilities through CDSL to its Members, in respect of the businesses to be transacted at the AGM. The manner and instructions to cast votes through remote e-voting system during the Meeting have been provided along with the Notice.
2. The businesses set out in the Notice shall be transacted through e-voting only. The Members, whose names appear in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date i.e. Monday, the 11<sup>th</sup> day of September, 2023, shall be entitled to avail the e-voting facility. Once vote(s) on Resolution(s) are cast by any Member, the same cannot be changed subsequently. The remote e-voting will commence on 15<sup>th</sup> September, 2023 at 9:00 A.M. IST and ends on 17<sup>th</sup> September, 2023 at 5:00 P.M. IST. The remote e-voting module shall be disabled by CDSL for voting thereafter. A person who is not a Member as on the cut-off date i.e., Monday, the 11<sup>th</sup> day of September, 2023, should treat the Notice for information purpose only.
3. Members attending the AGM, who have not cast their votes by remote e-voting, shall be eligible to exercise their voting rights during the AGM through e-voting system via [www.evotingindia.com](http://www.evotingindia.com). Members who have exercised their voting rights by remote e-voting prior to the AGM may also attend the AGM through VC or OAVM but shall not be entitled to cast their votes again during the AGM.

4. Any person, who acquires equity shares of the Company and becomes a member after dispatch of notice of AGM and holds shares as on the cut-off date i.e. Monday, the 11<sup>th</sup> day of September, 2023 may obtain the login id and password for e-voting, by sending a request to CDSL at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or to the Company at [compliance@indiacarbonltd.com](mailto:compliance@indiacarbonltd.com).

5. All documents referred to in the Notice and Explanatory Statement thereto shall be made available for inspection by the Members of the Company, without payment of fees, upto and including the date of AGM. Members desirous of inspecting the same may send their requests at [compliance@indiacarbonltd.com](mailto:compliance@indiacarbonltd.com) from their registered email addresses mentioning their names and folio numbers / demat account numbers.

6. In case of any queries / grievances regarding attending AGM & e-Voting from the CDSL e-Voting System, you can write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or contact to Mr. Rakesh Dalvi, Sr. Manager, (CDSL, ) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) or call toll free no. 1800 22 55 33.

Mr. Sumantra Sarathi Mahata, Practicing Company Secretaries (Membership No.-F11966) of M/s. Mahata Agarwal & Associates (Unique No.: P2021WB088100) has been appointed as the scrutinizer to scrutinize the e-voting process in a fair and transparent manner, whose email ID is [ssmahataassociates@gmail.com](mailto:ssmahataassociates@gmail.com).

The Results on resolutions shall be declared within 2 working days of the conclusion of AGM of the Company. The results declared along with the Scrutinizer's Report shall be placed on the website of the Company at [www.indiacarbonltd.com](http://www.indiacarbonltd.com) and also available at the Registered Office of the Company and on the website of CDSL at [www.evotingindia.com](http://www.evotingindia.com) and would also be communicated to the Calcutta Stock Exchange Limited at [www.cse-india.com](http://www.cse-india.com).

#### Book Closure / Record Date

Notice is also hereby given that pursuant to Section 91 of the Companies Act, 2013 read with Rules framed thereunder and Regulation 42 & 47 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, **the Register of Members and the Share Transfer Books of the Company shall remain closed from Tuesday, 12<sup>th</sup> September, 2023 to Monday, 18<sup>th</sup> September, 2023 (both days inclusive)** for the purpose of the AGM. The Company has fixed Monday, 11<sup>th</sup> September, 2023, as the cut-off date /record date.

Place: Kolkata  
Date: 26.08.2023

For **INDIA CARBON LIMITED**  
Sd/-  
**BHASKAR RAKSHIT**  
(Company Secretary)