

***Oriental***  
**ORIENTAL TRIMEX LIMITED**  
**CIN: L74899DL1996PLC078339**

Regd. Office: 26/25, Bazar Marg, Old Rajendra Nagar, New Delhi-110060

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**NOTICE TO SHAREHOLDERS REGARDING 24<sup>th</sup> ANNUAL GENERAL MEETING, BOOK CLOSURE AND E-VOTING INFORMATION**

Notice is hereby given that the **24<sup>th</sup> Annual General Meeting (AGM) of the Company** will be held on **Wednesday, 30<sup>th</sup> September, 2020 at 12:00 NOON (IST)** through **Video Conferencing (VC)/ Other Audio-Visual Means (OAVM) facility** in compliance with the applicable provisions of the Companies Act, 2013 ('the Act') read with relevant Circulars issued by Ministry of Corporate Affairs and Securities and Exchange Board of India ('SEBI'). Members will be able to attend the AGM through VC/ OAVM facility only.

The Notice of 24<sup>th</sup> AGM and the Annual Report of the Company for the Financial Year 2019-20 has been sent only through electronic mode to those Members whose email addresses are registered with the Company or Depositories. These documents are also available on the websites of the Company; [www.orientaltrimex.com](http://www.orientaltrimex.com), Stock Exchanges i.e. BSE Limited; [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited; [www.nseindia.com](http://www.nseindia.com) and Central Depository Services (India) Limited (CDSL); [www.evotingindia.com](http://www.evotingindia.com).

Pursuant to Section 91 of the Act read with Rule 10 of the Companies (Management and Administration) Rules, 2014 and Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Notice is hereby given that the Register of Members and Share Transfer Books of the Company shall remain closed from Thursday, September 24, 2020 to Wednesday, September 30, 2020 (both days inclusive) for the purpose of the AGM.

The Company has arranged e-Voting facility ('remote e-Voting' and 'e-Voting during the AGM') for all its Members holding shares in physical or demat mode, as on the Cut-off date i.e. Wednesday, September 23, 2020 through the e-Voting platform of CDSL in respect of the Resolutions to be passed at the AGM. Only Members holding shares of the Company as on the above mentioned Cut-off date shall be entitled to avail the e-Voting facility. Voting rights (for e-Voting facility) shall be reckoned on the paid-up value of the shares registered in the name of the Member(s) of the Company as on the Cut-off date. All eligible Members are requested to note following schedule of e-Voting facility:

<b>Particulars</b>	<b>Date</b>
Date of completion of dispatch of Notice and Annual Report for year 2019-20	September 7, 2020
Date and time of commencement of remote e-Voting	September 27, 2020 at 09:00 A.M
Date and time of end of remote e-Voting	September 29, 2020 at 05:00 P.M.
Date of e-Voting during AGM	September 30, 2020
Date of declaration of result	Within 48 hours of conclusion of AGM

All eligible Members and persons who become Members of the Company after the dispatch of the Notice may follow the instructions for e-Voting facility, manner of attending/ joining AGM through VC/ OAVM and registering/ updating email address of Members as mentioned in the Notice of AGM. The Members who cast their vote by remote e-Voting may attend the Meeting through VC/ OAVM but shall not be entitled to cast their vote again during the AGM. Vote once casted by the Member shall not be allowed to be changed subsequently. Please note that remote e-Voting shall be disabled by the CDSL beyond the date and time specified in the above schedule.

Members having any grievance may contact Shri Rakesh Dalvi, Manager of CDSL, A Wing, 25<sup>th</sup> Floor, Marathon Futurex, Mafatlal Mill Compounds, N. M. Joshi Marg, Lower Parel (East), Mumbai-400013, Email: [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com), Tel: 022-23058542.

By order of the Board  
For **Oriental Trimex Limited**  
Sd/-  
**Rajesh Kumar Punia**  
Managing Director

Place: New Delhi  
Date: 08.09.2020