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**Sent:** Friday, September 3, 2021 10:02 AM

**To:**

**Subject:** Carbo-Ceramics Limited - Annual Report 2020-21 and Notice of the 119th Annual General Meeting (AGM) to be held on Wednesday, 29th September 2021 through Video Conferencing facility or other audio visual means.

## **CARBO-CERAMICS LIMITED**

31, CHOWRINGHEE ROAD, KOLKATA – 700016

**Phone No.:** 033-2265-9742, **Fax No.:** 033-2249-6420

**Website:** [www.carbo-ceramics.com](http://www.carbo-ceramics.com); **Email:** [secretarial@carbo-ceramics.com](mailto:secretarial@carbo-ceramics.com)

**CIN:** L26999WB1902PLC001537

September 3, 2021

Dear Shareholder,

Name of Shareholder:

Folio No. / DP Id & Client Id:

**Subject: Annual Report 2020-21 and Notice of the 119<sup>th</sup> Annual General Meeting (AGM) to be held on Wednesday, 29<sup>th</sup> September 2021 through Video Conferencing facility or other audio visual means.**

We are pleased to inform you that the **119<sup>th</sup> Annual General Meeting (AGM)** of the Company is scheduled to be held on **Wednesday, 29<sup>th</sup> September 2021 at 11:00 a.m.** through **Video Conferencing (“VC”) or other Audio-Visual Means (“OAVM”)**, to transact the business as mentioned in the Notice of the AGM.

In view of the continuing CoVID-19 pandemic and circulars issued by Ministry of Corporate Affairs (MCA) (Circular No. 14/2020 dated 08/04/2020, Circular No.17/2020 dated 13/04/2020 & Circular No. 20/2020 dated 05/05/2020) and (Circular No. 02/2021 dated 13/01/2021) and by SEBI (Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12/05/2020), (hereinafter collectively referred to as “Applicable Circulars”) the Company has decided to conduct the AGM exclusively through VC / OAVM.

Pursuant to the Applicable Circulars the requirement of sending physical copy of the Notice and Annual Report to the Members has been dispensed with.

The Notice of AGM and Annual Report for FY 2020-21 are available on the Company’s website at [www.carbo-ceramics.com](http://www.carbo-ceramics.com). The same is also being delivered to Calcutta Stock Exchange and are also available on the website of Link Intime India Pvt. Ltd. i.e. <https://instavote.linkintime.co.in>. The same can be accessed / viewed through the below mentioned links:

To view / download Annual Report 2020-21, [click here](#).

To view / download Notice, [click here](#).

To view / download remote e-voting instructions, [click here](#).

To view / download InstaMEET VC instructions, [click here](#).

In case you do not have PDF Reader installed you can download the installer by clicking [Official Adobe website](#).

This email communication is being sent to your e-mail address registered with the Depository Participants (DP) or the Company.

**Remote E-voting:**

Pursuant to provisions of Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015, the Company is pleased to provide e-voting facility to its members as an alternate mode to exercise their right to vote on the resolutions proposed to be passed at the 119th Annual General Meeting. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the 119th Annual General Meeting (“remote e-voting”) will be provided by Link Intime India Pvt. Ltd: <https://instavote.linkintime.co.in>.

Please read the instructions for voting through the e-voting platform of Link Intime India Pvt. Ltd.

E-Voting Information:

Event No.	User ID	PAN / Sequence Number
210339		USE YOUR PAN

Remote E-voting period starts on **Sunday, September 26, 2021 at 09:00 A.M. (IST)** and ends on **Tuesday, September 28, 2021 at 05:00 P.M.(IST)**. The remote e-voting module will be disabled by Link Intime India Pvt. Ltd. for voting thereafter.

**E-voting at AGM:**

As stated in the Notice of 119th AGM, in addition to the remote e-voting facility as described above, the Company shall also provide e-voting facility during the AGM and the members attending the meeting who have not cast their vote by remote e-voting will be eligible to cast their vote through e-voting during the AGM. Members who have cast their votes by remote e-voting prior to the meeting may attend the meeting but shall not be entitled to cast their vote again.

The voting rights of Shareholders shall be reckoned on the paid-up value of shares registered in the name of Shareholder/Beneficial Owner as on September 22, 2021.

In case the shareholders have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and Instavote e-Voting manual available at

<https://instavote.linkintime.co.in>, under Help section or write an email to [enotices@linkintime.co.in](mailto:enotices@linkintime.co.in) or Call us :- Tel : 022 - 49186000.

We would also like to take this opportunity to thank you for supporting us in implementing the "Green Initiative in Corporate Governance" announced by the Ministry of Corporate Affairs.

Thanking you,

Yours truly,

**For Carbo-Ceramics Limited**

**SD/-**

**K BIYANI**

**COMPANY SECRETARY**

**Note: This is a system generated Email. Please do not reply to this Email.**