

From: carboceramics.agm@linkintime.co.in [mailto:carboceramics.agm@linkintime.co.in]

Sent: Friday, September 2, 2022 14:36

Subject: Carbo-Ceramics Limited - 120th AGM to be held on Thursday, 29th September 2022 at 11:00 a.m. through Video Conferencing ("VC") or other Audio-Visual Means ("OAVM"),

CARBO-CERAMICS LIMITED

31, CHOWRINGHEE ROAD, KOLKATA – 700016

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

Website: www.carbo-ceramics.com; **Email:** secretarial@carbo-ceramics.com

CIN: L26999WB1902PLC001537

September 2, 2022

Dear Shareholder,

Name of Shareholder:

Folio No. / DP Id & Client Id:

Subject: Annual Report 2021-22 and Notice of the 120th Annual General Meeting (AGM) to be held on Thursday, 29th September 2022 through Video Conferencing facility or other audio visual means.

We are pleased to inform you that the **120th Annual General Meeting (AGM)** of the Company is scheduled to be held on **Thursday, 29th September 2022 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) 10/2021 dated June 23, 2021, 21/2021 dated December 14, 2021 and 2/2022 dated May 5, 2022 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 2021-22 are available on the Company's website at 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 2021-22, [Click Here](#).

To view / download Notice, [Click Here](#).

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

To view / download Insta MEET 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 120th 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 120th 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 and also as mentioned in AGM Notice

E-Voting Information:

| Event No. | User ID | PAN / Sequence Number |
|-----------|---------|-----------------------|
| 220440 | | USE YOUR PAN |

Remote E-voting period starts on **Monday, September 26, 2022 at 09:00 A.M. (IST)** and ends on **Wednesday, September 28, 2022 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 120th 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, 2022 (End of Day), being the cut-off date fixed for determining the voting rights of members, entitled to participate in the e-voting process.

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 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.