ASSAM CARBON PRODUCTS LTD

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Corporate Identification Number (CIN) — L23101AS1963PLC001206
Registered Office : Birkuchi, Guwahati, Assam - 781026.
Website: www.assamcarbon.in Tel: (0361)2640262/630; Fax: (0361)2640368
Email: acplghy@ascarbon.com

Notice of Extra- ordinary General Meeting

NOTICE is hereby given that the Extra-ordinary General Meeting (EGM) of the members of Assam Carbon Products Limited, will be held on **Thursday, the 24th day of April, 2025 at 11:30 A.M. (IST)**, through Video Conferencing ("VC") or other Audio-Visual means ("OAVM"), to transact the businesses, as set out in the Notice dated 7th February, 2025 convening the EGM (the "Notice").

The Ministry of Corporate Affairs (the "MCA") vide its General Circulars Nos. 14/2020, 17/2020, 20/2020, 02/2021, 3/2022 , 11/2022, 09/2023 and 09/2024 dated April 8, 2020, April 13, 2020, May 5, 2020, January 13, 2021, May 5, 2022 December 28, 2022, September 25, 2023 and September19, 2024 respectively (hereinafter, collectively referred as the "MCA Circulars"), have allowed companies to conduct their EGMs 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).

In accordance with the aforesaid Circulars, the requirement of sending physical copies of Notice has been dispensed with and hence the Notice convening the EGM has been sent on 27th March, 2025 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 21st March, 2025. The Notice of the EGM is also hosted on the Company's website at www.assamcarbon.in and at the website of NSDL at www.evoting.nsdl.com and also on the website of the Calcutta Stock Exchange Limited at www.cse-india.com where the Equity Shares of the Company are listed.

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 NSDL to its Members, in respect of the businesses to be transacted at the EGM. 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. Thursday the 17th day of April, 2025, 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 **21st April, 2025 at 9:00 A.M. (IST)** and ends on **23rd April, 2025 at 5:00 P.M. (IST)**. The remote e-voting module shall be disabled by NSDL for voting thereafter. A person who is not a Member as on the cut-off date i.e., Thursday, the 17th day of April, 2025, should treat the Notice for information purpose only.
3. Members attending the EGM, who have not cast their votes by remote e-voting, shall be eligible to exercise their voting rights during the EGM through e-voting system via www.evoting.nsdl.com. Members who have exercised their voting rights by remote e-voting prior to the EGM may also attend the EGM through VC or OAVM but shall not be entitled to cast their votes again during the EGM.
4. Any person, who acquires equity shares of the Company and becomes a member after dispatch of notice of EGM and holds shares as on the cut-off date i.e. Thursday, the 17th day of April, 2025, may obtain the login id and password for e-voting, by sending a request to NSDL at evoting@nsdl.co.in or to the Company at acpl.compliance@gmail.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 EGM. Members desirous of inspecting the same may send their requests at acpl.compliance@gmail.com from their registered email addresses mentioning their names and folio numbers / demat account numbers.

6. In case of any queries / grievances relating to e-voting, Members may refer to the "Frequently Asked Questions (FAQs) on e-voting (For Shareholders).pdf and e-voting Manual – Shareholder.pdf" available at the Download section of NSDL's e-voting website, i.e., www.evoting.nsdl.com or contact Ms. Pallavi Mhatre, Senior Manager, NSDL, Trade World, "A" Wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013 at Telephone Nos. 022 - 4886 7000 and 022 - 2499 7000 or at E-mail ID: pallavid@nsdl.co.in and evoting@nsdl.co.in.

Mr. Sumantra Sarathi Mahata (FCS: F11966; C.P. No. 13473), Practicing Company Secretary and Partner 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.

The Results on resolutions shall be declared within 2 working days of the conclusion of EGM of the Company. The results declared along with the Scrutinizer's Report shall be placed on the website of the Company at www.assamcarbon.in and also available at the Registered Office of the Company and on the website of NSDL at www.evoting.nsdl.com and would also be communicated to the Calcutta Stock Exchange Limited at www.cse-india.com.

For ASSAM CARBON PRODUCTS LTD.
Sd/-
Rakesh Himatsingka
Chairman
DIN: 00632156

Place: Kolkata
Date: 27.03.2025