ASSAM CARBON PRODUCTS LTD

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 Annual General Meeting, Book Closure and Electronic Voting Information

NOTICE is hereby given that the 55th Annual General Meeting (AGM) of the members of Assam Carbon Products Limited will be held on Tuesday, the 18th Day of September, 2018 at 11:45 A.M. at the registered office of the Company at Birkuchi, Guwahati- 781026, Assam to transact the business as set out in the Notice of the said AGM.

Physical copies of the Annual Report including the Notice convening the AGM along with the business to be transacted at the AGM, Proxy Form, E-Voting Form and Attendance Slip has been dispatched physically to those members whose email id is not registered with the Company and also to those who have requested for physical copy of Annual Report, at their registered address, in the permitted mode on 21st August, 2018. The same has also been sent on 21st August, 2018 to the registered e-mail IDs of the members with the Company/ Depository Participant(s)/ Registrar & Share Transfer Agent and have not opted to receive the documents in physical form. The Annual Report is also hosted on the Company's website at www.assamcarbon.in and also at the website of NSDL at www.evoting.nsdl.com. Any such member who wishes to have a physical copy of the Annual Report may write to the Company and the same would be provided free of cost. Any member, who has not received the Annual Report or any investor who has become a member of the Company after the dispatch of Annual Report, may send a request to the Company Secretary at the registered office address for a copy of the Annual Report and can also attend the AGM in person or appoint a proxy.

Members entitled to attend and vote at the AGM, may vote in person or by proxy/ through authorized representative, provided that all proxies in the prescribed form/ authorization duly completed, stamped and signed by the person entitled to attend and vote at the meeting are deposited at the Registered Office of the Company, not later than 48 hours before the meeting. Such a proxy need not be a member of the Company.

In compliance with Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management & Administration) Rules, 2014 as amended from time to time and Regulation 44 of the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015, Members are provided with the facility to cast their votes on all resolutions as set forth in the Notice of the AGM using electronic voting system from a place other than the venue of the AGM ('remote e-voting'), provided by National Securities Depositories Limited (NSDL).

The e-voting period will commence from Saturday, 15th September, 2018 (9.00 a.m. IST) and will end on Monday, 17th September, 2018 (5.00 p.m. IST). During this period the members of the Company, holding shares either in physical form or in dematerialized form, as on the cut off date (record date), i.e. 11th September, 2018 may cast their vote electronically. Any person, who acquires shares of the Company and become member(s) of the Company after dispatch of the notice and holding shares as of the cut-off date i.e. 11th September, 2018 may obtain the login ID and password by sending a request at evoting@nsdl.co.in. The e-voting shall not be allowed beyond the said date and time and will be disabled by NSDL and thereafter members will not be allowed to vote electronically beyond the said timeline. Once the vote on a resolution is cast by the Member by e-voting, he/she will not be allowed to change it subsequently.

A person who has acquired shares and became member of the Company after dispatch of notice of AGM can read the voting instructions on the website of NSDL at www.evoting.nsdl.com or they can contact NSDL on toll free no.: 1800-222-990. If any person is already registered on NSDL e-voting platform then, he can use his existing user ID and password.

The Members attending the meeting physically or through proxy may cast their vote at AGM by poll/ballot papers at the venue of the meeting. The Members who have already casted their vote by remote e-voting prior to AGM may also attend the AGM but shall not be entitled to cast their vote again. In case of vote already casted through remote e-voting, any further voting at venue through ballot shall be treated as invalid and voting through remote e-voting shall prevail. In case of any queries / grievances with respect to Remote E-voting, members may refer to the Frequently Asked Questions (FAQs) for Shareholders and

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Remote E-voting User Manual for Shareholders available under the Downloads section of NSDL's e-voting website or contact Mr. Amit Vishal, Senior Manager / Ms. Pallavi Mhatre, Assistant Manager, NSDL, Trade World, "A" Wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013 at telephone no. 022 – 24994360 / 022 – 24994545 or toll free no. 1800 – 222 – 990 or at E-mail ID : amitv@nsdl.co.in / pallavid@nsdl.co.in and evoting@nsdl.co.in

Mr. Anant Kashliwal, Practicing Chartered Accountant (Membership No.-302972) of M/s. Anant Kashliwal & Co. (Firm Reg. No. 328654E) has been appointed as the scrutinizer to scrutinize the e-voting and voting by ballot process in a fair and transparent manner, whose email ID is kashliwalanant@yahoo.in

The Results on resolutions shall be declared within 48 hours 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.assamcarbon.in and on the website of NSDL at www.evoting.nsdl.com and would also be communicated to the Calcutta Stock Exchange Limited.

Notice is also hereby given that pursuant to Section 91 of the Companies Act, 2013 and the applicable Rules thereunder and Regulation 42 & 47 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the Register of Members and the Share Transfer Books will remain closed from Wednesday, 12th September, 2018 to Tuesday, 18th September, 2018 (both days inclusive) for the purpose of the AGM.

<u>SEBI Notification related to physical share transfers, etc:</u> SEBI vide notification dated 8th June, 2018, have conveyed amendment to Regulations 7 and 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, which shall come into force with effect from 5th December, 2018. Accordingly, effective 5th December, 2018 except in cases of transmission or transposition, transfer of securities of the Company, cannot be processed, unless the Securities are held in Dematerialized form with a Depository. The implication of this amendment is, post 5th December, 2018, Equity Shares of the Company, which are held in physical form, by some shareholders, can be continued to be held by them in physical form, but cannot be further transferred by the Company or its Registrar & Share Transfer Agent (RTA), except in case of transmission and transposition matters. Hence, the Company appeals to all the shareholders, to Dematerialize their shareholdings, and opt for electronic credit of dividend, as and when it will be declared, and ensure updation of their e-mail address, postal address and Bank details and Permanent Account Number (PAN) with Depository Participants for dematerialized shares and with R & T Agents for physical shares respectively.

For **ASSAM CARBON PRODUCTS LTD.**
Sd/-
K K BHATTACHARYA
(Managing Director)
DIN: 07011241

Place: Kolkata
Date: 22 .08.2018

[<u>Note:</u> *Pursuant to Regulation 30 read with Schedule III Part A, Para A of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (as may be amended from time to time), the aforementioned notification regarding 55th Annual General Meeting of the Company, Book Closure Date, E-Voting Information & SEBI Notification related to physical transfers, etc. has been published in the newspapers namely "Business Standard" and "Ami Assamr Janogan" respectively on 23rd August, 2018.***]***