

## *Oriental Aromatics Ltd.*

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### **INSTRUCTIONS TO THE SHAREHOLDERS FOR UPDATING E-MAIL ID'S AND OBTAINING E-VOTING LOGIN CREDENTIALS**

#### **You are requested to take note of the following:**

1. Forty-Ninth Annual General Meeting of the Company ("49<sup>th</sup> AGM") will be convened on **Tuesday, 27<sup>th</sup> July, 2021 at 11:00 a.m.** through Video Conferencing ("VC")/ Other Audio Visual Means ("OAVM") facility as per the provisions of the Companies Act, 2013 and rules framed thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with General Circulars dated 8<sup>th</sup> April 2020, 13<sup>th</sup> April 2020, 5<sup>th</sup> May 2020 and 13<sup>th</sup> January 2021 issued by the Ministry of Corporate Affairs ("MCA Circulars") and Circulars dated 12<sup>th</sup> May 2020 and 15<sup>th</sup> January 2021 issued by the Securities and Exchange Board of India (SEBI Circulars), without the physical presence of the Members at a common venue. The deemed venue for the 49<sup>th</sup> AGM shall be the Registered Office of the Company.

#### **2. Availability of electronic copies of Notice of AGM:**

The electronic copies of the Notice of the 49<sup>th</sup> AGM and the Annual Report for the Financial year 2020-2021 will be sent only by email to all those Members, whose email addresses are registered with the Company or with their respective Depository Participants ("Depository"), in accordance with the MCA Circulars and the SEBI Circulars. The Notice of the 49<sup>th</sup> AGM and the Annual Report will also be available on the website of the Company i.e. [www.orientalaromatics.com](http://www.orientalaromatics.com) and also on the website of the Stock Exchanges i.e BSE Limited i.e. [www.bseindia.com](http://www.bseindia.com) and National Stock Exchange of India Limited and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com)

#### **3. Manner to attend the AGM through VC/OAVM:**

Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access by the steps mentioned in the AGM Notice for **Access to NSDL e-Voting system**. After successful login, you can see link of "VC/OAVM link" placed under "**Join General meeting**" menu against company name. You are requested to click on VC/OAVM link placed under Join General Meeting menu. The link for VC/OAVM will be available in Shareholder/Member login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice.

#### **4. Manner to register e-mail addresses of the Shareholders:**

Members who have not yet registered their email addresses with the Company are requested to follow the process mentioned below, before 05:00 pm (IST) on Thursday, 15<sup>th</sup> July, 2021, for registering their e-mail addresses to receive the Notice of AGM and Annual Report electronically

**A. For Temporary Registration for Demat shareholders:**

The Members of the Company holding Equity Shares of the Company in Demat Form and who have not registered their e-mail addresses may temporarily get their e-mail addresses registered with Link Intime India Pvt Ltd by clicking the link: [https://linkintime.co.in/emailreg/email\\_register.html](https://linkintime.co.in/emailreg/email_register.html) in their web site [www.linkintime.co.in](http://www.linkintime.co.in) at the Investor Services tab by choosing the E mail Registration heading and follow the registration process as guided therein. The members are requested to provide details such as Name, DPID, Client ID/ PAN, mobile number and e-mail id. In case of any query, a member may send an e-mail to RTA at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

**On submission of the shareholders details an OTP will be received by the shareholder which needs to be entered in the link for verification.**

**B. For Permanent Registration for Demat shareholders:**

It is clarified that for permanent registration of e-mail address, the Members are requested to register their e-mail address, in respect of demat holdings with the respective Depository Participant (DP) by following the procedure prescribed by the Depository Participant.

**C. Registration of email id for shareholders holding physical shares:**

The Members of the Company holding Equity Shares of the Company in physical Form and who have not registered their e-mail addresses may get their e-mail addresses registered with Link Intime India Pvt Ltd, by clicking the link: [https://linkintime.co.in/emailreg/email\\_register.html](https://linkintime.co.in/emailreg/email_register.html) in their web site [www.linkintime.co.in](http://www.linkintime.co.in) at the Investor Services tab by choosing the E mail / Bank Registration heading and follow the registration process as guided therein. The members are requested to provide details such as Name, Folio Number, Certificate number, PAN , mobile number and e mail id and also upload the image of share certificate in PDF or JPEG format. (upto 1 MB) . In case of any query, a member may send an e-mail to RTA at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

On submission of the shareholders details an OTP will be received by the shareholder which needs to be entered in the link for verification.

Members may refer the detailed procedure that will be provided in the AGM Notice.

**5. Manner to cast vote through remote e-voting or through the e-voting system during the meeting, for the members who have not registered their email addresses with the company:**

- In case shares are held in physical mode, please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self- attested scanned copy of Aadhar Card) by email to our RTA Linkin time India Private Limited at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) and to [cs@orientalaromatics.com](mailto:cs@orientalaromatics.com)
- In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to RTA Link Intime India Private Limited at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) and to [cs@orientalaromatics.com](mailto:cs@orientalaromatics.com)

Members are requested to read the detailed instructions that will be specified in the AGM Notice for obtaining their e-voting login credentials.

**6. Updation of Bank Details for receiving direct credit of Dividend in respective Bank accounts:**

The Members of the Company holding Equity Shares of the Company in physical Form and who have not registered their bank details can get the same registered with Link Intime India Pvt Ltd , by clicking the link: [https://linkintime.co.in/emailreg/email\\_register.html](https://linkintime.co.in/emailreg/email_register.html) in their web site [www.linkintime.co.in](http://www.linkintime.co.in) at the Investor Services tab by choosing the E mail/Bank Registration heading and follow the registration process as guided therein. The members are requested to provide details such as Name, Folio Number, Certificate number , PAN, e – mail id along with the he copy of the cheque leaf with the first named shareholders name imprinted in the face of the cheque leaf containing bank name and branch, type of account, bank account number, MICR details and IFSC code in PDF or JPEG format. In case of any query, a member may send an e-mail to RTA at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)

**On submission of the shareholders details an OTP will be received by the shareholder which needs to be entered in the link for verification.**

In respect of shares held in demat (electronic) form such particulars should be furnished to respective Depository Participants, due to which they can get direct credit of dividend in their designated bank accounts.

For detailed procedure, the Members can go to the below link of the Company's website i.e. <https://www.orientalaromatics.com/documents/downloads/kyc-Form.pdf>

**7. Closure of Register of Members and Share Transfer books:**

The Register of Members and the Share Transfer books of the Company will remain closed from Tuesday, 20<sup>th</sup> July, 2021 to Tuesday, 27<sup>th</sup> July, 2021 (both days inclusive) in terms of the provisions of Section 91 of the Companies Act, 2013 and as per the provisions of Regulation 42 of the SEBI Listing Regulations, for annual closing.

**8. Cut-off Date to avail the facility of e-voting:**

A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date, i.e. Tuesday, 20<sup>th</sup> July, 2021, only shall be entitled to avail the facility of e-voting.

In case of any queries, you are requested to write to our RTA at [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in) or to Company Secretary of the Company at [cs@orientalaromatics.com](mailto:cs@orientalaromatics.com)

For Oriental Aromatics Limited  
Sd/  
Kiranpreet Gill  
Company Secretary