



ONATTUKARA COCONUT PRODUCER COMPANY LTD.

CIN: U01133KL2015PTC037897

AN ISO 9001:2015 22000:2018 Certified Company

VETTICODE, PALLICKAL P.O, KATTANAM, ALAPPUZHA, KERALA. PIN 690 503

web: onattukaracpc.com, email: onattukaracpc@gmail.com Ph : 0479 2339911

ONATTUKARA COCONUT PRODUCER COMPANY LIMITED

CIN: U01133KL2015PTC037897

8/82 A, B, C Vettikodu, Pallickal, Kattanam, Alappuzha - 690503, Kerala, India

Email: onattukaracpc@gmail.com. Ph: 0479-2339911

Website : www.onattukaracpc.com

**INFORMATION REGARDING THE 7TH ANNUAL GENERAL MEETING OF THE COMPANY
TO BE HELD ON 11TH AUGUST, 2021 AT 11 A.M. THROUGH VIDEO CONFERENCE /
OTHER AUDIO VISUAL MEANS (OAVM)**

1. Notice is hereby given that pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, the Company is providing its members facility to exercise their right to vote on resolutions proposed to be passed in the 7th Annual General Meeting of the Company scheduled to be held on **Wednesday, August 11, 2021** at **11.00 a.m.** without the physical presence of the members at a common venue, through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM") in compliance with General Circular No: 02/2021 dated 13th January 2021 read with General Circular Nos. 20/2020 dated 05th May 2020, 14/2020 & 17/2020 dated 8th April 2020 and 13th April 2020 respectively issued by the Ministry of Corporate Affairs (MCA), Government of India, to transact the business as mentioned in the Notice of the AGM. The Company has engaged the services of Central Depository Services (India) Limited, ("CDSL") as the Agency to provide e-voting facility.
2. In compliance with the above circulars, the Notice of the 7th AGM and Annual Report for the financial year 2020-21 will be sent to all the shareholders whose email addresses are registered with the Company. The notice of the 7th AGM and Annual Report for Financial year 2020-21 will also be made available on the Company's website, at www.onattukaracpc.com under 'Investor relations' and on the website of CDSL at www.evotingindia.com.
3. **Manner of Casting vote through e-voting:**
Shareholders will have an opportunity to cast their votes electronically, either remotely or during the AGM on the business set forth in the AGM Notice. The login credentials and detailed procedure for casting the votes through e-voting shall be made available to the shareholders through email (who have registered their email with the Company) and also the same is made available in the AGM Notice and published in Company's website. A shareholder who exercised his right to vote through remote e-voting, shall not be allowed to vote again during the AGM. Once the vote on a resolution is cast by a shareholder, he shall not be allowed to change it subsequently or cast the vote again:



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4. The remote e-voting facility shall commence on August 8, 2021 from 9.00 a.m. (IST) and end on August 10, 2021 at 5.00 p.m. (IST). The remote e-voting shall not be allowed beyond the said date and time. A person, whose name appears in the register of Members as on the cut-off date i.e. August 05, 2021 only shall be entitled to avail the facility of remote e-voting as well as e-voting at the meeting. Any person who becomes member of the Company after dispatch of the Notice of the meeting and holding shares as of the cut-off date i.e. August 5, 2021, may obtain the User ID and password by sending a request at mail@onattukaracpc.com.

5. **Manner of Registering/updating email address in the case same are not already registered:**

Shareholders who have not registered their email id with the Company are requested to furnish their email addresses to mail@onattukaracpc.com on or before 05/08/2021 along with the following details – Mobile Number, Scanned copy of self-attested copy of (1) Share Certificate (front and back), (2) PAN card, (3) any of the document (e.g. Driving License or Election Identity Card or Aadhar or Passport) in support of the address of the shareholder. The manner for doing so for shareholders has been mentioned in detail in the Notice. In case of any queries / grievances relating to voting by electronic means, the Shareholders may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com or contact Mr. Nitin Kunder (022-23058738) or Mr. Mehboob Lakhani (022-23058543) or Mr. Rakesh Dalvi (022-23058542).

By order of the Board

Sd/-

Remany Gopalakrishnan
Chief Executive Officer

Place: Kattanam
Date: 20.07.2021


Dr. Remany Gopalakrishnan
CEO
Onattukara Coconut Producer Company to
Vetticode, Kattanam,
Pallickal P.O. Pin: 690503, Alappuzha (Dist)

