

OCL INDIA LIMITED

Regd. Office: Rajgangpur- 770 017, District Sundargarh, Odisha State.

CIN No.: L26942OR1949PLC000185, Tel. No. :(06624)221212, 220121

Website: www.ocl.in / www.oclindiaLtd.in , E-mail: ocl_rajgangpur@ocl.in

Serial No.

Name and Registered Address of the sole / first named Shareholder :

Name(s) of the Joint Shareholder(s), if any :

Registered Folio No. /DP ID No./ Client ID No.

No. of share(s) held

Sub: Voting through electronic means.

Dear Member,

Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, OCL India Limited ("the Company") is offering remote e-voting facility to its members in respect of the businesses to be transacted at the 65th Annual General Meeting scheduled to be held on Friday, September 18, 2015 at 3.30 p.m.

The Company has engaged the services of National Securities Depository Limited (NSDL) as the Authorized Agency to provide remote e-voting facilities. The e-voting particulars are set out below:

EVEN (E-Voting Event Number)	User ID	Password/PIN

The e-voting facility will be available during the following voting period:

- Commencement of e-voting : From 09:00 a.m (IST) on September 15, 2015
- End of e-voting : Upto 05:00 p.m. (IST) on September 17, 2015

The cut-off date (i.e., the record date) for the purpose of e-voting is September 11, 2015.

This communication forms an integral part of the Notice dated 27th July 2015 for the 65th Annual General Meeting scheduled to be held on September 18, 2015.

The Notice of the Annual General Meeting and this communication are also available on the website of the Company www.oclindiaLtd.in.

Please turn over for detailed process and manner of e-voting.

Yours Faithfully,
For OCL India Limited

Rachna Gorla
GM (Legal) and Company Secretary

New Delhi
Date: July 27, 2015

PROCEDURE AND INSTRUCTIONS FOR E-VOTING

- (1) The instructions for remote e-voting are as under:
- A. In case a Member receives an e-mail from NSDL (for members whose e-mail addresses are registered with the Company/Depositories):
- i. Open the e-mail and also open PDF file namely "OCL remote e-voting.pdf" with your Client ID or Folio No. as password. The said PDF file contains your user ID and password for remote e-voting. Please note that the password is an initial password.
 - ii. Open the internet browser and type the following URL: <https://www.evoting.nsd.com>.
 - iii. Click on Shareholder – Login.
 - iv. Any person, who acquires shares of the Company and become member of the Company after dispatch of Notice of AGM and holding shares as of the cut-off date, i.e., 11th September, 2015 may obtain the login ID and password by sending a request at evoting@nsdl.co.in. However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password.
 - v. If you are logging in for the first time, please enter the user ID and password provided in the PDF file attached with the e-mail as initial password.
 - vi. The Password Change Menu will appear on your screen. Change to a new password of your choice, making sure that it contains a minimum of 8 digits or characters or a combination of both. Please take utmost care to keep your password confidential.
 - vii. Once the remote e-voting home page opens, click on e-voting> Active Voting Cycles.
 - viii. Select "REVEN" (Remote E-Voting Event Number) of OCL India Limited. Now you are ready for remote e-voting as Cast Vote page opens.
 - ix. Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
 - x. Upon confirmation, the message "Vote cast successfully" will be displayed.
 - xi. Once the vote on the resolution is cast, the Member shall not be allowed to change it subsequently.
 - xii. Institutional shareholders (i.e., other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF/JPG format) of the relevant Board Resolution/Authority letter, etc., together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail to <mailto:goenkamohan@hotmail.com> with a copy marked to evoting@nsdl.co.in.
 - xiii. In case of any queries, you may refer the Frequently Asked Questions (FAQs) - Shareholders and remote e-voting user manual - Shareholders, available at the downloads section of www.evoting.nsd.com.
- B. In case a Member receives physical copy of the Notice of AGM (for Members whose email addresses are not registered with the Company/Depositories):
- i. Initial password is provided in the this ballot form: REVEN (Remote E-Voting Event Number), user ID and password.
 - ii. Please follow all steps from Sl. No. (ii) to Sl. No. (xiii) above, to cast vote.
- C. Other Instructions:
- i. The remote e-voting period commences on Tuesday, September 15, 2015 (9.00 a.m. IST) and ends on Thursday, September 17, 2015 (5.00 p.m. IST). During this period, Members of the

Company, holding shares either in physical form or in dematerialized form, as on the cut-off date of September 11, 2015, may cast their vote electronically. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by the Member, he shall not be allowed to change it subsequently.

- ii. The voting rights of Members shall be in proportion to their shares of the paid up equity share capital of the Company as on cut-off date of September 11, 2015.
- iii. A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on cut-off date shall be entitled to avail the facility of remote e-voting as well as voting through ballot paper.
- iv. Mr. Mohan Ram Goenka, Partner, MR & Associates, Company Secretaries, has been appointed as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.
- v. The Chairman shall, at the Annual General Meeting, at the end of the discussion on the resolutions on which voting is to be held, allow voting with the assistance of scrutinizer, by use of ballot paper for all those members who are present at the AGM but have not casted their votes by availing the remote e-voting facility.
- vi. The Scrutinizer shall, after the conclusion of voting at the AGM, first count the votes cast at the meeting and thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the Company and shall make, not later than two days of the conclusion of the AGM, a consolidated Scrutinizer's Report of the total votes cast in favor or against, if any, to the Chairman or a person authorized by the Board, who shall countersign the same and declare the result of the voting forthwith.
- vii. The results declared along with the report of the Scrutinizer shall be placed on the website of the Company www.oclindiaLtd.in and on the website of NSDL immediately after the declaration of result by the Chairman or a person authorized by the Board. The results shall also be immediately forwarded to the BSE Limited, Mumbai and National Stock Exchange of India Limited, Mumbai.