



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(AGM), Book Closure and Electronic Voting Information

NOTICE is hereby given that the 54th Annual General Meeting (AGM) of the members of Assam Carbon Products Limited will be held on Monday, the 18th Day of September, 2017 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 22nd August, 2017. The same has also been sent on 21st August, 2017 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 Friday, 15th September, 2017 (9.00 a.m. IST) and will end on Sunday, 17th September, 2017 (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, 2017 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, 2017 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.



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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 relating to remote e-voting, one may refer to the Frequently Asked Questions (FAQs) for shareholders and e-voting user manual for shareholders available at www.evoting.nsdl.com under help /FAQ's section or write an email to evoting@nsdl.co.in or rta@cbmsl.com or may contact Mr. Rajiv Ranjan, (Assistant Manager), NSDL, 4th Floor, 'A' wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai- 400013, Email: rajivr@nsdl.co.in, Tel: 1800222990/ +91 22 2499 4200/ +91 22 24994738.

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

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 Tuesday, 12th September, 2017 to Monday, 18th September, 2017 (both days inclusive) for the purpose of the AGM.

This information has also been published in newspapers namely, Business Standard on 23.08.2017 and Niyomiya Bartha/ Assam Bartha on 23.08.2017.

For **ASSAM CARBON PRODUCTS LTD.**

Sd/-

K K BHATTACHARYA
(Managing Director)
DIN: 07011241

Place: Kolkata

Date: 23.08.2017