ASSAM CARBON PRODUCTS LTD

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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 63rd Annual General Meeting, Book Closure, Record Date and Electronic Voting Information

NOTICE is hereby given that the 63rd Annual General Meeting (AGM) of the members of Assam Carbon Products Limited, will be held on **Monday, the 7th day of September, 2026 at 11:00 A.M. (IST),** through Video Conferencing ("VC") or other Audio-Visual means ("OAVM"), to transact the businesses, as set out in the Notice dated 27th July, 2026 convening the AGM (the "Notice").

The Ministry of Corporate Affairs (the "MCA") vide its General Circulars Nos. 14/2020, 17/2020, 20/2020, 02/2021, 2/2022, 10/2022, 09/2023, 09/2024 and 03/2025 dated April 8, 2020, April 13, 2020, May 5, 2020, January 13, 2021, May 5, 2022, December 28, 2022, September 25, 2023, September 19, 2024 and September 22, 2025 respectively (hereinafter, collectively referred as the "MCA Circulars") read with SEBI Circular No. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 and SEBI/HO/CFD/CMD2/CIR/P/2022/62 dated May 13, 2022, have allowed companies to conduct their AGMs through VC or OAVM, in compliance with the said circulars and the relevant provisions of the Companies Act, 2013 (as amended) (the "Act") and Rules made thereunder and the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (as amended) (the "Listing Regulations").

In accordance with the aforesaid Circulars, the requirement of sending physical copies of Annual Report has been dispensed with and hence the Notice convening the AGM along with the Annual Report including the Audited Financial Statements for the financial year ended March 31, 2026 has been sent on Friday, August 14, 2026 only through e-mails to those Members whose e-mail addresses are registered with the Company or the Registrar and Share Transfer Agent (the "RTA") i.e., M/s. MUFG Intime India Private Limited (erstwhile CB Management Services (P) Ltd.) or the Depository Participant(s) and holding Equity Shares of the Company as on 7th August, 2026. The Notice of the 63rd AGM and the Annual Report is also hosted on the Company's website at www.assamcarbon.in and at the website of NSDL at www.evoting.nsdl.com and also on the website of the Calcutta Stock Exchange Limited at www.cse-india.com where the Equity Shares of the Company are listed.

Members who have not registered or updated their e-mail addresses are requested to refer to the Newspaper advertisement dated 2nd July, 2026 in "Business Standard" (English newspaper in Kolkata/ West Bengal) and "Dainandin Barta"(Assamese newspaper in Assam / Guwahati). The said advertisement is hosted on the Company's website at www.assamcarbon.in.

Members are also hereby informed that:

1. Pursuant to Section 108 of the Act and Rule 20 of the Companies (Management and Administration) Rules, 2014 (as amended), Regulation 44 of the Listing Regulations and the Secretarial Standard on General Meetings ['SS-2'] issued by the Institute of Company Secretaries of India, as amended from time to time, the Company is pleased to provide e-voting facilities through NSDL to its Members, in respect of the businesses to be transacted at the AGM. The manner and instructions to cast votes through remote e-voting system during the Meeting have been provided along with the Notice.
2. The businesses set out in the Notice shall be transacted through e-voting only. The Members, whose names appear in the Register of Members or in the Register of Beneficial Owners maintained by the Depositories as on the cut-off date i.e. Monday, the 31st day of August, 2026, shall be entitled to avail the e-voting facility. Once vote(s) on Resolution(s) are cast by any Member, the same cannot be changed subsequently. The remote e-voting will commence on 4th September, 2026 at 9:00 A.M. IST and ends on 6th September, 2026 at 5:00 P.M. IST. The remote e-voting module shall be disabled by NSDL for voting thereafter. A person who is not a Member as on the cut-off date i.e., Monday, the 31st day of August, 2026, should treat the Notice for information purpose only.
3. Members attending the AGM, who have not cast their votes by remote e-voting, shall be eligible to exercise their voting rights during the AGM through e-voting system via www.evoting.nsdl.com. Members who have exercised their voting rights by remote e-voting prior to the AGM may also attend the AGM through VC or OAVM but shall not be entitled to cast their votes again during the AGM.

4. Any person, who acquires equity shares of the Company and becomes a member after dispatch of notice of AGM and holds shares as on the cut-off date i.e. Monday, the 31st day of August, 2026 may obtain the login id and password for e-voting, by sending a request to NSDL at evoting@nsdl.co.in or to the Company at acpl.compliance@gmail.com.

5. All documents referred to in the Notice and Explanatory Statement thereto shall be made available for inspection by the Members of the Company, without payment of fees, upto and including the date of AGM. Members desirous of inspecting the same may send their requests at acpl.compliance@gmail.com from their registered email addresses mentioning their names and folio numbers / demat account numbers.

6. In case of any queries / grievances relating to e-voting, Members may refer to the "Frequently Asked Questions (FAQs) on e-voting (For Shareholders).pdf and e-voting Manual – Shareholder.pdf" available at the Download section of NSDL's e-voting website, i.e., www.evoting.nsdl.com or contact Ms. Pallavi Mhatre, Senior Manager, NSDL, Trade World, "A" Wing, 4th Floor, Kamala Mills Compound, Lower Parel, Mumbai 400 013 at Telephone No.s (022) –4886 7000 and (022) - 2499 7000 or at E-mail ID : pallavid@nsdl.co.in and evoting@nsdl.co.in.

Mr. Sumantra Sarathi Mahata, Practicing Company Secretaries (Membership No.-F11966) of M/s. Mahata Agarwal & Associates (Unique No.: P2021WB088100) has been appointed as the scrutinizer to scrutinize the e-voting process in a fair and transparent manner, whose email ID is ssmahataassociates@gmail.com.

The Results on resolutions shall be declared within 2 working days 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 also available at the Registered Office of the Company and on the website of NSDL at www.evoting.nsdl.com and would also be communicated to the Calcutta Stock Exchange Limited at www.cse-india.com

Book Closure / Record Date

Notice is also hereby given that pursuant to Section 91 of the Companies Act, 2013 read with Rules framed thereunder and Regulation 42 & 47 of SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, **the Register of Members and the Share Transfer Books of the Company shall remain closed from Tuesday, 1st September, 2026 to Monday, 7th September, 2026 (both days inclusive)** for the purpose of the AGM. The Company has fixed **Monday, the 31st day of August, 2026,** as the cut-off date /record date.

For **ASSAM CARBON PRODUCTS LTD.**

Place: Kolkata
Date: 14.08.2026

Sd/-
Sujal Dutta
Company Secretary