

July 11, 2020

National Stock Exchange of India Limited

Exchange Plaza, 5th Floor,
Plot No. C/1, G Block
Bandra Kurla Complex
Bandra (East), Mumbai 400 051

BSE Limited

Phiroze Jeejeebhoy Towers
Fort, Dalal Street
Mumbai – 400 001

Symbol: ORIENTELEC

Scrip Code: 541301

Sub: Notice of the 4th Annual General Meeting ('AGM') and Book Closure for AGM & Final Dividend

Dear Sir/ Madam,

We are pleased to inform you that the 4th Annual General Meeting ('AGM') of Orient Electric Limited (the '**Company**') will be held on **Friday, August 07, 2020**, at **11:00 a.m.** through Video Conference ('VC') / Other Audio Visual Means ('OAVM'), in compliance with the applicable provisions of the Companies Act, 2013 (the '**Act**'), rules made thereunder, Securities and Exchange Board of India (Listing Obligations and Disclosure requirements) Regulations, 2015 ('**Listing Regulations**') and General Circular number 20/2020 dated May 05, 2020 read with Circular numbers 14/2020 dated April 08, 2020, 17/2020 dated April 13, 2020 and all other applicable circulars issued by the Ministry of Corporate Affairs, and Circular number SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated May 12, 2020 issued by the Securities and Exchange Board of India (hereinafter collectively referred to as '**Circulars**') to transact the business as set forth in the Notice of the AGM.

It is further confirmed that in compliance with the Circulars, the Notice convening the 4th AGM along with Annual Report for the financial year 2019-20 is sent only through emails to all those shareholders whose email addresses are registered with the Company/Depository Participant(s).

Pursuant to Regulation 34 and other provisions, as applicable, of the Listing Regulations, Annual Report for the financial year 2019-20, comprising Notice for the 4th AGM and Audited Financial Results of the Company for the financial year 2019-20 alongwith Auditor's Reports thereon, Director's Report, Business Responsibility Report and other reports required to be annexed thereto, is enclosed herewith.

The Company has fixed **Friday, July 31, 2020** as the '**Cut-Off Date**' for the purpose of determining the shareholders who would be eligible to attend the AGM through VC/ OAVM and vote on the resolutions set out in the Notice of the 4th AGM either through remote e-voting or Insta Poll during the AGM.

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

Commencement of remote e-voting	9:00 A.M. (IST) on Tuesday, August 04, 2020
End of Remote e-voting	5:00 p.m. (IST) on Thursday, August 06, 2020

The details such as manner of registering / updating email addresses, casting vote through remote e-voting or Insta Poll and attending the AGM through VC / OAVM has been set out in the Notice of the 4th AGM.

Pursuant to Regulation 42 of the Listing Regulations, we further wish to inform you that the Register of Members and Share Transfer Books of the Company will be closed from **Saturday, August 01, 2020 to Friday, August 07, 2020** (both days inclusive) for the purpose of 4th AGM and also for the payment of Final Dividend to the shareholders of the Company for the financial year ended on March 31, 2020. Final Dividend at the rate of Re. 0.50 (50%) per share of Re. 1 each, as recommended by the Board of Directors of the Company at their meeting held on June 01, 2020, if approved at the 4th AGM, will be paid to the entitled shareholders of the Company within the prescribed period on or before September 06, 2020.

You are requested to take the above information and enclosed documents on your record.

Thanking you,

For **Orient Electric Limited**

Hitesh
Kumar Jain

Digitally signed by
Hitesh Kumar Jain
Date: 2020.07.11
19:51:48 +05'30'

Hitesh Kumar Jain
Company Secretary
Encl.: as above

Due to several restrictions imposed to prevent spread of COVID19, this document is signed digitally.