

SHAREHOLDERS' INFORMATION

1. At a Glance:

- > The Company identity number(CIN) is L26942OR1949PLC000185 and it has about 14 thousand shareholders
- The face value of Equity share of the Company is Rs.2/-each
- > M/s. C B Management Services (P) Ltd., P-22, Bondel Road, Kolkata-19 is the Registrars and Share Transfer Agent of the Company.
- Presently the Company's equity shares are listed on the National Stock Exchange (NSE) and the Bombay Stock Exchange Limited (BSE).

2. Investor Service and Grievance Handling Mechanism.

- > All the share related matters such as share transfers, transmission, dividend, change of name/address/demat/remat request, issue of duplicate share certificate etc., are being handled by M/s. C B Management Services Pvt. Ltd., Kolkata the Registrars & Share Transfer Agents of the Company.
- > The Board of Directors of the Company has constituted a Shareholder's Grievance Committee which monitors all the shareholder's complaints received and actions taken for redressal of grievances of the investors/Shareholders
- > The Company Secretary is nominated as Compliance Officer of the Company and responsible for redressal of the shareholders/Investors grievances.
- > As per amended Clause No.47 (f) of the Listing Agreement, the Company has designated an E-mail ID" grievance@ocl.in "for registering the complaints by Investors/Shareholders.

3. Transfer/Transmission/Transposition/Duplicate certificate etc.

3.1 Transfer of Shares:-

- > For transfer of shares the transferee(s) need to send the share certificate/s along with duly executed transfer deed to the Company's R&TA for registering transfer and endorsement on the Share certificate.
- > As per SEBI Circular No.MRD/DoP/Cir-05/2009 dated 20-05-2009, it is mandatory for the transferee(s) to furnish a copy of his/her PAN Card to the Company/RTA's for registration of transfer of share in physical form.
- > At present stamp duty on transfer of shares at the rate of 25 paise for every Rs.100 or part thereof of the market value of the shares prevailing on the date of execution of transfer deed.

3.2 Transmission of shares:

- > In case of death of one of the joint share holders, the surviving joint shareholder(s) will have to submit a request letter supported by an attested copy of death certificate of the deceased shareholder along with the share certificate(s) to the Company's R&TA for deletion of name of the deceased from its records and for necessary endorsement.
- In case death of a shareholder holding shares in his sole name,, then the legal heir(s) should obtain a legal documents such as probate of will/succession certificate or letter of administration and submit to the Company's R&TA along with the share certificate in original, attested copy of death certificate, a copy of PAN and prescribed forms No.SHR-11A and Form No.SHR-12A duly executed as per instructions.

In case the deceased shareholder left a will, then the legal heir(s) will have to get the will probated by a Court of competent jurisdiction and then send to the Company's R&TA along with the share certificate in original/attested copy of death certificate/PAN Card/transmission request form in Form No.SHR-11A and information in Form No. SHR-12A for effecting the transmission.

3.3 Transposition of name:

> Shareholders holding shares in joint names may change order of name in the share certificate. A request letter duly signed by all the joint holders along with a copy of PAN Card may be sent to the Company's R&TA for change in order of names.

3.4 Issue of duplicate share certificates:

- In case of loss/misplace of share certificate(s) the shareholder must inform the Company's R&TA immediately, quoting their folio no. details of shares along with a copy of FIR Registered for loss of share certificate.
- > The R&TA shall immediately mark a "Stop Transfer" tag on the folio to prevent any fraudlent transfer of shares.
- For issue of duplicate share certificate the shareholder should make an application and submit Indemnity bond in Form No.SHR-21A, surety form, a copy of FIR lodged with the police station. Corporate shareholders must furnish a copy of Memorandum of association and certified copy of Board resolution.

3.5 Splitting of share certificate:

> The shareholders may write to the Company's R&TA requesting for splitting of shares into lesser denomination and submit the original share certificate long with the request letter.

3.6 Change of address:

- > The shareholders holding shares in physical form may send a request letter duly signed by all the joint holder to the Company's R&TA giving the new address with pin code and also to furnish proof of a copy of Ration Card/PAN Card/Passport/Latest Telephone or Electricity bill etc., duly attested by a Gazettee officer/Notary public
- > The shareholder holding shares in electronic mode shall approach to their concerned DP for change of address.

3.7 Change of name:

> The shareholders may request the Company's R&TA for effecting change of name in the share certificate(s) and in the records of the Company and submit supporting documents such as marriage certificate/court order etc., along with original share certificate for endorsement.

4. Uncashed /unclaimed Dividend

- > The shareholder may write to Company's R&TA quoting the Folio No./DP ID & Client ID No. in case of non receipt of dividend warrant.
- > No claim for payment of dividend will be entertained in respect of dividends which have remained unpaid/unclaimed for a period of 7 years from the date of transfer to special account and subsequently transferred to Investor Education and Protection Fund (IEPF) constituted by the Central Government.

5. Dividend payment through NECS

Shareholders who wish to avail NESC facility must submit NECS request form to the R & T A.

6. Nomination facility

- > Individual shareholder holding shares in physical form can avail the nomination facility by submitting the prescribed to the Company's R & TA and if the shares are held in demat mode, then nomination has to be registered with concerned DP.
- > The nominee is required to apply to the Company's R& T A by reporting death of shareholder and by submitting an attested copy of the death certificate.

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