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Sent: Thursday, August 1, 2024 12:39 PM

To: suraj.gupta <suraj.gupta@linkintime.co.in>

Subject: Carbo-Ceramics Limited - Annual Report 2023-24 and Notice of the 122nd AGM to be held on Wednesday, 28th August 2024 through Video Conferencing facility or other audio visual means.

CARBO-CERAMICS LIMITED

31, CHOWRINGHEE ROAD, KOLKATA – 700016

Phone No.: 033-2265-9742, **Fax No.:** 033-2249-6420

Website: www.carbo-ceramics.com; **Email:** secretarial@carbo-ceramics.com

CIN: L26999WB1902PLC001537

August 02, 2024

Dear Shareholder,

Name of Shareholder: **Manish Kumar Somani**

Folio No. / DP Id & Client Id: **XXXXXXXXXXXX7684**

Subject: Annual Report 2023-24 and Notice of the 122nd Annual General Meeting (AGM) to be held on Wednesday, 28th August 2024 through Video Conferencing facility or other audio visual means.

We are pleased to inform you that the **122nd** Annual General Meeting (AGM) of the Company is scheduled to be held on **Wednesday, 28th August 2024 at 11:00 a.m.** through **Video Conferencing (“VC”) or other Audio-Visual Means (“OAVM”)**, to transact the business as mentioned in the Notice of the AGM.

Pursuant to General Circular No. 09/2023 dated September 25, 2023 issued by the Ministry of Corporate Affairs (“MCA”) read together with other previous Circulars issued by MCA in this regard (collectively referred to as “MCA Circulars”) and Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2023/167 dated October 07, 2023 issued by the Securities and Exchange Board of India (“SEBI”) read together with other previous Circulars issued by SEBI in this regard (collectively referred to as “SEBI Circulars”), the Company has decided to conduct the AGM exclusively through VC / OAVM and the requirement of sending physical copy of the Notice and Annual Report to the Members has been dispensed with.

The Notice of AGM and Annual Report for FY 2023-24 are available on the Company’s website at www.carbo-ceramics.com. The same is also being delivered to Calcutta Stock Exchange and are also available on the website of Link Intime India Pvt. Ltd. i.e. <https://instavote.linkintime.co.in>. The same can be accessed / viewed through the below mentioned links:

To view / download Annual Report 2023-24, [click here](#).

To view / download Notice, [click here](#).

To view / download remote e-voting instructions, [click here](#).

To view / download Insta MEET VC instructions, [click here](#).

In case you do not have PDF Reader installed you can download the installer by clicking [Official Adobe website](#).

This email communication is being sent to your e-mail address registered with the Depository Participants (DP) or the Company.

Remote E-voting:

Pursuant to provisions of Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements), Regulations, 2015 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015, the Company is pleased to provide e-voting facility to its members as an alternate mode to exercise their right to vote on the resolutions proposed to be passed at the 122nd Annual General Meeting. The facility of casting the votes by the members using an electronic voting system from a place other than venue of the 122nd Annual General Meeting (“remote e-voting”) will be provided by Link Intime India Pvt. Ltd: <https://instavote.linkintime.co.in>.

Please read the instructions for voting through the e-voting platform of Link Intime India Pvt. Ltd and also as mentioned in AGM Notice

E-Voting Information:

Event No.	User ID	PAN / Sequence Number
240365	IN30302850067684	USE YOUR PAN

Remote E-voting period starts on **Sunday, August 25, 2024 at 09:00 A.M. (IST)** and ends on **Tuesday, August 27, 2024 at 05:00 P.M.(IST)**. The remote e-voting module will be disabled by Link Intime India Pvt. Ltd. for voting thereafter.

E-voting at AGM:

As stated in the Notice of 122nd AGM, in addition to the remote e-voting facility as described above, the Company shall also provide e-voting facility during the AGM and the members attending the meeting who have not cast their vote by remote e-voting will be eligible to cast their vote through e-voting during the AGM. Members who have cast their votes by remote e-voting prior to the meeting may attend the meeting but shall not be entitled to cast their vote again.

The voting rights of Shareholders shall be reckoned on the paid-up value of shares registered in the name of Shareholder/Beneficial Owner as on August 21, 2024 (End of Day), being the cut-off date fixed for determining the voting rights of members, entitled to participate in the e-voting process.

In case the shareholders have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions (“FAQs”) and Instavote e-Voting manual available at

<https://instavote.linkintime.co.in>, under Help section or write an email to enotices@linkintime.co.in or Call us :- Tel : 022 - 49186000.

We would also like to take this opportunity to thank you for supporting us in implementing the "Green Initiative in Corporate Governance" announced by the Ministry of Corporate Affairs.

Thanking you,

Yours truly,

For Carbo-Ceramics Limited

SD/-

K BIYANI

COMPANY SECRETARY

Note: This is a system generated Email. Please do not reply to this Email.