

Oriental Aromatics Ltd.

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INSTRUCTIONS TO THE SHAREHOLDERS FOR UPDATING E-MAIL ID'S AND OBTAINING E-VOTING LOGIN CREDENTIALS

You are requested to take note of the following:

- 1. Annual General Meeting (AGM) of the Company will be held on Tuesday, 15th September, 2020 at 11:00 a.m. through video conferencing ('VC') / other audio visual means ('OAVM'):**

In view of the continuing COVID-19 pandemic, the Ministry of Corporate Affairs ("MCA") has vide its circular dated May 5, 2020 read with circulars dated April 08, 2020 and April 13, 2020 (collectively referred as "MCA Circulars") permitted the holding of the Annual General Meeting ("AGM") through video conferencing ('VC') / other audio visual means ('OAVM'), without the physical attendance of the Members at the AGM venue. In compliance with the provisions of the Companies Act, 2013 ("Act"), SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("SEBI Listing Regulations") and MCA Circulars, the 48th AGM of the Company will be held on **Tuesday, 15th September, 2020 at 11:00 a.m.** through VC / OAVM to transact the businesses that will be set forth in the Notice of AGM.

- 2. Availability of Electronic Copies of Notice of AGM:**

In compliance with the above circulars, electronic copies of Annual Report shall be sent to all the shareholders whose e-mail ids are registered with the the Registrar and Share Transfer Agent-Sharex Dynamic (India) Private Limited ("RTA") of the Company/ Depository Participant(s). The Annual Report for the Financial year 2019-20 shall also be available and can be downloaded from the Company's website www.orientalaromatics.com , website of National Securities Depository Limited (NSDL) <https://www.evoting.nsdl.com> and websites of stock exchanges i.e. BSE Limited and National Stock Exchange of India Limited at www.bseindia.com and www.nseindia.com respectively.

- 3. Closure of Register of Members and Share Transfer books:**

The Register of Members and the Share Transfer books of the Company will remain closed from Tuesday, 8th September, 2020 to Tuesday, 15th September, 2020 (both days inclusive) in terms of the provisions of Section 91 of the Companies Act, 2013 and as per the provisions of Regulation 42 of the SEBI Listing Regulations, for annual closing.

- 4. Manner to register e-mail addresses of the Shareholders:**

Shareholders holding shares in dematerialized form who have not registered their e-mail addresses are requested to register their e-mail addresses with their respective Depository

Participants, and Members holding shares in physical form are requested to update their e-mail addresses, phone numbers with our RTA, Sharex Dynamic (India) Pvt. Ltd at support@sharexindia.com for receiving all communication, including Annual Report, Notices, Circulars, etc. from the Company electronically.

5. Manner to attend the AGM through VC/OAVM:

Members will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system. Members may access the same at <https://www.evoting.nsdl.com> under shareholders/members login by using the remote e-voting credentials. The link for VC/OAVM will be available in shareholder/members login where the EVEN of Company will be displayed. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions that will be mentioned in the notice. Further members can also use the OTP based login for logging into the e-Voting system of NSDL.

6. Cut-off Date to avail the facility of e-voting:

A person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date, i.e. Tuesday, 8th September, 2020, only shall be entitled to avail the facility of e-voting.

7. Manner to cast vote through remote e-voting or through the e-voting system during the meeting, for the members who have not registered their email addresses with the company:

- In case shares are held in physical mode, please provide Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self- attested scanned copy of PAN card), AADHAR (self- attested scanned copy of Aadhar Card) by email to our RTA at support@sharexindia.com and to cs@orientalaromatics.com
- In case shares are held in demat mode, please provide DPID-CLID (16 digit DPID + CLID or 16 digit beneficiary ID), Name, client master or copy of Consolidated Account statement, PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) to RTA at support@sharexindia.com and to cs@orientalaromatics.com

Members are requested to read the detailed instructions that will be specified in the AGM Notice for obtaining their e-voting login credentials.

8. Updation of Bank Details for receiving direct credit of Dividend in respective Bank accounts:

Shareholders holding shares in physical form and desirous of availing NECS facility are requested to furnish particulars of their bank account (including 9 digit MICR code)/Bank mandate to the Company's RTA and in respect of shares held in demat (electronic) form such particulars should be furnished to respective Depository Participants, due to which they can get direct credit of dividend in their designated bank accounts.

As per the records, your e-mail id is not registered with the Company, in view of the same you are requested to register the same at the earliest. In case of any queries, you are requested to write to our RTA at support@sharexindia.com or to Company Secretary of the Company at cs@orientalaromatics.com

For Oriental Aromatics Limited
Sd/
Kiranpreet Gill
Company Secretary