

ONATTUKARA COCONUT PRODUCER COMPANY LIMITED

CIN: U01133KL2015PTC037897 8/82 A, B, C Vettikodu, Pallickal, Kattanam,
Alappuzha - 690503, Kerala, India Email: onattukaracpc@gmail.com.
Ph: 0479-2339911 Website : www.onattukaracpc.com

**INFORMATION REGARDING THE 8TH ANNUAL GENERAL MEETING OF THE
COMPANY TO BE HELD ON 02ND SEPTEMBER, 2022 AT 10 A.M. AT
DEEPAM AUDITORIUM, MOONNAMKUTTY, ALAPPUZHA**

1. Notice is hereby given that pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, the Company is providing its members facility to exercise their right to vote on resolutions proposed to be passed in the 8th Annual General Meeting of the Company scheduled to be held on Friday, September 02, 2022 at 10.00 a.m. at Deepam Auditorium, Moonnamkutty, Alappuzha, to transact the business as mentioned in the Notice of the AGM. The Company has engaged the services of Central Depository Services (India) Limited, ("CDSL") as the Agency to provide e-voting facility.

2. The Notice of the 8th AGM and Annual Report for the financial year 2021-22 will be sent to all the shareholders whose email addresses are registered with the Company. The notice of the 8th AGM and Annual Report for Financial year 2021-22 will also be made available on the Company's website, at www.onattukaracpc.com under 'Investor relations' and on the website of CDSL at www.evotingindia.com.

3. Manner of Casting vote through e-voting:

Shareholders will have an opportunity to cast their votes electronically through remote e-voting or during the AGM on the business set forth in the AGM Notice. The login credential and detailed procedure for casting the votes through e-voting shall be made available to the shareholders through email (who have registered their email with the Company) and also the same is made available in the AGM Notice and published in Company's website. A shareholder who exercised his right to vote through remote e-voting, shall not be allowed to vote again during the AGM. Once the vote on a resolution is cast by a shareholder, he shall not be allowed to change it subsequently or cast the vote again.

4. The remote e-voting facility shall commence on August 30, 2022 from 9.00 a.m. (IST) and end on September 01, 2022 at 5.00 p.m. (IST). The remote e-voting shall not be allowed beyond the said date and time. A person, whose name appears in the register of Members as on the cut-off date i.e. August 27, 2022 only shall be entitled to avail the facility of remote e-voting as well as voting at the meeting. Any person who becomes member of the Company after dispatch of the Notice of the meeting and holding shares as of the cut-off date i.e. August 27, 2022, may obtain the User ID and password by sending a request at mail@onattukaracpc.com.

5. Manner of Registering/Updating email address in the case same are not already registered:

Shareholders who have not registered their email id with the Company are requested to furnish their email addresses to mail@onattukaracpc.com on or before 27/08/2022 along with the following details – Mobile Number, Scanned copy of self-attested copy of (1) Share Certificate (front and back), (2) PAN card, (3) any of the document (e.g. Driving License or Election Identity Card or Aadhar or Passport) in support of the address of the shareholder. The manner for doing so for shareholders has been mentioned in detail in the Notice. All grievances connected with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, (CDSL,) Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai - 400013 or send an email to helpdesk.evoting@cdslindia.com or call toll free no. 1800 22 55 33.

Place: Kattanam
Date: 11.08.2022

By order of the Board
Sd/-
Remany Gopalakrishnan
Chief Executive Officer