

ORIENT BELL LIMITED

Regd. Office: 8, Industrial Area, Sikandrabad – 203 205 (U.P)
Corp. Off : Iris House, 16 Business Center, Nangal Raya, New Delhi-110 046
CIN: L14101UP1977PLC021546, Tel.: +91-11-47119100
Email : investor@orientbell.com, Website : www.orientbell.com

FOR THE ATTENTION OF THE SHAREHOLDERS OF ORIENT BELL LIMITED

The Ministry of Corporate affairs (“MCA”) and the Securities and Exchange Board of India (“SEBI”) vide various circulars have permitted the listed companies to send the Notice of the Annual General Meeting (“AGM”) and the Annual Report for the AGM to be held during the Calendar year 2020 i.e till December 31, 2020, to their shareholders by way of an email in view of prevailing COVID-19 pandemic situation and difficulties involved in dispatch of physical copies. Sending Notice of AGM and Annual Report through email shall be sufficient compliance of the provisions of the Companies Act, 2013, Rules framed thereunder and the SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015.

In order to send Annual Report, Notice and other Communication to shareholders in electronic form i.e through emails, we request the members of the Company, who have not yet registered their proper and correct email address and mobile number, to register the same immediately in respect of shares held in electronic form, with their Depository Participant(s) and in respect of shares held in physical form, by communicating/writing to the Company or Registrar & Share Transfer Agent (“RTA”) of the Company, **MCS Share Transfer Agent Limited, F-65, Okhla Industrial Area, Phase – I, New Delhi – 110 020, Tel No. 011-41406149, e-mail: admin@mcsregistrars.com**.

No action is required from shareholders whose email address and mobile number are already correctly updated.

For Orient Bell Limited

Sd/-

**Yogesh Mendiratta
Company Secretary**

**Place: New Delhi
Date: 13.06.2020**