



**Hindustan Organic Chemicals Limited**  
[CIN L99999MH1960GOI011895]

**Registered Office: 401,402,403, 4<sup>th</sup> Floor, V Times Square, Sector-15, CBD, Belapur, PIN: 400614.**

E-mail ids: [corporate.cs@hoclindia.com](mailto:corporate.cs@hoclindia.com); [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) [investor@bigshareonline.com](mailto:investor@bigshareonline.com)

**Website: [www.hoclindia.com](http://www.hoclindia.com); URL: [https:// www.evotingindia.com](https://www.evotingindia.com)**

Dear Member,

This is to inform you that pursuant to Section 110 and other applicable provisions of the Companies Act, 2013 ("the Act") read with Rule 22 of The Companies (Management and Administration) Rules, 2014, your approval as a Member / Shareholder of Hindustan Organic Chemicals Ltd. (the "Company") is being sought on the Special Resolutions proposed to be passed by the postal ballot. The Postal Ballot Voting/ E-voting commences from Friday, the 5<sup>th</sup> April, 2019 9.00a.m. and ends on Saturday, the 4<sup>th</sup> May, 2019 up to 5.00 p.m.

The Postal Ballot Notice dated 22-03-2019 along with the Explanatory Statement thereof and the postal ballot form are attached and can also be downloaded from the Company's website viz. [www.hoclindia.com](http://www.hoclindia.com)

Pursuant to the provisions of Section 108 of the Act, read with Rule 20 of The Companies (Management and Administration) Rules, 2014 as amended by Companies (Management and Administration) Rules, 2015, Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, the Company is offering e-voting facility to its Members to vote on the Special Resolutions as contained in the above Postal Ballot Notice. The detailed instructions for e-voting process are given in the Notes forming part of the Postal Ballot Notice.

In case of any queries on e-voting you may also write to CDSL at [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)

If you wish to cast your vote through the physical postal ballot form (instead of e-voting), you may seek a duplicate postal ballot form by downloading the same from the 'Investors' section from [www.hoclindia.com](http://www.hoclindia.com) or alternatively may contact on [cs@hoclindia.com](mailto:cs@hoclindia.com) for the duplicate form. Kindly note that the said duplicate forms should also reach the scrutinizer not later than 04-05-2019 (5.00 p.m). Kindly note that you can opt for only one mode of voting i.e., either by post or e-voting. However, in case you cast your vote by post and e-voting, then voting done through e-voting shall prevail.

We therefore request you to kindly take utmost care while casting your vote after reading the instructions for voting on Special resolutions contained in the above Postal Ballot Notice.

Thank you.

**CBD Belapur**  
**Date: 22.03.2019**

Yours faithfully,  
**By Order of the Board of Directors of**  
**Hindustan Organic Chemicals Ltd.**  
Sd/-  
**Mrs. Susheela S. Kulkarni**  
**Company Secretary**