



BURNPUR CEMENT LIMITED

Corporate Office : "7/1 Anandilal Poddar Sarani (Russel Street)
5th floor, Flat No -5B, Kanchana Building, Kolkata - 700071
Phone : 033-2265 3167 / 033- 4003 0212
Web : www.burnpurcement.com
CIN No. : L27104WB1986PLC040831

NOTICE OF POSTAL BALLOT

REMOTE E-VOTING STARTS ON

Sunday, 24th November, 2024 at 9:00 a.m. (IST)

REMOTE E-VOTING ENDS ON

Monday, 23rd December, 2024 at 5:00 p.m. (IST)

Dear Member(s),

NOTICE is hereby given to the shareholders ("Members") of Burnpur Cement Limited ("Company") that pursuant to the provisions of Sections 108 and 110 of the Companies Act, 2013 ("the Act"), read with Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 ("Management Rules") and other applicable provisions, if any, including any statutory modification(s) or re-enactment(s) thereof for the time being in force, the provisions of Secretarial Standard on General Meetings issued by the Institute of Company Secretaries of India ("SS-2") as amended and in accordance with various circulars issued by the Ministry of Corporate Affairs ('MCA'), and circulars issued by MCA referred to as ("MCA Circulars") and the Securities and Exchange Board of India (SEBI, and circulars issued by SEBI referred to as ("SEBI Circulars") from time to time for holding general meetings/ postal ballot through e-voting and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, including any amendments thereto ("SEBI Listing Regulations"), the resolutions appended below are proposed to be passed as Special Resolution by way of a postal ballot ("Postal Ballot") through remote electronic voting process ("e-voting").

In terms of the requirements specified in the MCA/SEBI Circulars, the Company is sending this Notice in electronic form only to those Members whose names appear in the Register of Members/List of Beneficial Owners as received from Company's Registrar and Transfer Agent ('RTA') M/s Niche Technologies Private Limited as on 15.11.2024 ('Cut-Off Date') and whose e-mail addresses are registered with the Company/RTA/ Depositories/ Depository Participant(s). Accordingly, physical copy of the Notice along with Postal Ballot Form and pre-paid business reply envelope are not being sent to the Members for this Postal Ballot. The communication of assent or dissent of Members would only take place through the e-voting system. The Company has engaged the services of National Securities and Depository Limited (NSDL) for facilitating the e-voting process.

This Notice is also available on the websites of the Company at www.burnpurcement.com and NSDL at www.evoting.nsdl.com. Further, the same has also been uploaded on the websites of BSE Limited ('BSE') and National Stock Exchange of India Limited ('NSE') [collectively "Stock Exchanges"].

The Board of Directors of the Company has appointed Mr. Pankaj Kumar Modi, Practicing Company Secretary having COP No- 12472, Kolkata, as the Scrutinizer for conducting the Postal Ballot through the e-voting process in a fair and transparent manner.



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The results of the postal ballot will be declared on or before 5.00 P.M on 24th December, 2024 at the Corporate Office of the Company i.e. 7/1 Anandilal Poddar Sarani (Russel Street) 5th Floor, Flat No.: 5B, Kanchana Building, Kolkata-700071, West Bengal. The voting results along with the scrutinizer's report would be intimated to BSE Limited and National Stock Exchange of India Limited, where the equity shares of the Company are listed. The same will also be uploaded on the Company's website i.e. www.burnpurcement.com and on the website of NSDL at www.evoting.nsdl.com. Additionally, the results will be placed on the notice board at the Corporate Office of the Company.

The explanatory statement under Section 102(1) of the Act ("Explanatory Statement") setting out the material facts concerning the proposed resolutions, and the reasons thereof are annexed hereto for your consideration. The Resolutions, if passed with the requisite majority through Postal Ballot shall be deemed to have been passed, on the last date specified for e-voting i.e. on 23rd December, 2024.

Special Business

ITEM NO. 1: Shifting of Registered Office of the Company:

To consider and, if thought fit, to pass the following resolution as a **Special Resolution:-**

"RESOLVED THAT pursuant to the provisions of Section 12 and other applicable provisions, if any, of the Companies Act, 2013 (including any statutory modification or re-enactment thereof for the time being in force), consent of the members be and is hereby accorded for shifting the Registered Office of the Company from Village Palasdiha, Panchgachia Road, P.O.- Kanyapur, Asansol – 713341, West Bengal to 7/1 Anandilal Poddar Sarani (Russel Street) 5th Floor, Flat No.: 5B, Kanchana Building, Kolkata-700071, West Bengal , within the state of West Bengal.

"RESOLVED FURTHER THAT Mr. Indrajeet Kumar Tiwary, Whole Time Director and Mrs. Puja Guin, Company Secretary of the Company be and are hereby severally authorized on behalf of the Company, to incur expenditure and to do all such acts, deeds, matters, and things as deem necessary, proper and desirable and to sign, and execute all necessary documents, applications and returns, incidental and ancillary, for the purpose of giving effect to the aforesaid resolution including filing of necessary e-forms with the Registrar of Companies."

Registered Office

Palasdiha, Kanyapur
Panchgachia Road, Asansol
Asansol – 713341, WB

Date: 11. 11.2024
Place: Kolkata

**By order of the Board
For Burnpur Cement Limited**

Puja Guin
Company Secretary



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NOTES:

1. The Explanatory Statement and reasons for the proposed Special Resolutions pursuant to Section 102 read with Section 110 of the Companies Act, 2013 ("the Act") and Secretarial Standards on General Meetings (SS-2) setting out material facts are appended herein below.
2. In compliance with the provisions of Sections 108 and 110 and other applicable provisions of the Act read with the Management Rules, the Company is pleased to offer e-voting facility to all the Members of the Company. For this purpose, the Company has engaged the services of National Securities and Depository Limited (NSDL) for facilitating e-voting to enable the Members to cast their votes electronically.
3. In compliance with the MCA Circulars, the Postal Ballot Notice is being sent by electronic mode to those Members whose names appear in the Register of Members/ List of Beneficial Owners maintained by the Company/ Depositories as on Friday, 15th November 2024 ('Cut-off date') and whose e-mail IDs are registered with the Company/ Depositories.
4. The members whose name appears in the Register of Members/ list of Beneficial Owners as on the cut-off-date, are entitled to vote on the Resolutions set forth in this Postal Ballot Notice. The voting rights of Members shall be in proportion to their shares of the paid-up equity share capital of the Company as on the cut-off date. Any person who is not a member as on the cut-off-date should treat this notice for information purposes only.
5. Members can vote only through the e-voting process and accordingly physical copies of this Postal Ballot Notice, Postal Ballot forms and pre-paid Business Reply Envelopes are not being sent to Members for this Postal Ballot.
6. Members may please note that the Postal Ballot Notice will also be available on the Company's website at www.burnpurcement.com and on the websites of the stock exchanges, i.e., BSE Limited (BSE) and National Stock Exchange of India Limited (NSE) at www.bseindia.com and www.nseindia.com respectively, and on the website of NSDL at www.evoting.nsdl.com.
7. All the material documents referred to in the Explanatory Statement, or as may be relevant to/ connected with the proposed resolutions, shall be available for inspection from 10:00 A.M. to 12:00 Noon on all working days from the date of dispatch of this Postal Ballot Notice at the corporate office of the Company i.e. 7/1 Anandilal Poddar Sarani (Russel Street) 5th Floor, Flat No.: 5B, Kanchana Building, Kolkata-700071, West Bengal, till the last date of e-voting by the Members. Members desirous of inspecting the documents referred to in the Notice or Statement may send their requests to cs@burnpurcement.com from their registered e-mail addresses mentioning their names, folio numbers, DP ID and Client ID.
8. The voting through electronic means will commence on **Sunday, 24th November 2024 at 9:00 a.m. (IST) and will end on Monday, 23rd December, 2024 at 5:00 p.m. (IST)**. The e-voting



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module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution(s) is cast by the Member, the Member shall not be allowed to change subsequently.

9. Member cannot exercise his/ her vote by proxy on Postal Ballot.

10. The Board of Directors has appointed Mr. Pankaj Kumar Modi, Practicing Company Secretary having COP No- 12472, Kolkata, as the Scrutinizer., to scrutinize the postal ballot process in a fair and transparent manner.

11. The Scrutinizer will submit his report to the Chairman or any other person as may be authorized in this regard and the results of the postal ballot will be declared on or before **5.00 P.M on Tuesday, 24th December, 2024** at the Registered Office and the Corporate office of the Company. The voting results along with the scrutinizer's report would be intimated to BSE Limited and National Stock Exchange of India Limited, where the equity shares of the Company are listed. The same will also be uploaded on the Company's website i.e. www.burnpurcement.com and on the website of NSDL at www.evoting.nsdl.com. Additionally, the results will be placed on the notice board at the Registered Office of the Company.

12. The Special Resolution(s), if passed by the requisite majority, shall be deemed to have been passed on Monday, **23rd December, 2024** being the last date specified by the Company for e-voting.

13. The resolution(s) passed by Members with requisite majority, through Postal Ballot shall be deemed to have been passed at a General Meeting of Members convened on that behalf.

14. Any query in relation to the resolutions proposed to be passed through Postal Ballot may be addressed to Mrs. Puja Guin, Company Secretary at Email: cs@burnpurcement.com. In case of other queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on: 022 – 4886 7000 or send a request to Ms. Pallavi Mhatre, Senior Manager, NSDL at evoting@nsdl.com.

15. Members holding shares in physical mode and who have not registered / updated their e-mail address with the Company are requested to register / update the same by submitting duly filled and signed Form ISR-1 with the Registrar & Share Transfer Agent (RTA), M/s Niche Technologies Private Limited at nichetechpl@nichetechpl.com. In case of any queries/difficulties in registering the e-mail address, Members may write to cs@burnpurcement.com. Members holding shares in dematerialized mode are requested to register/update their email addresses with the relevant Depository Participants.



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16. Process and manner of e-voting:

Step 1: Access to NSDL e-Voting system





A) Login method for e-Voting for Individual shareholders holding securities in demat mode

Type of shareholders	Login Method
Individual Shareholders holding securities in demat mode with NSDL.	<ol style="list-style-type: none">Existing IDeAS user can visit the e-Services website of NSDL Viz. https://eservices.nsd.com either on a Personal Computer or on a mobile. On the e-Services home page click on the “Beneficial Owner” icon under “Login” which is available under ‘IDeAS’ section , this will prompt you to enter your existing User ID and Password. After successful authentication, you will be able to see e-Voting services under Value added services. Click on “Access to e-Voting” under e-Voting services and you will be able to see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period.If you are not registered for IDeAS e-Services, option to register is available at https://eservices.nsd.com. Select “Register Online for IDeAS Portal” or click at https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jspVisit the e-Voting website of NSDL. Open web browser by typing the following URL: https://www.evoting.nsd.com/ either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon “Login” which is available under ‘Shareholder/Member’ section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to



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	<p>NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p> <p>4. Shareholders/Members can also download NSDL Mobile App “NSDL Speede” facility by scanning the QR code mentioned below for seamless voting experience.</p> <p>NSDL Mobile App is available on</p> <p> App Store  Google Play</p> <p> </p>
Individual Shareholders holding securities in demat mode with CDSL	<p>1. Users who have opted for CDSL Easi / Easiest facility, can login through their existing user id and password. Option will be made available to reach e-Voting page without any further authentication. The users to login Easi / Easiest are requested to visit CDSL website www.cdslindia.com and click on login icon & New System Myeasi Tab and then user your existing my easi username & password.</p> <p>2. After successful login the Easi / Easiest user will be able to see the e-Voting option for eligible companies where the evoting is in progress as per the information provided by company. On clicking the evoting option, the user will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period. Additionally, there is also links provided to access the system of all e-Voting Service Providers, so that the user can visit the e-Voting service providers’ website directly.</p> <p>3. If the user is not registered for Easi/Easiest, option to</p>



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	<p>register is available at CDSL website www.cdslindia.com and click on login & New System Myeasi Tab and then click on registration option.</p> <p>4. Alternatively, the user can directly access e-Voting page by providing Demat Account Number and PAN No. from a e-Voting link available on www.cdslindia.com home page. The system will authenticate the user by sending OTP on registered Mobile & Email as recorded in the Demat Account. After successful authentication, user will be able to see the e-Voting option where the evoting is in progress and also able to directly access the system of all e-Voting Service Providers.</p>
Individual Shareholders (holding securities in demat mode) login through their depository participants	You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. upon logging in, you will be able to see e-Voting option. Click on e-Voting option, you will be redirected to NSDL/CDSL Depository site after successful authentication, wherein you can see e-Voting feature. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.

Important note: Members who are unable to retrieve User ID/ Password are advised to use Forget User ID and Forget Password option available at abovementioned website.

Login type	Helpdesk details
Individual Shareholders holding securities in demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.com or call at 022 - 4886 7000
Individual Shareholders holding securities in demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 22 55 33



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B) Login Method for shareholders other than Individual shareholders holding securities in demat mode and shareholders holding securities in physical mode.

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.
Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.
4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you



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retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.

- c) How to retrieve your 'initial password'?
- (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered**
6. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:
- a) Click on "Forgot User Details/Password?"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) Physical User Reset Password?" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.com mentioning your demat account number/folio number, your PAN, your name and your registered address etc.
 - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Step 2: Cast your vote electronically on NSDL e-Voting system.

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle.
2. Select "EVEN" of company for which you wish to cast your vote during the remote e-Voting period.
3. Now you are ready for e-Voting as the Voting page opens.



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4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
5. Upon confirmation, the message "Vote cast successfully" will be displayed.
6. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to cspankaj.modi1984@gmail.com with a copy marked to evoting@nsdl.com. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) can also upload their Board Resolution / Power of Attorney / Authority Letter etc. by clicking on "**Upload Board Resolution / Authority Letter**" displayed under "**e-Voting**" tab in their login.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "[Forgot User Details/Password?](#)" or "[Physical User Reset Password?](#)" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on : 022 - 4886 7000 or send a request to Mr. Pritam Dutta, Assistant Manager at pritamd@nsdl.com / evoting@nsdl.com

Process for those shareholders whose email ids are not registered with the depositories for procuring user id and password and registration of e mail ids for e-voting for the resolutions set out in this notice:

1. 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



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PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to cs@burnpurcement.com

2. 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 cs@burnpurcement.com. If you are an Individual shareholders holding securities in demat mode, you are requested to refer to the login method explained at **step 1 (A)** i.e. Login method for e-Voting for Individual shareholders holding securities in demat mode.
3. Alternatively shareholder/members may send a request to evoting@nsdl.com for procuring user id and password for e-voting by providing above mentioned documents.

ANNEXURE TO THE NOTICE

EXPLANATORY STATEMENT PURSUANT TO SECTION 102(1) OF THE COMPANIES ACT, 2013 READ WITH RULE 22 OF THE COMPANIES (MANAGEMENT AND ADMINISTRATION) RULES, 2014.

STATEMENT UNDER SECTION 102 OF THE COMPANIES ACT, 2013:

Item 1: To Consider and Approve Shifting of Registered Office of the Company

As per Provision of section 12 of the Companies Act, 2013 read with rule 22 of Chapter VII relating to be procedure to be followed for, shifting of registered office of Company outside the local limits of any city or town requires approval of the members by Special Resolution.

The Registered Office of the Company is presently situated at Asansol at Village Palasdiha Gram, Panchgachia Road, P.O.- Kanyapur, Asansol – 713341, West Bengal. Keeping in view of administrative convenience, better communication, availability of resources and for catering to the future corporate actions of the Company, the Board of Directors considered and subject to approval of members, approved the proposal of shifting the registered office to 7/1 Anandilal Poddar Sarani (Russel Street) 5th Floor, Flat No.: 5B, Kanchana Building, Kolkata-700071, West Bengal.

The shifting of the Registered Office as aforesaid would in no way be detrimental to the interest of any member of the public, employees, shareholders and associates of the Company in any manner.

The Board of Directors in their meeting held on 11.11.2024 have recommended the shifting of the Registered Office subject to the approval of Shareholders and subject to approval from applicable regulatory authorities as the case may be, in accordance with applicable laws.



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None of the Directors, Key Managerial Personnel of the Company, or their relatives are in any way concerned or interested, financially or otherwise in this resolution, except as Members to the extent of their shareholding in the Company.

Registered Office

Palasdiha, Kanyapur
Panchgachia Road, Asansol
Asansol – 713341, WB

Date: 11. 11.2024
Place: Kolkata

**By order of the Board
For Burnpur Cement Limited**

Puja Guin
Company Secretary
ACS No: 29481