

NORPLEX-OAK INDIA LIMITED

Registered Office
31, Netaji Subhas Road,
Kolkata 700001
CIN: L25209WB1983PLC036991
Email: norplexoak@gmail.com
Phone: 033 6625 1500 Fax: 033 2248 0140

Date:- 23.12.2020

To,
The Secretary,
The Calcutta Stock Exchange Ltd,
7, Lyons Range,
Kolkata – 700001

Dear Sir / Madam,

Scrip Code: 10024001

Sub:- Shorter Notice convening 37th Annual General Meeting of Norplex Oak India Limited

Ref: Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

Pursuant to Regulation 30 read with Schedule III of the of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, we are enclosing herewith a copy of shorter notice convening the 37th Annual General Meeting (hereinafter referred to as “AGM”) of Norplex Oak India Limited scheduled to be held on Wednesday, the 30th day of December, 2020 at 4 P.M. via video conferencing.

Pursuant to Section 91 of the Companies Act, 2013 and Regulation 42 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Register of Members and Share Transfer Books of the Company will remain closed from 23rd December, 2020 to 30th December, 2020 (both days inclusive) for the purpose of the 37th AGM of the Company for the financial year ended 31st March, 2020.

NORPLEX-OAK INDIA LTD.

Harman + G. B.
Director.

23rd December, 2020 will be the cut-off date for the purpose of E-Voting. The voting period begins on 27th December, 2020 (9:00 a.m. IST) and ends on 29th December, 2020 (5 p.m. IST). During this period, the shareholders of the Company, holding shares either in physical form or dematerialized form, as on the cut-off date of 23rd December, 2020, may cast their votes electronically. The E-Voting module shall be disabled by NSDL for voting thereafter.

Details to join Webex Meeting for AGM:

Link to join Meeting

<https://rpsgco.webex.com/rpsgco/j.php?MTID=m0355dc510227f4712d155b411bb5b133>

Meeting number: 176 897 3070

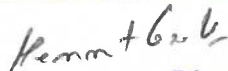
Password : Agm!890

We request you to take the same on record and oblige.

Thanking you,

Yours faithfully,
For **Norplex Oak India Limited**

NORFLEX-OAK INDIA LTD.


Director

Authorised Signatory

Enclo: As above

Notice

Shorter Notice is hereby given that the Thirty Seventh Annual General Meeting of the Shareholders of Norplex Oak India Limited will be held on Wednesday, the 30th day of December, 2020 at 4 pm via video conferencing to transact the following business, with or without modification (s), as may be permissible:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the year ended 31st March, 2020 including Consolidated Audited Financial Statements for the year ended on that date together with the Reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mr. Hemant Goenka, who retires by rotation and being eligible, offers himself for re-appointment.

Registered Office:
31, Netaji Subhas Road
Kolkata – 700 001
Dated : 30th July, 2020

By Order of the Board

Hemant Goenka
Director
DIN : 02138953

Note :

1. In view of the outbreak of COVID-19 pandemic, the Ministry of Corporate Affairs (hereinafter referred to as "MCA") has vide its General Circular No. 20/2020 dated 05th May, 2020 read together with General Circular Nos. 14/2020 & 17/2020 dated 08th April, 2020 and 13th April, 2020 respectively (hereinafter collectively referred to as "MCA Circulars"), permitted the holding of Annual General Meeting through VC/OA VM, without the physical presence of the Members at a common venue. In compliance with the provisions of the Companies Act, 2013 (hereinafter referred to as "the Act") and the MCA Circulars, the AGM of the Company is being held through VC/OAVM, without the physical presence of the Members at a common venue.
2. Pursuant to the provisions of the Section 105 of the Act, a member entitled to attend and vote at the meeting may appoint a proxy to attend and vote on his/her behalf. A proxy need not be a member of the Company. Since this AGM is being held pursuant to the MCA circulars through VC/OAVM, the requirement of physical attendance of members has been dispensed with. Accordingly, in terms of the MCA circulars, the facility for appointment of proxies by the members will not be available for this AGM and hence the proxy form and attendance slip are not annexed to this Notice.
3. The Members' login to the Video Conferencing platform using the remote e-voting credentials shall be considered for record of attendance at the AGM and such Member attending the Meeting will be counted for the purpose of reckoning the quorum under Section 103 of the Act.
4. The Register of Members and Share Transfer Books of the Company will remain closed from 23rd December, 2020 to 30th December, 2020 (both days inclusive), for the purpose of AGM of the Company.

NORPLEX-OAK INDIA LTD.

Hemant Goenka
Director

5. The Notice of the 37th Annual General Meeting is being sent by electronic mode to those Members whose e-mail address are registered with the Company, unless any Member has requested for a physical copy of the same.
6. Copies of the Annual Report for FY 2019-2020 along with the Notice of the AGM are being sent by electronic mode only to those Members whose e-mail addresses are registered with the Company. for communication purposes unless any Member has requested for a hard copy of the same. The Annual Report are being sent to the Members, whose names shall appear in the Register of Members, who were the beneficial owners as on Wednesday, 23rd December, 2020. However, if such a person is not a Member on the cut-off date as on Wednesday, 23rd December, 2020, such person shall not be eligible to vote via remote e-voting or at AGM and may treat this Notice for information purpose only. Members may also note that the Annual Report of the Company is also available for download from the website of the Company <http://www.norplexoakindia.com/>.
7. In case of joint holders attending the Meeting, the Member whose name appears as the first holder in the order of names as per the Register of Members of the Company will be entitled to vote.
8. The voting shall be reckoned in proportion to the value of shares registered in the Member's name to the total paid up share capital of the Company as on Wednesday, 23rd December, 2020, and a person who is not a Member as on that date should treat this Notice for information purposes only.
9. The date of declaration of results of the e-voting, i.e. Wednesday, 30th December, 2020 shall be the date on which the resolution would be deemed to have been passed, if approved by the requisite majority.
10. All documents referred to in the accompanying Notice are open for inspection at the Registered Office of the Company during the office hours on all working days between 09:30 a.m. and 5:30 p.m. up to the date of the Annual General Meeting (AGM) of the Company.
11. In case, Members wish to ask for any information about the accounts or operation of the Company, they are requested to send their queries over e-mail: norplexoak@gmail.com at least 7 days before the date of the Meeting, so that information can be made available at the time of the Meeting.
12. Resolutions passed by the Members through e-voting are deemed to have been passed as if they have been passed at the AGM of the Company.
13. In accordance with the Secretarial Standard on General Meetings ("SS-2") issued by the Institute of Company Secretaries of India (hereinafter referred to as "ICSI") read with Clarification/Guidance on applicability of Secretarial Standards - 1 and 2 issued by the ICSI, the proceedings of the AGM shall be deemed to be conducted at the Registered Office of the Company which shall be the deemed venue of the AGM. Since the AGM will be held through VC/OA VM, the Route Map is not annexed to this Notice.
14. Corporate/Institutional Members are entitled to appoint authorized representatives to attend the AGM through VC/OA VM on their behalf and cast their votes through remote e-voting or at the AGM. Corporate/Institutional Members (i.e. other than individuals/HUF, NRI, etc.) are required to send a scanned copy of the Board Resolution/Authority Letter, etc., authorizing their representative

NORPLEX-OAK INDIA LTD.
Manoj G. G.
Director

to attend the AGM through VC/OAVM on their behalf and to vote through remote e-voting or during the AGM.

15. Members having any grievances connected with the e-voting can contact the Company at the e-mail i.d. – norplexoak@gmail.com and Tel No. – 033 6625 1500.
16. The Members who have cast their votes by remote e-voting prior to the Meeting may also attend the Meeting but shall not be entitled to cast their votes again.

17. Voting through electronic means

In compliance with provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended by the Companies (Management and Administration) Amendment Rules, 2015 and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, Members may cast their vote on all the resolutions proposed to be considered in this Annual General Meeting by “electronic means from a remote location” (Remote E -voting) and the Company is pleased to provide to its members the facility to exercise their right to vote on resolutions proposed to be considered at the Annual General Meeting by “Remote e-voting”. The company has engaged M/s National Securities Depository Limited (NSDL) and the facility of casting the votes by the members using an electronic voting system from a place other than venue of the AGM (“Remote e-voting”) will be provided by the said National Securities Depository Limited (NSDL).

The instructions for shareholders voting electronically are as under:

1. The voting period begins on 27th December, 2020 (9:00 a.m. IST) and ends on 29th December, 2020 (5 p.m. IST). During this period, shareholders of the Company, holding shares either in physical form or in dematerialized form, as on the cut-off date (record date) of 23rd December, 2020, may cast their votes electronically. The e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on a resolution is cast by shareholder, the shareholder shall not be allowed to change it subsequently.
2. A person who is not a Member as on the cut-off date should treat this Notice of the 35th AGM for information purpose only.

A. How do I vote electronically using NSDL e-Voting system?

The way to vote electronically on NSDL e-Voting system consists of “Two Steps” which are mentioned below:

Step 1: Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>.

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

Details on Step 1 is mentioned below:

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.

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Harish G. 6/
Director

2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Members' section.
3. A new screen will open. You will have to enter your User ID, your Password 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 101234 then user ID is 101234001***

5. Your password details 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 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

NORPLEX-OAK INDIA LTD.

Harish G. G.

Director

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, then please follow the steps as mentioned in Point No. – 4 above of the AGM Notice inter alia, containing the detailed instructions for the same. in **Members**

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.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
 - 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.

Details on Step 2 is given below:

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

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. 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.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.

NORPLEX-OAK INDIA LTD.

Hemant G. G.
Director

7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

B. Process for those Members 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 PAN card), AADHAR (self attested scanned copy of Aadhar Card) by email to norplexoak@gmail.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) by email to norplexoak@gmail.com .
2. Alternatively member may send an e-mail request to evoting@nsdl.co.in for obtaining User ID and Password by proving the details mentioned in Point (1) or (2) as the case may be.
18. In case of any queries, you may refer the Frequent 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 toll free no 1800-222-990.
19. If you are already registered with NSDL for remote e-voting then you can use your existing user ID and password/PIN for casting your vote.
20. You can also update your mobile number and email id in the user profile details of the folio which may use for sending future communication.
21. Mr. Sushil Kumar Khemka, Practising Company Secretary (Membership No FCS 3315) has been appointed as the Scrutinizer for conducting the e-voting process in a fair and transparent manner.
22. The Scrutinizer will submit his report to the Chairman of the Company after the completion of the scrutiny of the e-voting. The results shall be declared on 30th December, 2020 and communicated to the Calcutta Stock Exchange, where the Company is listed and would also be displayed on the Company's website at norplexoak@gmail.com/ .

Registered Office:
31, Netaji Subhas Road
Kolkata – 700 001
Dated : 30th July, 2020

By Order of the Board

Hemant Goenka
Director

DIN : 0213895

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Hemant Goenka
Director.