



ORIENTAL VENEER PRODUCTS LIMITED

CIN: L02005MH1991PLC060686

Registered Office: Aghai (Via) Kalyan Railway Station, Thane, Maharashtra 421301

Tel No. (022) 61389400 Fax No. (022) 61389401

Website: www.ovpl.co.in; E-mail: compliance.ovpl@gmail.com

POSTAL BALLOT NOTICE

(Pursuant to Section 110 of the Companies Act, 2013 read with the Companies (Management and Administration) Rules, 2014)

Dear Member(s),

Notice is hereby given that approval of Members of Oriental Veneer Products Limited ("the Company") is sought through Postal Ballot/ Electronic voting (E-voting) pursuant to Section 110 of the Companies Act, 2013 (the "Act") read with Rule 22 of the Companies (Management and Administration) Rules, 2014 (the "Management Rules") including any statutory modification or re-enactment thereof for the time being in force, and other applicable provisions if any and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 (the "Listing Regulations"), for the Resolutions appended below for Increase in Authorised Share Capital, Sub-division of Equity Shares and consequential amendments to the Memorandum of Association.

The Explanatory Statement pertaining to the Resolutions setting out the material facts and the reasons thereof is annexed hereto along with the Postal Ballot Form for your consideration. Member(s) desiring to opt for e-voting are requested to read the instructions in the Notes under the section "Voting through electronic means".

In the event the draft resolutions as set out in the notice are assented to by the requisite majority by means of Postal Ballot or E-voting (whichever method the Member(s) opts for), they shall be deemed to have been passed as Special Business at an Extraordinary General Meeting.

SPECIAL BUSINESS:

Item No. 1:

Increase in Authorised Share Capital

To consider and, if thought fit, to pass the following resolution, as an **Ordinary Resolution**:

"RESOLVED THAT in accordance with the provisions of Sections 13 and 61 and all other applicable provisions of the Companies Act, 2013 and rules framed thereunder (including any statutory modification(s) or re-enactment(s) thereof, for the time being in force) and the Articles of Association of the Company and subject to the approvals, consents, permissions and sanctions, if any required from the concerned authority (ies) or bodies, approval of the members be and is hereby accorded to increase the Authorised Share Capital of the Company from ₹ 6,00,00,000/- (Rupees Six Crore only) divided into 60,00,000 (Sixty Lakhs) equity shares of ₹ 10/- (Rupees Ten only) each to ₹ 10,00,00,000 (Rupees Ten Crores Only) by creation of additional 40,00,000 (Forty Lakhs) equity shares of ₹ 10/- (Rupees Ten only) each.

RESOLVED FURTHER THAT the Board of Directors of the Company and Company Secretary be and are hereby authorised to settle any questions, difficulty or doubt arising out of and incidental thereto, and to execute all agreements, deeds, applications, documents and writings that may be required, on behalf of the Company and generally do all such acts, deeds, matters and things as may be necessary, proper and expedient and incidental for the purpose of giving effect to this resolution."

Item No. 2:

Sub-division of Equity Shares of the Company from the Face Value of ₹ 10/- per share to Face Value of ₹ 1/- per share

To consider and, if thought fit, to pass the following resolution, as an **Ordinary Resolution**:

"RESOLVED THAT pursuant to the provisions of Section 61 (1) (d) 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), and in accordance with the provisions of Memorandum and Articles of Association of the Company and subject to the approvals, consents, permissions and sanctions, if any required from the concerned authority(ies) or bodies, approval of the members of the Company be and is hereby accorded for sub-dividing One (1) Equity Share of the Company of Face Value of ₹ 10/- (Rupees Ten only) each into Ten (10) Equity Shares of Face Value of ₹ 1/- (Rupees One only) each fully paid up with effect from the "Record Date" to be determined by the Board of Directors (hereinafter referred to as "the Board", which expression shall be deemed to include a Committee of Directors duly constituted by the Board) for this purpose;

RESOLVED FURTHER THAT on sub-division, 10 (Ten) Equity Shares of Face value of ₹ 1/- (Rupees One only) each be allotted in lieu of existing 1 (one) Equity Share of ₹ 10/- (Rupees Ten only) each, subject to the terms of the Memorandum and Articles of Association of the Company and shall rank pari-passu in all respects and carry the same rights as the existing fully paid Equity Shares of ₹ 10/- (Rupees Ten only) each of the Company;

RESOLVED FURTHER THAT on sub-division of Equity Shares as aforesaid, the existing share certificate(s) in relation to the existing Equity Shares of the Face value of ₹ 10/- (Rupees Ten only) each held in physical form shall be deemed to have been automatically cancelled and be of no effect on and from the Record Date of sub-division and the Board be and is hereby authorised to recall the same from the shareholders, if necessary, and to issue new shares

certificates in lieu thereof, with regards to sub-divided equity shares in accordance with the provisions of the Companies (Share Capital and Debentures) Rules, 2014 and in the case of Equity Shares held in dematerialized form, the number of sub-divided Equity Shares be credited to the respective beneficiary accounts of the Members with the Depository Participants, in lieu of the existing credits representing the Equity Shares of the Company before sub-division;

RESOLVED FURTHER THAT the Board of Directors of the company and Company Secretary be and are hereby authorised to settle any questions, difficulty or doubt arising out of and incidental thereto, and to execute all agreements, deeds, applications, documents and writings that may be required, on behalf of the Company and generally do all such acts, deeds, matters and things as may be necessary, proper and expedient and incidental for the purpose of giving effect to this resolution and to delegate all or any of its powers herein conferred to Committee of Board of Directors."

Item No. 3:

Alteration of Capital Clause of Memorandum of Association 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 Sections 13, 61 and other applicable provisions of the Companies Act, 2013 (including any statutory modifications or re- enactment thereof for the time being in force) and Clause V of the Memorandum of Association of the Company relating to Share capital be and is hereby amended and substituted by the following:

V. Authorised Share Capital of the Company is ₹ 10,00,00,000/- (Rupees Ten Crores only) divided into 10,00,00,000 (Ten Crores Only) equity shares of ₹ 1/- each.

"RESOLVED FURTHER THAT the Board of directors of the Company and Company Secretary be and are hereby authorised to settle any questions, difficulty or doubt arising out of and incidental thereto, and to execute all agreements, deeds, applications, documents and writings that may be required, on behalf of the Company and generally do all such acts, deeds, matters and things as may be necessary, proper and expedient and incidental for the purpose of giving effect to this resolution."

By order of the Board

Place: Mumbai
Date: September 17, 2018

**Sd/-
Priya Bhagat
Company Secretary**

NOTES:

1. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 in respect of Item Nos. 1 to 3 is annexed hereto and forms part of this Notice.
2. The Notice is being sent under permitted mode to all the members, whose names would appear in the Register of

Members / Record of Depositories as on September 14, 2018.

3. The Board of Directors of the Company has appointed Mr. Shiv Hari Jalan, Practicing Company Secretary, as Scrutinizer for conducting the Postal Ballot process (including e-voting process) in a fair and transparent manner and to receive and scrutinize the completed postal ballot forms from the members. After completion of his scrutiny, the Scrutinizer will submit his report to the Executive Chairman of the Company.
4. The resolutions will be taken as passed effectively on the date of announcement of the result by the Executive Chairman, if the result of the Postal Ballot indicates that the requisite majority of the shareholders has assented to the resolutions. The result of the Postal Ballot will be declared on October 22, 2018. After declaration, the result of the Postal Ballot will be published in the newspapers and will also be posted on the Company's website www.ovpl.co.in and on the website of BSE Limited i.e www.bseindia.com where the shares of the Company are listed.
5. A copy of each of the documents referred to in the accompanying Explanatory Statement is open for inspection at the Corporate Office of the Company between 10.00 a.m. to 12.00 noon on any working day excluding Saturday and Sunday till the closure of working hours of October 21, 2018 (last date for receiving Postal Ballot Forms by Scrutinizer).
6. The Postal Ballot form and the self-addressed business reply envelope are enclosed for use of members. Members are requested to carefully read the instructions as mentioned hereinafter before exercising their vote.
7. The voting rights of the members of the Company shall be reckoned as on the cut-off date i.e. September 14, 2018.
8. Kindly note that the members can opt for only one mode of voting i.e., either by physical postal ballot form or e-voting. If the members opt for e-voting, then they should not vote by postal ballot form and vice versa. However, in case members cast their vote by postal ballot form and e-voting, then voting done through e-voting shall prevail and voting done by post will be treated as invalid.

Instructions for Voting through electronic means:

In compliance with the provisions of Section 108 of the Companies Act, 2013 and Rule 20 of the Companies (Management and Administration) Rules, 2014, the Company has also provided e-voting facility through Central Depository Services (India) Limited (CDSL) as an alternate, for its members to enable them to cast their votes electronically instead of voting through Postal Ballot Form(s).

The e-voting period begins on Saturday, September 22, 2018 at 9.00 a.m. (IST) and ends on Sunday, October 21, 2018 at 5.00 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 i.e. Friday, September 14, 2018 may cast their votes electronically. The e-voting module shall be disabled by CDSL for voting after 5.00 p.m. (IST) on Sunday, October 21, 2018.

A. In case of members who receive postal ballot notice through e-mail:

- i) Initial password is provided in body of E-mail
- ii) The shareholders should log on to the e-voting website: www.evotingindia.com
- iii) Click on “Shareholders” tab to cast your vote.
- iv) Now Enter your User ID
 - a. For CDSL: 16 digits beneficiary ID,
 - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
 - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- v) Next enter the Image Verification as displayed and Click on Login.
- vi) If you are holding shares in demat form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then your existing password is to be used.
- vii) If you are a first time user, follow the steps given below:

	For Members holding shares in Demat Form and Physical Form
PAN*	Enter your 10 digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) Members who have not updated their PAN with the Company/Depository Participants are requested to use the sequence number which is printed on Postal Ballot Form.
Dividend Bank Details OR Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. If both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field as mentioned in instruction (iv).

- viii) After entering these details appropriately, click on “SUBMIT” tab
- ix) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach ‘Password Creation’ menu wherein they are required

to mandatorily enter their login password in the new password field. Kindly note that this password is also to be used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.

- x) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- xi) Click on the EVSN for Oriental Veneer Products Limited on which you choose to vote.
- xii) On the voting page, you will see “RESOLUTION DESCRIPTION” and against the same, the option “YES/NO” for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- xiii) Click on the “RESOLUTIONS FILE” link if you wish to view the entire Resolution details.
- xiv) After selecting the resolution, you have decided to vote on, click on “SUBMIT”. A confirmation box will be displayed. If you wish to confirm your vote, click on “OK”, else to change your vote, click on “CANCEL” and accordingly modify your vote.
- xv) Once you “CONFIRM” your vote on the resolution, you will not be allowed to modify your vote.
- xvi) You can also take out print of the voting done by you by clicking on “CLICK HERE TO PRINT” option on the Voting page.
- xvii) If you as a Demat account holder have forgotten the existing password, then enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- xviii) Note for Non – Individual Shareholders and Custodians :
 - Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves as Corporates and Custodians respectively.
 - A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com
 - After receiving the login details, a compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
 - The list of accounts should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts, they would be able to cast their vote.
 - A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

- After receiving the login details, a Compliance user should be created using the admin login and password. The Compliance user would be able to link the account(s) for which they wish to vote on.
- xix) The facility to reset the forgotten password is also provided by CDSL. The same can be done by using "Forgot user Details/ Password" option available on www.evotingindia.com.
- xx) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com
- xxi) Members may alternatively cast their votes using the Postal Ballot Form available on the Company's website www.ovpl.co.in Please refer the instructions provided in the Postal Ballot Form.

B. In case of members receiving postal ballot notice through physical:

- (i) User Id and Initial password as provided in the Postal Ballot form.
- (ii) Please follow all steps from Sl. No. (ii) to Sl. No. (xx) above, to cast vote.

By order of the Board

**Sd/-
Priya Bhagat
Company Secretary**

Place: Mumbai
Date: September 17,2018

EXPLANATORY STATEMENT UNDER SECTION 102 (1) OF THE COMPANIES ACT, 2013

Item No. 1

Presently, the Authorized Share Capital of the Company is ₹ 6,00,00,000/- (Rupees Six Crore only) divided into 60,00,000 (Sixty Lakhs) equity shares of ₹ 10/- (Rupees Ten only).

To enable the Board of Directors to have the flexibility of issuing either equity or preference capital, it is proposed to increase the Authorised Capital by an addition 40,00,000 (Forty Lakhs) Equity Shares of ₹ 10/- each aggregating to ₹ 4,00,00,000 (Rupees Four Crores only).

After taking into consideration the aforesaid increase, the Authorised Share Capital of your Company will be ₹ 10,00,00,000/- (Rupees Ten Crores only) divided into 1,00,00,000 (One Crore) Equity Shares of ₹ 10/- each.

Pursuant to the applicable provisions of the Companies Act, 2013, Increase in Authorised Share Capital requires approval of the members of the Company.

The Board recommends the Resolution at Item No. 1 of Notice for approval of members of the Company.

A copy of the Memorandum of Association and Articles of Association is available for inspection by the members at the Corporate Office of the Company.

None of the Directors, Key Managerial Personnel of the Company and their relatives are in any way concerned or interested in the Resolution at Item No. 1 of the Notice except to the extent of their shareholding, if any, in the Company.

Item No. 2

The Equity Shares of your Company are actively traded on BSE Limited. The operations of the Company have grown during the years. The market price of shares of the Company has also increased significantly. In order to improve the liquidity of the Company's shares in the stock market and with a view to encourage the participation of small investors by making Equity Shares of the Company affordable, the Board of Directors at its meeting held on September 17, 2018 considered and approved sub-division of One Equity Share of the Company of face value of ₹ 10/- each into Ten Equity Shares of face value of ₹ 1/- each subject to the approval of the Members of the Company and any other statutory and regulatory approvals, as applicable. The Record Date for the aforesaid sub-division of Equity Shares will be fixed after approval of the Members is obtained.

Pursuant to the applicable provisions of the Companies Act, 2013, Sub-division of Equity Shares of Company requires approval of the members of the Company.

The Board recommends the Resolutions at Item No. 2 of Notice for approval of members of the Company.

None of the Directors, Key Managerial Personnel of the Company and their relatives are in any way concerned or interested in the Resolution at Item No. 2 of the Notice except to the extent of their shareholding, if any, in the Company.

Item No. 3

Any increase in Authorised Capital (as set out in Item No. 1) and the sub-division (as set out in Item no. 2) would require consequential amendments to the existing Clause V of the Memorandum of Association of the Company (as set out in Item No. 3 of the Notice) to reflect the change in face value of each Equity Share from ₹ 10/- each to ₹ 1/- each.

Pursuant to the applicable provisions of the Companies Act, 2013, amendment in the Memorandum of Association of the Company requires approval of the members of the Company.

The Board recommends the Resolution at Item Nos. 3 of Notice for approval of members of the Company.

None of the Directors, Key Managerial Personnel of the Company and their relatives are in any way concerned or interested in the Resolution at Item No. 3 of the Notice except to the extent of their shareholding, if any, in the Company.

By order of the Board

**Sd/-
Priya Bhagat
Company Secretary**

Place: Mumbai
Date: September 17,2018