


<p>कोल इण्डिया लिमिटेड महारत्न कंपनी 3 तल्ला, कोर-2 प्रेमिसेस-04-एमआर, प्लॉट-ए एफ-III, एक्शन एरिया, न्यूटाउन, राजरहत, कोलकाता-700156 फोन 033-23246526, फैक्स-033-23246510 ई मेल: <a href="mailto:mviswanathan2.cil@coalindia.in">mviswanathan2.cil@coalindia.in</a> वेबसाइट: <a href="http://www.coalindia.in">www.coalindia.in</a></p>		<p><b>Coal India Limited</b> <b>A Maharatna Company</b> <b>(A Govt. of India Enterprise)</b> 3rd floor, Core-2 Premises no-04-MAR, Plot no-AF-III, Action Area-1A, Newtown, Rajarhat, Kolkata-700156 PHONE; 033-2324-6526, FAX; 033-23246510 E-MAIL: <a href="mailto:mviswanathan2.cil@coalindia.in">mviswanathan2.cil@coalindia.in</a> WEBSITE: <a href="http://www.coalindia.in">www.coalindia.in</a> CIN: L23109WB1973GOI0228844</p>
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Ref No- CIL:XI(D):4036(z-3):2022 : 28038.

Date : 15.02.2022

**Sub: Quotation for Appointment of Agency for remote e-voting & other ancillary activities for Extra-ordinary General Meeting to be held in April' 22.**


Section 108 of Companies Act 2013 and Rule 20 of the Companies (Management and Administration) Rules 2014 as amended by Companies (Management and Administration) Amendment Rules 2015 stipulates that listed company and companies having not less than 1000 members shall provide to its members the facility to exercise their right to vote on resolutions proposed to be considered in general meeting by remote E-voting and at venue by electronic means. Due to Covid-19, SEBI as well as MCA has allowed Listed company to hold their EGM through VC/OAVM facility or transact items through Postal Ballot by way of voting through electronic means (**'remote e-Voting'**).

Accordingly, you are requested to provide quotation for E-voting including sending Postal Ballot (via email) to shareholders who have mail id as on date & other ancillary activities for Extra-ordinary General Meeting of Coal India Ltd. by 26<sup>th</sup> Feb' 22. The entity should have Standardization Testing and Quality Certification (STQC) certificate issued by MEITY. The number of shareholders as on 11th February' 22 is 13.01 lakhs.

Heading of the envelope/email may be- **"Quotation for Appointment of Agency for remote e-voting including sending of Postal Ballot & other ancillary activities for Extra-ordinary General Meeting."**

**"To**  
**Company Secretary**  
**Coal India Limited**  
**Company Secretariat, Core-2, Third floor**  
**Coal Bhawan, Action Area-1A, Rajarhat New town,**  
**Kolkata-700156.**

**Phone-033-23246526**  
**Email- [mviswanathan2.cil@coalindia.in](mailto:mviswanathan2.cil@coalindia.in)"**

  
 (M. Viswanathan),  
 Company Secretary