

Date: 25.10.2021

To,  
The All Directors  
OTCO International Limited

Dear Sir(s),

Sub: NOTICE OF BOARD MEETING

NOTICE is hereby given that a meeting of the Board of Directors of the Company is scheduled to be held on Monday, the 8<sup>th</sup> Day of November, 2021, at 12.30 P.M inter-alia, for considering the following business:

1. To grant leave of absence.
2. To confirm the minutes of the previous Board Meeting.
3. To consider, approve and take on record the Un-Audited Standalone Financial Results for the Quarter and half year ended on 30<sup>th</sup> September , 2021.
4. Reconstitution of Various Committees of Board
5. Closure of trading window for the promoters/Directors/officers and designated employees of the company.
6. To take on any other matter(s) with the permission of the chair.

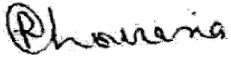
**Referring Item No. 4**

“As per the Company’s code of Conduct for prohibition of Insider Trading (“the Code”) adopted by the Company pursuant to SEBI (Prohibition of Insider Trading) Regulations, 2015, the trading window for dealing in the securities of the company will remain closed with effect from 01<sup>st</sup> October, 2021 till 10<sup>th</sup> **November, 2021** (both days inclusive) for the Promoters / Directors/ Officers and Designated employees of the Company.”

Kindly make it convenient to attend the meeting.

Yours Faithfully,

For OtcO International Limited

  
Raj Kishor Chourasia  
Company Secretary

