



# Chennai Petroleum Corporation Limited

(A group company of IndianOil)

Regd. Office: 536, Anna Salai, Teynampet, Chennai 600 018.

Website: [www.cpcl.co.in](http://www.cpcl.co.in); Email id: [shankarp@cpcl.co.in](mailto:shankarp@cpcl.co.in)/ [sld@cpcl.co.in](mailto:sld@cpcl.co.in),

Tel: 044-24349833 / 24346807

CIN: L40101TN1965GOI005389

## NOTICE OF 52<sup>nd</sup> ANNUAL GENERAL MEETING

Notice is hereby given that 52<sup>nd</sup> Annual General Meeting of the Shareholders of the Company will be held at 3.00 pm on Friday, the 24<sup>th</sup> August 2018 at Kamaraj Arangam, 492, Anna Salai, Chennai- 600006 .

The Notice setting out the business to be transacted at the meeting together with the Abridged Annual Report of the company for the financial year 2017-18 has been dispatched to all members at their registered address . Abridged and Full Annual Report is also available on our website [www.cpcl.co.in](http://www.cpcl.co.in).

The notice of AGM and the Full Annual Report has also been sent electronically to those members who have registered their email address. Any such member who wishes to have a physical copy of the Full Annual Report may write to the Company and the same would be provided free of cost. Any member, who has not received the Annual Report or any investor who has become a member of the Company after the dispatch of Annual Report, may send a request to the Company Secretary at the registered office address for a copy of the Annual Report and can also attend the AGM in person or appoint a proxy.

**Proxy:** A member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on behalf of member. Such a proxy need not be a member of the company. Proxies, in order to be valid and effective, must be delivered at the registered office of the company duly filled, stamped & signed not later than 48 hours before the commencement of the meeting.

**Book closure and Payment of Dividend:** NOTICE is also hereby given that pursuant to Section 91 of the Companies Act 2013, Rule 10 of the Companies (Management and Administration) Rules 2014 and Regulation 42 of SEBI(Listing Obligations and Disclosure Requirements) Regulations 2015, the Register of Members and Share Transfer Books of the company will remain closed from Friday, the 17<sup>th</sup> August 2018 to Friday, the 24<sup>th</sup> August 2018 (both days inclusive) for the purpose of ascertaining the eligibility of members for payment of equity dividend for the financial year ended 31.03.2018 and for the purpose of 52<sup>nd</sup> Annual General Meeting of the company. Equity Dividend @ Rs. 18.50 per share, after declaration at the AGM, would be paid to those members whose name appears in the Register of Members / BENPOS as at the close of working hours on Thursday, 16<sup>th</sup> August, 2018.

**E-Voting :** Pursuant to Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015 and Section 108 of the Companies Act 2013, read with Rule 20 of the Companies (Management and Administration) Rules 2014 as amended, the company is offering e-voting facility to its members. The company has engaged the services of Karvy Computershare Pvt. Ltd. ("Karvy") to provide e-voting facility to the members. The details are as under:

- The company has fixed 16<sup>th</sup> August 2018 as the 'Cut Off' date to ascertain the eligibility of members for e-voting.
- The members, whose names appear in the Register of Members / list of Beneficial Owners as on the cut-off date i.e. 16<sup>th</sup> August 2018 are entitled to avail facility of remote e-voting as well as voting in the AGM. Any person, who acquires shares and becomes member of the company after dispatch of the notice and holds shares as on the cut-off date, may obtain the User ID and password by sending a request at [mohsin.mohd@karvy.com](mailto:mohsin.mohd@karvy.com)/ [evoting@karvy.com](mailto:evoting@karvy.com) by mentioning Folio no. / DP ID and Client Id no. If the member is already registered with Karvy for e-voting then existing User ID and password can be used for casting the vote.
- The e-voting would commence on Saturday, the 18<sup>th</sup> August 2018 (9.30 a.m.) and end on Thursday, the 23<sup>rd</sup> August 2018 (5.00 p.m.), during which period the members may cast their vote electronically. Thereafter, the e-voting module shall be disabled by Karvy.
- Voting through ballot paper shall also be made available to those members who attend the AGM and have not already cast their vote by e-voting.
- Members who cast their votes electronically shall not be allowed to vote again at the AGM. However, in case a member, who has cast his vote electronically as well as through ballot paper, the vote cast through ballot paper will be ignored.

**Scrutiniser:** The Company has appointed M/s.LB &Co. Company Secretaries, as Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

**Results:** The Results on resolutions shall be declared within 48 hours of the conclusion of the AGM of the Company. The results declared along with the scrutinizer's report shall be placed on the company's website ([www.cpcl.co.in](http://www.cpcl.co.in)) and on the website of Karvy (<https://evoting.karvy.com>) for information of the members and would also be communicated to the Stock Exchanges.

**Mandatory updation of PAN and Bank details:** Pursuant to SEBI circular dated 20th April 2018 company vide letter dated 23.07.2018 requested members holding shares in physical form to update their PAN/ Bank Mandate / Email id with Karvy Computershare Pvt Ltd, the share transfer agents and to update the PAN/ Bank mandate / email id with Depository participant, if shares are held in electronic mode. Through this notice, we once again request the members to update these details with Karvy/ Depository Participants.

**SEBI notification related to physical share transfer:** SEBI has vide notification dated June 8, 2018 amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, mandating transfer of securities only in dematerialized form. Accordingly, requests for effecting transfer of securities shall not be processed unless the securities are held in Dematerialised form with effect from December 8, 2018. Therefore, please note that the RTA and the Company will not be accepting any request for transfer of shares in physical form with effect from December, 8, 2018.

**Contact Details:** In case of any queries / grievances relating to e-voting, members may contact at the following address: Shri Mohd Mohsin Uddin, Senior Manager, Karvy Computershare Pvt. Ltd., Unit: Chennai Petroleum Corporation Limited, Karvy Selenium Tower B, Plot 31-32, Gachibowli Financial District, Hyderabad - 500 032. Tel.Nos.: (040) 67161562; Fax No.:(040) 23001153; E-mail Address: [mohsin.mohd@karvy.com](mailto:mohsin.mohd@karvy.com)/ [evoting@karvy.com](mailto:evoting@karvy.com)

This public notice is also available on the Company's website ([www.cpcl.co.in](http://www.cpcl.co.in)) and the website of Karvy (<https://evoting.karvy.com>)

For **Chennai Petroleum Corporation Ltd.**

Place: Chennai  
Date: 01.08.2018

(P. SHANKAR)  
Company Secretary