



# Chennai Petroleum Corporation Limited

(A group company of IndianOil)

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Website: www.cpcl.co.in; CIN: L40101TN1965GOI005389

## PUBLIC NOTICE OF CONVENING 55<sup>TH</sup> ANNUAL GENERAL MEETING THROUGH VC / OAVM

Notice is hereby given that, the 55<sup>th</sup> Annual General Meeting ("AGM") of the members of Chennai Petroleum Corporation Limited ("Company") will be held on Friday, the 20/08/2021 at 03:00 p.m. (IST) through Video Conferencing ("VC") / Other Audio-Visual Means ("OAVM"), in compliance with the applicable provisions of the Companies Act, 2013 and the rules notified there under and the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 read with all applicable circulars on the matter issued by the Ministry of Corporate Affairs ("MCA") and the Securities and Exchange Board of India ("SEBI") to transact the business set out in the notice calling the AGM.

The VC / OAVM facility for the meeting shall be provided by KFin Technologies Pvt. Ltd. ("KFTPL"), to transact the business set out in the Notice convening the AGM. The members can attend and participate in the AGM only through VC / OAVM as no provision has been made to attend the AGM in person. The attendance through VC / OAVM will be counted for the purpose of reckoning the quorum for the AGM.

In compliance with the MCA & SEBI Circular(s), the Notice setting out the business to be transacted at the AGM together with the Annual Report of the Company for the year 2020-21 is being sent electronically to those members whose email address is registered with the Company / Depository Participant(s). No physical copies of the Notice and the Annual Report would be sent to any member. The Notice of the AGM and the Annual Report will also be available on the Company's website at [www.cpcl.co.in](http://www.cpcl.co.in) and on the website of the Stock Exchanges, i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com), respectively, and on the website of KFTPL at <https://evoting.kfintech.com>.

### Process for registration of email address for obtaining Annual Report for e-voting and updation of bank account mandate for receipt of dividend:

Physical Holding	<p>Send a request to the RTA i.e. KFin at <a href="http://karisma.kfintech.com">karisma.kfintech.com</a> providing Folio No., Name of member, 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) for registering email address.</p> <p>Following additional details need to be provided in case of updating Bank Account Details:</p> <ol style="list-style-type: none"> <li>Name and Branch of the Bank in which you wish to receive the dividend,</li> <li>Bank Account type,</li> <li>Bank Account Number allotted by their banks after implementation of Core Banking Solutions</li> <li>9 digit MICR Code Number,</li> <li>11 digit IFSC Code</li> <li>Scanned copy of the Cancelled Cheque Leaf bearing the name of the first member.</li> </ol>
Demat Holding	Please contact your Depository Participant (DP) and register your email address and bank account details in your demat account, as per the process advised by your DP.

Further, those members who have not registered their email addresses and mobile nos. and in consequence could not be served the Annual Report and Notice of AGM, may temporarily get themselves registered with KFin, by clicking the link [https://ris.kfintech.com/email\\_registration/](https://ris.kfintech.com/email_registration/) for sending the same.

### Manner of casting vote(s) through e-voting and joining the AGM through VC/OAVM:

Members will have an opportunity to cast their vote(s) on the business as set out in the Notice of the AGM through remote e-voting facility ("remote e-voting"). The facility for e-voting will also be made available during the AGM to those members who could not cast their vote(s) through remote e-voting. The detailed procedure for e-voting before as well as during the AGM is provided in the Notice of the AGM.

Members may send their requests for Change / Updation of Address, Nominations:

- **For shares held in dematerialized form** - to their respective Depository Participant
- **For shares held in physical form** - to the RTA, M/s. KFin Technologies Private Limited, Selenium, Tower B, Plot No.31 & 32, Financial District, Gachibowli, Hyderabad – 500032 or at the registered office of the Company

Members are requested to carefully read all the notes set out in the Notice of the AGM and in particular, instructions for joining the AGM and manner of casting vote through remote e-voting and e-voting at the AGM.

For Chennai Petroleum Corporation Limited

Sd/-

P. Shankar

Company Secretary

M.No. A7624

Place : Chennai

Dated : July 28, 2021

