



Chennai Petroleum Corporation Limited

(A group company of IndianOil)

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NOTICE OF 55TH ANNUAL GENERAL MEETING

Annual General Meeting:

NOTICE is hereby given that the 55th Annual General Meeting ("AGM") of the members of Chennai Petroleum Corporation Limited ("Company") will be held on **Friday, the 20th August, 2021 at 03:00 PM (IST)** through Video Conference / Other Audio Visual Means ("VC/OAVM") to transact the business as set out in the notice of the AGM.

Notice of AGM and Annual Report:

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 has been sent on **July 28th, 2021** through electronic mode to the members whose email address is registered with the Company / Depository Participant(s). The Notice and the Annual Report are also available on the Company's website at 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 and www.nseindia.com respectively, and on the website of KFin Technologies Pvt. Ltd. at www.kfintech.com.

Remote e-voting and e-voting during AGM:

The Company is providing to the members through KFin Technologies Pvt. Ltd. the facility 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") as well as during the AGM to those members who could not cast their vote(s) through remote e-voting. Members are requested to note the following:

- the company has fixed **Friday, the 13th August, 2021** as the 'Cut Off date' to ascertain the eligibility of members to vote through remote e-voting or by e-voting at the AGM.
- a person, whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut-off date i.e. **August 13, 2021** only, shall be entitled to avail the facility of remote e-voting and for participation and voting at the AGM.
- the remote e-voting period shall be available as under:
Commencement of remote e-voting : from 09:00 am (IST) on Monday, August 16, 2021
End of remote e-voting : till 05:00 pm (IST) on Thursday, August 19, 2021
- any person, who acquires shares of the Company and becomes a member of the Company after dispatch of the Notice and holds shares as on the cut-off date, may obtain the login ID and password by sending a request at evoting.cpcl@kfintech.com. However, if the member is already registered with KFin Technologies Pvt. Ltd. for remote e-voting then he/she can use their existing User ID and password for casting the vote.
- the members who have cast their vote through remote e-voting prior to the AGM can only attend / participate in the AGM through VC / OAVM but shall not be entitled to cast their vote again at the AGM.
- the remote e-voting module shall be disabled by KFin Technologies Pvt. Ltd. after **5.00 PM (IST) on August 19, 2021**. The votes once cast by the member, cannot be changed subsequently.
- those members, who intend to participate in the AGM through VC / OAVM facility and could not cast their vote on the resolutions through remote e-voting and are otherwise not barred from doing so, shall be eligible to vote through e-voting during the AGM.
- the manner of voting for members holding shares in dematerialized mode, physical mode and for members who have not registered their email address has been provided in the Notice of the AGM.

Members are requested to carefully read all the Notes set out in the Notice of the AGM with respect to instructions for joining the AGM, manner of casting vote etc.

Contact details:

In case of any queries related to e-voting, the members may refer to the Frequently Asked Questions (FAQs) for members and e-voting user manual for members available at the download section of <https://evoting.kfintech.com> or call on toll free no.: 1800-309-4001 or contact Mr. Mohd. Mohsin, Senior Manager, KFin Technologies Pvt. Ltd., at the designated email IDs: evoting.cpcl@kfintech.com or Phone No.: +91 40 67 16 1700/09177401094 to get your queries on e-voting addressed.

For Chennai Petroleum Corporation Limited

Sd/-

P. Shankar

Company Secretary

M.No. A7624

Place : Chennai

Dated : July 29, 2021