

चेन्नै पेट्रोलियम कॉर्पोरेशन लिमिटेड

(इंडियनऑयल की ग्रुप कम्पनी)

Chennai Petroleum Corporation Limited

(A group company of IndianOil)



CS:01:022

Date:16.11.2021

Mr.RAVI KUMAR RUNGTA
Sahajeevan Colony, Haddo,
South Andaman,
Andaman and Nicobar Islands – 744 102

Sub: Appointment as independent Director on the Board of CPCL

Dear Sir,

We are pleased to inform that the Board of Directors of the Company vide circular resolution dated 16.11.2021 appointed you as an independent Director on the Board of CPCL.

In connection with your appointment, we enclose the following Forms as required under The Companies Act, 2013:

1. Letter giving Consent to act as a Director
2. Form for furnishing the particulars pursuant to Section 170 of The Companies Act, 2013
3. Form MBP-1 (Disclosure of Interest by Directors)
4. Form DIR 8
5. Code of conduct for Board members- Acknowledgement - Appendix-1
6. Insider Trading code- Disclosure of initial shareholding Appendix-7
7. Certificate of independence

We request you to kindly sign the Forms after filling in the particulars and forward to us for further action.

Thanking you,

Yours faithfully,
For **Chennai Petroleum Corporation Limited**,

(P. Shankar)
Company Secretary

Encl.: a/a