

चेन्नै पेट्रोलियम कॉर्पोरेशन लिमिटेड

(इंडियनऑयल की ग्रुप कम्पनी)

Chennai Petroleum Corporation Limited

(A group company of IndianOil)



CS:01:024

February 28, 2017

Mr. Mrutunjay Sahoo
Independent Director
Plot No.77, Road No.72,
Prashasan Nagar Society,
Jubilee Hills,
Hyderabad – 500 033.

Sir,

We are pleased to inform that the Board of Directors of the Company vide circular resolution dated 23.02.2017 appointed you as a Director on the board of the Company.

In connection with your appointment, we enclose the following Forms as required under The Companies Act, 2013/SEBI Regulations 2015 :

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-6

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

Thanking you,

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

(P. Shankar)
Company Secretary