



# Bharat Petroleum Corporation Limited

(A Govt. of India Enterprise)

**Regd. Office :** Bharat Bhavan, 4 & 6 Currimbhoy Road, Ballard Estate, P. B. No. 688, Mumbai 400 001

**Phone :** 2271 3000 / 4000, **Fax :** 2271 3874

**email:** info@bharatpetroleum.in **Web:** www.bharatpetroleum.in

**CIN:** L23220MH1952GOI008931

## NOTICE OF 65<sup>th</sup> ANNUAL GENERAL MEETING AND VOTING BY ELECTRONIC MEANS

**NOTICE** is hereby given that the 65th Annual General Meeting (AGM) of the Company will be held in the Y. B. Chavan Auditorium, Yashwantrao Chavan Pratishthan, General Jagannathrao Bhosale Marg, Nariman Point, Mumbai - 400 021, on **Tuesday, 11th September, 2018 at 10.30 a.m.**

The Notice convening AGM setting out the business to be transacted, Attendance Slip, Proxy Form together with Annual Report are being dispatched in electronic mode to the Members whose E-mail IDs are registered with the Company or with Depository Participants unless the Members have registered their request for a hard copy of the Report. Physical copy of the Notice of AGM setting out the business to be transacted, Attendance Slip, Proxy Form together with Annual Report has been dispatched to those Members who have not registered their email IDs with the Company or with Depository Participants and to those who have requested for hard copy.

Pursuant to the provisions of Section 108 of the Companies Act, 2013, Rule 20 of the Companies (Management and Administration) Rules, 2014, as amended, and Regulation 44 of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company is providing to its Members, facility to exercise their right to vote on the Resolutions proposed to be considered at the AGM by electronic means and the business may be transacted through such voting. The remote e-voting services has been provided by National Securities Depository Limited (NSDL).

The remote e-voting period commences on **Thursday, 6th September, 2018 (9.00 a.m.)** and ends on **Monday, 10th September, 2018 (5.00 p.m.)**. During this period, members of the Company, holding shares either in physical form or in dematerialized form, as on the **cut-off date of Tuesday, 4th September, 2018** may cast their vote by remote e-voting. The remote e-voting module shall be disabled by NSDL for voting thereafter. Once the vote on resolution is cast by the Member, the Member shall not be allowed to change it subsequently or cast vote again. The voting right of Members shall be in proportion to their shares in the paid up equity share capital of the Company as on the **cut-off date of Tuesday, 4th September, 2018**. A Member may participate in the AGM even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the AGM.

The copy of the Notice and Annual Report are also available on the Company's website [www.bharatpetroleum.in](http://www.bharatpetroleum.in) and the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com). Members, who do not receive the Notice and Annual Report, may download it from the Company's website or may seek a copy of the same by writing to the Company Secretary. The contact details of the person responsible to address the grievances connected with the voting are: Shri M. Venugopal, Company Secretary, Bharat Petroleum Corporation Limited, Bharat Bhavan, 4 & 6 Currimbhoy Road, Ballard Estate, P. B. No. 688, Mumbai 400 001; Tel.: 022-2271 3441, Fax: 022- 2271 3688, Email: [ssc@bharatpetroleum.in](mailto:ssc@bharatpetroleum.in) In case of any queries, please refer to the Frequently Asked Questions (FAQs) and the e-voting user manual for Members available in the 'Downloads' section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com). You can also contact NSDL via Email at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or call on toll free number: 1800-222-990.

Mr. Bhumitra V Dholakia, Designated Partner (CP No.507) or in his absence, Mr. Nrupang B Dholakia, Designated Partner (C.P. No.12884) from Dholakia & Associates LLP., Practising Company Secretaries have been appointed as the Scrutinizer to scrutinize remote e-voting process in a fair and transparent manner.

All the documents referred to in the Notice and explanatory statement shall be open for inspection at the Registered Office of the Company on all working days during business hours up to the date of the Meeting. The facility for voting through electronic voting system at the AGM is available. Members attending the AGM who have not already cast their vote by remote e-voting shall be able to exercise their right at the AGM. Any person, who acquires shares of the Company and becomes a Member of the Company after dispatch of notice and holding shares as on the cut-off date, i.e. **Tuesday, 4th September, 2018**, may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or [bpcl@dsrc-cid.in](mailto:bpcl@dsrc-cid.in). However, if you are already registered with NSDL for remote e-voting then you can use your existing user ID and password for casting your vote.

The Register of Members and Share Transfer Books of the Company shall remain closed from **Tuesday, 4th September, 2018 to Tuesday, 11th September 2018** (both days inclusive) for the purpose of payment of final dividend of Rs.7 per equity share for the year ended **31st March, 2018**, if declared at the AGM.

SEBI vide notification dated June 8, 2018 has amended Regulation 40 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, mandating transfer of securities only in dematerialized form. Accordingly, the company would not be able to accept requests for transfer of securities unless the securities are held in Dematerialised form with effect from **December 5, 2018**.

The Results declared along with the Report of the Scrutinizer shall be placed on the Company's website [www.bharatpetroleum.in](http://www.bharatpetroleum.in) and on the website of NSDL [www.evoting.nsdl.com](http://www.evoting.nsdl.com) immediately after declaration. The Company shall simultaneously forward the results to BSE Limited and National Stock Exchange of India Limited, where the shares of the Company are listed.

For Bharat Petroleum Corporation Limited

Sd/-

Place : Mumbai

(M Venugopal)

Date : 13.08.2018

Company Secretary

**Note: A Member entitled to attend and vote at the meeting is entitled to appoint a proxy to attend and vote instead of himself and the proxy need not be a member of the Company. The instrument appointing a proxy should be deposited at the Registered Office of the Company not less than forty eight hours before the commencement of the meeting.**

