

ONGC Petro additions Limited

CIN: U23209GJ2006PLC060282

Registered Office: 4th Floor, 35, Nutan Bharat Co-operative Housing Society Limited

R.C. Dutt Road, Alkapuri, Vadodara-390007, Gujarat

Website: www.opalindia.in, email: secretarial@opalindia.in Tel: 0265 – 6192600, Fax No: 0265 – 6192666

NOTICE

Notice is hereby given that the **12th Annual General Meeting** of the Members of **ONGC Petro additions Limited** will be held on **Saturday, the 29th September, 2018, at 17:00 hrs** at 35, Nutan Bharat Co-operative Housing Society Limited, R.C. Dutt Road, Alkapuri, Vadodara-390007, Gujarat to transact the following business:

ORDINARY BUSINESS:

1. To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended on 31st March, 2018, statement of Profit & Loss for the year ended on 31st March, 2018, Cash Flow Statement for the year ended on 31st March, 2018 together with the Reports of the Board of Directors and Auditors' thereon and the Comments of the Comptroller & Auditor General of India, in Pursuance of Section 143 (6) of the Companies Act, 2013.
2. To appoint a Director in place of Shri P.K. Gupta (DIN: 01237706), who retires by rotation and being eligible, offers himself for re-appointment.
3. To authorize Board of Directors of the Company to fix the remuneration of the Statutory Auditors of the Company for the Financial Year 2018-19, in terms of the provisions of Section 139(5) read with Section 142 of the Companies Act, 2013 and to pass the following resolution with or without modification(s), as an Ordinary Resolution:

“RESOLVED THAT the Board of Directors of the Company be and are hereby authorised to decide and fix the remuneration of the Statutory Auditors of the Company appointed by the Comptroller and Auditor General of India for the Financial Year 2018-19, as may be deemed fit by the Board.”

SPECIAL BUSINESS:

4. To appoint Shri Shashi Shanker as Director of the Company

To consider and, if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to provisions of Section 149, Section 152 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014, Shri Shashi Shanker (DIN:06447938), who was appointed as an Additional Director and Chairman by the Board of Directors with effect from

11th October, 2017 to hold office until the date of this Annual General Meeting, in terms of Section 161(1) of Companies Act, 2013 and Articles of Association of the Company and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013, signifying his intention to propose Shri Shashi Shanker (DIN:06447938), as a candidate for the office of Director of the Company, be and is hereby appointed as Director of the Company, liable to retire by rotation.”

5. To appoint Shri Subhash Kumar as Director of the Company

To consider and, if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to provisions of Section 149, Section 152 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014, Shri Subhash Kumar (DIN:07905656), who was appointed as an Additional Director by the Board of Directors with effect from 6th February, 2018 to hold office until the date of this Annual General Meeting, in terms of Section 161(1) of Companies Act, 2013 and Articles of Association of the Company and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013, signifying his intention to propose Shri Subhash Kumar (DIN:07905656), as a candidate for the office of Director of the Company, be and is hereby appointed as Director of the Company, liable to retire by rotation.”

6. To appoint Ms. Gita Singh as Director of the Company

To consider and, if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to provisions of Section 149, Section 152 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014, Ms. Gita Singh (DIN:08060707), who was appointed as an Additional Director by the Board of Directors with effect from 6th February, 2018 to hold office until the date of this Annual General Meeting, in terms of Section 161(1) of Companies Act, 2013 and Articles of Association of the Company and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013, signifying his intention to propose Ms. Gita Singh (DIN:08060707), as a candidate for the office of Director of the Company, be and is hereby appointed as Director of the Company, liable to retire by rotation.”

7. To appoint Shri Rajesh Kakkar as Director of the Company

To consider and, if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to provisions of Section 149, Section 152 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014, Shri Rajesh Kakkar (DIN: 08029135), who was appointed as an Additional Director by the Board of Directors with effect from 24th March, 2018 to hold office until the date of this Annual General Meeting, in terms of Section 161(1) of Companies Act, 2013 and Articles of Association of the Company and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013, signifying his intention to propose Shri Rajesh Kakkar (DIN: 08029135), as a candidate for the office of Director of the Company, be and is hereby appointed as Director of the Company, liable to retire by rotation.”

8. To appoint Shri Manoj R. Meshram as Director of the Company

To consider and, if thought fit, to pass with or without modification(s), the following Resolution as an Ordinary Resolution:

“RESOLVED THAT pursuant to provisions of Section 149, Section 152 and other applicable provisions, if any, of the Companies Act, 2013 read with Companies (Appointment and Qualification of Directors) Rules, 2014, Shri Manoj R. Meshram (DIN: 08195079), who was appointed as an Additional Director by the Board of Directors with effect from 7th August, 2018 to hold office until the date of this Annual General Meeting, in terms of Section 161(1) of Companies Act, 2013 and Articles of Association of the Company and in respect of whom the Company has received a notice in writing from a member under Section 160 of the Companies Act, 2013, signifying his intention to propose Shri Manoj R. Meshram (DIN: 08195079), as a candidate for the office of Director of the Company, be and is hereby appointed as Director of the Company, liable to retire by rotation.”

by order of the Board of Directors
for ONGC Petro additions Limited



(Subodh Prasad Pankaj)
Company Secretary

Registered Office:

4th Floor, Nutan Bharat Co-operative Housing Society Limited,
R.C .Dutt Road, Alkapuri,
Vadodara-390007, Gujarat

Date : 21st September, 2018

NOTES:

- 1. A member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and vote instead of himself/herself and the proxy need not be a member of the Company.**
- 2. The proxy form duly completed must be deposited at registered office of the Company not less than forty-eight hours (48 hrs.) before the commencement of the meeting. Blank proxy form is attached.**
- 3. A person can act as a proxy on behalf of members not exceeding 50 (fifty) and holding in aggregate not more than 10% (ten percent) of the total share capital of the Company.**
- 4. Corporate members intending to send their authorized representatives to attend the meeting are requested to send to the Company a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting.**
- 5. Any member holding more than 10% (ten percent) of the total Share Capital of the Company carrying voting rights may appoint a single person as proxy, provided that the person does not act as proxy for any other member.**
- 6. Only bonafide members of the Company whose names appear on the Register of Members/Proxy holders and in possession of valid attendance slip duly filled & signed will be permitted to attend the meeting. The Company reserves its right to take all steps as may be deemed necessary to restrict non-members from attending the meeting.**
- 7. Relevant Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, in respect of Special Business to be transacted, as set out above, is annexed hereto.**
- 8. Directors Information pursuant to Clause 1.2.5 of the Secretarial Standard on General Meetings (SS-2) regarding Directors seeking appointment/re-appointment at the Annual General Meeting for Item No. 4 to Item No. 8 of Explanatory Statement is annexed.**
- 9. The Registers under the Companies Act, 2013 and all such other relevant documents referred to in the accompanying Notice and the Explanatory Statement will be available for inspection by the members at the Registered Office of the Company during normal business hours (09.00 A.M. to 5.30 P.M.) on all working days between Monday to Saturday (except 1st, 3rd and 5th Saturday of the month) of every week, up to and including the date of the Annual General Meeting of the Company.**
- 10. The Notice of Annual General Meeting along with Annual Report of financial year 2017-18 is being sent by electronic mode as well as physical copies are being sent by permitted mode. Further, members may kindly note that this notice and Annual Report of FY 2017-18 will also be available on the Company's website www.opalindia.in.**

EXPLANATORY STATEMENT PURSUANT TO SECTION 102 OF THE COMPANIES ACT, 2013

ITEM NO. 4

Appointment of Shri Shashi Shanker as Director

Shri Shashi Shanker was appointed as an Additional Director in pursuance to provisions of Section 161 of the Companies Act, 2013 on the Board of ONGC Petro additions Limited with effect from 11th October, 2017.

Pursuant to Section 161 of the Companies Act, 2013 the aforementioned director holds office up to the date of the ensuing Annual General Meeting i.e. the 12th Annual General Meeting of the Company. The Company has received a notice in writing from a member proposing his candidature for the office of Director which is in accordance with the provisions of Section 160 and all other applicable provisions of the Companies Act, 2013.

Shri Shashi Shanker, a Petroleum Engineer from Indian School of Mines (ISM), Dhanbad is an industry veteran with over 30 years of experience in diverse E&P activities. He also holds an MBA degree with specialisation in Finance. He has also received executive education from prestigious Indian Institute of Management, Lucknow and Indian School of Business, Hyderabad.

The Board feels that presence of Shri Shashi Shanker on the Board is desirable and would be beneficial to the Company and hence recommend Resolution No. 4 for adoption. None of the Directors and Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution.

The Board recommends resolutions under Item No. 4 to be passed as an ordinary resolution. Shri Shashi Shanker, if appointed, will be liable to retire by rotation under Section 152 of the Companies Act, 2013.

ITEM NO. 5

Appointment of Shri Subhash Kumar as Director

Shri Subhash Kumar was appointed as an Additional Director in pursuance to provisions of Section 161 of the Companies Act, 2013 on the Board of ONGC Petro additions Limited with effect from 6th February, 2018.

Pursuant to Section 161 of the Companies Act, 2013 the aforementioned director holds office up to the date of the ensuing Annual General Meeting i.e. the 12th Annual General Meeting of the Company. The Company has received a notice in writing from a member proposing his candidature for the office of Director which is in accordance with the provisions of Section 160 and all other applicable provisions of the Companies Act, 2013.

Shri Subhash Kumar is Fellow Member of ICMAI and also Associate Member of ICSI. He also an alumni of Punjab University, Chandigarh where from he obtained his Bachelors degree and Masters degree in Commerce with Gold Medal.

The Board feels that presence of Shri Subhash Kumar on the Board is desirable and would be beneficial to the Company and hence recommend resolution no. 5 for adoption. None of the Directors and Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution.

The Board recommends resolutions under Item No. 5 to be passed as an ordinary resolution. Shri Subhash Kumar, if appointed, will be liable to retire by rotation under Section 152 of the Companies Act, 2013.

ITEM NO. 6

Appointment of Ms. Gita Singh as Director

Ms. Gita Singh was appointed as an Additional Director in pursuance to provisions of Section 161 and Section 149(1)(b) of the Companies Act, 2013 read with Rule 3 of Companies (Appointment and Qualification of Directors) Rules 2014, on the Board of ONGC Petro additions Limited with effect from 6th February, 2018.

Pursuant to Section 161 of the Companies Act, 2013 the aforementioned director holds office up to the date of the ensuing Annual General Meeting i.e. the 12th Annual General Meeting of the Company. The Company has received a notice in writing from a member proposing his candidature for the office of Director which is in accordance with the provisions of Section 160 and all other applicable provisions of the Companies Act, 2013.

Ms. Gita Singh is a postgraduate in Applied Geophysics from the prestigious IIT-Kharagpur, class of 1981 followed by an M.Tech in Petroleum Exploration from Indian School of Mines, Dhanbad in the year 1982. She was first woman to join ISM Dhanbad as a student. She also holds a degree in management from Management Development Institute (MDI), Gurgaon class of 1989.

The Board feels that presence of Ms. Gita Singh, being the sole Women on the Board, is desirable and would be beneficial to the Company and hence recommend resolution No. 6 for adoption. None of the Directors and Key Managerial Personnel of the Company or their relatives is in any way concerned or interested, financially or otherwise, in the said resolution.

The Board recommends resolutions under Item No. 6 to be passed as an ordinary resolution. Ms. Gita Singh, if appointed, will be liable to retire by rotation under Section 152 of the Companies Act, 2013.

ITEM NO. 7

Appointment of Shri Rajesh Kakkar as Director

Shri Rajesh Kakkar was appointed as an Additional Director in pursuance to provisions of Section 161 of the Companies Act, 2013 on the Board of ONGC Petro additions Limited with effect from 24th March, 2018.

Pursuant to Section 161 of the Companies Act, 2013 the aforementioned director holds office up to the date of the ensuing Annual General Meeting i.e. the 12th Annual General Meeting of the Company. The Company has received a notice in writing from a member proposing his candidature for the office of Director which is in accordance with the provisions of Section 160 and all other applicable provisions of the Companies Act, 2013.

Shri Rajesh Kakkar holds a Bachelor's degree in Mechanical Engineering with Honors from Ravi Shankar University, Raipur. He completed Global Managers program at IIM, Kolkata and Leadership Development Program at IIM, Bengaluru. He was recognized as the "Young Executive of the Year" in 1991 and also received Chairman's award in 1992 for "Consistent Performance in Offshore Production Operations."

The Board feels that presence of Shri Rajesh Kakkar on the Board is desirable and would be beneficial to the Company and hence recommend resolution No. 7 for adoption. None of the Directors and Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution.

The Board recommends resolutions under Item No. 7 to be passed as an ordinary resolution. Shri Rajesh Kakkar, if appointed, will be liable to retire by rotation under Section 152 of the Companies Act, 2013.

ITEM NO. 8

Appointment of Shri Manoj R. Meshram as Director

Shri Manoj R. Meshram was appointed as an Additional Director in pursuance to provisions of Section 161 of the Companies Act, 2013 on the Board of ONGC Petro additions Limited with effect from 7th August, 2018.

Pursuant to Section 161 of the Companies Act, 2013 the aforementioned director holds office up to the date of the ensuing Annual General Meeting i.e. the 12th Annual General Meeting of the Company. The Company has received a notice in writing from a member proposing his candidature for the office of Director which is in accordance with the provisions of Section 160 and all other applicable provisions of the Companies Act, 2013.

Shri Manoj R. Meshram, a Chemical Engineering Graduate from Laxminarayan Institute of Technology Nagpur of 1983 Batch is having more than 35 years of diversified experience in fertilizers and petrochemical operations.

The Board feels that presence of Shri Manoj R. Meshram on the Board is desirable and would be beneficial to the Company and hence recommend resolution No. 8 for adoption. None of the Directors and Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution.

The Board recommends resolutions under Item No. 8 to be passed as an ordinary resolution. Shri Manoj R. Meshram, if appointed, will be liable to retire by rotation under Section 152 of the Companies Act, 2013.

**by order of the Board of Directors
for ONGC Petro additions Limited**



**(Subodh Prasad Pankaj)
Company Secretary**

Registered Office:

4th Floor, Nutan Bharat Co-operative Housing Society Limited,
R.C.Dutt Road, Alkapuri,
Vadodara- 390007, Gujarat

Date :21st September, 2018

ANNEXURE TO THE NOTICE DATED 21.09.2018

Directors Information pursuant to Clause 1.2.5 of the Secretarial Standard on General Meetings (SS-2) regarding Directors seeking appointment/re-appointment at the Annual General Meeting (AGM) for Item No. 4 to Item No. 8 of Explanatory Statement

Name	Shri Shashi Shaker (DIN:06447938)	Shri Subhash Kumar (DIN:07905656)	Ms. Gita Singh (DIN:08060707)	Shri Rajesh Kakkar (DIN:08029135)	Shri Manoj R. Meshram (DIN:08195079)
Age	57 Years	56 Years	59 Years	57 Years	57 Years
Qualification	-Petroleum Engineer from Indian School of Mines (ISM), Dhanbad. -MBA degree with specialization in Finance. -Executive education from Indian Institute of Management, Lucknow and Indian School of Business, Hyderabad.	-Fellow Member of ICAI -Associate Member of ICSI. -Bachelor Degree and Masters' Degree in Commerce both with Gold Medal.	-Postgraduate in Applied Geophysics from the prestigious IIT-Kharagpur -M.Tech in Petroleum Exploration from Indian School of Mines, Dhanbad. -Degree in Management from Management Development Institute (MDI), Gurgaon.	- Bachelors degree in Mechanical engineering with Honors from Ravi Shankar University, Raipur. -Global Managers' program at IIM, Kolkata -Leadership Development Program at IIM, Bangaluru.	-Chemical Engineering Graduate from Laxminarayan Institute of Technology Nagpur.
Experience	Shri Shashi Shanker is an industry veteran with over 30 years of experience in diverse E&P activities. Prior to taking over as Chairman and Managing Director, Shri Shanker held the position of Director (Technical & Field Services) of the Company. Under his leadership, the Company achieved many feats including world record for drilling of the deepest deep water well (water depth of 3174m), Drilling of over 500 wells during FY'17 etc. Under his guidance, a project for paperless office platform is being implemented successfully.	Shri Subhash Kumar joined ONGC in 1985 as Finance & Accounts Officer (F&AO) and worked in different streams of finance and accounts functions including as Chief of Commercial & Head Treasury of the Company. During his posting tenure at OVL, he played active role in evaluation and acquisition of many assets abroad. Prior to joining as Director (Finance) of the Company, Shri Kumar served a brief stint as Director (Finance) with Petronet LNG Limited.	Ms. Gita Singh has worked in different capacities as Geoscientist in Kolkata, Dehradun, Assam and Vadodara also she headed VSP operations in Assam-Arakan as well as Cambay basin as Party Chief.	Shri Rajesh Kakkar has more than three and a half decades of experience in the various aspects of operations and management in both offshore and onshore fields. He played a key role in reversing the production trend at Western Offshore in 2015. He has been pioneer of "field-life-cycle maximization" to enhance production from the ageing fields.	Shri Manoj R. Meshram is having over 35 years of diversified experience in fertilizers and petrochemical operations.
Terms and conditions of appointment or re-appointment along with details of remuneration sought to be paid	Appointed as Chairman and Non-Executive Director with effect from 11 th October, 2017, Liable to be retire by rotation.	Appointed a Non-Executive Director with effect from 6 th February, 2018, Liable to be retire by rotation.	Appointed a Non-Executive & Woman Director with effect from 6 th February, 2018, Liable to be retire by rotation.	Appointed a Non-Executive Director with effect from 24 th March, 2018, Liable to be retire by rotation.	Appointed a Non-Executive Director with effect from 7 th August, 2018, Liable to be retire by rotation.

Name	Shri Shashi Shaker (DIN:06447938)	Shri Subhash Kumar (DIN:07905656)	Ms. Gita Singh (DIN:08060707)	Shri Rajesh Kakkar (DIN:08029135)	Shri Manoj R. Meshram (DIN:08195079)
Last drawn Remuneration	NIL	NIL	NIL	NIL	NIL
Date of first Appointment on the Board	11/10/2017	06/02/2018	06/02/2018	24/03/2018	07/08/2018
Shareholding in the Company (No. of share held)	NIL	NIL	NIL	NIL	NIL
Relationship with other Directors, Managers & other Key Managerial personnel of the Company	NIL	NIL	NIL	NIL	NIL
Number of Board Meeting attended during the year 2017-18	Three out of Three	One Out of One	One Out of One	Zero Out of Zero	Not Applicable
Details of Other Directorships, Membership/ Chairmanship of Committees of the Board	Chairman and Managing Director at 1). Oil and Natural Gas Corporation Limited Chairman and Director at: 1). ONGC Videsh Limited 2). Mangalore Refinery and Petrochemicals Limited 3). Mangalore SEZ Limited 4). ONGC Tripura Power Company Limited 5). ONGC Mangalore Petrochemicals Limited Director at: 1). Petronet LNG Limited	Director at 1). Oil and Natural Gas Corporation Limited 2). ONGC Tripura Power Company Limited Committee Member: 1). Stakeholders Relationship Committee Member at Oil and Natural Gas Corporation Limited 2). Nomination and Remuneration Committee Member at ONGC Tripura Power Company Limited	NIL	Director at: 1). Oil and Natural Gas Corporation Limited 2). Pawan Hans Limited Committee member: 1). Audit and Ethics Committee Member at Oil and Natural Gas Corporation Limited	NIL



ONGC Petro additions Limited

Corporate Identity Number (CIN) : U23209GJ2006PLC060282
Registered Office: 4th Floor, 35, Nutan Bharat Co-operative Housing Society Limited
R.C. Dutt Road, Alkapuri, Vadodara – 390007, Gujarat

Website: www.opalindia.in ; Email: secretarial@opalindia.in ; Tel: 0265 – 6192600; Fax No: 0265 – 6192666

Form No. MGT-11 Proxy Form

[Pursuant to Section 105(6) of the Companies Act, 2013 and Rule 19(3) of the Companies (Management and Administration) Rules, 2014]

Name of the member (s):
Registered address:
E-mail ID:
Folio No/ Client ID:
DP ID:

I/We, being the member (s) of shares of ONGC Petro additions Limited, hereby appoint

- Name..... Address..... E-mail ID: Sign....., or failing him/her;
- Name..... Address..... E-mail ID: Sign....., or failing him/her;
- Name..... Address..... E-mail ID: Sign....., or failing him/her;

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the **12th Annual General Meeting** of the Company, to be held on **Saturday, the 29th September, 2018, at 17:00 hrs** at 35, Nutan Bharat Co-operative Housing Society Limited, R.C. Dutt Road, Alkapuri, Vadodara-390007, Gujarat and at any adjournment thereof, in respect of such resolutions as are indicated below :

Sl. No.	RESOLUTIONS DESCRIPTION
ORDINARY BUSINESS	
1.	To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended on 31 st March, 2018, statement of Profit & Loss for the year ended on 31 st March, 2018, Cash Flow Statement for the year ended on 31 st March, 2018 together with the Reports of the Board of Directors and Auditors' thereon and the Comments of the Comptroller & Auditor General of India, in pursuance of Section 143 (6) of the Companies Act, 2013.
2.	To appoint a Director in place of Shri P.K. Gupta (DIN: 01237706), who retires by rotation and being eligible, offers himself for re-appointment.
3.	To authorize Board of Directors of the Company to fix the remuneration of the Statutory Auditors of the Company for the Financial Year 2018-19, in terms of the provisions of Section 139(5) read with Section 142 of the Companies Act, 2013 and to pass necessary resolution(s) with or without modification(s), as an Ordinary Resolution.
SPECIAL BUSINESS	
4.	To appoint Shri Shashi Shanker as Director of the Company.
5.	To appoint Shri Subhash Kumar as Director of the Company.
6.	To appoint Ms. Gita Singh as Director of the Company.
7.	To appoint Shri Rajesh Kakkar as Director of the Company.
8.	To appoint Shri Manoj R. Meshram as Director of the Company.

Signed this..... day of 2018

Signature of Member: -

Signature of Proxy holder(s):-

Note: This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company at 4th Floor, 35, Nutan Bharat Co-operative Housing Society Limited, R.C. Dutt Road, Alkapuri, Vadodara – 390007, Gujarat, not less than 48 hours before the commencement of the Meeting.

Affix
revenue
Stamp
Of ₹ 1

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ONGC Petro additions Limited

Corporate Identification Number (CIN) : U23209GJ2006PLC060282
Registered Office: 4th Floor, 35, Nutan Bharat Co-operative Housing Society Limited,
R.C. Dutt Road, Alkapuri, Vadodara – 390007, Gujarat

Website: www.opalindia.in ; Email: secretarial@opalindia.in ; Tel: 0265 – 6192600; Fax No: 0265 – 6192666

ATTENDANCE SLIP

Folio No. / Client ID DP ID

I/We certify that I/We are Member(s)/Proxy for the member(s) of ONGC Petro additions Limited.

I/We hereby record my/our presence at the **12th Annual General Meeting** of the ONGC Petro additions Limited held on **Saturday, the 29th September, 2018, at 17:00 hrs** at 35, Nutan Bharat Co-operative Housing Society Limited, R.C. Dutt Road, Alkapuri, Vadodara-390007, Gujarat

Name of the Member..... Signature.....

Name of the Proxyholder..... Signature.....

Notes: 1. Only Member/Proxyholder can attend the Meeting.

2. Please complete the Folio No/ Client ID/DP ID and Name of the Member and Proxyholder and hand it over the Attendance Slip, duly signed, at the entrance of the Meeting venue.