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Mangalore Refinery and Petrochemicals Limited

(A Govt. of India Enterprise and A subsidiary of Oil and Natural Gas Corporation Limited)

Corporate Identity Number - L23209KA1988GOI008959

Regd. Office: Mudapadav, Kuthethoor P.O., Via Katipalla, Mangaluru - 575 030

E-Mail : investor@mrpl.co.in Website : www.mrpl.co.in



NOTICE OF 31st ANNUAL GENERAL MEETING AND REMOTE E-VOTING

NOTICE is hereby given that the 31st Annual General Meeting (AGM) of the Members of Mangalore Refinery and Petrochemicals Limited will be held on Saturday, 03rd August, 2019 at 4 P.M. at MRPL Employees Recreation Centre at Mudapadav, Post Kuthethoor, Via Katipalla, Mangaluru - 575 030, Karnataka to transact the business as set out in the Notice of the meeting.

Electronic copies of the Notice of the 31st AGM have been sent to all the members whose email IDs are registered with the Company/Depository Participant(s) unless the members have registered their request for the physical copy of the same. The dispatch of the 31st AGM notice, electronically & physically completed on 4th July 2019. The Notice of AGM along with 31st Annual Report is available at company's website at www.mrpl.co.in.

Members are hereby informed that in compliance with the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, the Company is extending the facility of remote e-voting provided by Central Depository Services Limited (CDSL) to its members to vote on the proposed business before the 31st AGM.

The detailed instructions for e-voting are given in the Notice of the 31st AGM. Members are requested to note the following:

1. The remote e-voting shall commence on Wednesday, 31st July, 2019 at 9 a.m.;
2. The remote e-voting shall end on Friday, 2nd August, 2019 at 5 p.m.;
3. The remote e-voting shall not be allowed beyond 5 p.m. on 2nd August, 2019;
4. The cut-off date for determining the eligibility to vote through remote e-voting or at the AGM is 27th July, 2019;
5. Any person, who acquired shares of the Company and becomes a member of the Company after dispatch of the Notice of the 31st AGM and holding shares as of the cut-off date, i.e., 27th July, 2019, may obtain the login ID and password by sending a request at helpdesk.evoting@cdslindia.com. However, if a person is already registered with CDSL for remote e-voting then existing user ID and password can be used for casting vote;
6. The facility for voting through Ballot paper shall be made available at the 31st AGM for members who have not cast their vote through remote e-voting;
7. Members may note that: a) The remote e-voting module shall be disabled by CDSL at 5 p.m. on 2nd August, 2019 and once the vote on a resolution is cast by the member, the member shall not be allowed to change it subsequently; b) The members who have cast their vote by remote e-voting prior to AGM may also attend the 31st AGM but shall not be entitled to cast their vote again; and c) 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 only shall be entitled to avail facility of remote e-voting or voting at the AGM through ballot paper;
8. The Notice of 31st AGM and Annual Report are available on the Company's website www.mrpl.co.in and also on the CDSL's website <https://www.evotingindia.com>;
9. In case of any grievances connected with the facility for voting by electronic means, Members can directly contact Mr. Rakesh Dalvi Manager, CDSL, Email: helpdesk.evoting@cdslindia.com Toll free No. 1800-200-5533. Members may also send their grievances to email ID: Investor@mrpl.co.in

For Mangalore Refinery and Petrochemicals Limited

Date: 09.07.2019

Place: Mangaluru

Sd/- Dinesh Mishra
Company Secretary