

## **ANNUAL GENERAL MEETING**

**NOTICE** is hereby given that the Tenth Annual General Meeting of L&T SAPURA OFFSHORE PRIVATE LIMITED will be held on Tuesday, September 22, 2020 at 2 p.m. through Video Conferencing (VC) or Other Audio-Visual Means (OAVM) to transact the following business\*:

### **ORDINARY BUSINESS**

1. To consider and adopt the audited financial statements of the Company for the year ended March 31, 2020, and the Reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mr. Satish Palekar (DIN: 07152099), who retires by rotation and being eligible offers himself for re-appointment
3. To appoint a Director in place of Mr. C. S. Kole (DIN: 08304388), who retires by rotation and being eligible offers himself for re-appointment

By Order of the Board of Directors  
**FOR L&T SAPURA OFFSHORE PRIVATE LIMITED**

Sd/-

Place: Mumbai  
Date: September 01, 2020

**SATISH PALEKAR**  
**DIRECTOR**  
**(DIN:07152099)**

\*Meeting would be held through MS Teams. The link for the meeting will be shared vide an e-mail. For any queries please get in touch with Mr. Rahul Sinnarkar on his email [rahul.sinnarkar@larsentubro.com](mailto:rahul.sinnarkar@larsentubro.com) or you may contact him on +91 9819 755744.

## NOTES:

In view of the COVID-19 pandemic and the need for ensuring social distancing, the Government of India, Ministry of Corporate Affairs ("MCA") allowed conducting Annual General Meeting through video conferencing (VC) or other audio-visual means (OAVM) without the physical presence of **Members at a common venue. Accordingly, MCA issued Circular No. 14/2020 dated April 08, 2020, Circular No.17/2020 dated April 13, 2020, Circular No. 20/2020 dated May 05, 2020 and Circular No. 22/2020** dated June 15, 2020 ("MCA Circulars"), prescribing the procedures and manner of conducting the Annual General Meeting through VC/OAVM. In compliance with the applicable provisions of the Companies Act, 2013, and MCA Circulars, the 10th Annual General Meeting (AGM) of the Members will be held through VC/ OAVM. Hence, Members can attend and participate in the AGM through VC/OAVM only.

Notice of the AGM along with the Annual Report 2019-20 is being sent only through electronic mode to Members at their registered email addresses.

A proxy is a person who attends and votes at a General Meeting on behalf of a person who is not able to attend and vote personally. Since this General Meeting is held through VC/OAVM the physical attendance of members is dispensed with and no proxies would be accepted by the Company. Similarly, no attendance slips/proxy forms/route map will be sent along with the Notice of the Meeting.

Members attending the Meeting through VC/OAVM will be counted for the purposes of reckoning of Quorum under Section 103 of the Companies Act, 2013. The voting would be by show of hands. In case poll is demanded, shareholders can vote by sending email to the Company Secretary at [rahul.sinnarkar@larsentoubro.com](mailto:rahul.sinnarkar@larsentoubro.com)

In terms of the MCA Circulars and in the view of the Board of Directors, all matters included in this Notice are unavoidable and hence are placed for approval of the shareholders at this AGM.

## General guidelines for VC participation

- Members may note that the 10<sup>th</sup> AGM of the Company will be convened through VC/OAVM in compliance with the applicable provisions of the Companies Act, 2013, read with the MCA Circulars. The link to attend the meeting through VC will be provided by the Company on the registered email ids of the shareholders closer to the date of the Meeting.
- Corporate Shareholders are required to send the Board Resolution/ Authorization Letter to the Company Secretary at [rahul.sinnarkar@larsentoubro.com](mailto:rahul.sinnarkar@larsentoubro.com) authorizing its representatives to attend the AGM through VC/OAVM.
- Shareholders can join the AGM 15 minutes before the Meeting.
- Members can participate in the AGM through their desktops / smartphones / laptops etc. However, for better experience and smooth participation, it is advisable to join the meeting through desktops / laptops with high-speed internet connectivity.

(ANNEXURE TO NOTICE DATED SEPTEMBER 01, 2020)  
**DETAILS OF DIRECTORS SEEKING APPOINTMENT/RE-APPOINTMENT AT THE FORTHCOMING  
ANNUAL GENERAL MEETING**  
(PURSUANT TO SS 2 ON GENERAL MEETING)

<b>Name of the Director</b>	<b>SATISH PALEKAR</b> DIN: 06465912	<b>C. S. KOLE</b> DIN: 08304388
<b>Date of Birth / Age</b>	January 19, 1962	January 01, 1959
<b>Date of first appointment on the Board</b>	May 13, 2015	January 18, 2019
<b>Qualifications</b>	-Bachelor of Chemical Engineering, UDCT, Mumbai - -Diploma in Management Studies, Mumbai University	Bachelor's Degree in Civil Engineering and a Post Graduate Advanced Diploma in Business.
<b>Experience</b>	More than 10 years	More than 10 years
<b>Other Directorships</b>	1. L&T Sapura Offshore Private Limited.	1. L&T Sapura Offshore Private Limited 2. L&T Modular Fabrication Yards LLC 3. Larsen & Toubro Heavy Engineering LLC 4. L&T Electromech LLC
	CSR - L&T Sapura Shipping Private Limited	None
<b>Shareholding in the Company</b>	NIL	NIL
<b>Relationships with directors, manager and KMP</b>	None	NIL
<b>Number of Meetings of Board attended during the year/ Since appointed.</b>	4	4



**L&T Hydrocarbon Engineering**



**L&T Sapura Offshore Private Limited**  
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Email: [marketing@lntsapura.com](mailto:marketing@lntsapura.com).  
[www.Lntsapura.com](http://www.Lntsapura.com)

Registered Office: Mount Poonamallee Road, P.O. Box. No.979, Manapakkam, Chennai 600089, INDIA  
CIN: U11200TN2010PTC077214

L&T Sapura Offshore Private Limited is a Joint Venture between L&T Hydrocarbon Engineering Limited and Sapura Energy Bhd.