

## ANNUAL GENERAL MEETING

**NOTICE** is hereby given that the Eleventh Annual General Meeting of L&T SAPURA OFFSHORE PRIVATE LIMITED will be held on Tuesday, 14th day of September, 2021 at 11:00 a.m. at L&T House, N. M. Marg, Ballard Estate, Mumbai – 400 001 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, 2021, and the Reports of the Board of Directors and Auditors thereon.
2. To appoint a Director in place of Mr. K. S. Balasubramanyam (DIN: 06918056), who retires by rotation and being eligible offers himself for re-appointment.
3. To appoint a Director in place of Mr. Reza Bin Abdul Rahim (DIN: 05181489), who retires by rotation and being eligible offers himself for re-appointment.

### **SPECIAL BUSINESS**

4. To consider and if thought fit, pass with or without modification the following resolution as an **ORDINARY RESOLUTION**:

**“RESOLVED THAT** Mr. Phanindhar Chivukula (DIN: 07208150) who was appointed as an Additional Director holds office up to the date of this Annual General Meeting, is eligible for appointment, and in respect of whom the Company has received a notice in writing from a member under the provisions of Section 160 of the Companies Act, 2013 proposing his candidature for the office of a Director, be and is hereby appointed as a Director, liable to retire by rotation.”

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



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

Place: Mumbai  
Date: August 19, 2021

**NOTES:**

A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY AND WHERE THAT IS ALLOWED TO ATTEND AND VOTE INSTEAD OF HIMSELF AND A PROXY NEED NOT BE A MEMBER.

PROXIES IN ORDER TO BE EFFECTIVE MUST BE RECEIVED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN FORTY EIGHT HOURS BEFORE THE COMMENCEMENT OF THE MEETING.

Pursuant to Section 105 of the Companies Act, 2013 and Rule 19 of the Companies (Management & Administration) Rules, 2014, a person can act as a proxy on behalf of members not exceeding 50 and holding in aggregate not more than 10% of the total share capital of the Company carrying voting rights. In case a proxy is proposed to be appointed by a member holding more than 10% of the total share capital of the Company carrying voting rights, then such proxy shall not act as a proxy for any other person or shareholder.

**EXPLANATORY STATEMENT**

As required by Section 102 of the Companies Act, 2013, the following Explanatory Statement sets out material facts relating to the business under Item No. 4 of the accompanying Notice.

**Item No. 4:**

Mr. Phanindhar Chivukula (DIN: 07208150) has been appointed as an Additional Director of the Company with effect from 15<sup>th</sup> January, 2021. Pursuant to the provisions of section 161(1) of the Companies Act, 2013, as amended, Mr. Chivukula holds office as an Additional Director upto the date of this Annual General Meeting. The Company has received a notice in writing from a member proposing the candidature of Mr. Chivukula for the office of Director under the provisions of Section 160 of the Companies Act, 2013.

The Directors recommend the resolution in relation to the appointment of Mr. Chivukula as a Director liable to retire by rotation, for approval of the Shareholders of the Company.

Except Mr. Chivukula, no other Director or the key managerial personnel of the Company or any of their relatives are directly or indirectly concerned or interested in the said Resolution.

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



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

Place: Mumbai  
Date: 19th August, 2021



**L&T Hydrocarbon Engineering**



**L&T Sapura Offshore Private Limited**  
L&T Business Park, TC II, Tower 'B', 5<sup>th</sup>  
Floor, Gate No. 5, Saki Vihar Road,  
Powai, Mumbai- 400072 INDIA  
Tel: +91 22 6705 9085  
Fax: +91 22 67051246  
Email: marketing@lntsapura.com.  
www.Lntsapura.com

## ATTENDANCE SLIP

### L&T SAPURA OFFSHORE PRIVATE LIMITED

Regd. Office: Mount Poonamallee Road, P.O. Box. No.979, Manapakkam, Chennai - 600089

|               |  |
|---------------|--|
| Folio No.     |  |
| No. of Shares |  |

NAME AND ADDRESS OF REGISTERED  
SHAREHOLDER

I certify that I am a registered shareholder / proxy for the registered shareholder of the Company.

I hereby record my presence at the 11TH ANNUAL GENERAL MEETING of the Company at **L&T House, Ballard Estate, Mumbai - 400 001** on Tuesday, **14th day of September, 2021** at 11.00 a.m. (IST).

\_\_\_\_\_  
Signature

Note: Please complete this and hand it over at the entrance of the hall.

**PROXY FORM**

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

**L&T SAPURA OFFSHORE PRIVATE LIMITED**

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|                       |  |
|-----------------------|--|
| Name of the Member(s) |  |
| Registered Address    |  |
| Email ID              |  |
| Folio No.             |  |

I/We, being the member(s) of \_\_\_\_\_ shares of L&T SAPURA OFFSHORE PRIVATE LIMITED, hereby appoint:

- 1) \_\_\_\_\_ of \_\_\_\_\_ having e-mail id \_\_\_\_\_ or failing him
- 2) \_\_\_\_\_ of \_\_\_\_\_ having e-mail id \_\_\_\_\_ or failing him
- 3) \_\_\_\_\_ of \_\_\_\_\_ having e-mail id \_\_\_\_\_ or failing him

and whose signature(s) are appended below as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the 11TH Annual General Meeting of the Company, to be held at **L&T House, Ballard Estate, Mumbai - 400 001** on Tuesday, **14th day of September, 2021** at 11.00 a.m and at any adjournment thereof in respect of such resolutions as are indicated below:

\*\* I wish my above Proxy to vote in the manner as indicated in the box below:

| Item No.                 | Resolutions   | For | Against |
|--------------------------|---|-----|---------|
| <b>ORDINARY BUSINESS</b> |   |     |         |
| 1                        | Adoption of Audited Financial Statements, Directors' Report & Auditors' Report for the financial year ended 31 <sup>st</sup> March, 2021. |     |         |
| 2                        | Re-appointment of Mr. K. S. Balasubramanyam (DIN: 06918056) as a Director, who retires by rotation.                                       |     |         |
| 3                        | Re-appointment of Mr. Reza Bin Abdul Rahim (DIN: 05181489), as a Director, who retires by rotation.                                       |     |         |
| <b>SPECIAL BUSINESS</b>  |   |     |         |
| 4                        | Appointment of Mr. Phanindhar Chivukula (DIN: 07208150) as the Director of the Company.   |     |         |



**L&T Hydrocarbon Engineering**



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Fax: +91 22 67051246  
Email: marketing@lntsapura.com.  
www.Lntsapura.com

Affix a  
1 Rupee  
Revenue  
Stamp

Signed this .....day of .....2021      Signature of shareholder.....

\_\_\_\_\_  
Signature of first proxy holder    Signature of second proxy holder    Signature of third proxy holder

**Note:**

- (1) This form of proxy in order to be effective should be duly completed and deposited at the Registered Office of the Company not less than 48 hours before the commencement of the meeting.
- (2) A Proxy need not be a member of the Company.
- (3) Members/Proxies should bring their attendance slips duly completed for attending the Meeting.
- (4) This is only optional. Please put a 'X' in the appropriate column against the resolutions indicated in the Box. If you leave the 'For' or 'Against' column blank against any or all the resolutions, your Proxy will be entitled to vote in the manner as he/she thinks appropriate.
- (5) Appointing a proxy does not prevent a member from attending the meeting in person if he/she so wishes.
- (6) In the case of joint holders, the signature of any one holder will be sufficient, but names of all the joint holders should be stated.



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[www.Lntsapura.com](http://www.Lntsapura.com)

**Route Map to the AGM Venue:**



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.