

## **ANNUAL GENERAL MEETING**

**NOTICE** is hereby given that the Eleventh Annual General Meeting of L&T SAPURA SHIPPING PRIVATE LIMITED will be held on Tuesday, 14<sup>th</sup> day of September, 2021 at 10:30 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**

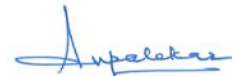
4. To consider and if thought fit, pass with or without modification the following resolution as an **ORDINARY RESOLUTION**:

**“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.”

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

**“RESOLVED THAT** Ms. Vaishali Koparkar (DIN: 08021957) 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 her 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 SHIPPING 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 Nos. 4 and 5 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.

### **Item No. 5:**

On the recommendation of the Board, Ms. Vaishali Koparkar (DIN: 08021957) was appointed as an Additional Director with effect from 30<sup>th</sup> June, 2021 and holds office up to the date of this Annual General Meeting. The Company has received a notice in writing from a member under the provisions of Section 160 of the Companies Act 2013 proposing the candidature of Ms. Vaishali Koparkar for the office of the Director.

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

None of the Directors or the Key Managerial Personnel or their relatives except Ms. Vaishali Koparkar is directly or indirectly concerned or interested in this Resolution.

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



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

Place: Mumbai  
Date: 19th August, 2021



**L&T Hydrocarbon Engineering**



*L&T Sapura Shipping 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](mailto:marketing@lntsapura.com).  
[www.lntsapura.com](http://www.lntsapura.com)

## ATTENDANCE SLIP

### L&T SAPURA SHIPPING 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 10.30 a.m. (IST).

\_\_\_\_\_  
Signature

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



**L&T Hydrocarbon Engineering**



*L&T Sapura Shipping 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@Intsapura.com.  
 www.Lntsapura.com

**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 SHIPPING PRIVATE LIMITED**

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

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

I/We, being the member(s) of \_\_\_\_\_ shares of L&T SAPURA SHIPPING 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 10.30 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.		
5	Appointment of Ms. Vaishali Koparkar (DIN: 08021957) as the Director of the Company.		

Registered Office: Mount Poonamallee Road, P.O. Box. No.979, Manapakkam, Chennai 600089, INDIA  
 CIN: U61100TN2010PTC077217

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



**L&T Hydrocarbon Engineering**



*L&T Sapura Shipping Private Limited*  
L&T Business Park, TC II, Tower 'B',  
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Email: [marketing@lntsapura.com](mailto:marketing@lntsapura.com).  
[www.lntsapura.com](http://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.

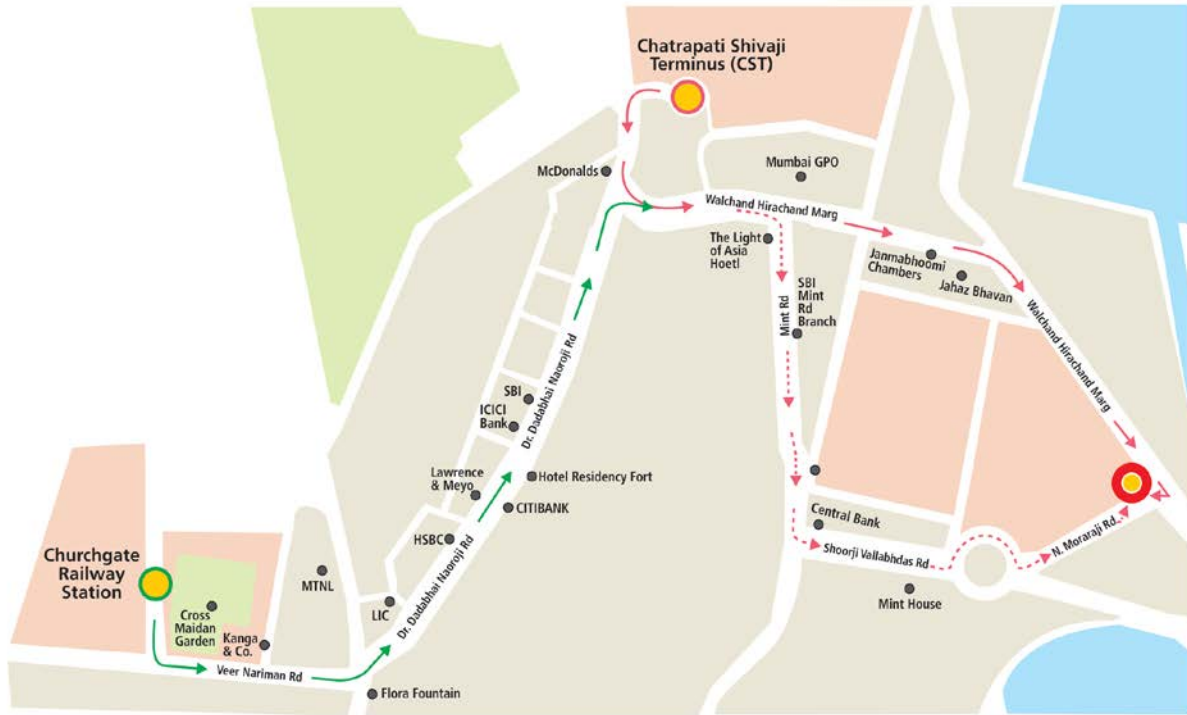


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**Route Map to the AGM Venue:**



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CIN: U61100TN2010PTC077217

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