



COAL INDIA LIMITED

A Maharatna Company

CIN: L23109WB1973GOI028844

Registered office-Coal Bhawan, Premises No-04 MAR, Plot No-AF-III,

Action Area-1A, New town, Rajarhat, Kolkata-700156

Tel No-033-23245555, Fax No-033-23246510

Email-complianceofficer.cil@coalindia.in, Website: www.coalindia.in

NOTICE

Dated: 10th July'2018

Notice of Forty-Fourth Annual General Meeting of Coal India Limited

NOTICE is hereby given to the members of Coal India Limited that the Forty-fourth Annual General Meeting of the Company will be held on **Wednesday, the 12th September' 2018 at 10.30 A.M** at Science City, Main Auditorium, JBS Haldane Avenue, Kolkata -700046 to transact the following businesses:

ORDINARY BUSINESS:

1. To receive, consider and adopt:
 - a. the Standalone Audited Financial Statements of the Company for the financial year ended March 31, 2018 including the Audited Balance Sheet as at March 31, 2018 and Statement of Profit & Loss for the year ended on that date and the Reports of the Board of Directors, Statutory Auditor and Comptroller and Auditor General of India thereon.
 - b. the Consolidated Audited Financial Statements of the Company for the financial year ended March 31, 2018 including the Audited Balance Sheet as at March 31, 2018 and Statement of Profit & Loss for the year ended on that date and the Report of Statutory Auditor and Comptroller and Auditor General of India thereon.
2. To approve Interim dividend paid on equity shares for the Financial Year 2017-18 as final dividend for the year 2017-18.
3. To appoint a director in place of Shri Rajesh Kumar Sinha [DIN-05351383] who retires by rotation in terms of Section 152(6) of the Companies Act, 2013 and Article 39(j) of Articles of Association of the Company and being eligible, offers himself for reappointment.

SPECIAL BUSINESS:

ITEM No.4

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

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 and any other applicable provisions of the Companies Act, 2013 as amended by Companies (Amendment) Act 2017 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) and provisions of any other guidelines issued by relevant authorities, Shri B.L. Gajipara, [DIN:07947068], who was appointed by the Board of Directors as an Additional Director in the capacity of an Independent Director of the Company with effect from 22nd September' 2017 and who holds office upto the date of this Annual General Meeting in terms of Section 161(1) of Companies Act, 2013 and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Companies Act, 2013 proposing his candidature for the office of the Director, be and is hereby appointed as an Independent Director of the Company w.e.f 22nd September' 2017 till 5th September' 2020 or until further orders, in terms of Ministry of Coal letter no-21/18/2017-BA(i) dated 6th Sep' 2017. He is not liable to retire by rotation

ITEM No.5.

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

"RESOLVED THAT pursuant to the provisions of Sections 149, 152 and any other applicable provisions of the Companies Act, 2013 as amended by Companies (Amendment) Act 2017 and the rules made thereunder and provisions of any other guidelines issued by relevant authorities (including any statutory modification(s) or re-enactment thereof for the time being in force), Shri B. Dayal [DIN- 07367625], who was appointed by the Board of Directors as an Additional Director to function as Director (Technical) of the Company with effect from 11th October' 2017 and who holds office upto the date of this Annual General Meeting in terms of Section 161(1) of Companies Act, 2013 and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Companies Act, 2013 proposing

his candidature for the office of the Director, be and is hereby appointed as a Whole time Director of the Company w.e.f 11th October' 2017 to hold office upto 31st January' 2022 i.e the date of his superannuation or until further orders, whichever is earlier in terms of Ministry of Coal letter no-21/8/2017-BA dated 10th October' 2017. He shall be liable to retirement by rotation.

ITEM No.6

To consider and if thought fit to pass with or without modification(s), the following resolution as an **Ordinary** Resolution: **"RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and any other applicable provisions of the Companies Act, 2013 as amended by Companies (Amendment) Act 2017 and the rules made thereunder and provisions of any other guidelines issued by relevant authorities (including any statutory modification(s) or re-enactment thereof for the time being in force), Shri R P Srivastava [DIN-08036468], who was appointed by the Board of Directors as an Additional Director to function as Director (Personnel) of the Company with effect from 31st January' 2018 and who holds office upto the date of this Annual General Meeting in terms of Section 161(1) of Companies Act, 2013 and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Companies Act, 2013 proposing his candidature for the office of the Director, be and is hereby appointed as a Whole time Director of the Company w.e.f 31st January' 2018 to hold office upto 31st January' 2021 i.e the date of his superannuation or until further orders, whichever is earlier in terms of Ministry of Coal letter no-21/9/2017-BA dated 25th January' 2018. He shall be liable to retirement by rotation.

ITEM No.7

To consider and if thought fit to pass with or without modification(s), the following resolution as an **Ordinary** Resolution: **"RESOLVED THAT** pursuant to the provisions of Sections 149, 152 and any other applicable provisions of the Companies Act, 2013 as amended by Companies (Amendment) Act 2017 and the rules made thereunder and provisions of any other guidelines issued by relevant authorities (including any statutory modification(s) or re-enactment thereof for the time being in force), Shri A.K.Jha [DIN-06645361], who was appointed by the Board of Directors as an Additional Director to function as Chairman cum Managing Director of the Company with effect from 18th May' 2018 and who holds office upto the date of this Annual General Meeting in terms of Section 161(1) of Companies Act, 2013 and in respect of whom the Company has received a notice in writing from a Member under Section 160(1) of the Companies Act, 2013 proposing his candidature for the office of the Director, be and is hereby appointed as a Whole time Director of the Company w.e.f 18th May' 2018 to hold office upto 31st January' 2020 i.e the date of his superannuation or until further orders, whichever is earlier in terms of Ministry of Coal letter no-21/3/2017-BA dated 18th May' 2018. He shall not be liable to retirement by rotation.

ITEM No. 8

To consider and if thought fit to pass with or without modification(s), the following resolution as an **Ordinary** Resolution: **"RESOLVED THAT** pursuant to the provisions of Section 148(3) and all other applicable provisions of the Companies Act, 2013 and the Companies (Audit and Auditors) Rules, 2014 (including any other statutory modification(s) or re-enactment thereof for the time being in force) the remuneration of Rs 2,01,094/-, out of pocket expenditures and applicable taxes as set out in the explanatory statement to this Resolution and payable to M/s Balwinder & Associates, Cost Auditor (Registration Number 000201) who was appointed as Cost Auditor by the Board of Directors of the Company to conduct the audit of the cost records of the CIL Standalone for the financial year ended 31st March, 2018 be and is hereby ratified."

By order of the Board of Directors
For Coal India Limited
Sd/-
(M. VISWANATHAN)
Company Secretary

Registered Office:

CIN: L23109WB1973GOI028844
Coal Bhawan, Premises No-04 MAR,
Plot No-AF-III, Action Area-1A,
New town, Rajarhat, Kolkata-700156
Email-complianceofficer.cil@coalindia.in
Website: www.coalindia.in
Date: 10th July'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. IN ORDER TO BE EFFECTIVE, THE PROXY FORM DULY COMPLETED SHOULD BE DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN FORTY - EIGHT HOURS BEFORE THE SCHEDULED TIME OF THE ANNUAL GENERAL MEETING. BLANK PROXY FORM IS ENCLOSED.

In terms of Section 105 of the Companies Act'2013 read with Rule 19 of the Companies (Management and Administration) Rules 2014, a person can act as a proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the company carrying voting rights. A member holding more than ten percent of the total share capital of the company carrying voting rights may appoint a single person as proxy and such person shall not act as proxy for any other person or shareholder.

2. The Company is providing facility for voting by electronic means (e-voting) and the business set out in the notice will be transacted through such voting. Information and instructions relating to e-voting are given in this notice in Note no-24
3. The Register of Members and Share Transfer Books of the Company will remain closed from 6th September' 2018 to 12th September' 2018 (both days inclusive) for the purpose of Annual General Meeting.
4. Members are requested to:
 - (i) Note that copies of Annual Report will not be distributed at the Annual General Meeting.
 - (ii) Bring their copies of Annual Report, Notice and Attendance Slip duly completed and signed at the meeting.
 - (iii) Deliver duly completed and signed Attendance Slip at the entrance of the meeting venue as entry to the Hall will be strictly on the basis of the entry slip available at the counters at the venue to be exchanged with the attendance slip.
 - (iv) Quote their Folio / Client ID & DP ID Nos. in all correspondence.
 - (v) Note that due to strict security reasons, eatables and other belongings are not allowed inside the Auditorium.
 - (vi) **Duplicate admission slips will not be provided at the AGM venue.**
5. Members are advised to submit their Electronic Clearing System (ECS) mandates, to enable the Company to make remittance by means of ECS. Those holding shares in physical form may obtain and send ECS mandate form to M/s Alankit Assignments Limited, Registrar & Share Transfer Agent (RTA) of the Company. Those holding shares in Electronic Form may obtain and send ECS mandate form directly to their Depository Participant (DP). Those who have already furnished ECS Mandate Form to the Company/ RTA /DP with complete details need not send it again.
6. Members holding shares in electronic mode may note that bank particulars registered against their respective depository accounts will be used by the Company for payment of dividend The Company or M/s Alankit Assignments Ltd cannot act on any request received directly from members holding shares in electronic mode for any change of bank particulars or bank mandates. Such changes are advised only to the Depository Participants (DPs) by the members.
7. Members may avail the facility of nomination in terms of Section 72 of the Companies Act, 2013 by nominating any person to whom their shares in the Company shall vest on occurrence of events stated in Form-SH.13. Form-SH.13 is to be submitted in duplicate to M/s Alankit Assignments Limited, RTA of the Company. In case of shares held in dematerialized form, the nomination has to be lodged with the respective Depository Participant.
8. Corporate Members intending to send their authorized representative(s) pursuant to section 113 of the Companies Act 2013 to attend the Meeting are requested to send a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the Meeting. An authorized representative of a body corporate

member may also appoint a proxy under his signature in the manner provided in Note 1 above.

9. Non-Resident Indian Members are requested to inform M/s Alankit Assignments Limited, immediately of :
 - (i) Change in their residential status on return to India for permanent settlement
 - (ii) Particulars of their bank account maintained in India with complete name, branch, account type, account number, IFSC code and address of the bank with pin code number, if not furnished earlier.
10. Members are requested to notify immediately any change of address and Bank Account:
 - i. to their DP in respect of shares held in dematerialized form, and
 - ii. to the Company at its Registered Office or to its RTA, M/s Alankit Assignments Ltd. in respect of their physical shares, if any, quoting their folio number.
11. The Board of Directors of your company in its 360th meeting held on 10th March' 2018 had declared interim dividend @ 165% (Rs.16.50 per share) on the paid-up equity share capital of the company which was paid on and from 23rd March 2018. Members who have not received or not encashed their dividend warrants may approach M/s Alankit Assignments Limited, Registrar & Share Transfer Agent of the Company for obtaining Demand Draft.

The Ministry of Corporate Affairs has notified provisions relating to unpaid/unclaimed dividend under Section 124 of Companies Act 2013 and Transfer of unpaid Dividend amount to Investor Education and Protection Fund under Section 125 of the Companies Act, 2013 and Investor Education and Protection Fund [Accounting, Audit, Transfer and Refund] Rules 2017. As per these Rules, dividend which are not encashed/ claimed by the shareholder for a period of seven consecutive years shall be transferred to the Investor Education and Protection Fund Authority (IEPF). The new IEPF Rules also mandates the companies to transfer the shares of shareholders whose dividends remain unpaid/ unclaimed for a period of seven consecutive years to the Demat account of IEPF Authority. Hence the company urges all the shareholders to encash/claim their respective dividend during the prescribed period. Company has uploaded the details of unpaid and unclaimed amounts lying with the Company on the website of the Company (www.coalindia.in), as also on the website of Ministry of Corporate Affairs (www.mca.gov.in).

As per Section 125 of the Companies Act, 2013 and Investor Education and Protection Fund [Accounting, Audit, Transfer and Refund] Rules 2017, the Company had also transferred Rs 33,13,114.00 to IEPF Authority on 29th Nov'17, IPO amount remained unclaimed for last 7 seven years. The details are available in CIL website

Further the Company had, transferred Rs.47,94,223/- being the unpaid and unclaimed dividend amount pertaining to Interim Dividend 2010-11 on 16th March' 2018 to the IEPF. The Company has been sending reminders to those members having unpaid/ unclaimed dividends before transfer of such dividend(s) to IEPF as per IEPF Rules 2017. Details of the unpaid/ unclaimed dividend are also uploaded as per the requirements, on the Company's website www.coalindia.in. Members, who have not encashed their dividend pertaining to Final Dividend 2010-11 and other dividends declared by the company thereafter, are advised to write to the Company immediately claiming dividends declared by the Company.

Pursuant to the provisions of IEPF Rules, all shares in respect of which dividend has not been paid or claimed for seven consecutive years shall be transferred by the Company to the designated Demat Account of the IEPF Authority ('IEPF Account') within a period of thirty days of such shares becoming due to be transferred to the IEPF Account. Accordingly, the Company had transferred 48,903 equity shares of Rs 10/-each to the IEPF Account on which the dividends remained unpaid or unclaimed for seven consecutive years with reference to the due date of 16th March, 2018 after following the prescribed procedure.

Further, all the shareholders who have not claimed/ encashed their dividends in the last seven consecutive years from Final Dividend of 2010-11 are requested to claim the same before 20th October, 2018. In case valid claim is not received by that date, the Company will proceed to transfer the respective shares to the IEPF Account in terms of the IEPF Rules. In this regard, the Company has individually informed the shareholders concerned and also published notice in the newspapers as per the IEPF Rules. The details of such shareholders and shares due for transfer are uploaded on the "Investors Section" of the website of the Company viz. www.coalindia.in

Due dates for transfer to IEPF account of unclaimed/ unpaid dividends declared by the company for the financial year 2010-11 till date are as under:

Particulars	Declared on	Due date of transfer
Final Dividend 2010-11	20.09.2011	20.10.2018
Interim Dividend 2011-12	12.03.2012	11.04.2019
Final Dividend 2011-12	18.09.2012	17.10.2019
Interim Dividend 2012-13	14.03.2013	13.04.2020
Final Dividend 2012-13	18.09.2013	17.10.2020
Interim Dividend 2013-14	14.01.2014	13.02.2021
Interim Dividend 2014-15	27.02.2015	01.03.2022
Interim Dividend 2015-16	05.03.2016	04.04.2023
1 st Interim Dividend 2016-17	06.03.2017	05.04.2024
2 nd Interim Dividend 2016-17	26.03.2017	25.04.2024
Interim Dividend 2017-18	10.03.2018	09.04.2025

12. Pursuant to Section 143(5) of the Companies Act, 2013, the Auditors of a Government Company are to be appointed or re-appointed by the Comptroller and Auditor General of India (C & AG) and in terms of sub-section(1) of Section 142 of the Companies Act, 2013, their remuneration has to be fixed by the Company in the Annual General Meeting or in such manner as the Company in General Meeting may determine. The Members of your Company in its 27th Annual General Meeting held on 29th September, 2001 authorised the Board of Directors to fix the remuneration of Statutory Auditors.
13. The Register of Directors, Key Managerial Personnel and their shareholding maintained under Section 170 of the Companies Act, 2013, will be available for inspection by the members at the AGM.
14. The Register of Contracts or Arrangements, in which Directors are interested, maintained under section 189 of Companies Act, 2013, will be available for inspection by the members at the AGM.
15. All documents referred to in the accompanying notice are open for inspection at the AGM and such documents will also be available for inspection in physical or in electronic form at the registered office of the Company and copies thereof shall also be available for inspection at the Registered office of the Company during normal business hours on working days from 11.00AM to 1.00 PM.
16. Members may also note that notice of 44th AGM and Annual Report 2017-18 will be available on the Company's website, www.coalindia.in and on the website of M/s Alankit Assignments Limited. The physical copies of the aforesaid documents will also be available at the Company's registered office for inspection during the normal business hours on working days from 11.00A.M to 1.00 P.M. Members who require communication in physical form in addition to e-communication, or have any other queries, may write to us at: complianceofficer.cil@coalindia.in

17. In terms of Section 152 of the Companies Act, 2013 Shri R K Sinha (DIN-05351383), Director, retires by rotation at the general meeting and being eligible, offers himself for re-appointment. Details of Director seeking appointment or re-appointment as required to be provided pursuant to the provisions of (i) Regulation 36 (3) of the Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 and (ii) para 1.2.5 of Secretarial Standard on General Meetings ("SS-2"), issued by The Institute of Company Secretaries of India. The Director has furnished the requisite consent/declaration for his re-appointment.

Name of Director	Shri R K Sinha
DIN	05351383
Date of Birth	27.03.1966
Nationality	Indian
Date of appointment on the Board	05.08.2016
Qualification	IAS
List of Directorships held in other companies	Mahanadi Coalfields Ltd
Chairman/Membership of other Committee in Coal India Ltd	Nomination and Remuneration Committee and CSR Committee

Profile of Shri R K Sinha is given under "Brief profile of Directors" in Annual Report 2017-18

18. The Securities and Exchange Board of India (SEBI) has mandated submission of Permanent Account Number(PAN) by every participant in securities market. Members holding shares in electronic form are, therefore, requested to submit their PAN to their Depository Participant with whom they are maintaining their Demat accounts. Members holding shares in physical form can submit their PAN to the Company/ M/s Alankit Assignments Limited.
19. The Explanatory Statement pursuant to Section 102(1) of the Companies Act, 2013 in respect of Special businesses is annexed herewith.
20. Members holding shares in single name and physical form are advised to make nomination in respect of their shareholding in the company.
21. Route Map to the venue of the meeting is annexed herewith for the convenience of the members to attend the meeting. The prominent landmark for the venue of the meeting is Hotel ITC Sonar Bangla
22. Members who hold shares in physical form in multiple folios in identical names or joint holding in the same order of names are requested to send the share certificates to M/s Alankit Assignments Limited, for consolidation into a single folio. **SEBI has decided that securities of listed companies can be transferred only in dematerialized form from 5th December' 2018. In view of the above and to avail various benefits of dematerialization, members are advised to dematerialize shares held by them in physical form.**
23. Members are requested to address all correspondences, including dividend matters to our Registrar and Share Transfer Agents on any one of the below mentioned addresses:

Registered Office M/s Alankit Assignments Limited, Alankit Height, 1E/13, Jhandewalan Extension, New Delhi-110055 Email-id-alankit_rta@alankit.com Ph.no-011-4254-1234/2354-1234 Fax-011-4154-3474 Toll-free- 1860-121-2155 Website-www.alankit.com	Local Address M/s Alankit Assignments Limited Main Building, 2 nd floor 19 R N Mukherjee, Kolkata-700001 Email-id-alankit_rta@alankit.com Ph. no-033-4401-4100/4200 Toll-free-1860-121-2155
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24. STEPS FOR REMOTE E-VOTING: -

Pursuant to section 108 and other applicable provisions, if any, of the Companies Act' 2013 read with Rule 20 of The Companies(Management and Administration) Rules, 2014 as substituted by the Companies (Management and Administration) Amendment Rules, 2015(Amended rules 2015) as amended and Regulation44 of the Securities and Exchange Board of India(Listing Obligations and Disclosure Requirements) Regulations 2015 andSecretarial Standard on General Meetings (SS-2) issued by the Institute of Company Secretaries of India, the company is pleased to offer remote e-voting facility to the members to cast their votes electronically on all resolutions set forth in the notice convening the 44th Annual General Meeting to be held on **Wednesday, the 12th September' 2018 at 10.30 A.M** at Science City, Main Auditorium, JBS Haldane Avenue, Kolkata -700046 through remote e-voting services provided by NSDL

The remote e-voting facility is available at the links <https://www.evoting.nsdl.com/>

The electronic voting particulars are set out below:

R-EVEN(REMOTE E-VOTING EVENT NUMBER)	USER-ID	PASSWORD

The remote e-voting facility will be available during the following voting period:

Commencement of remote e-voting	End of remote e-voting
September 8, 2018, IST 9.00 A.M	September 11, 2018 IST 5.00 P.M

Please read the instructions given below before exercising your vote.

These details and instructions form an integral part of the Notice for the Annual General Meeting to be held on 12th September' 2018.

Voting electronically using NSDL e-Voting system.

The way to vote electronically on NSDL e-Voting system consists of "Two Steps" which are mentioned below:

Step 1 : Log-in to NSDL e-Voting system at <https://www.evoting.nsdl.com/>

Step 2 : Cast your vote electronically on NSDL e-Voting system.

Details on Step 1 is mentioned below:

How to Log-in to NSDL e-Voting website?

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL eservices after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Your password details are given below:
 - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
 - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need enter the 'initial password' and the system will force you to change your password.
 - c) How to retrieve your 'initial password'?
 - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. a .pdf file. Open the .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
 - (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the " Initial password" or have forgotten your password:
 - a) Click on "**Forgot User Details/Password?**"(If you are holding shares in your demat account with NSDL or CDSL) option available on www.evoting.nsdl.com.
 - b) **Physical User Reset Password?**" (If you are holding shares in physical mode) option available on www.evoting.nsdl.com.
 - c) If you are still unable to get the password by aforesaid two options, you can send a request at evoting@nsdl.co.in mentioning your demat account number/folio number, your PAN, your name and your registered address.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

Details on Step 2 is given below:

How to cast your vote electronically on NSDL e-Voting system?

1. After successful login at Step 1, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

General Guidelines for shareholders

1. Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to send scanned copy (PDF/JPG Format) of the relevant Board Resolution/ Authority letter etc. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to aklabhcs@gmail.com with a copy marked to evoting@nsdl.co.in.
2. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential. Login to the e-voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the "Forgot User Details/Password?" or "Physical User Reset Password?" option available on www.evoting.nsdl.com to reset the password.
3. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-voting user manual for Shareholders available at the download section of www.evoting.nsdl.com or call on toll free no.: 1800-222-990 or send a request to evoting@nsdl.co.in

General Instructions:

- a) The remote e-voting period commence on 8th September' 2018 (9:00 AM IST) and ends on 11th September' 2018 (5:00 P.M IST). The remote e-voting module shall be disabled by NSDL for voting thereafter and the facility will be blocked forthwith. During this period, shareholders of the company holding shares either in physical form or in dematerialized form, as on the **cut-off date i.e 5th September' 2018** may cast their vote electronically. A person who is not a member as on cut-off date should treat this Notice for information purpose only. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- b) Any Persons who has acquired shares and became Members of the Company after the dispatch of the Notice of the AGM but before the cut-off date of **5th September' 2018**, may obtain their user ID and sequence number for remote e-voting from Company's Registrar & Transfer Agents, M/s Alankit Assignments Limited, Ltd, Alankit Height, 1E/ 13, Jhandewalan Extension, New Delhi-110055, Email-id-alankit_rta@alankit.com, Ph.no-011-4254-1234/2354-1234, Fax-011-4154-3474, Toll-free-1860-121-2155 and can also request for the physical copy of the Annual Report or may obtain the login ID and sequence number by sending a request at alankit_rta@alankit.com also.
- c) Members who have casted their vote through remote e-voting facility prior to the meeting may also attend the meeting but shall not be entitled to cast their vote again. At the venue of the meeting members who have not cast their vote through remote e- voting may cast their vote through electronic voting system. The company has opted to provide the same electronic voting system at the meeting, as used during remote e-voting and the said facility shall be in operation till all the resolution are considered and voted upon at the meeting. This may be used for voting

only by the members holding shares as on the cut-off date attending the meeting and who have not already cast their vote through remote- e-voting.

- d) Persons whose names are recorded in the register of members maintained by Registrar as on cutoff date i.e 5th September' 2018 shall only avail the facility of remote e-voting or voting through Insta poll at venue of the meeting.
- e) In case of any query, members are requested to contact:
Name: Mr. Amit Vishal, Senior Manager / Ms. Pallavi Mhatre,
Designation: -. Assistant Manager, NSDL,
E-mail id :- amity@nsdl.co.in / pallavid@nsdl.co.in and evoting@nsdl.co.in
Address: Trade World, "A" Wing, 4th Floor, Kamala Mills Compound, Lower Parel,
Mumbai 400 013
Contact details: 022 24994360 / 022 – 24994545 or toll free no. 1800222990.
- f) A.K.Labh, Practicing Company Secretary, 40, Weston Street, 3rd Floor, Kolkata - 700 013 has been appointed as the Scrutinizer to scrutinize the remote e-voting process and polling process in a fair and transparent manner.
- g) The voting rights of shareholders shall be in proportion to their shares of the paid up equity share capital of the Company as on 5th September' 2018
- h) The scrutinizer shall, immediately after the conclusion of the voting through electronic voting at the General Meeting, first count the votes cast at the meeting vide electronic voting, thereafter unblock the votes cast through remote e-voting in the presence of at least two witnesses not in the employment of the company and make, not later than 48 hours from conclusion of the meeting, a consolidated scrutinizer's report of the total votes cast in favor or against, to Chairman or Director authorized by the Board of the Company.
- i) The results of voting along with details of the number of votes cast for and against the Resolution, invalid votes will be declared within 48 hours from the conclusion of the AGM. The results declared along with the Scrutinizer's Report shall be placed on the company's website www.coalindia.in and on the website of M/s NSDL. Further, the results shall be displayed on the Notice Board of the Company at its Registered Office. It shall also be communicated to BSE & NSE.

By order of the Board of Directors
For Coal India Limited
Sd/-
(M.VISWANATHAN)
Company Secretary

Registered Office:

CIN: L23109WB1973GOI028844
Coal Bhawan, Premises No-04 MAR,
Plot No-AF-III, Action Area-1A,
New town, Rajarhat, Kolkata-700156
Email-complianceofficer.cil@coalindia.in
Website: www.coalindia.in

Date: 10th July' 2018