



Gujarat State Petronet Limited  
The Energy Lifeline of Gujarat



# ANNUAL REPORT

2018-19



## Board of Directors

Shri M M Srivastava, IAS (Retd.)  
 Shri Arvind Agarwal, IAS  
 Shri Sujit Gulati, IAS  
 Shri Raj Gopal, IAS  
 Smt. Shridevi Shukla  
 Dr. R Vaidyanathan  
 Prof. Yogesh Singh  
 Dr. Bakul Dholakia  
 Dr. Sudhir Kumar Jain  
 Shri Bhadresh Mehta  
 Shri Bimal N Patel  
 Dr. T Natarajan, IAS  
 Dr. J N Singh, IAS

*Chairman*

*(upto 16<sup>th</sup> July, 2018)*

*(upto 1<sup>st</sup> February, 2019)*

*Joint Managing Director (upto 22<sup>nd</sup> August, 2019)*

*Managing Director*

## Company Secretary

Ms. Reena Desai

## Subsidiary Companies

GSPL India Gasnet Limited  
 GSPL India Transco Limited  
 Gujarat Gas Limited

## Registrar & Share Transfer Agent

Karvy Fintech Private Limited,  
 Hyderabad

## Statutory Auditors

M/s Anoop Agarwal & Co.,  
 Chartered Accountants,  
 Ahmedabad

## Associate Companies

Sabarmati Gas Limited

## Internal Auditors

M/s K C Mehta & Co.,  
 Chartered Accountants,  
 Ahmedabad

## Secretarial Auditors

M/s Manoj Hurkat & Associates  
 Practising Company Secretaries,  
 Ahmedabad

## Cost Auditors

M/s N D Birla & Co.,  
 Cost Accountants, Ahmedabad

## Registered Office

GSPL Bhavan, Behind Udyog Bhavan,  
 Sector-11, Gandhinagar-382010, Gujarat

## Corporate Office

GSPL Bhavan, E-18, GIDC Electronic  
 Estate, Sector-26, Gandhinagar-382028  
 Gujarat

## Bankers

Axis Bank Ltd.  
 Bank of Baroda  
 Corporation Bank  
 Central Bank of India  
 DCB Bank Ltd.  
 HDFC Bank Ltd.  
 ICICI Bank Ltd.  
 IDBI Bank Ltd.  
 IDFC First Bank Ltd.  
 Kotak Mahindra Bank Ltd.  
 RBL Bank Ltd.  
 State Bank of India  
 The South Indian Bank Ltd.  
 Union Bank of India  
 Yes Bank Ltd.

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## Board of Directors



### **Shri M M Srivastava, IAS (Retd.), *Chairman***

Shri M M Srivastava, IAS, (Retd.) has graduated in Science from Delhi University and has completed his Masters in Physics from Delhi University. He has also done MBA (Marketing) from University of Ljubljana, Slovenia. He has wide administrative and corporate experience. He has held various positions in Government Departments prior to his retirement including Member (Finance), Gujarat Electricity Board, Managing Director of Gujarat Agro Industries Corporation, Secretary in Finance Department, Commissioner of Commercial Tax Department, Principal Secretary to Energy and Petrochemicals Department and Additional Chief Secretary to Finance Department, Government of Gujarat.



### **Shri Arvind Agarwal, IAS, *Non - Executive Director***

Shri Arvind Agarwal, IAS, is a very Senior IAS Officer of Government of Gujarat. He has done Post Graduation in Commerce. He has very rich and varied experience of around 34 years and has held distinguished positions in Government of Gujarat viz. District Development Officer and Collector - Bharuch, Labour Commissioner, Industries Commissioner, Additional Chief Secretary, Education, Industries & Mines Departments, Government of Gujarat. He was Managing Director, Gujarat State Financial Corporation Limited, Vice Chairman & Managing Director, Gujarat Industrial Development Corporation (GIDC). He has rich experience in the field of Finance, Management and Administration. He has authored a Book in Gujarati viz. "Panchayat Parichay". He was awarded as "Best Collector" during his posting in Bharuch. Presently, he is Additional Chief Secretary, Finance Department, Government of Gujarat.



### **Smt. Shridevi Shukla, *Woman Independent (Additional) Director***

Smt. Shridevi Shukla has done B.A in Economics. She has wide administrative and corporate experience. Prior to her retirement, she held various senior level positions in Government of Gujarat Departments viz. Industries and Mines, Finance, Science and Technology and General Administration etc. Subsequent to her retirement, she was appointed as Officer on Special Duty (Industries and Mines) and Appellate Authority (Mines), Industries and Mines Department from September, 2010 to February, 2014. Thereafter, she was appointed as State Information Commissioner, Gujarat Information Commission from May, 2014 to February, 2015.



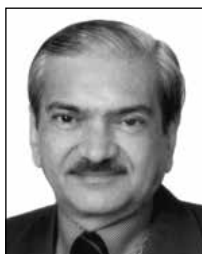
### **Dr. R Vaidyanathan, *Independent Director***

Dr. R Vaidyanathan is a retired Professor of Finance at IIM - Bangalore. He is two times Fulbright scholar and a Fellow of ICSSR-Visiting Faculty at various universities in USA/UK. He has been selected by Business Today as one of the ten best professors at all IIMS. He has the rare privilege of being in various committees of regulators like SEBI/RBI/IRDA/PFRDA. He is consultant to many organizations and is on the Board of many Corporates. His book India Uninc--Role of Non-corporate sectors in India which focus on Indian/Asian value systems has been well received by planners and policy makers. His recent books on "Black money and Tax Havens" and "Caste as social Capital" has been acclaimed by experts and are very well received by all. He is on the Advisory council of ViF and Member of National Security Advisory Board. Currently, he is Cho S Ramaswamy Chair Professor in Public Policy at Sastra University.



### **Prof. Yogesh Singh, *Independent Director***

Prof. Yogesh Singh holds M. Tech. and Ph.D (Computer Engineering) degrees from National Institute of Technology, Kurukshetra, Haryana. Presently, he is Vice Chancellor, Delhi Technological University. Prior to the same he was Director, Netaji Subhash Institute of Technology (NSIT), New Delhi. He had also held position of Vice Chancellor, The Maharaja Sayajirao University of Baroda, Vadodara. Prof. Singh has a sustained track record of quality teaching, innovation and excellent research contributions in the field of Software Engineering. He has to his credit 285 publications in reputed National/International Journals and Conferences with 'h' index of 30 as reported by Google Scholar and produced 23 Ph.D scholars. He is an author of a book on 'Software Testing' which is published by Cambridge University Press, England. He was the Chairman of the Central Regional Committee, All India Council of Technical Education (AICTE), Bhopal, covering areas like Madhya Pradesh, Chhattisgarh and Gujarat. He is the Chairman, Governing Board, Information & Library Network (INFLIBNET) Center, Gandhinagar.



### **Dr. Bakul Dholakia, *Independent Director***

Dr. Bakul Dholakia holds degree of M.A. (Economics), Gold Medalist and has done Ph.D. (Economics) from MS University, Baroda. Dr. Bakul Dholakia served as Director General of International Management Institute (IMI) of Delhi. Prior to joining IMI, he was the Director of Adani Institute of Infrastructure Management & Gujarat Adani Institute of Medical Sciences, Bhuj. He has more than 47 years of professional experience including 33 years at IIM, Ahmedabad. During the course of his long tenure at IIM Ahmedabad, Dr. Bakul Dholakia occupied the Reserve Bank of India Chair from 1992 to 1999, served as the Dean from 1998 to 2001 and as the Director of IIMA from 2002 to 2007. Dr. Dholakia was the Chairman of the National Board of Accreditation for Technical Education in India from 2005 to 2008. He has guided 20 Ph.D. students specializing in Economics, Finance, Business Policy and Public Systems. Dr. Dholakia is the author of 12 books, 28 monographs and more than 50 research papers published in professional journals in India & abroad. In 2007, Dr. Dholakia was awarded Padma Shri by the Government of India in recognition of his distinguished services in the field of education. In 2008, Dr. Dholakia was conferred the coveted Bharat Asmita National Award by the Honorable Chief Justice of India. In 2017, Dr. Dholakia received the prestigious AIMA Academic Leadership Award for his outstanding contribution to management education in India. Over the last two decades, Dr. Dholakia has worked on numerous government committees. He has also been a member of the jury for various Corporate Excellence Awards and Selection Committees for CEOs. The Competition Commission of India has appointed Dr. Dholakia as a member of the Eminent Person Advisory Group. He has been a consultant to various national and international organisation.



### **Dr. Sudhir Kumar Jain, *Independent Director***

Dr. Sudhir Kumar Jain is an active academic and a passionate academic administrator. He has been on the faculty of IIT Kanpur (IITK) since 1984 from where he was on leave to the new Indian Institute of Technology Gandhinagar (IITGN) in Ahmedabad to shoulder the responsibilities of its Director where he continued as Director from June 2009 to June 2019. Dr. Jain holds a Bachelor of Engineering from the University of Roorkee, and Masters and Doctoral degrees from the California Institute of Technology, Pasadena. He was elected to the Board of Directors of the International Association for Earthquake Engineering in 2000, and was its President during 2014 to 2018. He also served on the Board of Directors of the World Seismic Safety Initiative from 2002 to 2009. He was elected Fellow of the Indian National Academy of Engineering in 2003, and was conferred Life Membership by the New Zealand Society for Earthquake Engineering (NZSEE) in 2013. Presently, Prof. Jain is a Professor of Civil Engineering at IIT Kanpur.



### **Shri Bhadresh Mehta, *Independent Director***

Shri Bhadresh Mehta is Chartered Accountant, Company Secretary and Cost Accountant by qualification. He holds professionally qualified senior managerial experience with a proven success of over 22 years in steering finance and audit functions of reputed business groups. His areas of specialization are strategic planning, financial management, auditing, risk assessment and management.

**Shri Bimal N Patel, *Independent Director***

Shri Bimal N Patel, Ph.D (International Law - Leiden, the Netherlands), Ph.D (International Law - Jaipur), LL.M, MA, BSc, is officer on special duty of Raksha Shakti University and the former Director of the Gujarat National Law University, Gandhinagar. Shri Bimal N Patel is professor of Public International Law. He is also a Member of the Law Commission of India, National Security Advisory Board and Advisor, Financial Sector Regulatory Appointments Search Committee, Insolvency and Bankruptcy Board of India Regulations Committee, Government of India. He has been involved in drafting several national and state primary and secondary legislations, regulations, rules. A former United Nations civil servant, scholar and academician of international law, international relations and diplomacy, Professor Patel possesses 27 years experience in public international law, law of the sea, maritime laws, international relations, international courts and tribunals. Professor Patel is a member or advisor on committees of various governmental and academic institutions and agencies. Professor Patel is author / editor of 15 books and more than 50 research papers / articles published in leading international and national peer-reviewed journals.

**Dr. J N Singh, IAS, *Managing Director***

Dr. J N Singh, IAS has done M.A. (International Studies, JNU), MDM (AIM, Manila), Ph.D from M S University. He has wide experience of working in various Government Departments and Public Sector Undertakings. He has held various key positions like Additional Chief Secretary (Finance Department) Govt. of Gujarat, Principal Secretary (Science and Technology Department), Textile Commissioner, Mumbai, Member (Fin), NHAI, Delhi, Managing Director, Sardar Sarovar Narmada Nigam Ltd. He has served largely in Infrastructure and Finance Sector having handled Industrial Infrastructure, Power, Telecom, Highways and water. His Ph.D in Political Economy examined the tripartite relationship of Power Sector, Ground Water Resources and Agriculturists in the context of Gujarat. At present, he is Chief Secretary, Govt. of Gujarat.

## QUALITY, HEALTH, SAFETY AND ENVIRONMENT POLICY

GSPL commits a high level of QHSE performance to ensure effective and efficient management of Operation and Maintenance of Natural Gas Grid with continual improvements so as to provide reliable natural gas transmission in a safe working environment.

### **GSPL is committed to:**

- Maintain an organizational culture of Occupational Health, Safety & Environmental and Quality excellence by conducting its business in a manner that will promote consistent development.
- Safe work, resource conservation, waste management to reduce pollution and emergency response measures for continual improvement in QHSE performance.
- Design, construct, operate & maintain its facilities while assuring the best material and service quality and operate in a way that mitigates and minimizes risks and hazards.
- Prevention of ill-health and injuries by adopting best occupational health and safety practices, carrying out periodic risk assessments, audits, reviews, inspections and providing awareness to employees and concerned stakeholders.
- Comply with legal, regulatory and other requirements applicable for natural gas transportation business as a responsible corporate.
- Provide appropriate resources and PPEs to its employees.
- Focusing on teamwork and stakeholder satisfaction, adopting new technologies in O & M activities, maintaining availability of Gas Grid to meet customer requirements and reviewing of process and performance of QMS on regular basis.
- Encourage associates and stakeholders to demonstrate commitment for continuous improvement in HSE performance and HSE objective setting process.
- Ensure compliance with the Policy through a process of training and competence, review and audit leading to commitment towards Occupational Health, Safety and Environmental protection.
- Communicate openly with Government agencies, employees, contractors and the general public on Occupational Health, Safety and Environmental management issues.
- Delegate power to employees to implement the Company's Policy on Occupational Health, Safety and Environment.

## NOTICE

Notice is hereby given that 21<sup>st</sup> Annual General Meeting of the members of Gujarat State Petronet Limited will be held on Tuesday, the 24<sup>th</sup> day of September, 2019 at 3.30 p.m. at Assembly Hall, GSPC Bhavan, Behind Udyog Bhavan, Sector – 11, Gandhinagar - 382010 to transact the following business:

### ORDINARY BUSINESS

1. To receive, consider and adopt the Audited Financial Statements (*Standalone & Consolidated*) of the Company for the Financial Year ended 31<sup>st</sup> March, 2019 and the Reports of the Board of Directors and Auditors thereon.
2. To declare Dividend on Equity Shares.
3. To appoint a Director in place of Shri M M Srivastava, IAS (Retd.) [DIN: 02190050] who retires by rotation and being eligible offers himself for re-appointment and to pass following resolution as an Ordinary Resolution:  
**“RESOLVED THAT** Shri M M Srivastava, IAS (Retd.) [DIN: 02190050] who retires by rotation and being eligible offers himself for re-appointment, be and is hereby re-appointed as Director and Chairman of the Company, liable to retire by rotation.”
4. To authorize Board of Directors to fix remuneration of Statutory Auditors of the Company for the Financial Year 2019 - 20 in terms of the provisions of Section 142 of the Companies Act, 2013 and to pass the following resolution as an Ordinary Resolution:  
**“RESOLVED THAT** the Board of Directors of the Company be and is hereby authorized to decide and fix the remuneration of Statutory Auditor(s) of the Company appointed by Comptroller and Auditor General of India for the Financial Year 2019 - 20.”

### SPECIAL BUSINESS

5. **To approve appointment of Smt. Shridevi Shukla [DIN: 02028225] as an Independent Director of the Company.**  
**To consider and if thought fit, to pass with or without modification(s), the following resolution as an Ordinary Resolution:**  
**“RESOLVED THAT** Smt. Shridevi Shukla [DIN: 02028225], who was appointed as an Additional/Independent Director pursuant to provisions of Sections 149, 152, 161 read with Schedule IV and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies [Appointment and Qualifications of Directors] Rules, 2014 [including any statutory modification(s) or re-enactment thereof for the time being in force], applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Articles of Association of the Company, and who being qualified and eligible for appointment as an Independent Director of the Company and in respect of whom the Company has received a notice in writing under Section 160 of the Companies Act, 2013, be and is hereby appointed as an Independent Director of the Company to hold office for a period of five (5) consecutive years effective from 27<sup>th</sup> March, 2019, subject to review of annual performance, and whose term of office shall not be liable to retirement by rotation.”
6. **To approve re-appointment of Prof. Yogesh Singh [DIN: 06600055] as an Independent Director of the Company.**  
**To consider and if thought fit, to pass with or without modification(s), the following resolution as a Special Resolution:**  
**“RESOLVED THAT** Prof. Yogesh Singh [DIN: 06600055], who was appointed as an Independent Director pursuant to provisions of Sections 149, 152, 161 read with Schedule IV and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies [Appointment and Qualifications of Directors] Rules, 2014 [including any statutory modification(s) or re-enactment thereof for the time being in force], applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Articles of Association of the Company and who holds office as an Independent Director upto 24<sup>th</sup> September, 2019 and who being qualified and eligible for re-appointment for a second term under the provisions of the Companies Act, 2013, Rules made thereunder and Listing Regulations and in respect of whom, the Company has received a notice in writing under Section 160 of the Companies Act, 2013, be and is hereby re-appointed as an Independent Director of the Company to hold office for a second term of 5 (Five) consecutive years effective from 25<sup>th</sup> September, 2019, subject to review of annual performance and whose term of office shall not be liable to retirement by rotation.”
7. **To approve re-appointment of Dr. Bakul Dholakia [DIN: 00005754] as an Independent Director of the Company and to approve continuance of his directorship after attainment of 75 years of age.**  
**To consider and if thought fit, to pass with or without modification(s), the following resolution as a Special Resolution:**  
**“RESOLVED THAT** Dr. Bakul Dholakia [DIN: 00005754], who was appointed as an Independent Director pursuant to provisions of Sections 149, 152, 161 read with Schedule IV and all other applicable provisions, if any, of the Companies Act, 2013 and the Companies [Appointment and Qualifications of Directors] Rules, 2014 [including any statutory modification(s) or re-enactment thereof for the time being in force], Regulation 17 (1A) and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 and Articles of Association of the Company and who holds office as an Independent Director upto 24<sup>th</sup> September, 2019 and who being qualified and eligible for re-appointment for a second term under the provisions of the Companies Act, 2013, Rules made thereunder and Listing Regulations and further who will



be attaining the age of 75 (Seventy Five) years on 15<sup>th</sup> July, 2022 and in respect of whom, the Company has received a notice in writing under Section 160 of the Companies Act, 2013, be and is hereby re-appointed as an Independent Director of the Company to hold office for a second term of 5 (Five) consecutive years effective from 25<sup>th</sup> September, 2019, subject to review of annual performance and whose term of office shall not be liable to retirement by rotation.”

**8. To ratify the remuneration payable to M/s N D Birla & Co., Cost Auditors of the Company for the Financial Year ending 31<sup>st</sup> March, 2020.**

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

“**RESOLVED THAT** pursuant to Section 148 and other applicable provisions, if any, of the Companies Act, 2013 and the Companies [Audit and Auditors] Rules, 2014 [including any statutory modification(s) or re-enactment thereof, for the time being in force], M/s N D Birla & Co., Cost Accountants, Ahmedabad, the Cost Auditors appointed by the Board of Directors of the Company, to conduct the audit of the cost records of the Company for the Financial Year ending 31<sup>st</sup> March, 2020 be paid the remuneration of ₹ 1,00,000/- [Rupees One Lac Only] plus applicable taxes and reimbursement of out of pocket expenses incurred by them during the course of Audit.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorised to take such actions as may be necessary for implementing the above Resolution.”

**9. To approve payment of remuneration to Shri M M Srivastava, IAS (Retd.), Non-Executive Chairman [DIN: 02190050].**

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

“**RESOLVED THAT** pursuant to the applicable provisions of the Companies Act, 2013 [including any statutory modification(s) or re-enactment thereof for the time being in force] and Regulation 17 and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, the Company hereby accords its approval to the payment of monthly remuneration derived on the basis of “last pay drawn minus pension” as stipulated vide Resolution No. GPC-10-2010-110000-E of Govt. of Gujarat dated 10<sup>th</sup> May, 2013 and letter dated 26<sup>th</sup> August, 2019 to Shri M M Srivastava, IAS (Retd.), Non-Executive Chairman [DIN: 02190050] w.e.f. 24<sup>th</sup> August, 2019 for the period of six months or till further orders by Govt. of Gujarat, which ever is earlier.

**RESOLVED FURTHER THAT** Shri M M Srivastava, IAS (Retd.), Non-Executive Chairman [DIN: 02190050] shall also be entitled to perquisites/benefits/allowances as stipulated in the said GOG Resolutions.

**RESOLVED FURTHER THAT** the Company hereby accords its approval and authorizes the Board of Directors of the Company to agree to any revision/increase, variation, modification or amendment as may be decided from time to time by the Govt. of Gujarat in the terms and conditions of payment of remuneration including perquisites to Shri M M Srivastava, IAS (Retd.), Non-Executive Chairman [DIN: 02190050] in accordance with applicable provisions under the Companies Act, 2013.

**RESOLVED FURTHER THAT** the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds, matters and things as in its absolute discretion it may consider necessary, expedient or desirable to give effect to the above Resolutions.”

Date: 27<sup>th</sup> August, 2019

Place: Gandhinagar

**Registered Office**

GSPC Bhavan, Sector - 11,  
Gandhinagar - 382 010.

**For Gujarat State Petronet Limited**

**Reena Desai**

*Company Secretary*

1. **A MEMBER ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE ON A POLL INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. THE INSTRUMENT APPOINTING PROXY TO BE VALID AND EFFECTIVE MUST REACH TO THE CORPORATE OFFICE OF THE COMPANY SITUATED AT GSPL BHAVAN, E-18, GIDC ELECTRONIC ESTATE, SECTOR - 26, GANDHINAGAR - 382028 MINIMUM 48 HOURS BEFORE THE COMMENCEMENT OF THE MEETING.**

**A PERSON CAN ACT AS A PROXY ON BEHALF OF MEMBERS NOT EXCEEDING FIFTY AND HOLDING IN THE AGGREGATE NOT MORE THAN 10% [TEN PERCENT] OF THE TOTAL SHARE CAPITAL OF THE COMPANY CARRYING VOTING RIGHTS. A MEMBER HOLDING MORE THAN 10% [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 A PROXY FOR ANY OTHER PERSON OR SHAREHOLDER.**

2. Corporate Members intending to send their authorized representatives 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.
3. Members / Proxies/Authorized Representatives are requested to bring their attendance slip along with their copy of Annual Report to the Meeting.

The Attendance Slip and Proxy Form are annexed elsewhere in the Annual Report.

4. Members desirous of getting any information related to accounts or operations of the Company are requested to send in their queries so as to reach the Company's Corporate Office situated at GSPL Bhavan, E-18, GIDC Electronic Estate, Sector - 26, Gandhinagar - 382028 atleast 7 days in advance before the date of Meeting to enable the management to keep the information ready.
5. The Register of Members and Share Transfer Books of the Company shall remain closed from Saturday, 14<sup>th</sup> September, 2019 to Tuesday, 24<sup>th</sup> September, 2019 (both days inclusive) for the purpose of payment of the Dividend. The Dividend, if declared at the ensuing Annual General Meeting shall be paid, on or after Tuesday, 1<sup>st</sup> October, 2019 to those Members of the Company whose names appear (a) as beneficial owners as at the close of business hours on 13<sup>th</sup> September, 2019 as per the list to be furnished by the depositories in respect of the Shares held in electronic form; and (b) as Members in the Register of Members of the Company as at the close of business hours on 13<sup>th</sup> September, 2019 after giving effect to all valid Share Transfers in physical form received on or before 13<sup>th</sup> September, 2019.
6. All transfer deeds, requests for change of address, bank particulars /mandates/ECS mandates, PAN should be lodged with Company's Registrar and Share Transfer Agent (R&TA), Karvy Fintech Private Limited, Karvy Selenium Tower B, Plot No. 31 & 32, Gachibowli, Financial District, Nanakramguda, Serilingampally, Hyderabad - 500 0032, in case of Shares held in physical form on or before 13<sup>th</sup> September, 2019. The above details in respect of the Shares held in electronic form should be sent to the respective Depository Participants by the Members well in time.
7. Members are requested to furnish the R&TA / Depository Participants, the name and address of the branch of the bank, MICR code of the branch, type of account and account number to enable the Company to distribute Dividend through National Electronic Clearing Services (NECS). In the absence of NECS facility with the Member's bank, the bank account details will be printed on the Dividend Warrants, if available.
8. The Securities and Exchange Board of India has mandated the submission of Permanent Account Number (PAN) by every participant in securities market. Accordingly, if not submitted, Members holding Shares in electronic mode are, therefore, requested to submit the PAN details to their Depository Participants with whom they are maintaining their demat accounts. Further, the Members holding Shares in physical form can submit their PAN details to Karvy Fintech Private Limited.
9. SEBI with an objective to streamline and strengthen the procedures and processes with regard to handling and maintenance of records, transfer of securities etc. issued Guidelines, wherein, it requires companies to take special efforts to collect copy of PAN and bank account details of the physical shareholders. Accordingly, physical shareholders those who have not submitted, are requested to provide/submit the self attested copy of PAN Card, Original Cheque leaf duly cancelled with name of 1<sup>st</sup> holder/sole holder (if name is not printed, self-attested copy of the pass book first page) and first and last page of recently updated pass book of 1<sup>st</sup> holder to the R&TA.
10. As per Regulation 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, Securities of listed companies can be transferred only in Dematerialized Form with effect from 1<sup>st</sup> April, 2019, except in case of request received for transmission or transposition of securities. In view of this and to eliminate all risks associated with physical shares, members holding shares in Physical Form are requested to consider converting their holdings to Dematerialized Form.
11. As stipulated under Regulation 36 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, profile of Directors seeking re-appointment / appointment is separately annexed herewith.
12. In accordance with Section 20 of the Companies Act, 2013, service of documents on Members by a Company is allowed through electronic mode. Accordingly, soft copy of the Annual Report is being sent to all the Members whose E-mail IDs are registered with the Company/R&TA/Depository Participants unless any Member has requested for a physical copy of the same. For Members who