

# Kothari Petrochemicals Limited

# 29<sup>th</sup> Annual Report 2017 - 18





# **Bhadrashyam H Kothari**

11.11.1961 - 22.02.2015



With fond memories of our Dearest Chairman You will always inspire and guide us.



| CORPORATE INFORMATION   Board of Directors : Nina B. Kothari - Chairperson<br>Arjun B. Kothari - Managing Director<br>Pranab Kumar Rudra<br>C.V.Sankar<br>S.Sundarraman (with effect from 22 <sup>nd</sup> November, 2017)   Company Secretary : A. Thanikainathan   Chief Financial Officer : Cyrus Kallupurackal   Statutory Auditors : P.Chandrasekar LLP<br>Chartered Accountants,<br>Flat 4A, Fourth Floor, Dixit Griha Apartments,<br>10-11, Nyniappan Street, R.A. Puram, Chennai - 600 028.   Internal Auditors : K.R.Sarangapani & Co.<br>Chartered Accountants,<br>No.28/1, Anjuham Nagar, 1 <sup>st</sup> Street,<br>Jafferkhanpet, Chennai - 600 083.   Cost Auditors : P. Raju lyer, M. Pandurangan & Associates<br>No.42, Flat 1B, Sundar Regency, 3 <sup>st</sup> Street,<br>Choolaimedu, Chennai - 600 094.   Secretarial Auditor : V.Vasumathy, Company Secretary in Practice<br>No.10/23, Vinayagam Street,<br>R.A. Puram, Chennai - 600 028.   Legal Advisors : S. Ramasubramaniam & Associates<br>Advocates,<br>No.6/1, Bishop Wallers Avenue (West),<br>Mylapore, Chennai - 600 024.   Registered Office : "Kothari Buildings" No.115, Mahatma Gandhi Salai,<br>Nungambakkam, Chennai - 600 034,<br>Phone No. 044 - 30225616 / 30225507 / Fax No. 044 -2833456<br>e-mail: secdept@hckgroup.com   Website: www.kotharipetrochemicals.com :<br>Cameo Corporate Services Limited<br>Subramanian Building, 5 <sup>m</sup> Floor, |                                |  |
|---|--------------------------------|--|
| Arjun B. Kothari - Managing Director<br>Pranab Kumar Rudra<br>C.V.Sankar<br>S.Sundarraman (with effect from 22 <sup>rd</sup> November, 2017)   Company Secretary :   A. Thanikainathan   Chief Financial Officer :   Cyrus Kallupurackal   Statutory Auditors :   P.Chandrasekar LLP<br>Chartered Accountants,<br>Flat 4A, Fourth Floor, Dixi Griha Apartments,<br>10-11, Nyniappan Street, R.A. Puram, Chennai - 600 028.   Internal Auditors :   K.R.Sarangapani & Co.<br>Chartered Accountants,<br>No.28/1, Anjuham Nagar, 1* Street,<br>Jafferthanpet, Chennai - 600 083.   Cost Auditors :   P. Raju Iyer, M. Pandurangan & Associates<br>No.42, Flat 1B, Sundar Regency, 3 <sup>rd</sup> Street,<br>Choolaimedu, Chennai - 600 094.   Secretarial Auditor :   V.Vasumathy, Company Secretary in Practice<br>No.10/23, Vinayagam Street,<br>R.A. Puram, Chennai - 600 028.   Legal Advisors :   S. Ramasubramaniam & Associates<br>Advocates,<br>No.6/1, Bishop Wallers Avenue (West),<br>Mylapore, Chennai - 600 034.   Phone No. 044 - 30225616 / 30225507 / Fax No. 044 - 2833456<br>e-mail: secdept@hckgroup.com<br>Website: www.kotharipetrochemicals.com   Registrar & Share Transfer Agent :   Cameo Corporate Services Limited<br>Subramanian Building, 5* Floor,  | C                              | DRPORATE INFORMATION   |
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| Chief Financial Officer : Cyrus Kallupurackal   Statutory Auditors : P.Chandrasekar LLP<br>Chartered Accountants,<br>Flat 4A, Fourth Floor, Dixit Griha Apartments,<br>10-11, Nyniappan Street, R.A. Puram, Chennai - 600 028.   Internal Auditors : K.R. Sarangapani & Co.<br>Chartered Accountants,<br>No.28/1, Anjuham Nagar, 1st Street,<br>Jafferkhanpet, Chennai - 600 083.   Cost Auditors : P. Raju Iyer, M. Pandurangan & Associates<br>No.42, Flat 1B, Sundar Regency, 3rd Street,<br>Choolaimedu, Chennai - 600 094.   Secretarial Auditor : V.Vasumathy, Company Secretary in Practice<br>No.10/23, Vinayagam Street,<br>R.A. Puram, Chennai - 600 028.   Legal Advisors : S. Ramasubramaniam & Associates<br>Advocates,<br>No.6/1, Bishop Wallers Avenue (West),<br>Mylapore, Chennai - 600 004.   Registered Office : "Kothari Buildings" No.115, Mahatma Gandhi Salai,<br>Nungambakkam, Chennai - 600 034.<br>Phone No. 044 - 30225616 / 30225607 / Fax No. 044 - 2833456<br>e-mail: secde@dbckgroup.com   Registrar & Share Transfer Agent : Cameo Corporate Services Limited<br>Subramanian Building, 5th Floor,   |                                | S.Sundarraman (with effect from 22 <sup>nd</sup> November, 2017)   |
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| Subramanian Building, 5th Floor,  | jistered Office                | Nungambakkam, Chennai - 600 034.<br>Phone No. 044 - 30225616 / 30225507 / Fax No. 044 -28334560<br>e-mail: secdept@hckgroup.com                                |
| No.1, Club House Road,<br>Chennai - 600 002.<br>Phone No. 044 - 28460390 to 28460394<br>Fax No. 044 - 28460129<br>e-mail: investor@cameoindia.com   | jistrar & Share Transfer Agent | Subramanian Building, 5 <sup>th</sup> Floor,<br>No.1, Club House Road,<br>Chennai - 600 002.<br>Phone No. 044 - 28460390 to 28460394<br>Fax No. 044 - 28460129 |
| Listing : The National Stock Exchange of India Limited (NSE)  | ting                           | : The National Stock Exchange of India Limited (NSE)   |
| Stock Code : KOTHARIPET   | ick Code                       |  |
| ISIN : INE720A01015   |                                |  |
| CIN : L11101TN1989PLC017347   |                                |  |
|   |                                | : No. 1/2-B, 33/5, Sathangadu Village, Tiruvottiyur - Ponneri High Road,<br>Manali, Chennai - 600 068, Tamil Nadu.   |

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# **FINANCIAL HIGHLIGHTS**

₹. in Lakhs

| Particulars               | 2013-14   | 2014-15   | 2015-16   | 2016-17   | 2017-18   |
|---------------------------|-----------|-----------|-----------|-----------|-----------|
| PROFITABILITY ITEMS       |           |           |           |           |           |
| Gross Income              | 37,055.05 | 31,005.27 | 23,572.93 | 24,654.32 | 20,129.04 |
| Profit (PBDIT)            | 1,519.77  | 2,138.64  | 1,806.52  | 1,457.30  | 1,949.88  |
| Profit/ (Loss) After Tax  | 790.64    | 1,130.49  | 918.45    | 580.75    | 957.60    |
| BALANCE SHEET ITEMS       |           |           |           |           |           |
| Net Fixed Assets          | 5,278.18  | 5,380.39  | 5,454.54  | 6,899.45  | 9,525.83  |
| Investments               | 1,093.23  | 1,194.60  | 613.83    | -         | -         |
| Total Capital Employed    | 6,611.61  | 6,946.25  | 7,168.11  | 8,618.32  | 9,692.19  |
| Shareholders Funds        | 6,164.95  | 6,459.25  | 6,669.44  | 7,083.69  | 7,862.95  |
| RATIOS                    |           |           |           |           |           |
| Book Value per share (₹.) | 10.40     | 10.98     | 11.33     | 12.05     | 13.36     |
| EPS (₹.)                  | 1.34      | 1.92      | 1.56      | 0.99      | 1.63      |
| Return on Investment      | 12.82%    | 17.50%    | 13.77%    | 8.20%     | 12.18%    |
| Dividend %                | 10%       | 10%       | 10%       | 5%        | 7.50%     |

Note: Figures for FY 2016-17 & 2017-18 are based on Financial Statements prepared as per Ind-AS.



Notice is hereby given that the 29<sup>th</sup> Annual General Meeting of Kothari Petrochemicals Limited will be held on Monday, 30<sup>th</sup> July 2018 at 10.00 A.M. at The Music Academy, Mini Hall, Old No. 306, New No. 168, T.T.K. Road, Chennai - 600 014 to transact the following business:

#### **Ordinary Business**

- 1. To consider and adopt the Audited financial statements of the Company for the financial year ended March 31, 2018, the Reports of the Board of Directors and Auditors thereon.
- 2. To declare a dividend of Re.0.75/- paise per equity share of the face value of ₹.10/- for the financial year 2017-18.
- 3. To appoint a Director in the place of Mr.Arjun B. Kothari, (DIN 07117816) who retires by rotation as a Director and being eligible offers himself for re-appointment.

#### **Special Business**

#### 4. Ratification of Remuneration to Cost Auditor

To consider and if thought fit, to pass the following Resolution as **Ordinary Resolution**:

"Resolved that subject to the provisions of Section 148 and other applicable provisions, if any, of the Companies Act, 2013 and Companies (Audit & Auditors) Rules, 2014, (including statutory modification(s) or re-enactment(s) thereof, for the time being in force), payment of remuneration of ₹.50,000/- (Rupees Fifty Thousand Only) plus applicable taxes and reimbursement of out of pocket expenses to M/s. P.Raju Iyer, M.Pandurangan & Associates, Cost Accountant in practice for conducting the audit of cost records for the Poly Iso Butylene (PIB) unit of the Company for the year 2018-2019, be and is hereby ratified and confirmed."

#### 5. Appointment of Mr. M. Rajavel, as whole time Director of the Company

To consider and if thought fit, to pass the following resolution as a **Special Resolution**:

**"Resolved that** pursuant to the provisions of Sections 196 and 197 read with Schedule V and all other applicable provisions, if any, of the Companies Act, 2013 including any statutory modification or re-enactment thereof, approval of the members of the company be and is hereby accorded for the appointment of Mr.M.Rajavel (DIN 08145611) as the whole time Director of the company for a period of three years with effect from 01<sup>st</sup> August 2018 upon the terms and conditions including remuneration as set out in this Resolution and sanctioned with authority to the Board of Directors of the Company to alter or vary the terms and conditions of the said appointment in such manner as the Board may deem fit but subject to complying applicable provisions of laws at that point of time and in respect of whom the Company has received a notice in writing pursuant to Section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director and whose directorship is liable to retirement by rotation.

#### (a) Salary:

₹. 3,72,607/- (Rupees Three Lakhs Seventy Two Thousand Six Hundred and Seven only) per month.

#### (b) Perquisites:

- (i) Perquisites including use of car with driver, personal accident insurance, medical insurance, leave travel allowance and other benefits as provided to the other Senior Executives of the Company, will be provided in accordance with the rules of the Company and the same will be evaluated as per Income Tax Rules, wherever applicable and in other cases at actual cost to the company.
- (ii) Leave encashment as per the Company's policy from time to time.
- (iii) Use of telephone at residence and mobile phone for Company's purpose, which will not be treated as Perquisite.
- (iv) Subscription fees for any one club as per the policy of the Company.



#### (c) Contribution to funds:

Company's contribution to Provident Fund and Super Annuation Fund to the extent these singly or put together are not taxable under the Income Tax Act and Gratuity at the rate not exceeding 15 days salary for every completed year of service.

#### (d) Annual Increment and Performance Bonus:

The annual increment and performance Bonus shall be decided by the Nomination & Remuneration Committee and Board of Directors from time to time.

"Resolved further that in the event of there being inadequacy or absence of profits in any financial year during the currency of the tenure of the Whole Time Director, the above remuneration, and annual increment & performance bonus if any, excluding the perquisites mentioned under Section IV of Part II of Schedule V of Companies Act, 2013, shall be treated as minimum remuneration subject to limits mentioned under Section II of Part II of Schedule V of the Companies Act, 2013 or such other limit as may be prescribed by the Government from time to time shall be paid."

"**Resolved further that** the Board of Directors of the Company be and is hereby authorized to do all such acts, deeds and things and execute all such documents, instruments, and writings as may be required to give effect to the aforesaid resolution."

#### 6. Appointment of Mr.S.Sundarraman as Independent Director

To consider and if thought fit, to pass the following Resolution as Ordinary Resolution:

"**Resolved that** Mr. S. Sundarraman (DIN 01032768), who was appointed as an Additional Director of the Company by the Board of Directors with effect from November 22, 2017 in terms of Section 161 of the Companies Act, 2013 and Article 133 of the Articles of Association of the Company, who shall hold office upto the date of this Annual General Meeting and in respect of whom the Company has received a notice in writing pursuant to Section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director of the Company, be and is hereby appointed as an Independent Director of the Company for a term of five years upto November 21, 2022 as per Sections 149, 150 & 152 and any other applicable provisions of the Companies Act, 2013 and the rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) read with Schedule IV of the Companies Act, 2013".

#### 7. Re-appointment of Mr.Pranab Kumar Rudra, Independent Director of the Company

To consider and if thought fit, to pass the following resolution as a **Special Resolution**:

"**Resolved that** pursuant to the provisions of Sections 149 and 152 read with Schedule IV and any other applicable provisions of the Companies Act, 2013 ('the Act') and the Companies (Appointment and Qualification of Directors) Rules, 2014 (including any statutory modification(s) or re-enactment thereof for the time being in force), Mr. Pranab Kumar Rudra (DIN 00382665), Independent Director of the Company who has submitted a declaration that he meets the criteria for independence as provided in Section 149(6) of the Companies Act, 2013 and SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, in respect of whom the Company has received a notice in writing pursuant to Section 160 of the Companies Act, 2013 from a member proposing his candidature for the office of Director of the Company and who is eligible for re-appointment, be and is hereby re-appointed for second term to hold office for five consecutive years from April 01, 2019 to March 31, 2024."

By order of the Board for Kothari Petrochemicals Limited

Place : Chennai Date : 29<sup>th</sup> May, 2018 **A. Thanikainathan** Company Secretary

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#### Important Notes:

- a) The Register of Members and Share Transfer books will remain closed from Tuesday, 24<sup>th</sup> July 2018 to Monday, 30<sup>th</sup> July, 2018 (both days inclusive) on account of the Annual General Meeting and determining the entitlement of the Shareholders to the Dividend for the year 2017-18.
- b) The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013, which sets out details relating to Special Business at the meeting, is annexed hereto.
- c) A MEMBER WHO IS ENTITLED TO ATTEND AND VOTE AT THE MEETING IS ENTITLED TO APPOINT A PROXY / PROXIES TO ATTEND AND VOTE INSTEAD OF HIMSELF / HERSELF AND SUCH A PROXY / PROXIES NEED NOT BE A MEMBER OF THE COMPANY.
- d) A person can act as Proxy on behalf of members not exceeding fifty (50) 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 a proxy for any other person or shareholder.
- e) The instrument appointing a Proxy should be deposited at the Registered Office of the Company, duly completed and signed not less than 48 Hours before the commencement of the meeting i.e. 10.00 a.m. on Saturday, 28<sup>th</sup> July, 2018. A Proxy form is sent herewith.
- f) Corporate members intending to send their authorised representatives to attend the meeting are requested to send to the company a certified copy of the Board Resolution / Power of Attorney authorizing their representative to attend and vote on their behalf at the meeting.
- g) Members or Proxies are requested to bring the attendance slips duly filled in along with their copies of Annual Reports to the meeting and members holding shares in Demat form are requested to bring in their details of DP ID and Client ID for ease of identification and recording of attendance at the meeting.
- h) The Board of Directors at its meeting held on 25<sup>th</sup> May, 2018 recommended a Dividend at the rate (@ 7.5%) of Re.0.75/- paise per equity Share of ₹.10/- each for the financial year 2017 2018. The Dividend would be paid by not later than 28<sup>th</sup> August, 2018 to those shareholders whose names stand on Register of Members as of the close of business hours on Monday, 23<sup>rd</sup> July 2018, if declared. Dispatch of Dividend warrants / Demand Drafts / ECS credit would be done by 28<sup>th</sup> August 2018.
- i) Members who have not encashed their dividend warrants / Demand Drafts pertaining to the financial years 2010-11 to 2016-17 are advised to write to the Company / RTA immediately claiming the dividends declared by the Company. The details of unpaid dividends that are due for transfer to Investor Education and Protection Fund (IEPF) along with due dates are furnished below. As per Section 124 (6) of the Companies Act, 2013, all the shares in respect of which dividend has not been paid or claimed for seven consecutive years or more shall be transferred by the Company in the name of IEPF. The shareholders are entitled to claim the shares and the dividend transferred to IEPF in accordance with such procedure and on submission of such documents as prescribed in the Act.

| SI. No. | Nature of Dividend | Financial Year | Date of<br>Declaration | Due Date for<br>Transferr to IEPF |
|---------|--------------------|----------------|------------------------|-----------------------------------|
| (i)     | Interim Dividend   | 2010-11        | 11.05.2011             | 16.06.2018                        |
| (ii)    | Final Dividend     | 2011-12        | 20.09.2012             | 25.10.2019                        |
| (iii)   | Final Dividend     | 2012-13        | 05.09.2013             | 10.10.2020                        |
| (iv)    | Final Dividend     | 2013-14        | 02.09.2014             | 07.10.2021                        |
| (v)     | Final Dividend     | 2014-15        | 10.08.2015             | 15.09.2022                        |
| (vi)    | Interim Dividend   | 2015-16        | 19.03.2016             | 24.04.2023                        |
| (vii)   | Interim Dividend   | 2016-17        | 13.02.2017             | 21.03.2024                        |
| (viii)  | Final Dividend     | 2016-17        | 07.09.2017             | 13.10.2024                        |

- j) In terms of the extant provisions of IEPF Rules, the Company has uploaded the information in respect of the Unclaimed Dividends in respect of the financial years 2010-11 to 2016-17, as on the date of the 28<sup>th</sup> Annual General Meeting (AGM) held on 07<sup>th</sup> September, 2017 and 2016-17 (Final dividend) as on 15<sup>th</sup> December 2017, on the website of the IEPF viz. www.iepf.gov.in and also in the Company's website www.kotharipetrochemicals.com under "Investors ---> Investor Relations."
- k) Members holding shares in Dematerialized form are requested to intimate immediately all changes pertaining to their Bank details NACH / NECS / ECS, mandates, nominations, power of attorney, change of address / name etc.,

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to their Depository Participant only and not to the Company's Registrar and Share Transfer Agents (RTA). Changes intimated to the Depository Participant will be automatically reflected in the Company's records which will help the Company and the RTA to provide efficient and better service to the Members. Members holding shares in physical form are requested to advise the above changes and Transfer of Shares to the Company's RTA viz. M/s. Cameo Corporate Services Limited.

- I) SEBI vide its Circular dated 20<sup>th</sup> April 2018, mandated the Company, RTA and the dividend processing Bank to ensure that the master file for processing the dividend shall inter alia includes, the shareholders details such as, Bank name, Bank account number, Bank branch, MICR number, etc., before processing the dividend. If there is any change in bank account details of the shareholder, RTA shall obtain account details along with cancelled cheque to update the shareholder's data. The original cancelled cheque shall bear the name of the shareholder failing which shareholder to submit copy of bank passbook / statement attested by the Bank. The unpaid dividend shall also be paid via electronic bank transfer. In cases where either the bank details such as MICR (Magnetic Ink Character Recognition), IFSC (Indian Financial System Code), etc. that are required for making electronic payment are not available or the electronic payment instructions have failed or have been rejected by the Bank, the Company / RTA may request the banker to make payment though physical instrument such as banker's cheque or demand draft to such shareholder incorporating his Bank account details. Hence, Shareholders are requested to update their Bank account details with their Depository Participant if they are holding the shares in Demat and to RTA in case they are holding the shares in physical.
- m) Members who are still holding shares in physical form are advised to dematerialize their shareholding to avail the benefits of easy liquidity, electronic transfer, savings in stamp duty, prevention of forgery, etc.
- n) The Company has designated an exclusive e-mail id viz. secdept@hckgroup.com to enable investors to register their complaints / queries, if any.
- o) In terms of circulars issued by Securities and Exchange Board of India (SEBI), it is now mandatory to furnish a copy of PAN card to the RTA in the following cases viz., Transfer of Shares, Deletion of Name, Transmission of Shares and Transposition of Shares. Shareholders are requested to furnish copy of PAN card for all the above mentioned transactions.
- p) The shareholders are expected to send their queries on annual accounts / other reports of Annual Report to the Company in the email id secdept@hckgroup.com, atleast 3 days before the date of meeting, so that the requisite information/explanations can be provided at the meeting.
- q) Pursuant to Section 72 of the Companies Act, 2013 and the Rules made there under the Members holding shares in single name may, at any time, nominate in form SH-13, any person as his/her nominee to whom the securities shall vest in the event of his/her death. Nomination would help the nominees to get the shares transmitted in their favour without any hassles. Members desirous of making any cancellation/variation in the said nomination can do so in form SH-14. The nomination forms can be downloaded from the Company's website www.kotharipetrochemicals.com.
- r) Electronic copy of the Notice and Annual Report of the 29<sup>th</sup> Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form is being sent to all the members whose email IDs are registered with the Depository Participants(s) for communication purposes unless any member has requested for a hard copy of the same. For members who have not registered their email address, physical copies of the Notice and Annual Report of the 29<sup>th</sup> Annual General Meeting of the Company inter alia indicating the process and manner of e-voting along with Attendance Slip and Proxy Form are sent in the permitted mode.
- s) Members may also note that the Notice of the 29<sup>th</sup> Annual General Meeting and the Annual Report for 2017-18 will also be available on the Company's website www.kotharipetrochemicals.com for their download. The physical copies of the aforesaid documents will also be available at the Company's Registered Office for inspection during normal business hours on working days. Even after registering for e-communication, members are entitled to receive such communication in physical form, upon making a request for the same at free of cost. For any communication, the shareholders may also send requests to the Company's investor email id: secdept@hckgroup.com.

#### Voting through Electronic means:

Pursuant to the provisions of Section 108 of the Companies Act, 2013, Rule 20 and Rule 21 of the Companies (Management and Administration) Rules, 2014 and the provisions of Regulation 44 of the SEBI (LODR) Regulations, 2015, the Company shall provide members facility to exercise their right to vote at the General Meetings by electronic means and the business may be transacted through e-voting services provided by Central Depository Services (India) Limited, (CDSL):

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The instructions for members for voting electronically (remote e-voting) are as under:

In case of members receiving e-mail:

- i) Log on to the e-voting website www.evotingindia.com.
- ii) Click on "Shareholders" tab to cast your votes.
- iii) Now, select the Electronic Voting Sequence Number "EVSN" along with "COMPANY NAME" from the drop down menu and click on "SUBMIT
- iv) Now Enter your User ID:

|         | For Members holding shares in Demat Form  | For Members holding shares in Physical Form |
|---------|---|---|
| USEI ID | For NSDL:<br>8 Character DP ID followed by<br>8 Digits Client ID<br>For CDSL:<br>16 digits beneficiary ID | Folio Number registered with the Company    |
|         |   |   |

Then enter the Captcha Code as displayed and Click and Login

- v) If you are holding shares in Demat Form and had logged on to www.evotingindia.com and voted on an earlier voting of any Company, then your existing password is to be used. If you are a first time user follow the steps given below:
- vi) Now, fill up the following details in the appropriate boxes:

|                        | For Members holding shares in<br>Demat Form   | For Members holding shares in<br>Physical Form |
|------------------------|---|--|
| PAN*                   | Enter your 10 digit alpha-numeric *PAN issued by Income Tax Department with prompted by the system while e-voting (applicable for both Demat shareholders) well as physical shareholders) |  |
| DOB#                   | Enter the Date of Birth as recorded in your demat account or in the company records for the said demat account or folio in dd/mm/yyyy format.   |  |
| Dividend Bank Details# | Enter the Dividend Bank Details as recorded in your demat account or in the compar records for the said demat account or folio.   |  |

\* Members who have not updated their PAN with the Company/RTA/Depository Participant are requested to use the first two letters of their name and the sequence number in the PAN field. Incase the sequence number is less than 8 digits enter the applicable number of 0's before the number after the first two characters of the name of the CAPITAL letters. Eg. If your name is Ramesh Kumar with sequence number 1 then enter RA00000001 in the PAN field. (SI. No. mentioned in your address label can be used as Sequence No. for this purpose)

# Please enter any one of the details in order to login. Incase both the details are not recorded with the depository or company please enter the member id / folio number in the Dividend Bank details field.

To avoid this problem of filling a default number in future, members are strongly advised to update their PAN details and dividend bank details immediately with the Depository Participants / RTA - Cameo Corporate Services Limited / Company.

- vii) After entering these details appropriately, click on "SUBMIT" tab.
- viii) Members holding shares in physical form will then reach directly the EVSN selection screen. However, members holding shares in Demat form will now reach 'Password Creation' menu wherein they are required to mandatorily change their login password in the new password field. The new password has to be minimum eight characters consisting of at least one upper case (A-Z), one lower case (a-z), one numeric value (0-9) and a special character(@ # \$ %& \*). Kindly note that this password is to be also used by the Demat holders for voting for Resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- ix) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this notice.
- x) Click on the relevant EVSN on which you choose to vote.
- xi) On the voting page, you will see Resolution description and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.

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- xii) Click on the "Resolutions File Link" if you wish to view the entire Resolutions.
- xiii) After selecting the Resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- xiv) Once you "CONFIRM" your vote on the Resolution, you will not be allowed to modify your vote.
- xv) You can also take out print of the voting done by you by clicking on "Click here to print" option on the Voting page
- xvi) Institutional shareholders (i.e. other than individuals, HUF, NRI etc.) are required to log on to https://www.evotingindia. co.in and register themselves, link their account which they wish to vote on and then cast their vote. They should upload a scanned copy of the Board Resolution and POA in favour of the Custodian who they have authorize to vote on their behalf in PDF format in the system for the scrutinizer to verify the vote. Further, they are requested to send the scanned copy of the Board Resolution/Authorization to the email id of scrutinizer (kpl.scrutinizer@ gmail.com) and RTA (murali@cameoindia.com) with a copy marked to helpdesk.evoting@cdslindia.com.
- xvii) In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at www.evotingindia.com under help section or write an email to helpdesk.evoting@ cdslindia.com or contact Phone No. 022-2302333.
- xviii) If Demat account holder has forgotten the password then enter the User ID and image verification code and click on Forgot Password & enter the details as prompted by the system.
- xix) Shareholders can also cast their vote using CDSL's mobile app m-voting available for android based mobiles. The m-voting app can be downloaded from Google Play store, iPhone and windows phone users can download the app from the App Store and the Windows Phone Stores respectively.

In case of members receiving the physical copy of Notice of AGM [for members whose e-mail IDs are not registered with the company / depository participant(s) or requesting physical copy]:

#### Please follow all steps from SI. No. (i) to SI. No. (xvi) above, to cast vote.

#### VOTING AT AGM

- i) The facility for voting through polling paper shall be made available at the AGM and the members attending the meeting who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting through polling paper.
- ii) The Members who have cast their vote by remote e-voting prior to the AGM may also attend the AGM but shall not be entitled to cast their vote again.

#### GENERAL

- a) The remote e-voting period commences on Thursday, 26<sup>th</sup> July, 2018 at 9.00 A.M. and ends on Sunday, 29<sup>th</sup> July, 2018 at 5.00 P.M. A person whose name is recorded in the register of members or in the register of beneficial owners maintained by the depositories as on the cut off date only shall be entitled to avail the facility of remote e-voting as well as voting in the general meeting. The remote e-voting module shall be blocked by CDSL for e-voting thereafter. Once the vote on a resolution is cast by the shareholder, the shareholder shall not be allowed to change it subsequently.
- b) After despatch any person who acquires shares of the Company and becomes member of the Company as on the cut-off date i.e. Monday, 23<sup>rd</sup> July, 2018 may obtain the login ID and password by sending an email to investor@ cameoindia.com or secdept@hckgroup.com or helpdesk.evoting@cdslindia.com by mentioning their Folio No./DP ID and Client ID No. However, if you are already registered with CDSL for remote e-voting then you can use your existing user ID and password for casting your vote.
- c) A member may participate in the meeting even after exercising his right to vote through remote e-voting but shall not be allowed to vote again at the meeting.
- d) The voting rights of a member shall be in proportion to his shares in the paid up equity share capital of the Company as on the cut-off date i.e. Monday, 23<sup>rd</sup> July, 2018.
- e) Mr. N. Sridharan, Practising Company Secretary (Membership No. PCS 7469), Chennai has been appointed as Scrutinizer to scrutinize the e-voting process (electronically or otherwise) in a fair and transparent manner.
- f) The Scrutinizer shall, immediately after the conclusion of voting at the general meeting, will first count the votes cast at the meeting, and 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 shall make, not later than two days after the conclusion of the AGM, a consolidated scrutiniser's report of the total votes cast in favour or against, if any, to the Chairman or a person authorised by him in writing, who shall countersign the same and declare the result of the voting forthwith.
- g) The results declared along with the Scrutinizer's Report shall be placed on the Company's website www.kotharipetrochemicals.com and website of CDSL http://www.evotingindia.com and also forward the same to The National Stock Exchange of India Limited, Mumbai simultaneously, where the Company's shares are listed.
- h) Route Map showing directions to reach to the venue of the 29<sup>th</sup> Annual General Meeting is given in the Annual Report as per the requirement of the Secretarial Standard 2 (SS-2) on "General Meeting."

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