



# **ANNUAL REPORT**

**2020 - 21**

**Manali Petrochemicals Limited**

## Financial Highlights

All amounts ₹ in Crore unless stated otherwise

Details	Ind AS					Previous GAAP				
	2020-21	2019-20	2018-19	2017-18	2016-17 <sup>§</sup>	2015-16	2014-15	2013-14	2012-13	2011-12
Net Revenue from operations	<b>922.23</b>	676.64	702.12	645.33	582.79	579.04	733.13	554.44	522.15	573.96
Other income	<b>12.53</b>	8.74	6.80	1.67	12.35	10.74	7.37	6.30	7.08	6.83
Total Revenue	<b>934.75</b>	685.38	708.92	647.00	595.14	589.78	740.50	560.74	529.23	580.79
EBIDTA	<b>302.72</b>	71.60	97.98	94.91	73.52	77.66	77.55	53.21	43.84	66.70
PBT	<b>257.08</b>	44.98	102.69	83.85	62.47	69.26	69.53	44.76	35.34	58.89
PAT	<b>192.60</b>	38.64	65.17	54.87	42.27	48.21	43.99	29.05	27.32	43.68
Total Comprehensive Income	<b>192.21</b>	39.11	65.86	54.53	42.33					
Equity Capital	<b>86.03</b>	86.03	86.03	86.03	86.03	86.03	86.03	86.03	86.03	86.03
Reserves & Surplus	<b>550.31</b>	371.01	355.52	300.03	255.85	196.67	158.80	125.42	106.43	88.34
Net Worth	<b>636.35</b>	457.04	441.55	386.06	341.88	282.70	244.83	211.45	192.46	174.37
Net Fixed Assets	<b>187.01</b>	200.37	189.18	183.46	170.21	120.89	110.99	106.22	106.29	103.71
Face Value of share ₹	<b>5.00</b>	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Earnings per share ₹	<b>11.20</b>	2.25	3.83	3.17	2.46	2.80	2.56	1.69	1.59	2.54
Dividend	<b>30%#</b>	15%	15%	10%	10%	10%	10%	10%	10%	12%
Book value per share ₹	<b>37.00</b>	26.57	25.67	22.45	19.88	16.44	14.23	12.29	11.19	10.14
EBIDTA/Net Revenue	<b>32.82%</b>	10.58%	13.95%	14.71%	12.62%	13.41%	10.58%	9.60%	8.40%	11.62%
PBT/Net Revenue	<b>27.88%</b>	6.65%	14.63%	12.99%	10.72%	11.96%	9.48%	8.07%	6.77%	10.26%
PAT/Net Revenue	<b>20.88%</b>	5.71%	9.28%	8.50%	7.25%	8.33%	6.00%	5.24%	5.23%	7.61%
Return on Networth	<b>30.27%</b>	8.45%	14.76%	14.21%	12.36%	17.05%	17.97%	13.74%	14.19%	25.05%
Return on Capital Employed	<b>28.39%</b>	7.59%	22.29%	21.33%	18.33%	24.96%	28.71%	20.31%	17.82%	31.93%

<sup>§</sup> Restated as per Ind AS

<sup>#</sup> Subject to declaration at the AGM

## Board of Directors

Ashwin C Muthiah  
 Gangadharan Chellakrishna  
 Sashikala Srikanth  
 Govindarajan Dattatreya Sharma  
 Lt. Col. (Retd.) Chatapuram Swaminathan Shankar  
 Dr. N. Sundaradevan, IAS (Retd.)  
 Thanjavur Kanakaraj Arun  
 Vandana Garg, IAS  
 Muthukrishnan Ravi  
 M Karthikeyan

DIN: 00255679	Chairman
DIN: 01036398	Director
DIN: 01678374	Director
DIN: 08060285	Director
DIN: 08397818	Director
DIN: 00223399	Director
DIN: 02163427	Director
DIN: 09205529	Director
DIN: 03605222	Managing Director
DIN: 08747186	WTD (Operations)

## Company Secretary

R Kothandaraman

## Chief Financial Officer

Anis Tyebali Hyderi

## Registered Office

SPIC HOUSE, 88 Mount Road  
 Guindy, Chennai 600 032  
 CIN: L24294TN1986PLC013087  
 Telefax: 044-2235 1098  
 Email: [companysecretary@manalipetro.com](mailto:companysecretary@manalipetro.com)  
 Website: [www.manalipetro.com](http://www.manalipetro.com)

## Factories

### Plant - 1

Ponneri High Road, Manali, Chennai 600 068

### Plant - 2

Sathangadu Village, Manali, Chennai 600 068

## Registrar and Share Transfer Agent (RTA)

### Cameo Corporate Services Limited

Subramanian Building  
 1, Club House Road, Chennai 600 002  
 Phone: 044-28460390/28460394 & 28460718  
 Fax 044-28460129, E-mail: [investor@cameoindia.com](mailto:investor@cameoindia.com)

## Auditors

### Brahmayya & Co.

Chartered Accountants  
 48, Masilamani Road  
 Balaji Nagar, Royapettah  
 Chennai - 600 014

## Cost Auditor

### M Krishnaswamy & Associates

Cost Accountants  
 Flat 1K Ramaniyam Ganga  
 Door No. 27 to 30 First Avenue  
 Ashok Nagar, Chennai 600 083

## Secretarial Auditor

### B. Chandra

Company Secretaries  
 AG 3, Navin's Ragamalika  
 26, Kumaran Colony Main Road  
 Vadapalani  
 Chennai - 600 026

## Internal Auditors

### Profoids Consulting

Management Consultants  
 OMS Court, Level 3  
 1, Nathamuni Street  
 Off GN Chetty Road  
 T. Nagar  
 Chennai - 600 017

## Bankers

IDBI Bank Limited  
 HDFC Bank Limited

## Vision & Mission

*To continuously enhance our customer centric approach towards product customization and to upgrade safety and environmental standards for the betterment of the community at large.*

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## Notice to Shareholders

**NOTICE** is hereby given that the 35<sup>th</sup> Annual General Meeting of the Company will be held at 1:30 PM (IST) on Tuesday, the 28<sup>th</sup> September 2021 through Video Conferencing/Other Audio Visual Means (OAVM) to transact the following items of business:

### ORDINARY BUSINESS

- 1. To receive, consider and adopt the Financial Statements of the Company and other Reports for the year ended 31<sup>st</sup> March 2021 by passing the following as an Ordinary Resolution:**

RESOLVED THAT pursuant to Section 129 and other applicable provisions, if any, of the Companies Act, 2013, the Stand Alone and Consolidated Financial Statements of the Company for the year ended 31<sup>st</sup> March 2021 and the Reports of the Board of Directors and the Auditors thereon and the Report of the Secretarial Auditor are received, considered and adopted.

- 2. To declare a dividend by passing the following as an Ordinary Resolution:**

RESOLVED THAT pursuant to the recommendation of the Board of Directors, a dividend of one rupee and fifty paise per equity share on 17,19,99,229 Equity Shares of ₹ 5/- each, absorbing ₹ 25.80 crore (Rupees twenty five crore eighty lakh only), subject to rounding off, is declared out of the profits for the year ended March 31, 2021 and the same be paid:

- In respect of shares held in physical form, to those Members whose names appear on the Register of Members on 28<sup>th</sup> September 2021 and
- In respect of shares held in electronic form, to those Members whose names appear in the list of Beneficial Owners furnished by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL), the Depositories, as at the end of business hours on 4<sup>th</sup> September 2021

- 3. To re-appoint Mr. Ashwin C Muthiah (DIN: 00255679) who retires by rotation and being eligible offers himself for re-appointment as a Director, by passing the following as an Ordinary Resolution:**

RESOLVED THAT pursuant to Section 152 and other applicable provisions, if any, of the Companies Act, 2013, the Rules made thereunder and the Articles of Association of the Company, Mr. Ashwin C Muthiah (DIN: 00255679), a Director retiring by rotation being eligible and offering for re-election, is re-appointed as a Director of the Company, liable to retire by rotation.

### SPECIAL BUSINESS

- 4. To ratify the remuneration to the Cost Auditor for the year 2020-21 by passing the following as an Ordinary Resolution:**

RESOLVED THAT pursuant to Section 148 of the Companies Act, 2013, the remuneration of ₹ 2,50,000 (Rupees two lakh fifty thousand only) to M Krishnaswamy & Associates, Cost Accountants, Chennai, the Cost Auditors of the Company for the year 2020-21 is ratified.

- 5. To appoint Ms. Vandana Garg, IAS (DIN: 09205529) as a Director by passing the following as an Ordinary Resolution:**

RESOLVED THAT pursuant to the provisions of Section 160 and other applicable provisions, if any, of the Companies Act, 2013, the Rules made thereunder and the Articles of Association of the Company, Ms. Vandana Garg IAS [DIN: 09205529] is appointed as a Director of the Company, liable to retire by rotation.

- 6. To approve the transactions with Tamilnadu Petroproducts Limited by passing the following as an Ordinary Resolution:**

RESOLVED THAT pursuant to Regulation 23 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, approval is accorded for transactions with Tamilnadu Petroproducts Limited during

the year 2021-22 for purchase and sale of goods and services and other transactions for aggregate value upto ₹ 325 crore (Rupees three hundred twenty five crore) plus applicable taxes.

RESOLVED FURTHER THAT pursuant to Regulation 23 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 and in partial modification of the resolution passed at the 34<sup>th</sup> Annual General Meeting held on 16<sup>th</sup> September 2020, transactions with Tamilnadu Petroproducts Limited during the year 2020-21 for purchase and sale of goods and services and other transactions for aggregate value of ₹ 189.06 crore (Rupees one hundred eighty nine crore and six lakh only) including applicable taxes are approved.

Date: August 16, 2021

**Registered Office:**

SPIC HOUSE,

88, Mount Road, Guindy, Chennai – 600 032

By Order of the Board

for **Manali Petrochemicals Limited**

R Kothandaraman

**Company Secretary**

## **ANNEXURE TO NOTICE**

### **EXPLANATORY STATEMENT IN RESPECT OF THE SPECIAL BUSINESS**

#### **Item No. 4**

As recommended by the Audit Committee M Krishnaswamy & Associates, Cost Accountants, Chennai has been appointed as the Cost Auditors of the Company for the year 2020-21 by the Board on 22.09.2020 through a circular resolution, on a remuneration of ₹ 2.50 lakh. As per Section 148 of the Companies Act, 2013, (the Act) read with the relevant Rules, the remuneration to the Cost Auditors is to be approved by the Members. Accordingly, Board recommends the same for consideration and approval of the Members.

None of the directors or Key Managerial Personnel of the Company or their relatives are interested or concerned financially or otherwise in the above resolution.

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

Ms. Vandana Garg, IAS, (DIN: 09205529) was appointed as an Additional Director of the Company through Circular Resolution on 2<sup>nd</sup> July 2021 and she holds office till the Annual General Meeting. Proposal has been received for her appointment as a Director of the Company under S. 160 of the Act, since the appointment has been recommended by the Nomination and Remuneration Committee, there is no requirement of any deposit for considering the same. A brief profile of the appointee is appended to this explanatory statement.

The Board recommends the resolution for the consideration of the Members as an Ordinary Resolution. Except the appointee, none of the other Directors or Key Managerial Personnel of the Company and their relatives is concerned or interested financially or otherwise in the above proposal.

#### **Item No. 6**

The Company has been having transactions with Tamilnadu Petroproducts Limited (TPL) for more than 3 decades for purchase/sale of various goods/services. MPL is purchasing Propylene Oxide from TPL since 2017-18 for its derivative plants which is in addition to the other products/ services.

The transactions with TPL have always been in the ordinary course of business at arms' length and so they are not covered under S. 188 of the Act. TPL has been identified as a Related Party of the Company under the IndAS- 24 and so the requirements relating to transactions with Related Parties under the SEBI (LODR) Regulations 2015, (the Regulations) are being complied with.

Pursuant to Regulation 23 (4) of the Regulations all material related party transactions shall require approval of the shareholders through resolution. In terms of the Policy of the Company read with the said Regulations the transactions would be deemed material if they are more than 10% of the consolidated turnover of the Company in the preceding year. In this connection, it has been estimated that the transactions with TPL during the financial year 2021-22 would exceed the aforesaid limits and accordingly the same is placed before the Members for approval.

Members at the last AGM accorded approval for transactions with TPL during FY 2020-21 upto ₹ 150 crore plus applicable taxes. However due to change in market conditions, post pandemic induced lockdowns, which had not been anticipated, the total value of transactions exceeded the above amount, on account of higher volumes and rates and also supply of feedstock for PO to TPL by the Company to ensure optimum input cost in the changed circumstances.

As required under Regulation 23 of the Regulations, prior approval of the Audit Committee was obtained for additional transactions during FY 2020-21 and also for the transactions during FY 2021-22 at the meeting held on 9.2.2021.

It is essential for the Company to continue the transactions with TPL as it has been one of the major suppliers of the essential raw materials to the Company for more than 3 decades. Further, securing PO from TPL has brought down the high cost imports and benefitted the Company to earn better value addition.

The Board recommends the resolution for consideration and approval of the Members as an Ordinary Resolution. None of the Directors and Key Managerial Personnel of the Company or their relatives are concerned or in any way interested in the aforementioned proposal.

Date: August 16, 2021

**Registered Office:**

SPIC HOUSE,

88, Mount Road, Guindy, Chennai – 600 032

By Order of the Board  
for **Manali Petrochemicals Limited**

R Kothandaraman

**Company Secretary**

## INFORMATION ABOUT THE DIRECTORS PROPOSED TO BE RE-APPOINTED AT THE 35TH AGM

### Items 3 and 5 of the Notice

Brief profiles of the proposed appointees:

**Mr. Ashwin C Muthiah** is the Founder Chairman of AM Group of Companies, Singapore which has interests across the globe in fertilizers, petrochemicals, distribution, infrastructure, healthcare and green energy. He is a commerce graduate from Loyola College, Chennai. After completing his post-graduation in management studies in the US, he joined the Group in India.

Mr. Ashwin, a third-generation business leader, has led the group since 2001; he initiated the strategic re-orientation of various business units to transform them into future-ready and sustainable entities in the new global economic environment. Today, the US\$ 2 billion Group's ventures span diverse, traditional and new-age businesses across India, South East Asia and the UK.

Besides steering the Group as Chairman of the parent Company, Mr. Ashwin also heads the Boards of the various group companies such as Southern Petrochemical Industries Corporation Limited (SPIC), Manali Petrochemicals Limited (MPL) and Sicagen India Limited. He is the Vice Chairman of Tamilnadu Petroproducts Limited (TPL) and Director of AM Foundation, AMI Holdings Private Limited, Mitsuba SICAL India Private Limited, and SPIC Group Companies Employees Welfare Foundation. He is also Director of all the three subsidiaries of the Company.

He is Chairman of Stakeholders' Relationship Committee of MPL and TPL, Corporate Social Responsibility Committee of SPIC, MPL, TPL and SICAGEN and a Member of Nomination & Remuneration Committee of SPIC, MPL and TPL.

Mr. Ashwin has been a Director of the Company since 27<sup>th</sup> April, 2007. He holds 13,648 equity shares in the Company, and not related to any of its directors.

**Ms. Vandana Garg IAS**, is a graduate in Microbiology and Post Graduate in Biomedical Science. A 2017 batch IAS Officer of Tamilnadu Cadre, she is at present the Executive Director of TIDCO. She served as Assistant Secretary in the Department of Social Justice and Empowerment, Government of India and later as Assistant Collector (Trg.), Salem and Sub-Collector, Thiruppaththur, Tamilnadu.

Ms. Vandana joined MPL Board on 2<sup>nd</sup> July 2021 as a nominee of TIDCO. She is a Chairperson of TICEL Bio Park Limited, Tanflora Infrastructure Park Limited, Tanfac Industries Limited, Managing Director of TIDEL Park Limited, TIDEL Park Coimbatore Limited and Director of Southern Petrochemical Industries Corporation

Limited, Mahindra World City Developers Limited and Tamilnadu Trade Promotion Organization. She is a Member of Audit Committee, Risk Management Committee, Stakeholders Relationship Committee, Nomination and Remuneration Committee and Corporate Social Responsibility Committee of Directors of the Company. She does not hold any shares in MPL nor is related to any of its Directors.

### IMPORTANT NOTES:

#### Statutory information:

1. The Register of Members and the Share Transfer books of the Company will remain closed from 6<sup>th</sup> September to 28<sup>th</sup> September 2021 (both days inclusive) in connection with the Annual General Meeting (AGM) and payment of dividend.
2. The Explanatory Statement pursuant to Section 102 of the Companies Act, 2013 (the Act), setting out details relating to Special Business of the meeting annexed to the Notice which may also be deemed as the disclosure under Regulation 36 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 (the Regulations).
3. Particulars of the Directors seeking reappointment at the Annual General Meeting are furnished above to form an integral part of the Notice. The Directors have furnished the requisite declarations for their re-appointment.

#### Meeting through Video Conferencing/Other Audio Visual Means (OAVM):

4. Pursuant to the General Circular No. 20/2020 dated 5<sup>th</sup> May 2020 read with General Circulars No. 14/2020 dated 8<sup>th</sup> April 2020, 17/2020 dated 13<sup>th</sup> April 2020, and 02/2021 dated 13<sup>th</sup> January 2021, the Meeting will be held through Video Conferencing/ Other Audio Visual Means.
5. In terms of the above Circulars, there is no provision for appointment of proxies for the meeting. However, in pursuance of Section 112 and Section 113 of the Act, representatives of bodies corporate can attend the AGM through VC/OAVM and cast their votes through e-voting.
6. **For participating in the meeting through the VC/OAVM please see the guidance in page 12**
7. Members desirous of speaking at the meeting may register through the web portal of the Registrar & Transfer Agent M/s Cameo Corporate Services Limited using the web-link: <https://Investors.cameoindia.com>.
8. The above facility for participant registration will be open from 9:00 AM on 20<sup>th</sup> September 2021 to 5:00 PM on 24<sup>th</sup> September 2021. It may please be noted that there will be no option for spot registration or through any other mode. **Only those shareholders who have registered through the above process will be able to speak at the meeting.**
9. Members who do not wish to speak during the AGM but have queries may send their queries on or before 24<sup>th</sup> September 2021 by email to [companysecretary@manalipetro.com](mailto:companysecretary@manalipetro.com) mentioning their name, demat account number/folio number and mobile number. These queries will be responded to by the Company suitably.

#### Despatch of Annual Report and Notice of the meeting:

10. Electronic copy of the Annual Report for the year 2020-21 and the Notice of the 35<sup>th</sup> AGM are being sent to the Members whose E-mail IDs are registered with the Company and for persons holding shares in demat form as per the information provided by the Depositories. **Members may note that pursuant to the aforesaid Circulars there is no facility for providing printed copies of the Annual Reports.**
11. Annual Report and the Notice of the AGM are available in the Company's website viz., [www.manalipetro.com](http://www.manalipetro.com). The AGM Notice is also disseminated on the website of CDSL (the agency for providing the Remote e-Voting facility and e-voting system during the AGM) [www.evotingindia.com](http://www.evotingindia.com).



### **Facility for Remote E-voting and Voting during the meeting:**

12. Pursuant to Regulation 44 of the Regulations, read with Section 108 of the Act, and the relevant Rules, the Company has entered into an arrangement with Central Depository Services (India) Limited (CDSL) to facilitate the Members to exercise their right to vote at the Annual General Meeting by electronic means. The detailed process for participating in the said e-voting is furnished in Page No 9.
13. A person who has participated in e-voting is not debarred from participating in the meeting though he shall not be able to vote at the meeting again and his earlier vote cast electronically shall be treated as final. As per Rule 20 of the Companies (Management & Administration) Rules, 2014, facility for voting will be made available at the meeting and Members who have not cast their vote by remote e-voting shall be able to exercise their right at the meeting which would also be through electronic means.

### **Payment of dividend and withholding tax thereon:**

14. The dividend for the year 2020-21 upon declaration at the AGM, would be paid on 25<sup>th</sup> October 2021, as below:
  - a. In respect of shares held in physical form to those Members whose names appear on the Register of Members on 28<sup>th</sup> September 2021 and
  - b. In respect of shares held in electronic form, to those Members whose names appear in the list of beneficial owners furnished by National Securities Depository Limited (NSDL) and Central Depository Services (India) Limited (CDSL), the Depositories, as at the end of business hours on 4<sup>th</sup> September 2021.
15. Dividend is taxable in the hands of the recipient from 1<sup>st</sup> April 2020. The Company is required to deduct tax at source from dividend. Accordingly dividend would be paid net of TDS @ 20% if the Member has not provided his/her valid PAN and @ 10% in other cases.
16. Tax Deduction would be PAN based and so in the case of multiple holding by the same first named person, dividend amount would be aggregated for determining the rate of TDS.
17. If the Member
  - (a) Is a resident individual and the amount of dividend does not exceed ₹ 5,000 or furnishes a declaration in Form 15G/15H, no tax will be deducted.
  - (b) Is a Non Resident or Foreign Institutional Investor or a Foreign Portfolio Investor, tax deduction would be @ 20%
  - (c) Is other than (a) or (b) above, tax would be deducted irrespective of the amount @ 10% or as the case may be 20%, in the absence of a valid PAN.
  - (d) In addition to the above, surcharge and cess as applicable will be deducted.
  - (e) Resident shareholders may also submit certificate under Section 197 of the Income Tax Act, 1961, issued by the concerned authority for no or lower deduction of tax.
  - (f) Non Resident Shareholders, including foreign companies and institutional investors like FIIs, FPIs, etc. if eligible can avail lower withholding taxes under the Double Taxation Avoidance Agreements by submitting the necessary documents such as Tax Residency Certificate, Form 10F and other declarations specified in the relevant Rules.
18. The aforesaid forms and declarations may be provided through the Web-portal of the RTA <https://Investors.cameoindia.com>. It may please be noted that physical copies of the Forms will not be acceptable and so Members may provide the declaration only electronically. The facility for providing the declaration for Dividend 2020-21 will not be available after 5<sup>th</sup> October 2021 5:00 PM.
19. As per SEBI guidelines, dividend is to be paid through electronic mode into the bank account of the shareholder as per the details furnished by the depositories. In case electronic payment is not possible, the bank account details, if available will be printed on the warrant/other payment instrument. The Company is not permitted to entertain any request for deletion or change of such bank details.

20. Members may provide their bank account details through the web-link of the RTA <https://Investors.cameoindia.com>. Information provided after 5<sup>th</sup> October 2021 may not be considered by the RTA and warrants will be sent. There may be delays in receipt of the warrants by the shareholders, depending on the situation prevailing at the time of processing and payment of dividend.

#### **Unpaid/Unclaimed Dividend:**

21. As per Section 125 of the Act, the amount of dividend remaining unpaid or unclaimed for a period of seven years from the due date is required to be transferred to the Investor Education and Protection Fund (IEPF), constituted by the Central Government. The Company has, accordingly, transferred ₹ 59,04,069/- being the unpaid and unclaimed dividend amount pertaining to the year 2012-13 to the IEPF on 5<sup>th</sup> October 2020. The details of such transfer are available in the website of the Company.
22. Pursuant to Section 124 (6) of the Act, during the year 8,00,105 equity shares relating the unpaid/unclaimed dividends for the year 2012-13 were also transferred to the IEPF. The total number of shares transferred to the IEPF till date is 72,54,001, covering the period upto 2012-13.
23. The details of unpaid dividend relating to the years 2013-14 to 2018-19 as on 16<sup>th</sup> September 2020 being the date of the last AGM is available in the website of the Company [www.manalipetro.com](http://www.manalipetro.com). The updated details of unpaid dividend as on the date of the ensuing AGM relating to the years 2013-14 to 2019-20 will be uploaded in the Website of the Company in due course.
24. Dividend for the year 2013-14 remaining unclaimed and unpaid will be transferred to IEPF during October 2021. Shareholders who are yet to encash their dividend warrants are requested to contact the Company or Cameo Corporate Services Limited, the Registrar at an early date and lodge their claims.
25. In addition to the dividend, the related shares would also be transferred to the IEPF, if the shareholder has not encashed any dividend during a period of seven consecutive years, for which notices have been sent to the concerned individuals and through newspaper advertisements. They are requested to lodge their claims for unpaid dividend with the RTA immediately to avoid transfer of the dividend and the shares to the IEPF.
26. As per the extant law, the shareholders are entitled to claim the unpaid dividends and the equity shares transferred to the IEPF for which they are required to submit the request online in Form IEPF-5. The procedure for making the claims is available in the websites of the Company and also the IEPF.

#### **General:**

27. To prevent fraudulent transactions, Members are advised to exercise due diligence and notify the Company of any change in address or demise of any Member as soon as possible. Members are also advised not to leave their demat account(s) dormant for long. Periodic statement of holdings should be obtained from the concerned Depository Participant and verified.
28. 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 the PAN to their Depository Participants with whom they are maintaining their demat accounts. Members holding shares in physical form are requested to submit their PAN details to the RTA through the web-link: <https://Investors.cameoindia.com>
29. SEBI vide Circular dated 20-04-2018 has mandated to collect copy of PAN and Bank account details from Members holding shares in physical form. Accordingly in July 2018 individual letters were sent to those shareholders whose PAN and Bank account details were not available with the Company followed by two reminders. In spite of this, many shareholders have not come forward to provide the information. Such shareholders are requested to provide the information at the earliest to the Company/RTA. As per the said Circular the shareholders who have not furnished the information have been placed under “enhanced watch” and so their requests relating to their holdings will be processed subject to enhanced due diligence.