



ऑयल इंडिया लिमिटेड

Oil India Limited

REGD. OFFICE: P.O. DULIAJAN, DISTT. DIBRUGARH, ASSAM -786 602

Email: investors@oilindia.in, Website: www.oil-india.com

CIN: L11101AS1959GOI001148

**NOTICE OF 62<sup>nd</sup> ANNUAL GENERAL MEETING & BOOK CLOSURE –  
RECORD DATE AND INFORMATION ON E-VOTING**

The 62<sup>nd</sup> Annual General Meeting ("AGM") of the Company will be held through Video Conferencing ("VC") / Other Audio Visual Means ("OAVM"), on **Saturday, the 25<sup>th</sup> day of September, 2021 at 11:00 A.M. (IST)**, in compliance with all the applicable provisions of the Companies Act, 2013 and the Rules made thereunder and the Securities and Exchange Board of India ("SEBI") [Listing Obligations and Disclosure Requirements (LODR)] Regulations, 2015, read with applicable circulars issued by the Ministry of Corporate Affairs ("MCA") and SEBI (collectively referred to as "relevant circulars"), to transact the business set out in the Notice of the AGM. Members will be able to attend the AGM through VC / OAVM through NSDL link at <https://www.evoting.nsdl.com>. Members participating through the VC/OAVM facility shall be reckoned for the purpose of quorum under Section 103 of the Companies Act, 2013.

In compliance with the relevant circulars, the Notice of the AGM along with Integrated Annual Report 2020-21, have been emailed to the Members of the Company on 1<sup>st</sup> September, 2021 whose email addresses are registered with the Company/Depository Participant(s). The aforesaid documents are also available on the Company's website <https://www.oil-india.com>, the websites of the Stock Exchanges i.e. BSE Limited and National Stock Exchange of India Limited at [www.bseindia.com](http://www.bseindia.com) and [www.nse-india.com](http://www.nse-india.com) respectively and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com) (agency for providing the Remote e-Voting facility).

The documents referred to in the Notice of the AGM are available electronically for inspection without any fee by the members from the date of circulation of this Notice up to the date of AGM. Members seeking to inspect such documents can send an email at [investors@oilindia.in](mailto:investors@oilindia.in).

**Payment of Dividend and Deduction of Tax at Source (TDS):**

The Board of Directors of the Company have recommended a Final Dividend of Rs. 1.50 per share. The final dividend, if approved by the members in the ensuing AGM, will be paid to the eligible shareholders within the stipulated period of 30 days of its declaration.

Members may note that the Income Tax, 1961, as amended by the Finance Act, 2020, mandates that dividend paid or distributed by a Company is taxable in the hands of the members. The Company shall therefore be required to **deduct tax at source ("TDS")** at the time of making the payment of the dividend. In order to enable Company to determine the applicable TDS rate, members are requested to submit the relevant documents on or before 10<sup>th</sup> September, 2021. The FAQs regarding TDS on dividend are available on website of the Company at the link [https://www.oil-india.com/Document/Financial/frequently\\_asked\\_questions\\_FAQ\\_TDS.pdf](https://www.oil-india.com/Document/Financial/frequently_asked_questions_FAQ_TDS.pdf)

**Closure of Register of Members and Share Transfer Books**

Pursuant to Regulation 42 of the SEBI (LODR) Regulations, 2015, Section 91 of the Companies Act, 2013 and Rule 10 of the Companies (Management and Administration) Rules, 2014, the Registers of Members and Share Transfer Books of the Company will remain closed from **19<sup>th</sup> September, 2021 to 25<sup>th</sup> September, 2021 (both days inclusive)** to determine entitlement of the members for **Final Dividend** for the financial year ended March 31, 2021, if approved at the AGM. Final Dividend @ Rs.1.50/- per share (15% of paid-up share capital) would be paid to those members, whose name appears:

- As Beneficial Owners as at the end of working hours on **Saturday, 18<sup>th</sup> September, 2021 (Record Date)** as per the list to be furnished by NSDL/CDSL in respect of shares held in electronic form.
- As Member in the Register of Members of the Company as on **Saturday, 18<sup>th</sup> September, 2021** in respect of shares held in physical form.

Further, shareholders who are holding shares in physical form are requested to dematerialize their physical shareholdings of shares in physical form.

**Instructions for Remote E-Voting / E-Voting at the AGM**

- The Company is providing to its members facility to exercise their right to vote on resolutions proposed to be passed at AGM by electronic means ("remote e-voting/e-voting at AGM"). The Company has engaged the services of **National Securities Depository Limited (NSDL)** as the agency to provide e-voting facility. **Shri A.N. Kukreja, M/s A.N. Kukreja & Co., Company Secretaries** has been appointed as **Scrutinizer** for overseeing the Voting Process.
- 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 i.e. Saturday, 18<sup>th</sup> September, 2021** only shall be entitled to avail the facility of remote e-voting or for participation at the AGM and voting at the AGM.
- Information and instructions including details of User ID and Password relating to e-voting have been sent to the members through e-mail. The same login credentials should be used for attending the AGM through VC/OAVM.
- The remote e-voting facility would be available during the following period:

Commencement of remote e-voting	From 9.00 a.m. (IST) on Tuesday, September 21, 2021
End of remote e-voting	Till 5.00 p.m. (IST) on Friday, September 24, 2021

- The remote e-voting facility is available up to 5.00 p.m. (IST) on Friday, September 24, 2021. Thereafter, the remote e-voting module shall be disabled by NSDL.
- Any person, who acquires shares of the Company and becomes a member of the Company after dispatch of the Notice and holds shares as on the cut-off date, may obtain the User ID and Password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in). However, if the person is already registered with NSDL for remote e-voting then he/she can use their existing User ID and Password for casting the vote. Such members may cast their votes using the e-voting instructions, in the manner specified by the Company in the Notice of AGM.
- The procedure for e-voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- Only those Members/ shareholders, who will be present in the AGM through VC/OAVM facility and have not casted their vote on the Resolutions through remote e-Voting and are otherwise not barred from doing so, shall be eligible to vote through e-Voting system in the AGM.
- Members who have voted through Remote e-Voting will be eligible to attend the AGM. However, they will not be eligible to vote at the AGM.
- The manner of remote e-voting and voting at the AGM by members holding shares in dematerialized mode, physical mode and for members who have not registered their email addresses is provided in the Notice of the AGM and is also available on the website of the Company: <https://www.oil-india.com> and on the website of NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
- The results of voting on resolutions shall be declared within 2 working days of the conclusion of the AGM of the Company as per the SEBI (Listing Obligations and Disclosure Requirements) (Second Amendment) Regulations, 2021.

**Members are requested to carefully read all the Notes set out in the Notice of the AGM with respect to instructions for joining the AGM, manner of casting vote etc.**

**Contact Details:**

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](http://www.evoting.nsdl.com).

Members who need assistance before or during the AGM, can contact NSDL on [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) / 1800 1020 990 and 1800 224 430 or contact Ms. Pallavi Mhatre (Manager) or Ms. Soni Singh, Assistant Manager, NSDL at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).

For OIL INDIA LIMITED  
Sd/-  
(A.K. Sahoo)  
Company Secretary  
ACS: 12385

Place: Noida  
Date: 02.09.2021

