



Tamilnadu Petroproducts Limited

Registered Office & Factory: Manali Express Highway, Manali, Chennai - 600 068

CIN: L23200TN1984PLC010931

Website: www.tnpetro.com; e-mail: secy-legal@tnpetro.com;

NOTICE OF POSTAL BALLOT

(Pursuant to Section 110 of the Companies Act, 2013)

Dear Member(s)

NOTICE is hereby given pursuant to Section 110 and other applicable provisions of the Companies Act, 2013 ("the Act"), read with Rule 22 of the Companies (Management and Administration) Rules, 2014 ("the Rules") for obtaining the consent of the Members through Postal Ballot for the following proposals as Special Business:

Ordinary Resolutions:

1. Approval for appointment of Ms. Sandhya Venugopal Sharma, IAS (DIN: 08445015) as a Director of the Company under Section 152 of the Act.
2. Prior approval for material related party transactions between the Company and Greenstar Fertilizers Limited for the period April 2026 to March 2027

The Resolutions to be passed for the aforesaid proposals, together with the Explanatory Statement pursuant to Section 102(1) of the Act, the information required under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ("The Listing Regulations") and Secretarial Standard - 2 (SS-2) are appended.

By Order of the Board
For Tamilnadu Petroproducts Limited

Place : Chennai

Date : March 10, 2026

Sangeetha Sekar
Company Secretary

Important Notes:

1. This Notice is being sent only in electronic form, in accordance with the relaxation granted by the Ministry of Corporate Affairs vide Circular No 03/2025 dated 22nd September 2025, to all the shareholders whose names appear on the Register of Members / list of Beneficial Owners as received from National Securities Depository Limited (NSDL) / Central Depository Services (India) Limited (CDSL) as at the close of business hours on Friday, February 27, 2026 and who have registered their email id with the Company / Depository Participants.
2. The Notice has also been placed on the Company's website viz., www.tnpetro.com and CDSL website viz., <https://www.evotingindia.com/> for use by the Members.
3. The Postal Ballot facility through e-Voting is being provided to the Members in accordance with the provisions of Section 108 and 110 of the Act read with Rule 20 and 22 of the Rules and Regulation 44 of the Listing Regulations read with the relevant Circulars.
4. The Company has engaged the services of CDSL to provide e-Voting facility, enabling the Members to cast their votes electronically in a secure manner.
5. Detailed guidance for participating in the Postal Ballot through e-Voting is appended to this Notice.
6. The e-Voting will commence on Friday, March 13, 2026 at 9:00 AM IST and end on Saturday April 11, 2026 at 5:00 PM IST.
7. In terms of the resolutions passed by the Board of Directors on January 14, 2026 pursuant to Rule 22(5) of the Rules, M/s. B Chandra & Associates, Practising Company Secretaries, Chennai, have been appointed as the Scrutinizer, for conducting the voting by Postal Ballot through electronic means in a fair and transparent manner.

8. After completion of the scrutiny of voting, the Scrutinizer will submit their report on the results to the Managing Director of the Company or any person authorized by him. The results will be announced by the Managing Director of the Company, on or before Tuesday, April 14, 2026 by placing it along with the Scrutinizer's Report on the Company's website www.tnpetro.com, the website of the Agency (CDSL) and also will be communicated to the Stock Exchanges as required under the relevant law.
9. The last date of voting, i.e., Saturday, April 11, 2026 will be taken to be the date of passing of the resolutions in this Notice.
10. Members requiring any clarification may contact the Company Secretary & Compliance officer at the registered office of the Company at the address given above or through e-mail viz., secy-legal@tnpetro.com.
11. Grievances, if any, connected with e-Voting may be addressed to Mr. Rakesh Dalvi, Sr. Manager (CDSL), Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mills Compound, N M Joshi Marg, Lower Parel (East), Mumbai – 400 013 or send an email to helpdesk.evoting@cdslindia.com or call on Toll Free No.: 1800 21 099 11.
12. Non-Individual Members shall make sure that the Power of Attorney or as the case may be certified copy of the Board Resolution to exercise the voting on behalf of the entity has been duly registered or provided to the Scrutinizer through e-mail: bchandraassociates@gmail.com.

RESOLUTIONS

1. **Appointment of Ms. Sandhya Venugopal Sharma, IAS (DIN: 08445015) as a Director of the Company under Section 152 of the Act**

To consider and if thought fit, to give assent/dissent to the following as an **Ordinary Resolution**:

RESOLVED THAT pursuant to the provisions of Section 152, 160 and other applicable provisions, if any, of the Companies Act, 2013, the Rules made thereunder (including any statutory modification(s) or re-enactment thereof for the time being in force) and the Articles of Association of the Company, Ms. Sandhya Venugopal Sharma, IAS (DIN: 08445015) who was appointed as an Additional Director of the Company by the Board effective January 14, 2026 under Section 161 of the Act, be and is hereby appointed as a Director of the Company, not liable to retire by rotation.

2. **Prior approval for material related party transactions between the Company and Greenstar Fertilizers Limited for the period April 2026 to March 2027**

To consider and if thought fit, to give assent/dissent to the following as an **Ordinary Resolution**:

RESOLVED THAT pursuant to Regulation 23 of the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015, the prior approval be and is hereby accorded for sale of goods and purchase / sale of services with Greenstar Fertilizers Limited for the period April 2026 to March 2027 for an aggregate value not exceeding ₹ 368.70 Crore (Rupees Three Hundred Sixty Eight Crore and Seventy Lakh only) plus taxes and duties, as applicable.

EXPLANATORY STATEMENT UNDER SECTION 102 OF THE COMPANIES ACT, 2013

Item no. 1:

In accordance with the provisions of Section 160 of the Act, the Company received a proposal from TIDCO nominating the candidature of Ms. Sandhya Venugopal Sharma, IAS (DIN: 08445015) Chairperson - TIDCO as Director of the Company. In terms of the Promoters Agreement entered between SPIC and TIDCO, both the Parties have the right to nominate three directors on the Board of the Company. Being qualified, the appointment of Ms. Sandhya Venugopal Sharma was recommended by the Nomination and Remuneration Committee. Based on recommendations of the Committee, Ms. Sandhya Venugopal Sharma was appointed as an Additional Director and Chairperson of the Board through a Circular Resolution passed by the Board on 14th January 2026, and she holds office till the ensuing Annual General Meeting. As per Regulation 17(1C) of the Listing Regulations, the approval of the Members for appointment of a person on the Board of Directors shall be obtained at the next general meeting or within a time period of three months from the date of appointment, whichever is earlier. Accordingly, the Board recommends the appointment of Ms. Sandhya Venugopal Sharma as a Director, not liable to retire by rotation by way of an Ordinary Resolution. As the proposal was received and recommended by the Nomination and Remuneration Committee under section 160 of the Act, the requirement of deposit of ₹ 1 Lakh shall not apply. Details in accordance with Regulation 36(3) of the Listing Regulations and Secretarial Standards on General Meetings are disclosed herein as an **Annexure-I** to this explanatory statement. Except Ms. Sandhya Venugopal Sharma, none of the other Directors and Key Managerial Personnel of the Company and their relatives are concerned or interested, financially or otherwise, in the aforesaid proposal.

Item No. 2:

In terms of the SEBI Listing Regulations, where the consolidated turnover of a listed entity is up to ₹ 20,000 Crore, a related party transaction shall be considered “material” if the transaction(s), individually or taken together with previous transactions during a financial year, exceed 10% of the annual consolidated turnover of the listed entity as per the last audited financial statements. Accordingly, the materiality threshold for Tamilnadu Petroproducts Limited (“TPL” or “the Company”) is ₹ 185 Crore as per last audited financial statements of the Company.

As per Regulation 23 of the SEBI Listing Regulations, all material related party transactions require prior approval of the Members of the Company by way of an Ordinary Resolution, even if such transactions are in the ordinary course of business and on an arm’s length basis.

TPL and Greenstar Fertilizers Limited are not related parties under Companies Act, 2013 / Listing Regulations/ Indian Accounting Standards. However, taking into account the common directorship and considering the material value, the information of the proposed transactions of value ₹ 368.70 Crore (excluding taxes and duties) for the period April 2026 to March 2027 was placed before the Audit Committee and Board at their respective meetings held on 10th March 2026 and the same was approved. As a good governance practice, it was also decided to seek the prior approval of members for the proposed transaction. Accordingly, the Board recommends the resolution as set out in item no. 2 of the Notice for approval of members. The transactions shall be executed only upon receipt of approval of Members.

Pursuant to SEBI Circular dated 26th June 2025 on Industry Standards on “Minimum information to be provided to the Audit Committee and Shareholders for approval of Related Party Transactions” (“RPT Industry Standards”), the explanatory statement contained in this Notice provides the required information.

None of the Directors and/or Key Managerial Personnel of the Company and/or their relatives are concerned or interested in the resolution set out at item no. 2 of the Notice.

DISCLOSURE PURSUANT TO LISTING REGULATIONS AND SECRETARIAL STANDARDS ON GENERAL MEETING (SS - 2)

Name of the Director	Ms. Sandhya Venugopal Sharma, IAS
DIN	08445015
Date of Birth (age)	9 th February 1971 (55 Years)
Qualifications	M.Sc (Botany)
Experience, Skills and Expertise in specific functional area and Date of first appointment on the Board	<p>Ms. Sandhya Venugopal Sharma is a 1995 batch Indian Administrative Service (IAS) officer of the Tamilnadu cadre and currently serves as Chairperson of TIDCO. She has held senior leadership roles at the State and Central Government levels, including central deputation with the Department of Space as Joint Secretary and later, Additional Secretary in Bengaluru (2019-2025). During her deputation to the Government of Karnataka, she served as State Project Director, Sarva Shiksha Abhiyaan, leading a large multi-stakeholder programme supported by the Central and State Governments, the World Bank, DFID and UNICEF. In the Tamilnadu cadre, her assignments include Commissioner (Archives and Historical Research), Joint/Deputy Secretary and Controller roles in Commercial Taxes, Education and the Tamil Nadu Public Service Commission and district-level postings as Sub Collector in Chengalpattu and Tindivanam.</p> <p>Date of first appointment: January 14, 2026</p>
Terms and conditions of appointment along with details of remuneration sought to be paid	<p>Director nominated by TIDCO, Promoter of the Company, proposed for appointment as a director not liable to retire by rotation.</p> <p>Remuneration: Sitting fees as approved by the Board within the limits prescribed under the Companies Act, 2013.</p>
Membership / Chairmanship of Committees of the Board of Directors of the Company	Nil
Number of Meetings of the Board attended during the year (FY 2025-26)	2 (Two) Board meetings
Other Directorships and Membership / Chairmanship of Committees of other Boards	<p>Other Directorships :</p> <ol style="list-style-type: none"> 1. Tamilnadu Industrial Development Corporation Limited 2. Titan Company Limited 3. Tanfac Industries Limited <p>Member / Chairperson of the Committee of other Boards:</p> <p>Nil</p>
Listed entities from which the director has resigned from directorship in the past three years.	Nil
No of shares held in the Company (including Beneficial Ownership)	Nil
Relationship with other Directors, Manager and other Key Managerial Personnel of the Company	Nil

Information to be furnished under the SEBI Listing Regulations read with SEBI Circular No. SEBI/HO/CFD/CFD-PoD-2/P/CIR/2025/93 dated 26th June 2025 in line with Industry Standards are provided below:

a) Information as placed before the Audit Committee in the format as specified in the RPT Industry Standards, to the extent applicable.	Kindly refer Annexure III
b) Justification as to why the proposed transaction is in the interest of the listed entity, basis for determination of price and other material terms and conditions of RPT.	<p>The proposed sale transaction would also enable the Company to utilise the enhanced capacity of LAB.</p> <p>The price will be based on the formula and on par with other contract volume customers.</p> <p>Services may be rendered/ availed as and when required by the Company. The Pricing/ transaction cost would be at actual /market rate, subject to arm's-length pricing as required under law.</p> <p>The transactions will be on arm's-length basis and in the ordinary course of business.</p>
c) Disclose the fact that the Audit Committee has reviewed the certificates provided by the CEO/ Managing Director/ Whole Time Director/ Manager and CFO of the Listed Entity as required under the RPT Industry Standards	The Audit Committee has reviewed the certificate issued by MD & CFO, as required under the RPT Industry Standards.
d) Disclosure that the material RPT or any material modification thereto, has been approved by the Audit Committee and the Board of Directors recommends the proposed transaction to the shareholders for approval.	The proposed material transactions have been approved by the Audit Committee and the Board of Directors at their respective meetings held on March 10, 2026. The same has been recommended by the Board to the Members for prior approval.
e) Provide web-link and QR Code, through which shareholders can access the valuation report or other reports of external party, if any, considered by Audit Committee while approving the RPT.	Not applicable
f) Affirmation that the Audit Committee and Board of Directors, while providing information to the shareholders, have redacted the commercial secrets and such other information that would affect competitive position of listed entity and in its assessment, the redacted disclosures still provide all the necessary information to the public shareholders for informed decision making	Not applicable
g) Any other information that may be relevant.	Nil

Annexure III

A(1). Basic details of the related party		
1.	Name of the related party	Greenstar Fertilizers Limited (GFL)
2.	Country of incorporation of the related party	India
3.	Nature of business of the related party	Chemical and chemical products, pharmaceuticals, medicinal chemical and botanical products
A(2). Relationship and ownership of the related party		
1.	Relationship between the listed entity and the related party – including nature of its concern (financial or otherwise) and the following:	TPL and Greenstar Fertilizers Limited are not related parties under Companies Act, 2013 / Listing Regulations/ Indian Accounting Standards. However, taking into account the common directorship and considering the material value, the proposed transactions are taken up with Members for approval. The transactions shall be executed only upon receipt of approval of Members.
	i. Shareholding of the listed entity, whether direct or indirect, in the related party.	Nil
	ii. Where the related party is a partnership firm or a sole proprietorship concern or a body corporate without share capital, then capital contribution, if any, made by the listed entity	Not Applicable
	iii. Shareholding of the related party, whether direct or indirect, in the listed entity	Nil
A(3). Details of previous transactions with the related party		
1.	Total amount of all the transactions undertaken by the listed entity with the related party during the last financial year. Note: Details need to be disclosed separately for listed entity and its subsidiary.	
		FY 2024-25
	S. No.	Nature of Transactions
		Amount (in INR)
		Nil
2	Total amount of all the transactions undertaken by the listed entity with the related party in the current financial year up to the quarter immediately preceding the quarter in which the approval is sought.	Nil
3	Any default, if any, made by a related party concerning any obligation undertaken by it under a transaction or arrangement entered into with the listed entity during the last financial year	Not Applicable
A(4). Amount of the proposed transactions		
1.	Amount of the proposed transactions being placed for approval in the meeting of the Audit Committee/ shareholders.	₹ 368.70 Crores excluding taxes and duties as applicable
2.	Whether the proposed transactions taken together with the transactions undertaken with the related party during the current financial year would render the proposed transaction a material RPT?	Proposed transactions are for the financial year 2026-27

3.	Value of the proposed transactions as a percentage of the listed entity's annual consolidated turnover for the immediately preceding financial year	19.88%
4.	Value of the proposed transactions as a percentage of subsidiary's annual standalone turnover for the immediately preceding financial year (in case of a transaction involving the subsidiary and where the listed entity is not a party to the transaction)	Not Applicable
5.	Value of the proposed transactions as a percentage of the related party's annual consolidated turnover (if consolidated turnover is not available, calculation to be made on standalone turnover of related party) for the immediately preceding financial year, if available	9.23%
6.	Financial performance of the related party for the immediately preceding financial year: (information is to be given on standalone basis. If standalone is not available, provide on consolidated basis.)	
	Particulars	FY 2024-25 (in crore)
	Turnover	3992.68
	Profit After Tax	42.41
	Net worth	543.54
A(5). Basic details of the proposed transaction (In case of multiple types of proposed transactions, details to be provided separately for each type of the proposed transaction for example, (i) sale of goods and purchase of goods to be treated as separate transactions; (ii) sale of goods and sale of services to be treated as separate transactions; (iii) giving of loans and giving of guarantee to be treated as separate transactions)		
1.	Specific type of the proposed transaction (e.g. sale of goods/services, purchase of goods/services, giving loan, borrowing etc.)	Sale of Goods and Purchase/Sale of Services
2.	Details of each type of the proposed transaction	Sale of Linear Alkyl Benzene(LAB) and purchase/sale of services (Manpower/Others)
3.	Tenure of the proposed transaction (tenure in number of years or months to be specified)	1 year (April 2026 - March 2027)
4.	Whether omnibus approval is being sought?	Yes
5.	Value of the proposed transaction during a financial year. If the proposed transaction will be executed over more than one financial year, provide estimated break-up financial year-wise.	Proposed transaction value of ₹ 368.70 Crore (excluding taxes and duties) is for the financial year 2026-27
6.	Justification as to why the RPTs proposed to be entered into are in the interest of the listed entity	The proposed transaction would also enable the Company to utilise the enhanced capacity of LAB. The pricing will be based on the formula and on par with other contract volume customers. Services may be rendered/ availed as and when required by the Company. The Pricing/ transaction cost would be at actual /market rate, subject to arm's-length pricing as required under law.
7.	Details of the promoter(s)/ director(s) / key managerial personnel of the listed entity who have interest in the transaction, whether directly or indirectly.	Mr. Manish Nagpal, Director is also on the Board of Greenstar Fertilizers Ltd. However, he is not interested / concerned in the proposed transaction in line with the regulations.
	a. Name of the director / KMP	
	b. Shareholding of the director / KMP, whether direct or indirect, in the related party	Nil
8.	A copy of the valuation or other external party report, if any, shall be placed before the Audit Committee.	No such report

9.	Other information relevant for decision making.	Nil
B. Basic details of the proposed transaction		
<i>Information to be provided only if a specific type of RPT as mentioned below is proposed to be undertaken and is in addition to Part A,</i>		
B(1) . Sale, purchase or supply of goods or services or any other similar business transaction and trade advances		
1.	Bidding or other process, if any, applied for choosing a party for sale purchase or supply of goods or services.	The proposed sale transactions would be entered on contractual basis. The Services may be availed/rendered, if any, as and when required. Pricing/ transaction cost would be at actual / market rate, subject to arm's-length pricing as required under law.
2.	Basis of determination of price.	For Sale of goods, Pricing will be based on the price fixed for other Contract Customers and prevailing market conditions. For Purchase/ sale of services, Pricing/ transaction cost would be at actual / market rate.
3.	In case of Trade advance (of upto 365 days or such period for which such advances are extended as per normal trade practice) , if any, proposed to be extended to the related party in relation to the transaction, specify the following: a. Amount of Trade advance b. Tenure c. Whether same is self-liquidating?	Not Applicable

Regd. Office:
Manali Express Highway
Manali, Chennai - 600 068

Place : Chennai
Date : March 10, 2026

By Order of the Board
For Tamilnadu Petroproducts Limited

Sangeetha Sekar
Company Secretary

GUIDANCE TO SHAREHOLDERS FOR POSTAL BALLOT THROUGH E-VOTING

1. The voting period begins on Friday, March 13, 2026 at 9:00 AM IST and end on Saturday April 11, 2026 at 5:00 PM IST. During this period, the shareholders of the Company holding shares either in physical form or dematerialized form, as on February 27, 2026 (cut-off date) may cast their vote electronically. The e-Voting module shall be disabled by CDSL for voting thereafter.
2. In terms of SEBI circular no. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated December 9, 2020 and Regulation 44 of Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015 on e-Voting facility provided by Listed Companies, Individual shareholders holding securities in demat mode are allowed to vote through their demat account maintained with Depositories. Shareholders are advised to update their mobile number and email id in their demat accounts in order to access e-Voting facility.
3. Pursuant to abovementioned SEBI Circular, login process for e-Voting for individual shareholders holding securities in Demat mode NSDL/CDSL are given below:

i. Shareholders holding securities with CDSL

- a) If you have opted for CDSL Easi / Easiest facility, you can login using your existing user id and password. The URL to login to Easi / Easiest is <https://web.cdslindia.com/myeasinew/home/login>. Alternatively, you can visit www.cdslindia.com and click on Login icon and select My Easi New (Token).
- b) After successful login, you will be able to see the e-Voting option for eligible companies where the e-Voting is in progress as per the information provided by the respective Company. On clicking the e-Voting option, you will be able to see e-Voting page of the e-Voting service provider for casting your vote during the remote e-Voting period.
- c) Links are also provided to access the system of all the e-Voting Service Providers, so that you can visit the e-Voting service providers' website directly.
- d) If you are not registered for Easi/Easiest, option to register is available at <https://web.cdslindia.com/myeasitoken/Registration/EasiRegistration>.
- e) Alternatively, you may directly access e-Voting page by providing Demat Account Number and PAN No. from the e-Voting link available on www.cdslindia.com home page or click on the below link: <https://evoting.cdslindia.com/Evoting/EvotingLogin/>. The system will authenticate your credentials by sending OTP on the registered Mobile & email as recorded in the Demat Account. On successful authentication, you will be able to see the e-Voting option where the e-Voting is in progress and also able to directly access the system of all e-Voting Service Providers.

ii. Shareholders holding securities with NSDL

- a) If you are already registered for NSDL IDeAS facility, please visit the link: <https://eservices.nsdl.Com/> and click on "Beneficial Owner" Tab under "Login" which is available under 'IDeAS' section. You will be re-directed to a page, where you have to enter User ID and Password. After successful authentication, you will be logged into the IDeAS portal. Click on "Access to e-Voting" under "Value Added Services" and you will be able to view e-Voting page. Click on the name of the Company or e-Voting service provider i.e. CDSL and you will be re-directed to CDSL website for casting your vote during the remote e-Voting period.
 - b) If you are not registered for IDeAS Services, you may register using the link: <https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp> and follow the process mentioned above;
- (or)
- c) Open the URL: <https://www.evoting.nsdl.com/> and on the home page of e-Voting services, click on "Login" under the 'Shareholder/Member/Creditor' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number with NSDL), Password/ OTP and a Verification Code as shown on the screen. On successful authentication, you will be redirected to NSDL wherein you will be able to see e-Voting page. Click on the name of the Company name or e-Voting service provider i.e. CDSL and you will be redirected to CDSL website for casting your vote during the remote e-Voting period.

iii. Login through their Depository Participants

You can also login using the login credentials of your demat account through your Depository Participant registered with NSDL/CDSL for e-Voting facility. After Successful login, you may click on e-Voting option that appears, which will redirect you to NSDL/CDSL website after successful authentication, wherein you can see e-Voting feature. Click on the name of the Company or e-Voting service provider i.e. CDSL and you will be redirected to e-Voting website of CDSL for casting your vote during the remote e-Voting period.

iv. Retrieving User Id/Password

Members who are unable to retrieve User ID/ Password, please use Forget User ID and Forget Password option available at respective website and follow the instructions for resetting the information.

v. Help Desk in case of log-in issues for demat holders:

Login type	Helpdesk details
Individual Shareholders holding securities in Demat mode with CDSL	Members facing any technical issue in login can contact CDSL helpdesk by sending a request at helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 21 09911
Individual Shareholders holding securities in Demat mode with NSDL	Members facing any technical issue in login can contact NSDL helpdesk by sending a request at evoting@nsdl.co.in or call at toll free no.: 022 4886 7000 and 022 2499 7000

4. Physical Shareholders and Shareholders other than Individuals holding in Demat Form: Login method for e-Voting

- a. Access the link: www.evotingindia.com in your web browser and Click on "Shareholders/Members" Tab
- b. You will be re-directed to a page, where you can enter User ID as given below and login:
 - i. For CDSL: 16 digits beneficiary ID
 - ii. For NSDL: 8 Character DP ID followed by 8 Digits Client ID
 - iii. Shareholders holding shares in Physical Form to enter Folio Number
- c. Enter the Image Verification as displayed and Click on Login.
- d. If you are holding shares in demat form and had logged on to www.evotingindia.com and participated in any e-Voting process of any other Company earlier, then your existing password can be used.
- e. If you are a first-time user follow the steps given below:

	For Physical shareholders and other than individual shareholders holding shares in Demat
PAN	Enter your PAN issued by Income Tax Department (Applicable for both demat shareholders as well as physical shareholders) <ul style="list-style-type: none">• Shareholders who have not updated their PAN with the Company/ Depository Participant are requested to use the sequence number which is available in the e-mail forwarding the Annual Report.
Dividend Bank Details (or) Date of Birth (DOB)	Enter the Dividend Bank Details or Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the Company records in order to login. <ul style="list-style-type: none">• If both the details are not recorded with the Depository or Company please enter the member id / folio number in the Dividend Bank details field.

- f. After entering these details appropriately, click on "SUBMIT" tab.
- g. Shareholders holding shares in physical form will then directly reach the Company selection screen. However, shareholders holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. 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.

- h. For shareholders holding shares in physical form, the details can be used only for e-Voting on the resolutions contained in this Notice.
- i. Click on the EVSN for Tamilnadu Petroproducts Limited.
- j. 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.
- k. Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details.
- l. 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.
- m. Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- n. You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- o. If a demat account holder has forgotten the login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- p. You can also cast your vote using CDSL's mobile app "m-Voting". The m-Voting app can be downloaded from respective Store. Please follow the instructions as prompted by the mobile app for Remote e-Voting on your mobile.
- q. There is also a provision to upload Board Resolution/Power of Attorney, if any uploaded, which will be made available to scrutinizer for verification.

5. For attention of Non-Individual Shareholders and Custodians: applicable for Remote Voting:

- Non-Individual shareholders (i.e. other than Individuals, HUF, NRI etc.) and Custodians are required to log on to www.evotingindia.com and register themselves in the "Corporates" module;
- A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login should be mailed to helpdesk.evoting@cdslindia.com and on approval of the accounts they would be able to cast their vote.
- It is mandatory that, a scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued infavour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.
- Alternatively, Non Individual shareholders are required mandatory to send the relevant Board Resolution / Authority letter etc. together with attested specimen signature of the duly authorized signatory who are authorized to vote, to the Scrutinizer bchandraassociates@gmail.com and to the Company at the email address secy-legal@tnpetro.com, if they have voted from individual tab & not uploaded same in the CDSL e-Voting system for the scrutinizer to verify the same.

THOSE SHAREHOLDERS WHOSE EMAIL ADDRESSES/MOBILE NO ARE NOT REGISTERED WITH THE COMPANY, RTA OR DEPOSITORIES

1. For Physical shareholders - please provide necessary details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAAR (self-attested scanned copy of Aadhaar Card) by email to Company/RTA.
2. For Demat shareholders - please update your email id & mobile no. with your respective Depository Participant (DP).
3. For Individual Demat shareholders - please update your email id & mobile no. with your respective Depository Participant (DP) which is mandatory while e-Voting & joining virtual meetings through Depository.

If you have any queries or issues regarding e-Voting from the CDSL e-Voting System, you can write an email to helpdesk.evoting@cdslindia.com or contact at toll free no. 1800 21 09911.

All grievances connection with the facility for voting by electronic means may be addressed to Mr. Rakesh Dalvi, Sr. Manager, Central Depository Services (India) Limited, A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai – 400 013 or send an email to helpdesk.evoting@cdslindia.com or call at toll free no. 1800 21 09911.
