

Instructions for e-voting and joining the 22nd AGM

A. Voting through electronic means

- (i) Pursuant to the provisions of Section 108 of the Companies Act, 2013 read with Rule 20 of the Companies (Management and Administration) Rules, 2014 as amended from time to time and Regulation 44 of the SEBI Listing Regulations, 2015, the Members are provided with facility to cast their vote electronically, through the e-voting services provided by KFin Technologies Private Limited, on resolutions proposed to be considered at the 22nd Annual General Meeting (AGM).
- (ii) The remote e-voting period commences on Sunday, 6th September, 2020 at 9.00 a.m. (IST) and ends on Wednesday, 9th September, 2020 at 5.00 p.m. (IST). During this period, Members of the Company holding shares either in physical form or in dematerialized form, as on the cut-off date i.e. on Thursday, 3rd September, 2020 may cast their vote by remote e-voting. Remote e-voting shall not be allowed beyond the said date and time and the remote e-voting facility shall be blocked thereafter. Once the vote on a resolution is cast by the member through remote e-voting, the member shall not be allowed to change it subsequently or cast the vote again.
- (iii) The facility for voting through remote e-voting shall be made available during the conduct of 22nd AGM via VC / OAVM and the members attending the meeting via VC / OAVM who have not already cast their vote by remote e-voting shall be able to exercise their right at the meeting.
- (iv) The members who have cast their vote by remote e-voting prior to the 22nd AGM may also attend/ participate in the 22nd AGM but shall not be entitled to cast their vote again.
- (v) The voting rights shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.
- (vi) Any person, who acquires shares of the Company and becomes Member of the Company after dispatch of the Notice electronically or whose email id is not registered with the Company / RTA / Respective DP and holding shares as on the cut-off date i.e. Thursday, 3rd September, 2020, may obtain the login ID and password by sending a request to RTA at einward.ris@kfintech.com
- (vii) 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 shall be entitled to avail the facility of remote e-voting as well as voting at the 22nd AGM electronically. A person who is not a member as on cut-off date should treat this Notice for information purposes only.
- (viii) The process and manner for remote e-voting is as under:

In case a Member receives Notice of 22nd AGM through email [for members whose email IDs are registered with the Company / Depository Participants / RTA:]

- i. Initial password is provided in the body of the e-mail.
- ii. Launch internet browser by typing the following URL:<https://evoting.karvy.com>.
- iii. Enter the login credentials i.e., User ID and password mentioned in your email. Your Folio No / DP ID Client ID will be your User ID. However, if you are already registered with KFPL for e-voting, you can use your existing User ID and Password for casting your votes.
- iv. After entering the details appropriately, click on LOGIN
- v. You will reach the Password change Menu wherein you are required to mandatorily change your password. The new password shall comprise of minimum 8 characters with at least one upper case (A-Z), one lower case (a to z), one numeric value (0-9) and a special character (@, #, \$, etc.). It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- vi. You need to login again with the new credentials.
- vii. On successful login, the system will prompt you to select the EVENT i.e., Petronet LNG Limited.
- viii. On the voting page, the number of shares (which represents the number of votes) as held by the member as on the cut-off date will appear. If you desire to cast all the votes assenting/dissenting to the resolution then enter all shares and click "FOR" / "AGAINST" as the case may be or partially in "FOR" and partially in "AGAINST", but the

total number in “FOR / AGAINST” taken together should not exceed your total shareholding as on the cut-off date. You may also choose the option “ABSTAIN” and the shares held will not be counted under either head.

- ix. Members holding multiple folios / demat accounts shall choose the voting process separately for each folio / demat account.
- x. Cast your votes by selecting an appropriate option and click on “SUBMIT”. A confirmation box will be displayed. Click “OK” to confirm else “CANCEL” to modify. Once you confirm, you will not be allowed to modify your vote subsequently. During the voting period, you can login multiple times till you have confirmed that you have voted on the resolution.
- xi. Corporate / Institutional Members (i.e. other than individuals, HUF, NRI, etc.) are required to send scanned copy (PDF / JPG Format) of the relevant Board resolution/authority letter etc. together with attested specimen signature of the duly authorised signatory(ies) who are authorised to vote, to the scrutinizer through e-mail id: **sachin@companylawworld.com**. They may also upload the same in the e-voting module in their login. The scanned image of the above documents should be in the naming format “Corporate Name”.
- xii. 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 <https://evoting.karvy.com>. or contact Mr. S.V. Raju, DGM of Kfin Technologies Pvt. Ltd, (Unit : Petronet LNG Limited), Karvy, Selenium Building, Tower B, Plot 31-32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddi, Telangana – 500 032 at e-mail raju.sv@kfintech.com at phone no. 040 6716 2222 OR at 1800 345 4001 (toll free).

Process and manner for participating in 22nd Annual General Meeting through VC / OAVM

- i. Member(s) will be provided with a facility to attend the Meeting through VC / OAVM or view the live webcast of AGM provided by KFPL evoting system at <https://emeetings.kfintech.com> under shareholders / members login by using the remote e-voting credentials. The link for VC / OAVM will be available in shareholder / members login where the EVENT of Company will be displayed.
- ii. Please note that the members who do not have the User ID and Password for e-Voting or have forgotten the User ID and Password may retrieve the same by following the remote e-Voting instructions mentioned in the notice to avoid last minute rush.
- iii. Members who would like to express their views or ask questions during the 22nd AGM may register themselves by logging on to <https://emeetings.kfintech.com> The Speaker Registration will be open during Sunday, 6th September, 2020 at 9.00 a.m. (IST) and ends on Wednesday, 9th September, 2020 at 5.00 p.m. (IST). Only those members who are registered will be allowed to express their views or ask questions. The Company reserves the right to restrict the number of questions and number of speakers, depending upon availability of time as appropriate for smooth conduct of the AGM.