

## **E-Voting Instructions**

1. The process and manner for remote e-voting is as under:

A. In case a Member receives Notice of 20thAGM through email [for members whose email IDs are registered with the Company/Depository Participant(s)/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 Karvy 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 (az), 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 cutoff 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 [savitajyoti@yahoo.com](mailto:savitajyoti@yahoo.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\_ EVENT No."
- xii. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for members and e-voting UserManual available at the "download" section of <https://evoting.karvy.com> or call M/s Karvy ComputersharePrivate Limited on 1800 345 4001 (toll free).

B. In case a Member receives physical copy of the Notice of 20thAGM [for members whose email IDs are not registered with the Company/Depository Participant(s)/RTA or requesting physical copy] :

- i. User ID and Initial password as provided.
- ii. Please follow all steps from Sl. No. (ii) to Sl. No. (xii) above, to cast vote.

2. The voting rights of members shall be in proportion to their shares of the paid up equity share capital of the Company as on the cut-off date i.e. Friday, 7th September, 2018.
3. Any person, who acquires shares of the Company and becomes a member of the Company after dispatch of the Notice of 20th AGM and holding shares as of the cut-off date i.e. Friday, 7th September, 2018, may obtain the login ID and password by sending a request at [raju.sv@karvy.com](mailto:raju.sv@karvy.com).
4. 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 at the 20th AGM through ballot paper. A person who is not a member as on cut-off date should treat this Notice for information purposes only.
5. Ms. Savita Jyoti, Practising Company Secretary, has been appointed as the Scrutinizer by the Board of Directors of the Company to scrutinize the voting and remote voting process in a fair and transparent manner.
6. The Chairman shall, at the 20th AGM, at the end of discussion on the resolutions on which voting is to be held, allow voting with the assistance of Scrutinizer, by use of ballot paper for all those members who are present at the 20th AGM but have not cast their votes by availing the remote voting facility.
7. The Scrutinizer shall after the conclusion of voting at the 20th AGM, 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 three days of the conclusion of the 20th AGM, a consolidated Scrutinizer's Report of the total votes cast in favour or against, if any, to the Chairman or a person authorized by him in writing, who shall countersign the same and declare the result of the voting forthwith.
8. The Results declared along with the Report of the Scrutinizer shall be placed on the website of the Company at <https://www.petronetlng.com> and on the website of KCPL at <https://evoting.karvy.com> immediately after the declaration of result by the Chairman or a person authorized by him in writing. The results shall also be immediately forwarded to BSE Limited and National Stock Exchange of India Limited.
9. The Notice of the 20th AGM is also placed on the website of the Company at [www.petronetlng.com](http://www.petronetlng.com) and on the website of KCPL at <https://evoting.karvy.com>.
10. Details of the person who can be contacted for any grievances connected with facility for voting by electronic means:-  
Shri S. V. Raju, DGM  
M/s Karvy Computershare Private Limited  
Karvy Selenium Tower-B, Plot No. 31&32  
Gachibowli, Financial District  
Nanakramguda, Serilingampally  
Hyderabad-500 032  
Toll Free No. 1800 345 4001  
Email: [evoting@karvy.com](mailto:evoting@karvy.com)
11. The Resolutions, if passed by the requisite majority, shall be deemed to have been passed on the date of the 20th Annual General Meeting i.e. Friday, 14th September, 2018.