



**OIL AND NATURAL GAS CORPORATION LIMITED**  
**COMPANY SECRETARIAT**

CS/ONGC/AGM/SE/2021-22

30.08.2021

**National Stock Exchange of India Ltd.**  
Listing Department  
Exchange Plaza  
Bandra-Kurla Complex, Bandra (E)  
Mumbai – 400 051

**BSE Limited**  
Corporate Relationship Department  
Phiroze Jeejeebhoy Towers  
Dalal Street, Fort  
Mumbai – 400 001

Symbol-ONGC; Series - EQ

BSE Security Code No.- 500312

**Sub: Notice of 28<sup>th</sup> Annual General Meeting along with Annual Report 2020-21**

Madam/Sir,

This is in continuation to our letter of even no. dated 27.08.2021, regarding intimation of 28<sup>th</sup> Annual General Meeting (AGM) of members of the Company to be held on **Friday, the 24<sup>th</sup> September, 2021 at 11:00 hours** through Video Conferencing (VC) / Other Audio Visual Means (OAVM).

A copy of Notice of 28<sup>th</sup> AGM together with Annual Report of the Company for the financial year 2020-21, is submitted for your reference and record. The said Notice and Annual Report are also being hosted on the Company's website at <https://www.ongcindia.com/> and on the website of e-voting Agency-NSDL at [www.evoting.nsdl.com](http://www.evoting.nsdl.com).

In compliance with the provisions of Section 108 of the Companies Act, 2013, rules made there under and Regulation 44 of the SEBI- Listing Regulations, 2015, Members are provided with the facility to cast their vote electronically through remote e-voting services provided by NSDL on all resolutions set-forth in the Notice of AGM.

The remote e-voting period will commence at **09:00 hrs. (IST) on Tuesday, the 21<sup>st</sup> September 2021** and ends at **17:00 hrs. (IST) on Thursday, the 23<sup>rd</sup> September 2021**. The remote e-voting module shall be disabled by NSDL for voting thereafter.

The **cut-off date** to be eligible to vote by electronic means is **Friday, the 17<sup>th</sup> September 2021**.

Those members, who intend to participate in the AGM through VC/ OAVM facility and could not cast their vote on the Resolutions through remote e-voting, shall be eligible to vote through e-voting system during the AGM.

Thanking you,  
Yours faithfully,

for Oil and Natural Gas Corporation Ltd

  
(Rajni Kant)

Company Secretary & Compliance Officer

Encls.: As above.



## OIL AND NATURAL GAS CORPORATION LIMITED

CIN: L74899DL1993GOI054155

Reg. Office: Plot No. 5A-5B, Nelson Mandela Road, Vasant Kunj, New Delhi - 110070

Website: [www.ongcindia.com](http://www.ongcindia.com) email: [secretariat@ongc.co.in](mailto:secretariat@ongc.co.in) Tel: 011-26754073/4085

## NOTICE

**NOTICE** is hereby given that the **28<sup>th</sup> Annual General Meeting ("AGM")** of the Members of OIL AND NATURAL GAS CORPORATION LIMITED will be held on **Friday, the 24<sup>th</sup> September, 2021 at 11:00 hrs. (IST)** through Video Conferencing / Other Audio Visual Means to transact the following business. The proceedings of the AGM shall be deemed to be conducted at the Registered Office: Plot No. 5A-5B, Nelson Mandela Road, Vasant Kunj, New Delhi - 110070.

### ORDINARY BUSINESS:

#### ITEM NO. 1

To receive, consider and adopt the audited Standalone as well as Consolidated Financial Statements of the Company for the financial year ended March 31, 2021 together with Reports of the Directors and the Auditors thereon.

#### ITEM NO. 2

To declare the Final Dividend of ₹1.85 per equity share for the financial year 2020-21.

#### ITEM NO. 3

To appoint a Director in place of Dr. Alka Mittal (DIN: 07272207), who retires by rotation and, being eligible, offers herself for re-appointment.

#### ITEM NO. 4

To authorise the Board of Directors for fixing the remuneration of Statutory Auditors as appointed by the Comptroller and Auditors General of India for the financial year 2021-22.

**By Order of the Board of Directors**

27.08.2021  
New Delhi

Sd/-  
(Rajni Kant)  
Company Secretary  
(FCS: 4291)



## NOTES:

1. In view of the prevailing Covid-19 pandemic, the Ministry of Corporate Affairs (“MCA”) vide Circular No. 20/2020 dated 05.05.2020 read with Circular no. 02/2021 dated 13.01.2021 and Securities and Exchange Board of India (“SEBI”) Circular Nos. SEBI/HO/CFD/CMD1/CIR/P/2020/79 dated 12.05.2020 and SEBI/HO/CFD/CMD2/CIR/P/2021/11 dated 15.01.2021, permitted holding of the Annual General Meeting (“AGM”) through Video Conference (VC)/ Other Audio Visual Means (OAVM), without the physical presence of the Members at a common venue. In compliance with the aforesaid Circulars, the AGM of the Company is being held through VC/OAVM.
2. A member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and vote on his/ her behalf and the proxy need not be a member of the Company. However, MCA while granting the relaxations to hold the AGM through VC/OAVM has also provided exemption from the requirement of appointing proxies. Accordingly, the proxy form, attendance slip and the route map of the venue have also not been provided along with the Notice.

Members are requested to participate in the AGM through VC /OAVM from their respective locations and the said participation of members will be reckoned for the purpose of quorum.

3. In compliance with Regulation 44 of SEBI (Listing Obligation and Disclosure Requirements) Regulations, 2015 (“SEBI (Listing Regulations)”), the top 100 Listed Companies, as per market capitalization, are required to provide the facility of one-way Live Webcast of the proceedings of General Meeting. Accordingly, facility of one-way Live Webcast of the proceedings and also VC facility are arranged for the ease of participation of the members and the participants are allowed to pose questions concurrently.
4. Members seeking any information/ clarification with regard to the accounts or any matter to be dealt at the AGM, are requested to write at [secretariat@ongc.co.in](mailto:secretariat@ongc.co.in) on or before 15<sup>th</sup> September 2021.
5. The relevant details, pursuant to Regulations 36(3) of the SEBI Listing Regulations and Secretarial Standard on General Meetings as issued by the Institute of Company Secretaries of India, in respect of Director seeking re-appointment at this AGM is annexed.
6. In compliance with the aforesaid MCA and SEBI Circulars, Notice of the AGM along with the Annual Report 2020-21 is being sent **only through electronic mode** at the email addresses of members as registered with the RTA/ Depositories as on **Friday, the 20<sup>th</sup> August 2021**. Physical Copy of Notice and/ or Annual Report **will not be sent** to any member.

Members may note that the Notice and Annual Report 2020-21, will also be available at the Company’s website [www.ongcindia.com](http://www.ongcindia.com), websites of the Stock Exchanges, viz. BSE Limited and National Stock Exchange of India Limited, at [www.bseindia.com](http://www.bseindia.com) and [www.nseindia.com](http://www.nseindia.com) respectively, and also the e-voting agency, viz. National Securities Depository Limited (NSDL) website at <https://www.evoting.nsdl.com>.

7. The Register of Directors and Key Managerial Personnel and their shareholding, under Section 170 of the Companies Act, 2013 (‘Act’) and the Register of Contracts or Arrangements in which the Directors are interested, maintained under Section 189 of the Act, will be available at the website of the Company (<https://www.ongcindia.com>) electronically for inspection without payment of fee to the members during the AGM. Members seeking to inspect such documents can send an email to [secretariat@ongc.co.in](mailto:secretariat@ongc.co.in).
8. Pursuant to Section 139 read with Section 142 of the Act, the Auditors of the Company are appointed by the Comptroller and Auditor General of India. However, the remuneration of Auditors shall be fixed by the Company at the Annual General Meeting. Members may authorise the Board to determine and fix remuneration payable to Auditors for the financial year 2021-22 after taking into consideration change(s), if any, in scope of assignments due to statutory requirements/ volume of work/ inflation index.



9. The Board of Directors of the Company has recommended a final dividend of ₹1.85 per share. The Company has fixed **Friday, the 10<sup>th</sup> September, 2021** as the 'Record Date' for determining entitlement of members to receive final dividend for the year ended March 31, 2021, if approved, at the AGM. The final dividend, once approved by the members in the AGM, will be paid to the eligible shareholders within the stipulated period of 30 days of declaration.
10. The dividend will be paid through electronic mode to those members whose bank account details are available in the records of RTA/ Depository Participants. For those members whose only bank account number is available, dividend warrants / demand drafts will be sent to their registered address. To avoid delay in receiving dividend, members are requested to register / update their bank account details.
11. Members may note that the Income Tax Act, 1961, as amended by the Finance Act, 2020, mandates that dividends paid or distributed by a Company is taxable in the hands of members. The Company shall therefore be required to deduct tax at source ("**TDS**") at the time of making the payment of dividend. Members are requested to submit the relevant documents on or before **Tuesday, the 14<sup>th</sup> September 2021**, for ascertaining applicable rate of TDS. The detailed communication regarding TDS on dividend may be accessed at <https://www.ongcindia.com/wps/wcm/connect/en/investors/agm/>
12. (A) Members holding shares in **physical mode** are:
  - a. required to submit/ update their **Bank Account** details, **E-mail ID** and **PAN** to the Company/ RTA;
  - b. requested to opt for the Electronic Clearing System (**ECS**) mode for instant and secured receipt of dividend in future;
  - c. advised to make nomination in respect of their shareholding in Form **SH-13**;
  - d. requested to send their share certificates to RTA for **consolidation**, in case shares are held under two or more folios;
  - e. Informed that the shares in physical mode will not be accepted for transfer; and are advised to convert their holdings into dematerialized form.(B) Members holding shares in **electronic mode** are:
  - a. requested to submit their address, **Bank Account** Details, **E-mail id** and **PAN** to respective DPs with whom they are maintaining their demat accounts including the change, if any, as mandated by SEBI; and
  - b. advised to contact their respective DPs for availing the nomination facility.
13. Members may register/ update their **E-mail addresses** with RTA, if shares are held in physical mode, or with their DPs, if shares are held in electronic mode, to ensure delivery of all future communications from the Company including Annual Reports, Notices, Circulars, etc., **without delay** or, as the case may be, **loss in postal transit**.
14. Members are requested to note that **dividends not claimed** for a period of 7 years from the date of transfer to Unpaid Dividend Account(s) of the Company are liable to be transferred to the Investor Education and Protection Fund ("**IEPF**") of the Government of India. Further, Section 124(6) of the Act provide that all shares in respect of which dividend has not been paid or claimed for 7 consecutive years shall be transferred by the Company to the demat account of IEPF Authority.



In view of this, Members are requested to claim their dividend(s) from the Company, within the stipulated timeline. Members, whose unclaimed dividend(s)/share(s) have been transferred to IEPF, may claim the same by making an online application to the IEPF Authority in prescribed Form No. IEPF-5 available on [www.iepf.gov.in](http://www.iepf.gov.in).

15. Members are requested to address all correspondence relating to the shareholding and dividend to the Registrar & Share Transfer Agent (RTA) of the Company i.e. **Alankit Assignments Ltd, Account ONGC, Alankit House, 4E/2, Jhandewalan Extension, New Delhi – 110055**, Telephone: 91-11-4254 1234/ 1960, Fax: 91- 11-42541201/ 23552001, Website: [www.alankit.com](http://www.alankit.com), E-mail: [jksingla@alankit.com](mailto:jksingla@alankit.com).

However, keeping in view the convenience of the Members, documents relating to shares including complaints/grievances shall also be received at the Registered Office of the Company and may contact at Phone No: 011-26754073/ 4085; e-mail: [secretariat@ongc.co.in](mailto:secretariat@ongc.co.in).

### E-Voting:

- i. In compliance with the provisions of Section 108 of the Act, the Rules made there under and Regulation 44 of the SEBI Listing Regulations, Members are provided with the facility to cast their vote electronically, through remote e-voting services provided through NSDL on all business items set-forth in this Notice. The instructions for e-voting are annexed herewith.
- ii. The remote e-voting period will commence at **09:00 hrs. (IST)** on **Tuesday**, the **21<sup>st</sup> September 2021** and ends at **17:00 hrs. (IST)** on **Thursday**, the **23<sup>rd</sup> September 2021**. The remote e-voting module shall be disabled by NSDL for voting thereafter.
- iii. During this period, Members holding shares either in physical form or in dematerialized form, as on **cut-off date**, i.e. 17<sup>th</sup> September 2021 may cast their votes electronically.
- iv. Those Members, who will be attending AGM through VC/OAVM facility, if not cast their votes on the Resolutions through remote e-voting, and are otherwise not barred from voting, shall be eligible to vote through e-voting system during the AGM.
- v. The Members who have cast their votes by remote e-voting prior to the AGM may attend in the AGM through VC / OAVM but shall not be entitled to cast their vote again.
- vi. The voting rights of Members shall be in proportion to their shares in the paid-up equity share capital of the Company as on the cut-off date.
- vii. Any person, who has become a Member of the Company after 17<sup>th</sup> September 2021 may obtain the login ID and password by sending a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) and avail the facility of remote e-voting or voting at the AGM electronically. Members may follow the process mentioned in Notice.
- viii. The Company has appointed Shri M. C. Jain (Membership No. FCS 10483, COP No. 22307) of M/s. JMC & Associates failing which Ms. Ashu Gupta, (Membership No. FCS 4123, COP No. 6646) of M/s. Ashu Gupta & Company, both Practising Company Secretaries, to act as the Scrutinizer for conducting the e-voting process in a fair and transparent manner.



NOTICE

ANNEXURE TO THE NOTICE DATED 27.08.2021:

**BRIEF DETAILS OF DIRECTOR SEEKING RE-APPOINTMENT AT THE ANNUAL GENERAL MEETING  
(Pursuant to Regulation 36(3) of Listing Regulations, 2015)**

Name (DIN)	Date of Birth & Age	Date of Appointment	Qualifications	No. of Shares held	Experience in specific Functional Areas	Directorship held in other listed companies	Disclosure of inter-se relationship with Directors and Key Managerial Personnel	Chairmanship (C) Membership (M) of Committees across all Public companies*
Dr. Alka Mittal (07272207)	27.08.1962 59 years	27.11.2018	Post Graduate in Economics, MBA (HRM) and Doctorate in Commerce and Business Studies.	10,428 equity shares	<p>Dr. Alka Mittal joined as Director (HR) in November 2018 and has over 36 years of extensive experience in the Company. She is the first woman Functional Director of ONGC, in its history.</p> <p>A leader with a mission, Dr. Mittal has driven a number of strategic and impactful human resource programmes and initiatives in the Company, with focus on adopting best-in-class HR practices towards making ONGC a best place to work and nurturing a generation of dedicated energy soldiers in India. Dr. Mittal has also steered ONGC to become one of the top companies in the country in the area of CSR, with focus on impactful projects to support social infrastructure and build sustainable communities.</p>	Hindustan Petroleum Corporation Limited	None	1. ONGC- SRC(M) 2. OMPL – AC(M)

\*Audit Committee (AC) and Stakeholders Relationship Committee (SRC) details are mentioned as per regulation 26 of Listing Regulations, 2015.





## INSTRUCTIONS FOR E-VOTING AND JOINING THE ANNUAL GENERAL MEETING ARE AS UNDER

The remote e-voting period would commence at **09:00 hrs. (IST)** on **Tuesday, the 21<sup>st</sup> September 2021** and ends at **17:00 hrs. (IST)** on **Thursday, the 23<sup>rd</sup> September 2021**. The remote e-voting module shall be disabled by NSDL for voting thereafter.

The **cut-off date** to be eligible to vote by electronic means is **Friday, the 17<sup>th</sup> September 2021**.

Voting rights of members/ beneficial owners shall be in proportion to their shareholding in the paid-up equity share capital of the Company as on the cut-off date.

### Steps: Access to NSDL e-Voting system:

#### Step 1A: Login method for e-Voting for Individual shareholders holding securities in demat mode and joining virtual meeting:

SEBI circular dated 9<sup>th</sup> December 2020 has allowed individual members to vote through their demat account. Members are advised to update mobile number and email Id in their demat accounts in order to access the e-Voting facility.

Type of shareholders	Login Method
Individual Members/ Beneficial holders maintaining demat account with NSDL.	<p><b>NSDL - IDeAS Facility</b></p> <p><b>1. Members registered for IDeAS Facility:</b></p> <ol style="list-style-type: none"> <li><b>IDeAS</b> user can visit the e-Services website of NSDL Viz. <a href="https://eservices.nsd.com">https://eservices.nsd.com</a>.</li> <li>At e-Services home page, click on the <b>“Beneficial Owner”</b> icon under <b>“Login”</b> which is available under <b>‘IDeAS’</b> section.</li> <li>Enter existing User ID and Password. After successful authentication, you will be able to see e-Voting services under <b>Value added services</b>.</li> <li>Click on <b>“Access to e-Voting”</b> and you will be able to see e-Voting page. Click on <b>Company Name</b> or <b>e-Voting service provider</b> and you will be re-directed to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> </ol> <p><b>2. Members not registered for IDeAS Facility:</b></p> <ol style="list-style-type: none"> <li>Option to register is available at <a href="https://eservices.nsd.com">https://eservices.nsd.com</a>.</li> <li>Select <b>“Register Online for IDeAS Portal”</b> or click at <a href="https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp">https://eservices.nsd.com/SecureWeb/IdeasDirectReg.jsp</a></li> <li>Visit the e-Voting website of NSDL. Open web browser - <a href="https://www.evoting.nsd.com/">https://www.evoting.nsd.com/</a></li> <li>Once the home page of e-Voting system is launched, click on the icon <b>“Login”</b> which is available under <b>‘Shareholder/Member’</b> section. A new screen will open. Please enter your User ID (i.e. your sixteen digit demat account number maintained with NSDL), Password/OTP and a Verification Code as shown on the screen.</li> <li>After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on <b>Company Name</b> or <b>e-Voting service provider</b> and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> </ol>



	<p><b>3. Visit the e-Voting website of NSDL</b></p> <p>Open web browser by typing the following URL: <a href="https://www.evoting.nsdl.com/">https://www.evoting.nsdl.com/</a> either on a Personal Computer or on a mobile. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/ Member' section. A new screen will open. You will have to enter your User ID (i.e. your sixteen digit demat account number hold with NSDL), Password/OTP and a Verification Code as shown on the screen. After successful authentication, you will be redirected to NSDL Depository site wherein you can see e-Voting page. Click on company name or e-Voting service provider i.e. NSDL and you will be redirected to e-Voting website of NSDL for casting your vote during the remote e-Voting period.</p>
<p>Individual Members/ Beneficial holders maintaining demat account with <b>CDSL</b></p>	<p><b>1. Members registered for Easi / Easiest:</b></p> <ol style="list-style-type: none"> <li>The URL for users to login to <b>Easi / Easiest</b> are <a href="https://web.cdslindia.com/myeasi/home/login">https://web.cdslindia.com/myeasi/home/login</a> or <a href="http://www.cdslindia.com">www.cdslindia.com</a> and click on New System Myeasi.</li> <li>Members to login with User Id and Password. Option will be made available to reach e-Voting page without any further authentication.</li> <li>After successful login of <b>Easi/Easiest</b> the user will also be able to see the E Voting Menu. The Menu will have links of e-Voting service provider ("<b>ESP</b>") i.e. <b>NSDL</b>. Click on <b>NSDL</b> to cast your vote.</li> </ol> <p><b>2. Members not registered for Easi/Easiest:</b></p> <ol style="list-style-type: none"> <li>Option to register is available at <a href="https://web.cdslindia.com/myeasi/Registration/EasiRegistration">https://web.cdslindia.com/myeasi/Registration/EasiRegistration</a> Alternatively, the user can directly access e-Voting page by providing <b>Demat Account Number</b> and <b>PAN No.</b> from a link in <a href="http://www.cdslindia.com">www.cdslindia.com</a> home page.</li> <li>The system will authenticate the user by sending OTP on registered Mobile &amp; Email as recorded in the demat Account. After successful authentication, user will be provided links for the ESP i.e. <b>NSDL</b>.</li> </ol>
<p>Individual Shareholders login through their <b>Depository Participants (DP)</b></p>	<ol style="list-style-type: none"> <li>You can also login using the login credentials of your <b>demat account</b> through your <b>Depository Participant</b> registered with NSDL/CDSL for e-Voting facility.</li> <li>Upon logging in, you will be able to see <b>e-Voting option</b>. Click on <b>e-Voting option</b>, you will be redirected to <b>NSDL/CDSL</b> Depository site.</li> <li>After successful authentication, you can see e-Voting feature. Click on Company Name or e-Voting service provider i.e. NSDL and you will be redirected to <b>e-Voting website of NSDL</b> for casting your vote during the remote e-Voting period or joining virtual meeting &amp; voting during the meeting.</li> </ol>

**Note:** Members who are unable to retrieve User ID/ Password are advised to use **Forget User ID** and **Forget Password** option available at above-mentioned websites.

### Helpdesk

Individual Shareholders make seek help for any technical issues related to login through Depository i.e. NSDL and CDSL.

Depository	Helpdesk details
NSDL	<a href="mailto:evoting@nsdl.co.in">evoting@nsdl.co.in</a> / toll free no.: 1800 1020 990 and 1800 22 44 30
CDSL	<a href="mailto:helpdesk.evoting@cdslindia.com">helpdesk.evoting@cdslindia.com</a> 022- 23058738 or 022-23058542-43





## Step 1B: Login Method for other than Individual Demat account holders

1. Visit the e-Voting website of NSDL. Open web browser by typing the following URL: <https://www.evoting.nsdl.com/> either on a Personal Computer or on a mobile.
2. Once the home page of e-Voting system is launched, click on the icon "Login" which is available under 'Shareholder/Member' section.
3. A new screen will open. You will have to enter your User ID, your Password/OTP and a Verification Code as shown on the screen.

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com/> with your existing IDEAS login. Once you log-in to NSDL e-services after using your log-in credentials, click on e-Voting and you can proceed to Step 2 i.e. Cast your vote electronically.

4. Your User ID details are given below :

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
a) For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID. For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
b) For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
c) For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the Company For example if folio number is 001*** and EVEN is 101456 then user ID is 101456001***

5. Password details for shareholders other than Individual shareholders are given below:
  - a. If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b. If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will prompt you to change your password.
  - c. How to retrieve your 'initial password'
    - (i) If your email ID is registered in your demat account or with the Company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL. Open the email and open the attachment i.e. a .pdf file. The password to open the .pdf file is your 8 digit client ID for NSDL account or last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The .pdf file contains your 'User ID' and your 'initial password'.
    - (ii) If your email ID is not registered, please follow steps mentioned below in **process for those shareholders whose email ids are not registered.**



6. If you are unable to retrieve or have not received the “Initial password” or have forgotten your password:
  - a) Click on “[Forgot User Details/Password?](#)”(If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - b) [Physical User Reset Password?](#)” (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com).
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address.
  - d) Members can also use the OTP (One Time Password) based login for casting their votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to “Terms and Conditions” by selecting on the check box.
8. Now, you will have to click on “Login” button.
9. After you click on the “Login” button, Home page of e-Voting will open.

## Step 2: Cast your vote electronically and join General Meeting on NSDL e-Voting system.

1. After successful login at Step 1, you will be able to see all the companies “EVEN” in which you are holding shares and whose voting cycle and General Meeting is in active status.
2. Select “EVEN” of “OIL AND NATURAL GAS CORPORATION LIMITED” for which you wish to cast your vote during the remote e-Voting period and casting your vote during e-voting period/ the Annual General Meeting.
3. Now you are ready for e-Voting as the Voting page opens.
4. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on “**Submit**” and also “**Confirm**” when prompted.
5. Upon confirmation, the message “Vote cast successfully” will be displayed.
6. You can also take the print-out of the votes cast by you by clicking on the print option on the confirmation page.
7. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.
8. For joining virtual meeting, you need to click on “**VC/OAVM**” link placed under “Join General Meeting”.

## General Guidelines for shareholders

1. Institutional shareholders (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. with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by e-mail to [mcjain.jmca@gmail.com](mailto:mcjain.jmca@gmail.com) with a copy marked to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).
2. In case of any queries, you may refer the Frequently Asked Questions (FAQs) and e-voting user manual available at the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on toll free no.: 1800 1020 990 and 1800 22 44 30 or send a request to Ms. Soni Singh, Assistant Manager at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)



Process for those shareholders whose email ids are not registered with the depositories/ Company for procuring user id and password and registration of e-mail ID for e-voting for the resolutions set out in this Notice:

Members may send a request to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) for procuring user ID and password for e-voting:

1. **In case shares are held in physical mode**, please provide:-
  - Name of Member and Folio Number,
  - scanned copy of the share certificate (front and back),
  - Self-attested scanned copy of PAN card, and
  - Self-attested scanned copy of Aadhar Card.
2. **In case shares are held in demat mode**, please provide:-
  - Name of shareholder & 16 digit DP ID and Client ID,
  - client master or copy of Consolidated Account statement,
  - PAN (self-attested scanned copy of PAN card), and
  - Self-attested scanned copy of Aadhar Card.
3. **Individual shareholders holding securities in demat mode**, you are requested to refer to the login method explained at **Step 1A** i.e. Login method for e-Voting and joining virtual meeting for Individual shareholders.



## INSTRUCTIONS FOR MEMBERS FOR ATTENDING AGM THROUGH VC/OAVM AND E-VOTING DURING AGM

- The procedure for e-Voting on the day of the AGM is same as the instructions mentioned above for remote e-voting.
- Member will be provided with a facility to attend the AGM through VC/OAVM through the NSDL e-Voting system.
- Members may access by following the steps mentioned in the Notice (at Step 1A for login) for access to **NSDL e-Voting system**. After successful login, you can see link of “VC/OAVM link” placed under “**Join General meeting**” menu against company name. You are requested to click on VC/OAVM link placed under Join General Meeting menu. The link for VC/OAVM will be available in Shareholder/ Member login where the EVEN of Company will be displayed. 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.
- Members are encouraged to join the Meeting through Laptop for better experience.
- Further Members will be required to allow Camera and use Internet with a good speed to avoid any disturbance during the meeting.
- Please note that Participants joining from Mobile Devices or Tablets or through Laptop connecting via Mobile Hotspot may experience Audio/Video loss due to fluctuation in their respective network. It is therefore recommended to use Stable Wi-Fi or LAN Connection to mitigate any kind of aforesaid glitches.
- Shareholders who would like to express their views/have questions may send their questions in advance mentioning their name, demat account number/folio number, email id, mobile number at ([secretariat@ongc.co.in](mailto:secretariat@ongc.co.in)) on or before 15<sup>th</sup> September 2021. The same will be replied by the Company suitably.
- Members who wish to express their views/have questions during the AGM may register themselves as a **Speaker** by sending their request only from their registered email address in advance from **Friday, the 10<sup>th</sup> September 2021 to Wednesday, the 15<sup>th</sup> September 2021** at [secretariat@ongc.co.in](mailto:secretariat@ongc.co.in) by providing following details:

Name	
DP ID and client ID / folio No.	
Mobile No.	

- Members who have registered as a Speaker will only be allowed to speak during the AGM. The Company reserves the right to restrict the number of speakers depending on the availability of time for the AGM.
- The Scrutinizer shall immediately after the conclusion of voting at the AGM count the votes cast at the AGM and thereafter, unblock the votes cast through remote e-voting in the presence of at least two witnesses who are not in the employment of the Company. The Scrutinizer shall submit a consolidated Report of the e-voting, not later than two working days from the conclusion of the AGM, to the Chairman of the Company. The Chairman or any other person authorised by the Chairman shall declare the voting results.
- E-voting results along with the Scrutinizer's Report shall be placed on the Company's website [www.ongcindia.com](http://www.ongcindia.com) and also on the website of NSDL i.e. <https://www.evoting.nsdl.com> after the results so declared are communicated to the National Stock Exchange of India Limited and BSE Limited.
- Members who need assistance for joining/during AGM may call at **toll free no.: 1800 1020 990 / 1800 22 44 30** or contact **Ms. Soni Singh**, Assistant Manager at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in).