23 July 2026

To

**BSE Limited**
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai – 400 001

**National Stock Exchange of India Limited**
Exchange Plaza, C-1, Block G,
Bandra Kurla Complex, Bandra East, Mumbai – 400 051

**Scrip Code: 500870**

**Scrip Symbol: CASTROLIND**

Dear Sir/Madam,

**Subject.: Postal Ballot Notice – Disclosure under Regulation 30 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations').**

Pursuant to Regulation 30 of the SEBI Listing Regulations, please find enclosed Notice of Postal Ballot for seeking approval of the Shareholders of the Company for appointment of Mr. Saugata Basuray (DIN: 09522239) as Managing Director of the Company with effect from 1 June 2026 for a term of 5 (five) consecutive years by way of ordinary resolution.

In conformity with the applicable regulatory requirements, the Notice of Postal Ballot is being sent only by electronic mode to those Shareholders, whose names appear in the Register of Members/List of Beneficial Owners as on **Friday, 17 July 2026** ('cut-off date') and whose e-mail addresses are registered with the Company/Depositories. Shareholders who have not yet registered their e-mail addresses are requested to register the same by following the procedure set out in the enclosed Postal Ballot Notice.

The Company has engaged the services of Central Depository Services (India) Limited for providing remote e-voting facility to the Shareholders. The e-voting will commence on **Friday, 24 July 2026** from **9:00 A.M. IST** and shall end on **Saturday, 22 August 2026** at **5:00 P.M. IST**. The results of Postal Ballot shall be declared by the Company **on or before Tuesday, 25 August 2026**.

A copy of the Notice of Postal Ballot is enclosed herewith. The Notice is available on the Company's website at https://www.castrol.com/en_in/india/home/investors/general-meeting.html under Postal Ballot 2026.

You are requested to kindly take the above information on record.

Thank you.

Yours faithfully,
For **Castrol India Limited**

Hemangi Yateen Ghag
Digitally signed by Hemangi Yateen Ghag
Date: 2026.07.23 17:38:26 +05'30'

**Hemangi Ghag**
**Company Secretary & Compliance Officer**
Encl.: As above

**Registered address:**
Castrol India Limited
CIN: L23200MH1979PLC021359
Technopolis Knowledge Park, Mahakali Caves Road, Andheri (East), Mumbai – 400093
Tel: +91 22 7177 7111/ Fax: +91 22 6698 4101
Customer Service Toll Free No: 1800222100 / 18002098100

**CASTROL INDIA LIMITED**
**CIN:** L23200MH1979PLC021359
**Registered Office:** Technopolis Knowledge Park, Mahakali Caves Road, Andheri (East), Mumbai – 400 093
**Website:** www.castrol.co.in
**E-mail Id:** investorrelations.india@castrol.com
**Tel:** +91 22 7177 7111

## NOTICE OF POSTAL BALLOT

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| Particulars | Type of Resolution |
|---|---|
| Appointment of Mr. Saugata Basuray (DIN: 09522239) as Managing Director of the Company with effect from 1 June 2026 for a term of 5 (five) consecutive years. | Ordinary |

| Postal Ballot/E-Voting Timelines | |
|---|---|
| **Cut-off date for E-voting** | 17 July 2026 |
| **E-voting starts on** | 24 July 2026 |
| **E-voting ends on** | 22 August 2026 |
| **Results** | On or before 25 August 2026 |

**NOTICE OF POSTAL BALLOT**

***[Pursuant to Section 108 and 110 of the Companies Act, 2013 read with Rule 20 and 22 of the Companies (Management and Administration) Rules, 2014, as amended and applicable Circulars issued by the Ministry of Corporate Affairs]***

Dear Shareholders,

**NOTICE** is hereby given that pursuant to and in compliance with the provisions of Sections 108 and 110 and other applicable provisions, if any, of the Companies Act, 2013 ('the Act'), Rules 20 and 22 of the Companies (Management and Administration) Rules, 2014 ('Rules'), read with General Circular No. 14/2020 dated 8 April 2020, No. 17/2020 dated 13 April 2020, 09/2024 dated 19 September 2024 and the latest being 03/2025 dated September 22, 2025 and other relevant circulars, issued in this regard by the Ministry of Corporate Affairs ('MCA') (collectively referred to as the 'MCA Circulars'), Secretarial Standard-2 ('SS-2') on General Meetings issued by the Institute of Company Secretaries of India, Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('SEBI Listing Regulations'), and any other applicable law, rules and regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), the Ordinary Resolution as set out below in this Notice is proposed for approval by the Shareholders of the Company through Postal Ballot by remote E-voting process ('E-voting'). This Notice is to be read together with the explanatory statement provided hereunder.

**SPECIAL BUSINESS:**

1. **Appointment of Mr. Saugata Basuray (DIN: 09522239) as Managing Director of the Company with effect from 1 June 2026 for a term of 5 (five) consecutive years.**

   To consider and, if thought fit, to pass the following resolution as an **Ordinary Resolution**:

   **"RESOLVED THAT** pursuant to the provisions of Sections 196, 197, 198 and 203 read with the Companies (Appointment and Remuneration of Managerial Personnel) Rules, 2014, Schedule V and other applicable provisions of the Companies Act, 2013, Regulation 17(1C) and other applicable provisions of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), Articles of Association of the Company, Nomination and Remuneration policy of the Company and based on the recommendation of the Nomination and Remuneration Committee and Board of Directors of the Company, approval of the Shareholders be and is hereby accorded for the appointment of Mr. Saugata Basuray (DIN: 09522239) as Managing Director of the Company with effect from 1 June 2026 for a term of 5 (five) consecutive years ending on 31 May 2031, not liable to retire by rotation, on the terms and conditions of appointment and remuneration as set out in the explanatory statement annexed to the Notice with powers to the Board of Directors to alter and vary the terms and conditions of the said appointment including remuneration (within the limits set out in the explanatory statement annexed) in accordance with the Act and SEBI Listing Regulations, in such a manner as may be agreed to between the Board of Directors and Mr. Saugata Basuray.

**RESOLVED FURTHER THAT** the overall remuneration payable to Mr. Saugata Basuray, Managing Director of the Company, during his tenure, shall not exceed the limits specified under the provisions of Section 197 read with the Rules made thereunder, Schedule V and other applicable provisions of the Act and that in the event the remuneration payable or paid exceeds the prescribed limits or in case of absence or inadequacy of profits in any financial year, such remuneration shall be subject to receipt of necessary statutory approvals.

**RESOLVED FURTHER THAT** the Board of Directors (except Mr. Saugata Basuray), Vice President – People & Culture, Managing Counsel and the Company Secretary & Compliance Officer, of the Company, be and are hereby severally authorised to do all such acts, deeds, matters and things as may be considered necessary, desirable or expedient to give effect to this resolution.**”**

On behalf of the Board of Directors

Sd/-
**Hemangi Ghag**
Company Secretary & Compliance Officer
Membership No.: FCS 9329

**Place** **:** Mumbai
**Date** **:** 28 May 2026

**Registered Office:**
Technopolis Knowledge Park,
Mahakali Caves Road,
Andheri (East), Mumbai – 400 093

**EXPLANATORY STATEMENT**
**Pursuant to Section 102(1) of the Companies Act, 2013 read with Rule 20 & 22 of the Companies (Management and Administration) Rules, 2014 and Secretarial Standard-2 on General Meetings, forming part of the Notice**

The following statement sets out all material facts relating to the Special Business mentioned in the Notice:

**Background and Basis of Appointment:**

Mr. Saugata Basuray was appointed as the Whole-time Director of the Company on 1 April 2022 for a period of 5 (five) consecutive years. Effective 1 January 2026, he was re-designated as Whole-time Director and Interim Chief Executive Officer, following the resignation of previous Managing Director of the Company. In his role as Whole-time Director and Head-B2C Sales, Mr. Basuray drove a multi-year transformation program of the Company's go-to-market model and significantly expanded Castrol's distribution network deep into rural India. With over 26 years of experience across sales, marketing, and business leadership, Mr. Basuray has built a rich and diverse career with the Company. He joined the Company as a Management Trainee in 1999 and has since then grown through a series of impactful roles in India and abroad. During his tenure as Interim Chief Executive Officer of the Company, Mr. Basuray demonstrated effective leadership in the period of transition and volatility while also focusing on business delivery.

Taking into consideration Mr. Basuray's qualifications, experience, proven leadership and demonstrated performance, the Board of Directors of the Company is of the considered opinion that his appointment as Managing Director will be in the best interest of the Company. Accordingly, the Board of Directors at its meeting held on 28 May 2026 based on the recommendation of the Nomination and Remuneration Committee, approved the appointment of Mr. Saugata Basuray with effect from 1 June 2026 for a term of 5 (five) consecutive years ending on 31 May 2031, including the terms and conditions and remuneration to be paid to him subject to the approval of the Shareholders of the Company.

**Declarations & confirmation:**

Mr. Saugata Basuray has given his consent to act as Managing Director of the Company along with a declaration to the effect that he is not disqualified from being appointed as a Director in terms of Section 164 of the Act and is not debarred from holding the office of Director by virtue of any order from SEBI or any other Statutory authority. Mr. Basuray also satisfies the conditions set out in Section 196 read with Schedule V of the Act.

**Terms and Conditions of appointment:**

Subject to the directions, supervision and control of the Board of Directors, Mr. Basuray shall be responsible for managing day-to-day operations of the Company and for such purpose, perform all acts, deeds, matters and things as he may deem fit necessary, proper and expedient.

**Remuneration payable to Mr. Saugata Basuray during his tenure as Managing Director shall be as follows:**

| Particulars | Amount |
|---|---|
| Basic Salary (A) | In the scale of INR 12,500,000 to INR 22,500,000 per annum. |
| Other Fixed Allowances (B)* | In the scale of INR 12,500,000 to INR 22,500,000 per annum. |
| Total Fixed Pay [A+B] | In the scale of INR 25,000,000 to INR 45,000,000 per annum. |
| City Compensatory Allowance | In the scale of INR 2,430,000 per annum. |
| Annual Cash Bonus** | Target at 55% of Total Fixed Pay. |
| Equity/Equity linked incentives | As per the provisions of the employee stock option scheme of bp p.l.c. (ultimate holding company) or such other long term incentive scheme that may be introduced by the Company or its holding Company. Presently, the prevailing employee stock option scheme entitles the Managing Director to stock options of bp p.l.c. equivalent to 95% (bifurcated as follows) of the Total Fixed Pay at the time of grant:<br>- Equity Share Value Plan equivalent to 30% of Total Fixed Pay<br>- Restricted Stock Units equivalent to 65% of Total Fixed Pay. |
| Retirement benefits (Provident Fund, Superannuation and Gratuity) | As per the Company's Policy. |
| Other perquisites and benefits (such as Company Car, Top up for housing, Medical Reimbursement, Personal Accident & Life Insurance and other benefits as applicable) | As per the Company's Policy. |
| **Total Gross annual remuneration (covering all of the above)** | In the scale of **INR 72,000,000 to INR 125,000,000 per annum** |

** Other Fixed Allowances includes House Rent Allowance, Travel Concession & Flexible Compensation Pay.*

*** Annual Cash Bonus ('ACB') is a discretionary plan offered by the Company to eligible employees, designed to reward both collective and individual performance in alignment with the Company's strategic priorities. ACB recognizes contributions towards the performance of the Company and the employee. The performance parameters for ACB determination include financial and non-financial assessment parameters. The performance score for ACB based on such parameters is reviewed and approved by the Nomination and Remuneration Committee and the Board of Directors for ACB payments.*

Mr. Basuray shall not be entitled to sitting fees for attending meetings of the Board of Directors of the Company or any Committee(s) thereof.

Approval of the Shareholders is being sought to authorize the Board of Directors to alter and vary the terms and conditions of the said appointment including remuneration within the limits as aforesaid in such a manner as may be agreed to between the Board of Directors and Mr. Saugata Basuray in accordance with the Act and SEBI Listing Regulations and based on the recommendation of the Nomination and Remuneration Committee.

**Other provisions related to remuneration:**

**Basis for remuneration:** The proposed remuneration for the Managing Director has been set based considering his experience, expertise and proven leadership in the Company. The remuneration structure is designed to align with market standards and ensure competitiveness considering the size and complexity of the business.

**Minimum Remuneration**: In case of absence, or inadequacy of the profits in any financial year, the remuneration to Mr. Basuray including the perquisites etc. shall be subject to receipt of necessary statutory approvals.

**Maximum Remuneration**: Except with the approval of the Shareholders, the overall remuneration payable shall not exceed the limits specified under the provisions of Section 197 read with the Rules made thereunder, Schedule V and other applicable provisions of the Act.

**Notice Period:** The appointment can be terminated either by Mr. Basuray or the Company by giving not less than three calendar months' notice in writing to the other party without showing any cause. The Company shall be entitled to terminate the employment agreement by paying Mr. Basuray, three months' last drawn salary (defined as Total Fixed Pay as mentioned above) in lieu of the said three calendar months' notice. The Company shall at its sole discretion waive the requirement of such notice period, wholly or in part and may terminate the agreement.

**Inspection of Documents:**

Electronic copy of draft employment agreement between the Company and Mr. Basuray setting out the terms and conditions and other relevant documents relating to this item of business shall be available for inspection. For details, Shareholders may refer to Note no. 12 i.e. 'Inspection of Documents' under Statutory Notes section of this Notice.

**General Information:**

This explanatory statement together with the accompanying resolution and draft employment agreement to be entered into with Mr. Basuray may also be regarded as an abstract of the terms and conditions of the appointment of Mr. Basuray under Section 190 of the Act.

Mr. Saugata Basuray does not draw remuneration from any other Company, nor does he have any external arrangements to receive remuneration, compensation or profit sharing in connection with dealings in equity shares of the Company.

**Disclosure of Interest:**

Except Mr. Saugata Basuray and his relatives to the extent of shareholding interest, if any, in the Company, none of the Directors, Key Managerial Personnel of the Company or their relatives are in any way concerned or interested, financially or otherwise, in the said resolution except to their shareholding interest, if any.

**Recommendation to Shareholders:**

Given the qualifications, experience, proven leadership and demonstrated performance of Mr. Saugata Basuray, the Board of Directors, based on the recommendation of the Nomination and Remuneration Committee, propose his appointment as a Managing Director of the Company as set out in Item No. 1 for approval of the Shareholders by way of an Ordinary Resolution.

Brief Profile and other requisite details of Mr. Saugata Basuray, pursuant to Regulation 36(3) of the SEBI Listing Regulations and Secretarial Standard-2 on General Meetings, are provided as an Annexure to this Notice which forms an integral part of this Notice.

**Annexure**

| **DETAILS OF DIRECTOR SEEKING APPOINTMENT**<br>**[Pursuant to Regulation 36(3) of the SEBI Listing Regulations and Secretarial Standards – 2 on General Meetings]:** |
|---|

| **Name of Director** | **Mr. Saugata Basuray** |
|---|---|
| **Director Identification Number (DIN)** | 09522239 |
| **Age** | 51 years |
| **Date of appointment on the Board** | 1 April 2022 |
| **Qualifications** | The qualification of Mr. Saugata Basuray is mentioned in the profile, as enclosed. |
| **Expertise in specific functional areas** | Sales, Marketing and Business leadership |
| **Brief Profile along with experience and qualifications** | The brief profile of Mr. Saugata Basuray is enclosed. |
| **Terms and conditions of appointment and remuneration** | Mr. Saugata Basuray is proposed to be appointed as a Managing Director of the Company with effect from 1 June 2026 for a term of 5 (five) consecutive years ending on 31 May 2031, not liable to retire by rotation. Detailed terms and conditions, including remuneration, are provided in the resolution and explanatory statement hereto. |
| **Details of remuneration last drawn** | Salary, Perquisites, Retiral Benefits and Performance Based Incentives: INR 3.92 Crore for the year 2025. |
| **Shareholding (including shareholding as a beneficial owner) in Castrol India Limited** | 400 Equity shares |
| **Relationship with other Directors, Manager and other Key Managerial Personnel of the Company** | Not related to any Director, Manager and other Key Managerial Personnel of the Company. |
| **Number of meetings attended during the calendar** | 2* out of 3 |

| | |
|---|---|
| **year (upto the date of this Notice)** | |
| **Directorship on other Boards including Listed Entities** | TVS Automobile Solutions Private Limited - Additional (Nominee) Director |
| **Membership / Chairmanship of Committees in Castrol India Limited** | Risk Management Committee - Chairperson<br>Corporate Social Responsibility Committee - Member<br>Stakeholders' Relationship Committee - Member |
| **Membership / Chairmanship of Committees of other Boards** | Nil |
| **Listed entities from which Director has resigned in last 3 years** | Nil |

**Mr. Saugata Basuray, being interested in the matter relating to his appointment, recused himself from that meeting.*

On behalf of the Board of Directors

Sd/-
**Hemangi Ghag**
Company Secretary & Compliance Officer
Membership No.: FCS 9329

**Place : ** Mumbai
**Date : ** 28 May 2026

**Registered Office:**
Technopolis Knowledge Park,
Mahakali Caves Road,
Andheri (East), Mumbai – 400 093

## Brief Profile of Mr. Saugata Basuray

With over 26 years of experience across sales, marketing, and business leadership, Mr. Basuray has built a rich and diverse career with the Company. He joined the Company as a Management Trainee in 1999, soon after completing his MBA from Symbiosis Institute of Business Management (SIBM) and has since grown through a series of impactful roles in India and abroad. Mr. Basuray was appointed as Head-B2C Sales in January 2021 and later as Whole-time Director of the Company effective 1 April 2022, where he drove a multi-year transformation program of the Company's go-to-market model and significantly expanded Castrol's distribution network deep into rural India. Subsequently, he was re-designated as Whole-time Director and Interim Chief Executive Officer of the Company effective 1 January 2026.

Mr. Basuray has worked in four countries across two continents, giving him deep experience of operating in diverse market structures and through different economic cycles. Early in his career, he served as Executive Assistant to the Managing Director of the Company and Regional Vice President bp—an experience that offered him a close view of strategic leadership and global business operations.

In 2008, he moved to Castrol's global head quarter in the UK, where he was part of the marketing team that helped shape Castrol Edge into a global power brand. After returning to India, he led sales for the B2B channel and later served as Head of Marketing for Castrol India. He went on to lead Castrol Philippines from 2013 to 2017 and subsequently took charge as Managing Director of Castrol's joint venture in Indonesia.

Mr. Basuray holds a Bachelor of Engineering degree from the University of Pune. He completed his Advanced Management Program from the Wharton School, University of Pennsylvania.

## STATUTORY NOTES

**Electronic Copy of Notice:**

1. In accordance with the provisions of the MCA Circulars and other applicable laws and regulations, the Postal Ballot Notice is being sent only by electronic mode to those Shareholders, whose names appear in the Register of Members/List of Beneficial Owners as on **Friday, 17 July 2026** and whose e-mail addresses are registered with the Company/Depositories. Those Shareholders who have not yet registered their e-mail addresses are requested to register the same by following the procedure set out in this Notice under Note No. 17. **A physical copy of this Notice along with Postal Ballot forms and pre-paid business reply envelope are not being sent to the Shareholders of the Company.**

2. The Postal Ballot Notice will also be available on the Company's website https://www.castrol.com/en_in/india/home/investors/general-meeting.html, websites of the Stock Exchanges i.e. BSE Limited ('BSE') and National Stock Exchange of India Limited ('NSE') at www.bseindia.com and www.nseindia.com respectively, and on the website of Central Depository Services (India) Limited ('CDSL') i.e. www.evotingindia.com.

3. After dispatch of Notice of Postal Ballot through e-mail, advertisement shall be published in one English Daily Newspaper having wide circulation and one in Marathi Newspaper having wide circulation in the district where the Registered Office of the Company is situated and will also be available under the 'Intimation to Shareholders' tab in the Investor section of the Company's website at www.castrol.co.in.

**Scrutinizer:**

4. The Board of Directors of the Company ('Board') at its meeting held on 28 May 2026, appointed Mr. K. G. Saraf, Proprietor of M/s. Saraf and Associates, Company Secretaries (COP No. 642), as the Scrutinizer to scrutinize the e-voting process in a fair and transparent manner.

5. The Scrutinizer will submit his report to the Chairperson or Whole-time Director & CFO or any one of the Key Managerial Personnel of the Company after completion of scrutiny of the E-voting. The **results shall be declared on or before 25 August 2026** and be communicated to BSE, NSE (together the 'Stock Exchanges') and CDSL and will also be displayed on the website of the Company at https://www.castrol.com/en_in/india/home/investors/general-meeting.html and at its Registered Office.

**Authorised Representative:**

6. Non-Individual Shareholders (i.e. Institutional/Corporate Shareholders) intending to vote through their authorized representatives are requested to send a scanned copy (in JPEG/PDF format) of a duly certified Board Resolution authorizing their representative(s) to vote on their behalf, pursuant to Section 113 of the Act, to the Scrutinizer or the Company at castrolpb2026@sarafandassociates.com or

investorrelations.india@castrol.com respectively, if they have not uploaded in the CDSL E-voting system for the scrutinizer to verify the same.

**Remote E-voting:**

7. In compliance with Sections 108 and 110 of the Act, read with Rule 20 and 22 of the Rules, the MCA Circulars, Regulation 44 of the SEBI Listing Regulations and SS-2, the Company has provided the facility to the Shareholders to exercise their votes electronically and vote on the resolution through the E-voting service facility provided by Central Depository Services (India) Limited. Shareholders can vote only through E-voting and are requested to read the instructions under Note No. 16 in this Notice. Shareholders whose names appear in the Register of Members/List of Beneficial Owners as on **Friday, 17 July 2026** i.e. **Cut-off Date**, will be considered for the purpose of E-voting.

8. Voting rights of the Shareholder shall be in proportion to the shares held by them in the paid-up equity share capital of the Company as on Cut-off date. A person who is not a Shareholder of the Company as on the Cut-off Date should treat this Notice for information purpose only.

9. A Shareholder cannot exercise his/her vote by proxy on Postal Ballot.

10. The E-voting period commences on **Friday, 24 July 2026** from **9:00 a.m. IST** and ends on **Saturday, 22 August 2026** at **5:00 p.m. IST.** The E-voting module shall be disabled by CDSL thereafter. Once the vote on a resolution is cast by the Shareholder, they shall not be allowed to change it subsequently.

**Resolution passed through remote E-voting:**

11. The resolutions, if passed by requisite majority, shall be deemed to have been passed on the last date specified for E-voting, i.e. **Saturday, 22 August 2026** as if it has been passed at a General Meeting of the Shareholders.

**Inspection of Documents:**

12. Relevant documents referred to in the Postal Ballot Notice shall be made available for inspection electronically by the Shareholders in accordance with the applicable statutory requirements based on the requests received at investorrelations.india@castrol.com mentioning their name, Folio No./ DP ID and Client ID, until the last date for receipt of votes through E-voting.

**General Information for Shareholders:**

13. In order to increase the efficiency of the voting process and in terms with SEBI Circular No. SEBI/HO/CFD/CMD/CIR/P/2020/242 dated 9 December 2020, Demat account holders are being provided a single login credential, through their demat accounts/websites of Depositories/Depository Participants. Demat account holders would be able to cast their vote without having to register again with the E-voting service providers, thereby facilitating seamless authentication and convenience of participating in the E-voting process.

14. **<u>Special window for re-lodgement of transfer requests of physical shares:</u>** SEBI vide its circular dated 30 January 2026 has introduced a special window from 5 February 2026 to 4 February 2027 to facilitate the re-lodgement of physical share transfer deeds that were originally submitted before 1 April 2019 and were rejected/returned/ or left unattended due to deficiency in the documents/process/or otherwise. Shareholders must ensure that all re-lodged documents are complete in all respects and submitted to the Company or its Registrar and Transfer Agent (RTA) i.e. KFin Technologies Limited by 4 February 2027, beyond which no submissions will be accepted. All such transfers will be processed only in dematerialized form, subject to compliance with the prescribed procedures for transfer-cum-demat requests.

15. **<u>Dividend unpaid/unclaimed & KYC updation:</u>** The Shareholders are requested to claim any unpaid/unclaimed dividend and update their KYC details like PAN; Nomination details, Contact information [email, postal address, mobile number], Bank account details and Specimen signature.

    **For shares held in demat form:** Please contact your Depository Participant.
    **For shares held in physical form:** Submit the applicable ISR forms (Link to download the forms https://www.castrol.com/en_in/india/home/investors/information-for-shareholders.html) along with supporting documents to the Company's RTA.

16. **<u>The Procedure for Remote E-voting is as under:</u>**

**A. Login method for E-voting for Individual Shareholders holding shares in demat mode:**

| Type of Shareholder | Login Method |
|---|---|
| **Individual shareholders holding securities in demat mode with CDSL** | **<u>METHOD 1 – If registered with CDSL Easi/Easiest facility</u>**<br>➢ **Users who have registered for CDSL Easi/Easiest facility.**<br>1) Login through their existing user ID and password.<br>2) Option will be made available to reach E-voting page without any further authentication.<br>3) The users to login to Easi/Easiest are requested to visit CDSL website www.cdslindia.com and click on 'Login' icon & 'My Easi New (Token) tab.<br>4) After successful login the Easi/Easiest user 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 Company. On clicking the E-voting option, the user will be able to see E-voting page of the E-voting service provider for casting their vote during the remote E-voting period.<br>5) Additionally, there are links provided to access the system of all Electronic Service Providers (ESPs), so that the user can visit the ESPs website directly.<br>**OR** |

| | |
|---|---|
| | ➢ **Users who have not registered for CDSL Easi/Easiest facility.**<br><br>1) To register, visit CDSL website www.cdslindia.com and click on 'Login' & 'My Easi New (Token)' and then click on registration option.<br><br>**METHOD 2 - By directly visiting the e-voting website of CDSL**<br><br>1) Visit E-voting page by providing demat account number (BO ID) and PAN from an E-voting link available on www.cdslindia.com home page or click on https://evoting.cdslindia.com/Evoting/EvotingLogin.<br>2) System will authenticate the user by sending OTP on registered mobile & email address as recorded in the demat account.<br>3) After successful authentication, user 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 ESPs. |
| **Individual shareholders holding securities in demat mode with NSDL** | **METHOD 1 - If registered with NSDL IDeAS facility**<br>➢ **Users who have registered for NSDL IDeAS facility:**<br>1) Visit URL: https://eservices.nsdl.com and click on the 'Beneficial Owner' icon under 'Login'.<br>2) Enter your User ID and Password.<br>3) After successful authentication, you will be able to see E-voting services. Click on 'Access to e-Voting' under E-voting services and you will be able to see E-voting page.<br>4) Click on company name or E-voting service provider name and you will be re-directed to E-voting service provider website for casting your vote during the remote E-voting period.<br>**OR**<br>➢ **User who have not registered for NSDL IDeAS facility:**<br>1) To register, visit URL https://eservices.nsdl.com<br>2) Select 'Register Online for IDeAS' portal or click at https://eservices.nsdl.com/SecureWeb/IdeasDirectReg.jsp.<br>3) Proceed with updating the required fields.<br>4) Follow steps given in above-mentioned para, to use the IDeAS facility.<br><br>**METHOD 2 - By directly visiting the e-voting website of NSDL**<br><br>1) Visit URL: https://www.evoting.nsdl.com/<br>2) Click on the icon 'Login' which is available under 'Shareholder/Member' section. A new screen will open. |

| | |
|---|---|
| | 3) Enter your User ID (i.e. your sixteen-digit demat account number held with NSDL), Password/OTP and a Verification Code as shown on the screen.<br>4) After successful authentication, you will be redirected to NSDL Depository site wherein you can see E-voting page.<br>5) Click on company name or E-voting service provider name and you will be redirected to E-voting service provider website for casting your vote during the remote E-voting period.<br><br>**METHOD 3 – OTP based login**<br><br>1) Use https://eservices.nsdl.com/SecureWeb/evoting/evotinglogin.jsp<br>2) Enter your 8-digit DP ID,8-digit Client ID, PAN No., verification code and generate OTP. Enter the OTP received on registered email ID/mobile number and click on login.<br>3) After successful authentication, you will be redirected to NSDL Depository site wherein you can see E-voting page.<br>4) Click on company name or E-voting service provider name and you will be re-directed to E-voting service provider website for casting your vote during the remote E-voting period. |
| **Individual shareholders (holding securities in demat mode) login through their Depository Participants** | Individual Shareholders can also login using the login credentials of your demat account through your depository participant registered with CDSL/NSDL for e-voting facility.<br>i. Login to DP website<br>ii. After successful login, you will be able to see E-voting option.<br>ii. Once you click on E-voting option, you will be redirected to CDSL/NSDL Depository site after successful authentication, wherein you can see E-voting feature.<br>v. Click on company name or E-voting service provider name and you will be redirected to E-voting service provider website for casting your vote during the remote E-voting period. |

**Important note:** Shareholders 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 for Individual Shareholders holding shares in demat mode for any technical issues related to login through Depository i.e., CDSL and NSDL:**

| Login type | Helpdesk details |
|---|---|
| **Individual shareholders holding shares in Demat mode with CDSL** | Shareholders 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 shares in Demat mode with NSDL** | Shareholders 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. |

**B. Login method for E-voting for Non-Individual Shareholders holding shares in demat mode and Shareholders holding shares in physical mode:**

i. Shareholders should log on to the E-voting website www.evotingindia.com.

ii. Click on 'Shareholders' module.

iii. Enter your User ID
   a. For CDSL: 16 digits beneficiary ID
   b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID
   c. Shareholders holding shares in physical form should enter Folio Number registered with the Company.

iv. Next enter the Image Verification as displayed and click on 'Login'.

v. If you are holding shares in dematerialised form and had logged on to www.evotingindia.com and voted on an earlier E-voting of any company, then your existing password is to be used.

vi. If you are a first-time user follow the steps given below:

| **For Non-Individual Shareholders holding shares in demat mode and Shareholders holding shares in physical mode:** | |
|---|---|
| **PAN** | Enter your 10 digit alpha-numeric PAN issued by the Income Tax Department (applicable for both demat shareholders as well as physical shareholders).<br><br>Shareholders who have not updated their PAN with the Company/Depository Participant are requested to use the sequence number sent by Company/RTA or contact Company/RTA. |
| **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.<br><br>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. |

vii. After entering these details appropriately, click on 'SUBMIT' tab.

viii. 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.

ix. For Shareholders holding shares in physical form, the details can be used only for E-voting on the resolutions contained in this Notice.

x. Click on the EVSN for 'CASTROL INDIA LIMITED' to vote.

xi. 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 a resolution and option 'NO' implies that you dissent to a resolution.

xii. Click on the 'RESOLUTIONS FILE LINK' if they wish to view the entire resolution details.

xiii. After selecting the resolution, you have decided to vote on, click on 'SUBMIT'. A confirmation box will be displayed. If they wish to confirm your vote, click on 'OK', else to change your vote, click on 'CANCEL' and accordingly modify your vote.

xiv. Once you 'CONFIRM' your vote on the resolution, you will not be allowed to modify your vote.

xv. You can also take a print of the votes cast by clicking on 'Click here to print' option on the Voting page.

xvi. 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' and enter the details as prompted by the system.

**Instructions for Non–Individual Shareholders and Custodians:**

1. 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.

2. A scanned copy of the Registration Form bearing the stamp and sign of the entity should be emailed to helpdesk.evoting@cdslindia.com.

3. 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.

4. The list of accounts linked in the login will be mapped automatically and can be delinked in case of any erroneous mapping.

5. A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

17. **<u>Process for those Shareholders whose email address/mobile no. are not registered with the Company/Depositories:</u>**

Shareholders, who have not registered their email address/mobile no., are requested to register the same in the following manner:

| | |
|---|---|
| **For shares held in Physical Form** | By sending an email to KFin Technologies Limited, Registrar and Transfer Agent of the Company/Company at einward.ris@kfintech.com or investorrelations.india@castrol.com respectively with details like Folio No., Name of shareholder, scanned copy of the share certificate (front and back), PAN (self-attested scanned copy of PAN card), AADHAR (self-attested scanned copy of Aadhar Card) |
| **For shares held in Demat Form** | By contacting their respective Depository Participant(s). |

***Please note that registration of email address and mobile number is mandatory while voting electronically.***

**<u>Assistance for E-Voting:</u>**

18. Shareholders who need assistance or have any queries or issues regarding E-voting, may refer to the Frequently Asked Questions (FAQs) for Shareholders and E-Voting manual available at www.evotingindia.com under 'help' section or contact Mr. Rakesh Dalvi, Assistant Vice President, Central Depository Services (India) Limited , A Wing, 25th Floor, Marathon Futurex, Mafatlal Mill Compounds, N M Joshi Marg, Lower Parel (East), Mumbai – 400013 or send an email to helpdesk.evoting@cdslindia.com or call on toll free no. 1800 21 09911.

On behalf of the Board of Directors

Sd/-
**Hemangi Ghag**
Company Secretary & Compliance Officer
Membership No.: FCS 9329

**Place** **:** Mumbai
**Date** **:** 28 May 2026

**Registered Office:**
Technopolis Knowledge Park,
Mahakali Caves Road,
Andheri (East), Mumbai – 400 093