

चेन्नै पेट्रोलियम कॉर्पोरेशन लिमिटेड

(इंडियनऑयल की ग्रुप कम्पनी)

Chennai Petroleum Corporation Limited

(A group company of IndianOil)



CS:01:049

February 2nd, 2021

*The Secretary,
BSE Ltd.
Phiroze Jeejeeboy Towers,
25th Floor, Dalal Street,
Mumbai – 400 001*

*National Stock Exchange of India Limited
Exchange Plaza, 5th Floor
Plot No.C/1, G-Block,
Bandra Kurla Complex
Bandra (e)
Mumbai – 400 051*

NSE TRADING SYMBOL: CHENNPETRO

BSE SCRIP CODE: 500110

ISIN: INE178A01016

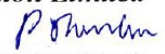
Dear Sir,

SUB.: DISCLOSURE UNDER REGULATION 30 OF SEBI (LODR) REGULATIONS, 2015 – PROFILE OF SECRETARIAL AUDITOR

Pursuant to Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, and further to our letter No. CS:01:049 dated 30.01.2021, informing the appointment of M/s.A.K.Jain & Associates, Practicing Company Secretaries, Chennai as the Secretarial Auditors of Chennai Petroleum Corporation Limited for the Financial Year 2020-2021, please find attached their profile.

The above information is for your records and dissemination please.

Thanking you,

Yours faithfully,
for *Chennai Petroleum Corporation Limited*

(P.SHANKAR)
COMPANY SECRETARY



**A. K. JAIN AND ASSOCIATES
COMPANY SECRETARIES**

Office:

**No. 2, Raja Annamalai Road,
First Floor, Purasawalkam,
Chennai – 600084.**

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akjainassociates@gmail.com



ABOUT US:

A. K. JAIN & ASSOCIATES is a professional firm providing Corporate Law, Corporate Restructuring, Securities Law, FEMA, FDI and Advisory services. Established in the year 2000, the firm has wide and extensive corporate experience of over a decade. With the advent of technology based filing and digitalization, there has been considerable change in compliances of various laws which has put more responsibility on the shoulders of the Directors / compliance officers. A company has to comply with numerous procedures as covered under Companies Act, SEBI Act and related Laws. Directors should be aware of Prevailing and new Laws proposed to be introduced and gain knowledge to comply with the new requirements of law. It is a settled principle that the ignorance of law is no excuse.

We, at A. K. JAIN & ASSOCIATES, take up the compliance responsibility of the clients on our shoulders, update them with the latest developments from time to time and ensure that the clients carry on their business peacefully, without the hassles of non-compliances. We have a team having versatile experience and capable of providing timely service & tailor made solutions to your Business needs. We offer a wide range of corporate, secretarial, legal and managerial consultancy services to our clients from a spectrum of industries. Our clientele includes Banks, Private companies to Listed and Multinational companies. The firm has a committed team of Company Secretaries, experienced and qualified staff.

We understand that protection, perfection and performance will contribute richly to the business growth and progress. Our mission and pleasure is to provide quality service with promptitude.

A.K. JAIN & ASSOCIATES has got excellent working atmosphere and modern environment / infrastructure to cater to the needs of the clients. The Office is situated in the heart of the Chennai city and is easily approachable from any corner.

PARTNER'S PROFILE



ANIL KUMAR JAIN **Senior Partner**

Having a vast and rich experience of more than two decades in handling Corporate Secretarial and legal affairs of Listed and Unlisted Public Limited Companies of large corporate entities across various Sectors. He has vast experience in the field of Company Law, Securities laws and Capital market. He was enrolled as a member of the ICSI in 1999 and has an experience of nearly two decade in the industry and the profession. He has got rich experience in Finance, Banking and Corporate Laws, FEMA.

Educational Qualification and Professional Association:- He is a Commerce Graduate and Fellow Member of The Institute of Company Secretaries of India, New Delhi.

BALU SRIDHAR **Senior Partner**

Having experience of more than two decades in Corporate Strategic Advisory Services, Secretarial Audit, Due Diligence, Corporate Governance Compliance Audit, Corporate Restructuring advisory services for Merger, amalgamation, Take over, Scrutinizer for E-voting, Postal Ballot Process, Internal Audit, India Entry Services, Appearance before various regulatory authorities viz Ministry of Corporate Affairs (MCA), National Company Law Tribunal (NCLT), Company Law Board (CLB), Securities & Exchange Board of India (SEBI), Stock Exchanges, National and other Consumer forums & other Quasi Judicial Authorities for various Corporate Houses and Public Sector Undertakings.

He has been a faculty member of Institute of Company Secretary of India. He was enrolled as a member of the ICSI in 2000 and has an experience of nearly two decade in the industry and the profession. He is expert in the fields of Corporate Laws, Foreign Exchange Laws, Insolvency Laws, Industries Laws and Secretarial Audits.

Educational Qualification and Professional Association:- He is a Commerce Graduate and holds Master degree in Corporate Secretaryship. He is also a Law graduate.

He is a Fellow Member of The Institute of Company Secretaries of India, New Delhi and registered Insolvency Professional with Insolvency and Bankruptcy Board of India.

PANKAJ MEHTA
Partner

Pankaj Mehta is an associate member of Institute of Company Secretaries of India. He has been associated with the firm since the date of his enrolment with the Institute as a student. With more than 10 years of experience, he takes care of day to day administration of the firm.

Educational Qualification and Professional Association:- He is a Commerce Graduate and Associate Member of The Institute of Company Secretaries of India, New Delhi.



CORPORATE LAWS

Are changing corporate laws affecting your business strategies? If yes, then we at A.K. Jain & Associates help providing clear, straightforward advice that are inclined with your business success.

We are focused towards delivering exceptional value by ensuring that our corporate solutions are meant to tailor diversified needs of clients. Our firm is entitled to handle all kinds of Corporate Law services by allowing in depth knowledge and understanding on complete corporate matters. We have team of expertise who assist our clients in giving the best advice and solution to all corporate related matters.

We provide services broadly into the following areas:

- ✓ Incorporation of Private, Public, Sec.8 & Producer Companies.
- ✓ Incorporation of foreign subsidiaries in India.
- ✓ Incorporation of LLP.
- ✓ Alteration of Memorandum and Articles of Association of Companies.
- ✓ Change of Name of Companies.
- ✓ Conversion of Companies.
- ✓ Strike off under section 560 of the Companies Act, 1956.
- ✓ Annual Return Certification.
- ✓ Filing and e-filing of various forms, returns etc.
- ✓ Registration of Charges, Search Reports and Status Reports.
- ✓ Due diligence Audit for Banks.
- ✓ Preparing and filing of Petition under various provisions of Companies Act.
- ✓ Maintenance of Statutory Records /Registers and minutes books under Companies Act.
- ✓ Shifting of Registered Office from one State to other.
- ✓ Shifting of Registered Office from One ROC to another ROC within the state.
- ✓ Obtaining of DIN & DSC.
- ✓ Approvals from Central Government (Ministry of Corporate Affairs).
- ✓ XBRL Filing of Balance Sheet.

CORPORATE RESTRUCTURING

Corporate Restructuring is a strategic decision taken by an organisation for maximization of a company's growth. They are being used in a wide array of fields such as information technology, telecommunications, and business process outsourcing as well as in traditional businesses in order to gain strength, expand the customer base, cut competition or enter into a new market or product segment. We at A.K Jain & Associates understand the specific business requirements and plan out legal provisions on the basis of individual requirements.

- ❖ Amalgamation / Mergers / Demerger / Takeover.
- ❖ Arrangement in relation to corporate restructuring.
- ❖ Reduction of Share Capital.
- ❖ Liquidation / Winding-up of Companies.
- ❖ Buyback of Securities.
- ❖ Issue of ESOP and ESOS.

SECURITIES LAW

Ever increasing laws have significantly increased the need of securities laws services. To purposefully solve this, we at A.K Jain & Associates understand the specific business requirements and plan out legal provisions on the basis of individual requirements.

FEMA & FDI

Our team of experts is committed towards providing extensive advisory services related to FEMA & FDI to validate both inbound & outbound investment that your business makes. We keep our clients abreast about latest developments in Foreign Exchange Laws and prepare the required documents under FEMA.

- ✓ Setting up of Business of Foreign Entity in India, including, setting up of Branch Office, Liaison Office in India etc.
- ✓ Obtaining of prior approvals in case of ECB and advising thereof for compliance under FEMA rules and regulations.
- ✓ Preparation & certification of forms FC-GPR, FC-TRS etc required to be filed under FEMA.
- ✓ Advising Companies on Setting up of JV / WOS outside India.
- ✓ Advisory and Secretarial Services under Foreign Exchange Management Act.

REPRESENTATIONS BEFORE THE AUTHORITIES

Whether you need help with responding to routine notices or representation before various authorities, our skilled team of professionals can provide you with the best support you need during those stressful times. We have professionals who have developed a specialization and can draw upon their knowledge to provide you with the best representation for your circumstances.

During our years of experience dealing with many authorities, we have achieved a level of competence that can ensure you that you are being properly represented before the various authorities:

-  Reserve Bank of India (RBI)
-  Ministry of Corporate Affairs (MCA)
-  Official Liquidator (OL)
-  National Company Law Tribunal (NCLT)
-  Regional Director (RD)
-  Registrar of Companies (ROC)