



**BG India Energy Services  
Private Limited (BGIESerPL)**

**Registered Office:**  
3-C, World Trade Tower,  
Near Barakhamba Lane,  
New Delhi - 110001, India.  
**Tel:** +91-11-23413372  
**Fax:** +91-9911511704  
**Website:** www.shell.in  
**CIN:** U40109DL2005PTC181749

**SHORTER NOTICE FOR THE 19<sup>TH</sup> (NINETEENTH) ANNUAL GENERAL MEETING OF THE COMPANY**

Shorter Notice is hereby given that the **19<sup>th</sup> (Nineteenth) Annual General Meeting** of the shareholders of BG India Energy Services Private Limited (the “Company”) will be held on **Thursday, 19 September 2024, at 11:30 A.M.** IST at BG house, Lake Boulevard, Hiranandani Business Park, Mumbai - 400076, Maharashtra, India through video conferencing to transact the following business:

**ORDINARY BUSINESS:**

1. To consider and adopt the audited Financial Statements together with the Auditors’ Report and Board’s Report for the financial year ended as on 31 March 2024.

To consider and if thought fit, to pass with or without modification(s), the following resolution as an **Ordinary Resolution:**

**“RESOLVED THAT** that the audited Financial Statements for the financial year ended 31 March 2024 together with the Auditors’ Report and Board’s Report thereon, be and are hereby received, considered and adopted.”

**By Order of the Board**  
For **BG India Energy Services Private Limited**

**Manvendra Jain**  
Director  
DIN: 06592454

**Place: Mumbai**  
**Date: 05 September 2024**



**Notes:**

1. Shareholders are requested to express their consent for holding the 19<sup>th</sup> (Nineteenth) Annual General Meeting at a notice shorter than 21 days.
2. The Ministry of Corporate Affairs ('MCA') has vide its circular dated 25 September 2023 read together with circular dated 28 December 2022, 13 January 2021, May 5, 2020, April 8, 2020 and April 13, 2020 (collectively referred to as 'MCA Circulars') permitted convening the Annual General Meeting ('AGM') through Video Conferencing ('VC') or other Audio Visual Means ('OAVM') and that the physical presence of the shareholders/authorized representatives are not required at the scheduled venue. Accordingly, the Nineteenth AGM of the Company is being held through VC /OAVM.
3. Since this 19<sup>th</sup> (Nineteenth) AGM is being held through VC/OAVM, physical attendance of the shareholders has been dispensed with. However, the authorized representatives of the body corporate shareholders attending the meeting through VC/OAVM is required to sign the attendance slip (annexed hereto) in respective counter parts.
4. Since the 19<sup>th</sup> (Nineteenth) AGM will be held through VC/OAVM, the route map of the venue of the Meeting is not annexed hereto.
5. Shareholders/authorized representatives of the body corporate shareholders attending the AGM through VC / OAVM shall be reckoned for the purpose of quorum under section 103 of the Companies Act, 2013.
6. Corporate shareholders intending to send their authorized representatives to attend the meeting are requested to send a certified copy of the Board Resolution authorizing their representative to attend and vote on their behalf at the meeting.
7. In compliance with the aforesaid MCA Circulars, the 19<sup>th</sup> (Nineteenth) notice for the AGM along with the audited financial statements, auditor's report, Board's report and the annexures for the financial year ended as on 31 March 2024 is being sent only through electronic mode to the e-mail addresses of the shareholders/authorized representatives of the shareholders which are registered with the Company.
8. All the statutory registers maintained by the Company and the relevant documents referred to in the notice will be available electronically for inspection by the members during the AGM. All documents referred to in the notice will also be available electronically for inspection without any



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fee by the members from the date of circulation of this notice up to the date of AGM. Members seeking to inspection such documents can send an email to [ramesh.koduri@shell.com](mailto:ramesh.koduri@shell.com).

9. Guidelines for joining AGM through VC/OAVM-

a) The shareholders can join the VC Meeting by clicking the following attendee link –

[Click to join the meeting](#)

- b) The facility for joining the meeting will be available 15 minutes before the start of the meeting and will be kept open for 15 minutes after the designated time of meeting.
- c) During the Meeting, where poll on any item is demanded, the members shall exercise their voting right only by sending emails through their email addresses registered with the Company to the email Id [Ramesh.Koduri@shell.com](mailto:Ramesh.Koduri@shell.com). If Poll is not demanded, the voting will be conducted by show of hands.
- d) Please note that Participants Connecting 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.
- e) If any of the shareholder has any queries or needs any technical assistance for using the VC facility, the member may get in touch with –
- Name : Ramesh Koduri
  - Phone No : + 91- 7045495797
  - Email ID : [Ramesh.Koduri@shell.com](mailto:Ramesh.Koduri@shell.com)

**By Order of the Board**

**For BG India Energy Services Private Limited**

**Manvendra Jain**  
**Director**  
**DIN: 06592454**

**Place: Mumbai**  
**Date: 05 September 2024**



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**ATTENDANCE SLIP  
BG INDIA ENERGY SERVICES PRIVATE LIMITED  
Annual General Meeting**

Registered No.

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No. of  
Shares:

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I certify that I am the registered shareholder / authorized representative of the registered shareholder of the Company.

I hereby record my presence at the **19<sup>th</sup> (Nineteenth) Annual General Meeting** of **BG India Energy Services Private Limited** held on Thursday, 19 September 2024 at 11:30 A.M. IST at BG house, Lake Boulevard, Hiranandani Business Park, Mumbai - 400076, Maharashtra, India through video conferencing.

Name of the registered shareholder/ authorized representative in BLOCK letters:

Mr./Ms. \_\_\_\_\_

\_\_\_\_\_  
Signature of the registered shareholder/ authorized representative for the registered shareholder