# **CORPORATE GOVERNANCE REPORT**

{Regulation 27(2) of the SEBI (Listing Obligations & Disclosure Requirements) Regulation s, 2015}

Name of Listed entity

: Indian Oil Corporation Limited (L23201MH1959GOI011388) : 30<sup>th</sup> September 2018

Quarter ending

#### (1) Composition of Board of Directors

| Tr's I . | N                  | DANI D DINI | 0-1           | D.1          | T          | N 6         | N              |                |
|----------|--------------------|-------------|---------------|--------------|------------|-------------|----------------|----------------|
| Title    | Name of the        | PAN & DIN   | Category      | Date of      | Tenure     | No. of      | Number of      | No of post of  |
| (Mr. /   | Director           |             | (Chairperson  | Appointment  | (to be     | Director-   | memberships    | Chairperson in |
| Mrs.)    |                    |             | / Executive / | in the       | filled     | ship in     | in Audit       | Audit /        |
|          |                    |             | Non-          | current term | in only    | listed      | Committee      | Stakeholder    |
|          |                    |             | Executive /   | / cessation  | for ID)    | entities    | (AC) /         | Committee      |
|          |                    |             | Independent   |              |            | including   | Stakeholder    | held in listed |
|          |                    |             | / Nominee)    |              |            | this        | Committee      | entities       |
|          |                    |             |               |              |            | listed      | (SC) including | including this |
|          |                    |             |               |              |            | entity      | this listed    | listed entity  |
|          |                    |             |               | 11           |            |             | entity         |                |
| Mr.      | Sanjiv Singh       | AANPS1390Q  | Chairman -    | 01-07-2014/  | NA         | 2           | Nil            | Nil            |
|          | V = 230            | 05280701    | Executive     | 30-06-2020   |            |             |                |                |
| Mr.      | A. K. Sharma       | ABDPS3281K  | Executive     | 27-10-2014/  | NA         | 1           | 1 (SC)         | Nil            |
|          |                    | 06665266    | Director      | 31-01-2019   |            |             |                |                |
| Mr.      | Ashutosh           | ABZPJ0151F  | Nominee       | 12-02-2016   | NA         | 1           | Nil            | Nil            |
|          | Jindal             | 05286122    | Director      |              |            |             |                | derive attent  |
| Mr.      | Sanjay             | ABOPK7179F  | Independent   | 02-12-2015/  | 3          | 1           | Nil            | 2 (AC &SC)     |
|          | Kapoor             | 07348106    | Director      | 01-12-2018   | years      |             |                |                |
| Mr.      | Parindu            | ААҮРВ8993К  | Independent   | 02-12-2015/  | 3          | 1           | 1 (AC)         | Nil            |
|          | Bhagat             | 01934627    | Director      | 01-12-2018   | years      | tests tests |                |                |
| Mr.      | G. K. Satish       | AMLPS5017Q  | Executive     | 01-09-2016/  | NA         | 2           | Nil            | Nil            |
|          |                    | 06932170    | Director      | 31-08-2021   |            | 3550        |                |                |
| Mr.      | DrSSV              | ABBPR1077Q  | Executive     | 01-02-2017 / | NA         | 1           | Nil            | Nil            |
|          | Ramakumar          | 07626484    | Director      | 31-01-2022   | 1.22.2     | _           | 1              |                |
| Mr.      | Vinoo              | ADOPM9438K  | Independent   | 22-09-2017 / | 3          | 1           | Nil            | Nil            |
| 10000    | Mathur             | 01508809    | Director      | 21-09-2020   | years      | -           | A page 1996    | 1.01           |
| Mr.      | Samirendra         | AAAPC0426E  | Independent   | 22-09-2017 / | 3          | 1           | Nil            | Nil            |
|          | Chatterjee         | 06567818    | Director      | 21-09-2020   | years      | =           |                | 1411           |
| Mr.      | Chitta Ranjan      | AECPB5584J  | Independent   | 22-09-2017 / | 3          | 1           | Nil            | Nil            |
|          | Biswal             | 02172414    | Director      | 21-09-2020   | years      | -           | 1411           | IVII           |
| Dr.      | Jagdish            | AADPK4319H  | Independent   | 22-09-2017 / | 3          | 1           | Nil            | Nil            |
| DI.      | Kishwan            | 07941042    | Director      | 21-09-2020   | (575)      | -           | IVII           | INII           |
| Mr.      | Sankar             | ACSPC0681M  | Independent   | 22-09-2017 / | years<br>3 | 1           | Nil            | 811            |
| IVII.    | Chakraborti        | 06905980    | Director      | 21-09-2020   |            | 1           | IVII           | Nil            |
| Mr.      | D. S.              |             |               |              | years      | 4           | 4 (400 00)     |                |
| wir.     | THE PERSON DEADER. | ACTPS0620B  | Independent   | 22-09-2017 / | 3          | 1           | 1 (AC&SC)      | Nil            |
|          | Shekhawat          | 07404367    | Director      | 21-09-2020   | years      |             |                |                |
| Mr.      | B. V.Rama          | AAHPB5232E  | Executive     | 12-02-2018   | NA         | 2           | Nil            | Nil            |
| 1212     | Gopal              | 07551777    | Director      | /31-07-2019  | 0.010      |             | 77/25/1 2/2    |                |
| Mr.      | Ranjan             | AASPM8784H  | Executive     | 19-02-2018 / | NA         | 1           | 1(SC)          | Nil            |
|          | Kumar              | 08006199    | Director      | 18-02-2023   |            |             |                |                |
|          | Mohapatra          |             |               |              |            |             |                |                |
| Mr.      | Gurmeet            | AAQPS7372D  | Executive     | 26-07-2018/  | NA         | 1           | Nil            | Nil            |
|          | Singh              | 08093170    | Director      | 31-03-2021   |            |             |                |                |
| Ms.      | Indrani            | AAUPK7465M  | Nominee       | 26-07-2018   | NA         | 2           | Nil            | Nil            |
|          | Kaushal            | 02091078    | Director      | *            | л          |             |                |                |
| Mr.      | Akshay             | AAZPS8744A  | Executive     | 14-08-2018/  | NA         | 1           | Nil            | Nil            |
|          | Kumar Singh        | 03579974    | Director      | 31-05-2021   |            |             | NICORPO        | X A            |
|          |                    | -           |               |              |            |             |                | 1011           |

# (II) Composition of Committees

| Name of Committee             | Name of Committee Members           | Category (Chairperson / Executive / Non-Executive / Independent / Nominee) |
|-------------------------------|-------------------------------------|--|
| 1. Audit Committee            | Shri Sanjay Kapoor, Chairman        | Independent Director   |
|                               | Shri Parindu Bhagat, Member         | Independent Director   |
| •                             | Shri D. S. Shekhawat, Member        | Independent Director   |
| 2. Nomination & Remuneration  | Dr. Jagdish Kishwan, Chairman       | Independent Director   |
| Committee                     | Shri Chitta Ranjan Biswal, Member   | Independent Director   |
| ÿ.                            | Shri Ashutosh Jindal, Member        | Nominee Director   |
| 54                            | Shri Sanjiv Singh, Member           | Chairperson (Executive Director)   |
| 3. Risk Management Committee  | Shri Sanjiv Singh, Chairman         | Chairperson (Executive Director)   |
|                               | Shri A. K. Sharma, Member           | Executive Director   |
|                               | Shri B. V. Rama Gopal, Member       | Executive Director   |
|                               | Shri G.K.Satish, Member             | Executive Director   |
|                               | Shri Gurmeet Singh, Member          | Executive Director   |
| 4. Stakeholders' Relationship | Shri Sanjay Kapoor, Chairman        | Independent Director   |
| Committee                     | Shri D. S. Shekhawat, Member        | Independent Director   |
|                               | Shri A. K. Sharma, Member           | Executive Director   |
|                               | Shri Ranjan Kumar Mohapatra, Member | <b>Executive Director</b>  |

# (III) Meeting of Board of Directors

| Date(s) of Meeting (if any) in the<br>previous quarter | Date(s) of Meeting (if any) in the relevant quarter | Maximum gap between any two consecutive (in number of days) |
|--|---|---|
| 26-04-2018   | 11-08-2018  |   |
| 22-05-2018   | 28-08-2018  | 45 days   |
| 26-06-2018   |   |   |

# (IV) Meeting of Committees

| Audit Committee   |   |   |  |  |
|---|---|---|--|--|
| Date(s) of meeting of<br>the Committee in the<br>relevant quarter | Whether requirement of quorum met (details) | Date(s) of meeting of the<br>committee in the previous<br>quarter | Maximum gap between any two consecutive meetings in number of days |  |
| 10-08-2018  | Yes   | 21-05-2018<br>25-06-2018  | 45 days  |  |

# (V) Related Party Transactions

| Subject  | Compliance Status (Yes / No / NA) |  |  |
|--|-----------------------------------|--|--|
| Whether prior approval of Audit Committee obtained   | Yes                               |  |  |
| Whether shareholder approval obtained for material RPT   | NA                                |  |  |
| Whether details of RPT entered into pursuant to omnibus approval have been reviewed by Audit Committee | Yes                               |  |  |



#### (VI) Affirmations

The composition of Board of Directors is in terms of SEBI (Listing Obligations and Disclosure Requirements)
Regulations 2015

The strength of the Board of IndianOil was 18 Directors as on 30th September, 2018, comprising of 8 Executive Directors (including Chairman) and 2 Non-Executive Government Nominee Director and 8 Independent Directors. IndianOil has not been able to comply with the requirement of 50% Independent Directors on its Board as it being a Government Company under the administrative control of the Ministry of Petroleum & Natural Gas, the power to appoint Directors on the Board vests with Government. The Government of India is in the process of selecting Independent Directors and it may take some time before the Government nominates requisite number of Directors on the Board of IndianOil. The matter is being pursued by IndianOil.

- The composition of the following committees is in terms of SEBI(Listing Obligations and disclosure requirements)
  Regulations, 2015
  - a. Audit Committee
  - b. Nomination & Remuneration Committee
  - c. Stakeholders' Relationship Committee
  - d. Risk Management Committee
- The Committee members have been made aware of their powers, role and responsibilities as specified in SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015
- The meetings of the Board of Directors and the above committees have been conducted in the manner as specified in SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015
- 5 This report shall be placed before Board of Directors in the next Board Meeting.

(Kamal Kumar Gwalani)

**Company Secretary** 

KAMAL KUMAR GWALANI COMPANY SECRETARY INDIAN OIL CORPORATION LIMITED IndianOil Bhavan, G-9, Ali Yavar Jung Marg, Bandra (E), Mumbai - 400 051. Name of Listed entity

: Indian Oil Corporation Limited (L23201MH1959GOI011388)

Financial Year ending

: 30<sup>th</sup> September 2018

| ltem   |                         | Compliance status (Yes/No/NA)      |
|--|-------------------------|------------------------------------|
| Details of business  | Yes                     |                                    |
| Terms and conditions of appointment of independent dire      | ectors                  | Yes                                |
| Composition of various committees of board of directors      |                         | Yes                                |
| Code of conduct of board of directors and senior manage      | ment personnel          | Yes                                |
| Details of establishment of vigil mechanism/Whistle Blow     | er policy               | Yes                                |
| Criteria of making payments to non-executive directors       |                         | Yes                                |
| Policy on dealing with related party transactions            |                         | Yes                                |
| Policy for determining 'material' subsidiaries               |                         | Yes                                |
| Details of familiarization programmes imparted to indepe     | ndent directors         | Yes                                |
| Contact information of the designated officials of the liste | ed entity who are       | Yes                                |
| responsible for assisting and handling investor grievances   |                         | 2                                  |
| Email address for grievance redressal and other relevant of  | details                 | Yes                                |
| Financial results  |                         | Yes                                |
| Shareholding pattern   |                         | Yes                                |
| Details of agreements entered into with the media compa      | nies and/or their       | NA                                 |
| associates.  |                         |                                    |
| New name and the old name of the listed entity               |                         | NA                                 |
| II. Annual Affirmations                                      |                         | 3                                  |
| Particulars  | Regulation Number       | Compliance status<br>(Yes/No/NA)   |
| Independent director(s) have been appointed in terms of      | 16(1)(b) & 25(6)        | Yes                                |
| specified criteria of 'independence' and/or 'eligibility'    |                         |                                    |
| Board composition  | 17(1)                   | No (*)                             |
| Meeting of Board of Directors                                | 17(2)                   | Yes                                |
| Review of Compliance Reports                                 | 17(3)                   | Yes                                |
| Plans for orderly succession for appointments                | 17(4)                   | Yes                                |
| Code of Conduct  | 17(5)                   | Yes The Table 4/A 4/A 18/A 18/A 18 |
| Fees / compensation  | 17(6)                   | Yes                                |
| Minimum Information  | 17(7)                   | Yes                                |
| Compliance Certificate                                       | 17(8)                   | Yes                                |
| Risk Assessment & Management                                 | 17(9)                   | Yes                                |
| Performance Evaluation of Independent Directors              | 17(10)                  | NA (#)                             |
| Composition of Audit Committee                               | 18(1)                   | Yes                                |
| Meeting of Audit Committee                                   | 18(2)                   | Yes                                |
| Composition of Nomination & Remuneration Committee           | 19(1) & (2)             | Yes                                |
| Composition of Stakeholder Relationship Committee            | 20(1) & (2)             | Yes                                |
| Composition of role of Risk Management Committee             | 21(1),(2),(3),(4)       | Yes                                |
| Vigil Mechanism  | 22                      | Yes                                |
|  | 23(1),(5),(6),(7) & (8) | Yes                                |
| Policy for Related Party Transaction                         | 20(2)/(0)/(0)/(1)       |                                    |

| Approval for material related party transactions  | 23(4)                   | NA    |
|---|-------------------------|-------|
| Composition of Board of Directors of unlisted material<br>Subsidiary  | 24(1)                   | NA    |
| Other Corporate Governance requirements with respect to subsidiary of listed entity                               | 24(2),(3),(4),(5) & (6) | Yes   |
| Maximum Directorship & Tenure   | 25(1) & (2)             | Yes   |
| Meeting of independent directors  | 25(3) & (4)             | Yes   |
| Familiarization of independent directors  | 25(7)                   | Yes   |
| Membership in Committees  | 26(1)                   | Yes   |
| Affirmation with compliance to code of conduct from members of Board of Directors and Senior Management personnel | 26(3)                   | Yes   |
| Disclosure of Shareholding by Non-Executive Directors   | 26(4)                   | Yes   |
| Policy with respect to Obligations of directors and senior management   | 26(2) & 26(5)           | Yes . |

#### Note:

(\*)The strength of the Board of IndianOil was 18 Directors as on 30th September, 2018, comprising of 8 Executive Directors (including Chairman) and 2 Non-Executive Government Nominee Director and 8 Independent Directors. IndianOil has not been able to comply with the requirement of 50% Independent Directors on its Board as it being a Government Company under the administrative control of the Ministry of Petroleum & Natural Gas, the power to appoint Directors on the Board vests with Government. The Government of India is in the process of selecting Independent Directors and it may take some time before the Government nominates requisite number of Directors on the Board of IndianOil. The matter is being pursued by IndianOil.

(#) The Ministry of Corporate Affairs has granted exemption to Government Companies from similar provisions as the evaluation of Independent Directors is done by the administrative ministry.

#### III. Affirmations:

The Listed Entity has approved Material Subsidiary Policy and the Corporate Governance requirements with respect to subsidiary of Listed Entity have been complied.

Kamal Kumar Gwalani (Company Secretary)

KAMAL KUMAR GWALANI COMPANY SECRETARY

INDIAN OIL CORPORATION LIMITED IndianOil Bhavan, G-9, Ali Yavar Jung Marg, Bandra (E), Mumbai - 400 051.

TAMAL KUMAR GWAGANI
TOMPAH CHERETARY
MENAN ON TORPORATIVE UNITED TO THE METERS OF THE OFFICE METERS OFFICE METERS