



HINDUSTAN PETROLEUM CORPORATION LIMITED

Regd. Office: 17, Jamshedji Tata Road, Mumbai – 400 020.

Tel.: +91 – 22 – 22863900 Fax: + 91 – 22 – 22872992

Website: www.hindustanpetroleum.com

CIN: L23201MH1952GOI008858

POSTAL BALLOT FORM

- Name & Registered Address of the Sole/First named shareholder
(in Block Letters)
- Name(s) of Joint Shareholder(s) (if any)
(in Block Letters)
- Folio No./ DP ID No. & Client ID No.
- Number of Shares Held
- I/We hereby exercise my/our vote in respect of the Special Resolution to be passed through Postal Ballot for the business stated in the Notice of the Company dated 17.07.2014 by sending my/our assent or dissent to the said resolution by placing (√) mark at the approximate box below:

Item No.	Description	No. of Shares	I/We assent to the Resolution (FOR)	I/We dissent to the Resolution (AGAINST)
1.	Special Resolution Under Section 180 (1)(c) & 180 (1)(a) of the Companies Act, 2013 for exercising the borrowing powers of the company upto ₹30,000 crores in excess of the aggregate of its paid up share capital and free reserves and for creation of charge/ providing of security of the assets of the company.			

Place:

Date:

(Signature of the Shareholder)

ELECTRONIC VOTING PARTICULARS

EVEN (E Voting Even Number)	User ID	Password

NOTE: Kindly read the instructions printed overleaf before filling the form.

Last date for receipt of Postal Ballot Form by the Scrutinizer is 21-08-2014.

INSTRUCTIONS

1. A member desiring to exercise a vote by Postal Ballot shall complete this Postal Ballot Form in all respects and send it to the Scrutinizer in the attached self-addressed Business Reply Envelope. However, envelope containing Postal Ballot Form, if sent by courier/any other mode at the expenses of the member will also be accepted. Corporation also offers e-Voting facility. Please see instructions in Sr.No.10 below for details.
2. The self-addressed envelope bears the address of the Scrutinizer. Members are requested not to send any other paper/s along with the Postal Ballot Form in the enclosed self-addressed Business Reply Envelope, as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope, the same would not be considered and would be destroyed by the Scrutinizer.
3. This Ballot Form should be completed and signed by the Member. In case of joint holding, the Form should be completed and signed by the first named Member and in his absence by the next named Member's. The signature of the member(s) on this Postal Ballot Form should be as per the specimen signature registered with the Company or furnished by the National Securities Depository Limited/Central Depository Services (India) Limited, in respect of shares held in the Physical form or dematerialized form, respectively.
4. In case of shares held by the Institutional shareholders i.e. other than individuals, HUF, NRI etc. duly completed Postal Ballot Form should be accompanied by certified copy of the Board Resolution/Authority Letter together with attested specimen signature(s) of duly authorized signatory(ies). Postal Ballot Form signed by the holder of Power of Attorney (POS) for and on behalf a Shareholders of the Company must be accompanied by the Copy of Power of Attorney duly certified by the Magistrate, Notary Public or Special Executive Officer or a similar authority holding a Public Office authorized to use the Seal of his Office. If the Power of Attorney is already registered with the Company or R&T Agents, please quote the Registration Number beneath the signature.
5. Tick (✓) mark should be placed in the relevant box signifying asset/dissent for the resolution, as the case may be, before mailing the Postal Ballot Form. Members are entitled to vote For/Against Resolution covering the total number of shares held by them.
6. There will be only one Postal Ballot Form for every Folio/Client ID irrespective of the number of Joint Member(s). Members are entitled to cast their votes differently i.e. all the votes either in favour or against or partly in favour or against.
7. Duly completed Postal Ballot Form should reach the Scrutinizer not later than 21-08-2014. Postal Ballot Form received after this date will be strictly treated as if the reply from the members has not been received.
8. Votes will be considered invalid on the following grounds:
 - a) If the Member's signature does not tally.
 - b) If the Member has marked all his shares both in favour and also against the Resolution.
 - c) If the Postal Ballot Form is unsigned
 - d) If the Postal Ballot Paper is received in torn or defaced or mutilated condition to an extent that it is difficult for the Scrutinizer to identify either the member or the number of votes or as to whether the votes are in favour or against or if the signature could not be checked or on one or more such grounds.
9. The Scrutinizer's decision on the validity of the Postal Ballot will be final.
10. **E-VOTING:** The Corporation is pleased to offer e-Voting facility as an alternate, for its Members to enable them to cast their votes electronically instead of dispatching Postal Ballot by post. For exercising e-Voting facility, the User ID and initial password are provided at the bottom of the Postal Ballot Form and the detailed procedure is enumerated below.

In case of shareholders' receiving e-mail from NSDL:

 - (i) Open e-mail and open PDF file viz; "HPCL e-Voting.pdf" with your client ID or Folio No. as password. Please note the User ID and initial password.
 - (ii) Launch internet browser by typing the following URL: <https://www.evoting.nsd.com/>
 - (iii) Click on "Shareholder Login"
 - (iv) Put user ID and password as initial password noted in step (i) above. Click Login.
 - (v) Password change menu appears. Change the password with new password of your choice with minimum 8 digits/characters or combination thereof. Note new password. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
 - (vi) Home page of e-Voting opens. Click on "e-Voting: Active Voting Cycles."
 - (vii) Select "EVEN" of Hindustan Petroleum Corporation Limited
 - (viii) Now you are ready for e-Voting as Cast Vote page opens
 - (ix) Cast your vote by selecting appropriate option and click on "Submit" and also "Confirm" when prompted.
 - (x) Upon confirmation, the message "Vote cast successfully" will be displayed
 - (xi) Once you have voted on the resolution, you will not be allowed to modify your vote
 - (xii) 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. together with attested specimen signature of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer through e-mail hpclscrutinizer@gmail.com, hpclvoting@hpcl.co.in with a copy marked to evoting@nsdl.co.in

In case of shareholders' receiving Postal Ballot Form by Post.

Initial password is provided at the bottom of the Postal Ballot Form. Please follow all steps from Sr. No. (ii) to Sr. No. (xii) of note 10 as mention above, to cast vote.
11. Kindly note that vote once cast cannot be modified.
12. The voting period ends on the close of the day of 21-08-2014 The e-Voting module will be disabled by voting thereafter by NSDL.
13. In case of any queries, you may refer the Frequently Asked Questions (FAQs) for shareholders and e-Voting user manual for Shareholders available at the 'download' sections of www.evoting.nsd.com or call on (022) 24994433.