



View above, the shareholder(s) are requested to lodge their following claims **on or before February 28, 2025** by writing to the R&T Agent whose address is **M/s. Link Intime India Pvt. Ltd, C-101, 247 Park, LBS Marg, Vikhroli (W), Mumbai – 400083** (Telephone:022-49186270, Email: [rnt.helpdesk@linkintime.co.in](mailto:rnt.helpdesk@linkintime.co.in)). Where shares are held in Demat form, shareholder(s) are also requested to submit a duly signed request letter addressed to M/s Link Intime India Pvt Ltd along with a copy of Client Master List (CML) of their Active Demat account duly verified by their respective Depository Participant and an Original Cancelled Cheque Leaf bearing the name of the shareholder(s). The request letter shall bear the request to:

1. Claim the Unclaimed Dividend(s) for the financial year 2017-18 (Interim) (Due for transfer to IEPF in March 2025)
2. Claim the Unclaimed Dividend(s) for all other financial year(s) as applicable.

**General Information relating to KYC / Nomination updation in respect of submission of the claim by Physical Shareholder(s):**

SEBI vide its circulars have made it mandatory for all the shareholder(s) to update the KYC details such as; updation of PAN, Address with PIN code, Email Address, Mobile number, Bank Account details, Specimen Signature and as per SEBI advisory, RTA can process any service request only after updation of these details.

In this regard, for KYC updation, shareholder(s) are requested to approach the RTA (Demat Shares)/Depository Participant (Demat Shares). Following are the forms prescribed by SEBI for carrying out KYC updation in respect of Physical shares:

- i. ISR-1 - For Updation of Mobile number, PAN, Email ID, Bank Details, Address etc
- ii. ISR-2 - Signature verification from Banker

**Nomination related forms (As applicable) - Optional**

- iii. SH-13 - For updation of Nomination for the first time, then this form is to be filled up
- iv. SH-14 - For changes in Nomination already registered
- v. ISR-3 - If Nomination is not required, then this form is to be filled up

The Forms are available on HPCL Website: <https://www.hindustanpetroleum.com/forms-for-kyc-updation-&-other-service-requests> (Path : HPCL Website -> Investors tab -> Shareholders Information -> Forms KYC Updation & Other Service Requests) and RTA Website at : <https://www.linkintime.co.in> (Path :Resources ->Downloads ->General ->Formats for KYC-> KYC-Forms. The Link to download the forms is also given below.

Shareholder(s) with NIL shares (Physical/Demat) as of date but having unclaimed dividends, have to submit their claim with Indemnity Letter as per format enclosed along with a copy of cancelled cheque / passbook for processing the claim. It may be noted that in case the total claim amount lodged exceeds Rs.10,000/- (Rupees Ten Thousand Only), the Indemnity Letter needs to be provided on a Non-Judicial Stamp Paper of Rs.500/- duly signed along with a witness. Wherever the claim amount is upto Rs.10,000/-, the Indemnity Letter can be given in a plain paper duly signed along with a witness.

HPCL shall without any further notice, transfer unpaid dividend of financial year 2017-18(Interim) and shares, if applicable, to IEPF Authority by the due date(s) as per the procedure set out in the IEPF (Accounting, Audit, Transfer and Refund), Rules, 2016, and no claim shall lie against the Company in respect of such dividend and shares so transferred to IEPF Authority pursuant to IEPF (Accounting, Audit, Transfer and Refund), Rules, 2016. Once the transfer is effected to IEPF Authority, the dividend(s) so transferred shall be claimed by the shareholder(s) only from the IEPF Authority directly after completing the laid down procedures given on the website of the IEPF Authority i.e. <http://www.iepf.gov.in/IEPF/refund.html>

In case of any further queries/clarifications, you may write to [hpclinvestors@mail.hpcl.co.in](mailto:hpclinvestors@mail.hpcl.co.in) or contact the Shares Department of HPCL at 022 22863201.

**Link to download the KYC Forms:**

To view / download Form ISR – 1 [click here](#).

To view / download Form ISR – 2 [click here](#).

To view / download Form No. SH-14 [click here](#).

To view / download Form No. SH-13 [click here](#) and Form ISR – 3 [click here](#).

Thanking you,

Very truly yours,

Sd/-

For Hindustan Petroleum Corporation Ltd.

Authorised Signatory

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**Annexure**

**(To be used by claimant having NIL holding)**

**(To be printed in Rs. 500/- Non-judicial Stamp Paper, if the value of the claim exceeds Rs.10,000/-)**

**INDEMNITY LETTER FOR UNPAID DIVIDEND/(S)**

**To:**

**M/s Link Intime India Pvt. Ltd.**

**Unit: HPCL, C-101, 247 Park, LBS Marg,**

**Vikhroli (West), Mumbai 400 083.**

**Sub. : HPCL Unclaimed Dividend**

**Ref. : Folio No./ Client ID – DP ID No.: \_\_\_\_\_**

In response to your letter Ref Co.Secy./Shares/IEPF/2024-25 dated \_\_\_\_\_, mentioning a sum of Rs. \_\_\_\_\_ as dividend unclaimed by me, I wish to submit my claim for the same.

Please Tick (Whichever is applicable)

The warrant is returned herewith for revalidation / cancellation.

The warrant is not received by me / received but lost, I undertake to return the original dividend warrant available / traced by me.

I agree to indemnify the company, i.e., Hindustan Petroleum Corporation Limited against the loss that may be incurred by the company in the event if it is subsequently found that:

(a) the dividend amount of the aforesaid warrant(s) is already paid / encashed by me;

(b) if I am not the beneficiary of the dividend amount.

Supporting documents for updation of bank details are enclosed for arranging payment of unpaid dividend through NEFT at the earliest.

Thanking you,

Yours faithfully,

Date:

(Signature of Shareholder)