



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

Registered Office : 17, Jamshedji Tata Road, Mumbai - 400 020.
Website : www.hindustanpetroleum.com Email : corphqo@hpcd.co.in
CIN : L23201MH1952GOI008858



NOTICE

ANNUAL GENERAL MEETING – FRIDAY, SEPTEMBER 15, 2017

Notice is hereby given that the 65th Annual General Meeting of Hindustan Petroleum Corporation Limited will be held on Friday, September 15, 2017, at 11.00 A.M. at "Y.B. Chavan Auditorium, Yashwantrao Chavan Pratishthan, General Jagannathrao Bhosale Marg, Mumbai – 400 021" to transact the business as set in the Notice of AGM.

The Notice convening the said AGM together with a copy of the Annual Reports containing Financial Statements, Auditors' Report etc. of the company for the financial year 2016-2017 are sent separately by Speed Post to Members who have not registered their e-mail IDs. The shareholders who have registered their e-mail IDs either with the Depository Participants or with the Corporation, the aforesaid documents have been sent by e-mail.

Date : August 31, 2017

Place : Mumbai

Shrikant M. Bhosekar

Company Secretary

Notes:

1. A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE, SHOULD BE DULY STAMPED, COMPLETED, SIGNED AND DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE MEETING.
A Person can act as proxy on behalf of members not exceeding fifty and holding in the aggregate not more than ten percent of the total share capital of the company. A member holding more than ten percent of the total share capital of the company carrying voting rights may appoint a single person as proxy and such person shall not act as proxy for any other shareholder.
2. Members are hereby informed that the Notice of Meeting and the Annual Report for Financial Year 2016-2017 are available on the company website www.hindustanpetroleum.com, on the website of the e-Voting agency www.evotingindia.com and are also available for inspection at the registered office of the company during office hours.
3. Members who have not registered their e-mail addresses and have not updated their bank details are requested to update their details:
 - i. In respect of holding of shares in electronic form, thru their Depository Participants (DPs).
 - ii. In respect of holding in Physical form, through Registrar & Transfer Agents (R&T Agents) of the company at the address M/s Link Intime India Pvt. Ltd. C-101, 247 Park, L. B. S. Marg, Vikroli (West), Mumbai - 400 083.
4. In terms of section 108 of the Companies Act, 2013, and Rule 20 of the Companies (Management and Administration) Rules, 2014, the company has made arrangement for its members to exercise their right to vote at Annual General Meeting by electronic means and the business as set out in the Notice of the Annual General Meeting may be transacted through e-Voting services being provided by Central Depository Services (India) Limited (CDSL). The members may cast their vote using an electronic voting system from a place other than the venue of the meeting ("remote e-Voting"). The remote e-Voting facility shall commence on September 09, 2017 from 5.00 p.m. (IST) and shall end on September 14, 2017 at 5.00 p.m. (IST). The remote e-Voting shall not allowed beyond the said date and time.
5. A person whose name appears in the Register of Members/Beneficial Owners as on the cut-off date i.e. September 08, 2017 shall be entitled to avail the facility of remote e-Voting/ballot paper at the General Meeting.
6. Any person who becomes a member of the Company after dispatch of Annual Report and is holding the said shares as on the cut-off date for remote e-Voting i.e. September 08, 2017, can attend the meeting in person or through proxy by sending a requisition quoting their Folio No/DP-ID-Client ID for obtaining Admission Slip and copy of the Notice and Annual Report from "Shares Department, Hindustan Petroleum Corporation Limited, 2nd Floor, Petroleum House, 17, Jamshedji Tata Road, Churchgate, Mumbai -400 020. These shareholders are requested to follow the instructions given in the Notice of AGM to obtain login ID & password for remote e-Voting. They can also vote at the venue of the AGM.
7. If the member is already registered with CDSL, then he/she is requested to use his/her existing user ID & password for casting the vote through remote e-Voting. The facility for voting through Ballot Form will also be made available at the venue of the meeting.
8. The members who have casted their vote through remote e-Voting can attend the meeting but shall not be entitled to cast their vote again at the AGM
9. A Member can opt for one mode of voting i.e. remote e-Voting or Ballot Form at the venue of the Meeting. In case members cast their vote by both the modes, then vote casted through remote e-Voting shall prevail.
10. Any grievances in respect of remote e-Voting shall be addressed to Shri B.B. Shirodkar, Chief Manager Shares, Shares Department, 2nd Floor, Petroleum House, Churchgate, Mumbai – 400 020 Tel. No. (022) 22863208 email ID: bbshirodkar@hpcd.in or refer the Frequently Asked Questions ("FAQs") and e-Voting manual available at www.evotingindia.com, under help section or write an email to helpdesk.evoting@cdslindia.com or call on Toll Free No. 18002005533.
11. We appeal to all shareholders to opt for Electronic Credit of Dividend Payment & ensure updation of Postal address & bank details with DPs for dematerialized shares and with R&T Agents for Physical Shares.

final ENGLISH 28 AUG 2017

25 x 8 revised 31.08.2017 time 4.04 / 4.17 pm