



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Govt. Of India Enterprise)

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

Tel.: +91-22-22863900, Fax: +91-22-22872992

CIN L23201MH1952GOI008858

NOTICE

ANNUAL GENERAL MEETING - THURSDAY, SEPTEMBER 08, 2016

Notice is hereby given that the 64th Annual General Meeting of Hindustan Petroleum Corporation Limited will be held on **Thursday, September 08, 2016**, at 11.00 A.M. at "Y.B. Chavan Auditorium, Yashwantrao Chavan Pratishthan, Chavan Centre, 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 2015-16 are sent separately to Members at their registered address by Registered Post. The aforesaid documents have been sent by e-mail to those members who have registered their e-mail addresses with their Depository Participants or with the Corporation.

By the order of the Board,

Shrikant M. Bhosekar

Company Secretary

Date : 18.08.2016

Place : Mumbai

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 2015-16 are available on the company website www.hindustanpetroleum.com and of the CDSL www.evotingindia.com

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, thru Registrar & Transfer Agents (R&T Agents) of the Company at the address, M/s. Link Intime India Pvt. Ltd. unit: HPCL, C-13, Pannalal Silk Mills Compound, LBS Marg, Bhandup (West), Mumbai - 400 078.

4. In terms of section 108 of the Companies Act, 2013, read with Rule 20 of the Companies (Management and Administration) Rules, 2014 and Regulation 44 of SEBI (Listing Obligations and Disclosure Requirements) Regulations 2015, 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 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 02, 2016 from 4.00 p.m. (IST) and shall end on September 07, 2016 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 01, 2016** shall be entitled to avail the facility of remote e-Voting as well as voting at the AGM.

6. Any person who becomes a member of the Company after dispatch of Annual Report of the meeting and holding shares as on the cut-off date for remote e-Voting i.e. **September 01, 2016** 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 Paper/Electronic Means 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 Electronic Voting/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, Sr. Manager Shares, Shares Department, 2nd Floor, Petroleum House, Churchgate, Mumbai – 400 020 Tel. No. (022) 22863208 email ID: bbshirodkar@hpcl.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.

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