

## 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 expense of the member will also be accepted. Corporation also offers e-Voting facility. Please see instructions in Sr.No.11 below for details.
2. The Voting Period begins on January 17, 2019 at 9.00 a.m. and ends on February 15, 2019 at 5.00 p.m. During this period, Members of the Company, holding shares either in Physical Form or in dematerialized form, as on the record date January 04, 2019, may cast their vote electronically or send their Ballot Form.
3. 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, such paper would not be considered and would be destroyed by the Scrutinizer.
4. 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. 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.
5. In case of shares held by the Institutional shareholders i.e. other than individuals, HUF, NRI etc. the 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 for and on behalf of Members 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.
6. Tick (✓) mark should be placed in the relevant box signifying assent/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.
7. 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.
8. Duly completed Postal Ballot Form should reach the Scrutinizer not later than February 15, 2019 (5.00 p.m.). Postal Ballot Form received after this date and time will be strictly treated as if the reply from the members have not been received.
9. 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.
10. The Scrutinizer's decision on the validity of the Postal Ballot will be final.
11. 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 despatching 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.

### E-VOTING

#### E-Voting Instructions:

The instructions for E-Voting are as under: -

The voting period begins on January 17, 2019 at 9.00 a.m. and ends on February 15, 2019 at 5.00 p.m. During the period, Members of the Company, holding shares as on the cut-off date January 04, 2019, may cast their vote electronically. The e-Voting module shall be disabled by CDSL for voting thereafter.

#### **(a) In case of Members' receiving e-mail from CDSL:**

- (i) The Members should log on to the e-Voting website [www.evotingindia.com](http://www.evotingindia.com)
- (ii) Click on Shareholders/Members.
- (iii) Now Enter your User ID
  - a. For CDSL: 16 digits beneficiary ID,
  - b. For NSDL: 8 Character DP ID followed by 8 Digits Client ID,
  - c. Members holding shares in Physical Form should enter Folio Number registered with the Company.
- (iv) Next enter the Image Verification as displayed and Click on Login.
- (v) If you are holding shares in demat form and had logged on to [www.evotingindia.com](http://www.evotingindia.com) and voted on an earlier voting of any company, then your existing password is to be used.
- (vi) If you are a first time user, follow the steps given below:

For Members holding shares in Demat Form and Physical Form	To use
Enter your 10-digit alpha-numeric PAN issued by Income Tax Department (Applicable for both demat Members as well as physical Members) Note: Members who have not updated their PAN with the Company/Depository Participant are requested to use the Sequence Number which is printed on the Postal Ballot Form.	PAN
Enter the Dividend Bank Details OR Date of Birth (in dd/mm/yyyy format) as recorded in your demat account or in the company records in order to login. Note: If both the details are not recorded with the depository or company, please enter the Member ID / Folio Number in the Dividend Bank details field as mentioned in instruction (iii).	Dividend Bank Details or Date of Birth

- (vii) Members holding shares in physical form will then directly reach the Company selection screen. However, members holding shares in demat form will now reach 'Password Creation' menu wherein they are required to mandatorily enter their login password in the new password field. Kindly note that this password can be used by the demat holders for voting for resolutions of any other company on which they are eligible to vote, provided that company opts for e-voting through CDSL platform. It is strongly recommended not to share your password with any other person and take utmost care to keep your password confidential.
- (viii) For Members holding shares in physical form, the details can be used only for e-voting on the resolutions contained in this Notice.
- (ix) Click on the EVSN of HINDUSTAN PETROLEUM CORPORATION LIMITED on which you choose to vote.
- (x) On the voting page, you will see "RESOLUTIONS DESCRIPTION" and against the same the option "YES/NO" for voting. Select the option YES or NO as desired. The option YES implies that you assent to the Resolution and option NO implies that you dissent to the Resolution.
- (xi) Click on the "RESOLUTIONS FILE LINK" if you wish to view the entire Resolution details
- (xii) After selecting the resolution you have decided to vote on, click on "SUBMIT". A confirmation box will be displayed. If you wish to confirm your vote, click on "OK", else to change your vote, click on "CANCEL" and accordingly modify your vote.
- (xiii) Once you "CONFIRM" your vote on the resolution, you will not be allowed to modify your vote.
- (xiv) You can also take a print of the votes cast by clicking on "Click here to print" option on the Voting page.
- (xv) If a demat account holder has forgotten the changed login password then Enter the User ID and the image verification code and click on Forgot Password & enter the details as prompted by the system.
- (xvi) Shareholder can also cast their votes using CDSL's mobile app m-Voting available for android based mobiles. The m-Voting app can be downloaded from Google Play Store. Apple and Windows phone users can download the app from the App Store and the Windows Phone Store respectively. Please follow the instructions as prompted by the mobile app while voting on your mobile.

In case you have any queries or issues regarding e-voting, you may refer the Frequently Asked Questions ("FAQs") and e-voting manual available at [www.evotingindia.com](http://www.evotingindia.com), under help section or write an email to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) OR call on Toll Free No. 1800225533

#### (xvii) Note for Non – Individual Members and Custodians

- Non-Individual Members (i.e. other than Individuals, HUF, NRI etc.) and Custodian are required to log on to [www.evotingindia.com](http://www.evotingindia.com) and register themselves as Corporates.
- A scanned copy of the Registration Form duly completed bearing the stamp and sign of the entity should be emailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com)
- After receiving the login details a Compliance User should be created using the admin login and password. The Compliance User would be able to link the account(s) for which they wish to vote on.
- The list of accounts linked in the login should be mailed to [helpdesk.evoting@cdslindia.com](mailto:helpdesk.evoting@cdslindia.com) and on approval of the accounts they would be able to cast their vote.
- A scanned copy of the Board Resolution and Power of Attorney (POA) which they have issued in favour of the Custodian, if any, should be uploaded in PDF format in the system for the scrutinizer to verify the same.

#### **(b) In case of Members' receiving Postal Ballot Form by Post but wish to exercise e-voting:**

First time demat Members, users Password to be self-generated by referring to details as mentioned above. Please follow all steps from Sr. No. (ii) to Sr. No. (xvii) above, to cast vote.

In case of any queries, you may please refer the Frequently Asked Questions (FAQs) for Members and e-Voting user manual for Members available at [www.evotingindia.com](http://www.evotingindia.com) under help section.

12. Members to whom documents have been sent physically have the option to vote either through e-Voting or through Postal Ballot Form. In case, Members who have received Notice of Postal Ballot through e-mail but who wish to vote through Ballot Form can download the Ballot Form from Investors Section of our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) or seek duplicate form from Shri B.B. Shirodkar, Chief Manager Shares, Hindustan Petroleum Corporation Limited, Shares Department, Petroleum House, 2<sup>nd</sup> Floor, Churchgate, Mumbai – 400 020 and send the same to Scrutinizer by Post at the address given in Point No. 6 of the Notice till 5.00 p.m. up to February 15, 2019.
13. The voting period ends on February 15, 2019, at 5.00 p.m. The e-Voting module will be disabled by CDSL for voting thereafter.