



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड
पंजीकृत कार्यालय: 17, जमशेदजी टाटा रोड, मुंबई - 400 020
HINDUSTAN PETROLEUM CORPORATION LIMITED

REGISTERED OFFICE: 17, JAMSHEDJI TATA ROAD, MUMBAI - 400 020
(Tel:22863900 Extn.3201/3204/3208 Fax:22874552, Email: hpclinvestors@mail.hpcl.co.in)
CIN:L23201MH1952GOI008858

Ref: Co.Secy./Shares/IEPF/2020-21

July 30, 2020

Dear Shareholder,

Sub : Unclaimed Dividends for the Financial Years 2012-13 to 2018-19

While reviewing the Unclaimed Dividend accounts of HPCL for the above Financial years, it has been observed that some or all Dividend Warrants issued in your favour as shown in the table given overleaf have not been encashed as of 30-06-2020.

1. Shareholders who have not claimed dividend for the year 2012-13:

- (a) Please note that as per Section 124 (5) of the Companies Act, 2013, the dividend amount remaining unclaimed for a period of seven years is required to be transferred to "INVESTOR EDUCATION AND PROTECTION FUND (IEPF)" constituted by Government of India. Therefore, if the dividend of a shareholder for the year 2012-13 is remaining unclaimed, then such dividend amount will be transferred to the IEPF authority.
- (b) Further, as per section 124(6) of the Companies Act, 2013 and IEPF Rules, 2016, the shares on which dividend has not been encashed / claimed for 7 consecutive years or more are also liable to be transferred to IEPF. Therefore if all the dividends of a shareholder for the period 2012-13 to 2018-19 have remained unclaimed, then the shares of such shareholder would also be transferred to the IEPF.

Kindly note that the transfer of unclaimed dividend and Shares as explained in (a) and (b) above will be effected by the Company in Oct' 2020. Once the transfer is effected to IEPF fund, the dividend and the shares so transferred have to be claimed by the shareholders from the IEPF Authority directly after completing the laid down procedures given in the website <http://www.iepf.gov.in/IEPF/refund.html>

View above, we request you to immediately lodge your claim of(i) Unclaimed Dividend for the year 2012-13, which is due for transfer to IEPF in October 2020, and (ii) all other unclaimed dividends as per details given in the table above to the R&T agent whose address is given at the end of the page. It may please be noted that if no application is received by the R&T agent by September 25, 2020, HPCL shall without any further notice, transfer unpaid dividend of 2012-13 along with shares (wherever applicable) to IEPF authority by the due date as per the procedure set out in the IEPF Rules and no claim shall lie against the Company in respect of such dividend / shares so transferred to IEPF pursuant to IEPF Rules.

2. Shareholders who have claimed dividend for the year 2012-13 but have unclaimed dividends for other years

In respect of shareholders who have already claimed dividend for the year 2012-13, the aforesaid transfer of dividend and shares to IEPF authority is not applicable. However, the shareholders are requested to lodge their claims for dividend appearing as unclaimed in the above table at the earliest. It may be noted that the dividend remaining unclaimed for the year 2013-14 would become due for transfer to IEPF Fund by next year and so on for the balance years.

The company has uploaded the details of all unclaimed dividends including those due for transfer to IEPF Authority on its website <https://www.hindustanpetroleum.com/under Investors tab>.

Claim / Indemnity Letter format:

The format for lodging the claim for dividend is given in the attachment. It may be noted that in case the total claim amount lodged exceeds Rs.2500/- (Rupees Two Thousand Five Hundred Only), the same needs to be provided in a Judicial stamp paper of Rs.500/- duly signed along with a witness. Wherever the claim amount is upto Rs.2500/-, the claim can be given in a plain paper duly signed along with a witness.

Kindly note that the claim / indemnity letter should be accompanied by unencashed Dividend warrant(s), if any, lying with you for revalidation.

General Information:

For updation of address, bank account details, Nomination etc., following may be noted :

- If shares are held in Demat form, please contact your Depository Participant (DP) for necessary updation
- If shares are held in Physical form, please refer to the FAQ hosted in the website of our RTA agent M/s. Link InTime and submit the documents to the address of RTA.
- In case of changes in bank details, documents to be submitted include (a) Bank Mandate form duly certified by Bank Manager, (b) Cancelled Cheque leaf, (c) Front page of the Pass Book showing Account details and PAN card.
- For Shareholders with NIL shares as of date but having unclaimed dividends, the claim letter along with bank account related documents mentioned in the above paragraph should be submitted for processing the claim irrespective of whether the shares were held earlier in physical or Demat form.

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

Address of R&T Agent (for submission of claim documents)

M/s. Link Intime India Pvt. Ltd.
C-101, 247 Park, LBS Marg, Vikhroli (W), Mumbai - 400 083.
Telephone : 022 49186270, Email : rt.helpdesk@linkintime.co.in

Very truly yours,

Sd/-
For Hindustan Petroleum Corporation Ltd.

Thanking you,

Authorised Signatory

Claim / Indemnity letter for Unpaid dividend

(To be printed in Rs.500/- stamp paper if the value of the claim exceeds Rs.2500)

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/2020-21 dated July 30, 2020, 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 and issue of duplicate in lieu thereof.
- As the warrant is not received by me / received but lost, please issue me duplicate dividend warrant. 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

I also wish to authorize Hindustan Petroleum Corporation Limited to take on record the email address and mobile number mentioned below in order to support Green initiative in respect of my shares held in physical form.

Supporting documents for updation of bank details are enclosed as advised in your letter. Kindly arrange for the payment through NEFT at the earliest.

Thanking you,

Yours faithfully,

Date:

(Signature of Shareholder)
Name:
Email ID:
Mobile No.:

अन्तर्देशीय पत्र कार्ड
INLAND LETTER CARD

भेजनेवाले का नाम और पता / Sender's Name and Address

LINK Intime

लिनक इनटाइम इंडिया प्रा. लि.
(यूनिट: हिंदुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड)
सी- 101 - 247, पार्क,
एल बी एस मार्ग, विक्रोली (पश्चिम),
मुंबई - 400083

LINK INTIME INDIA PVT. LTD.
(UNIT: HINDUSTAN PETROLEUM CORPORATION LTD.)
C- 101 - 247, PARK,
L.B.S. MARG, VIKHROLI (WEST),
MUMBAI - 400 083