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| **HINDUSTAN PETROLEUM CORPORATION LIMITED** |
| **Regd. Office: 17, Jamshedji Tata Road, Mumbai – 400 020.****Tel.: +91 – 22 - 22863900 Fax: + 91 – 22 – 22872992****Website :** [**www.hindustanpetroleum.com**](http://www.hindustanpetroleum.com)**CIN: L23201MH1952GOI008858** |
| **NOTICE TO SHAREHOLDERS – POSTAL BALLOT & RECORD DATE** |

Notice is hereby given to the shareholders of Hindustan Petroleum Corporation Limited that pursuant to the provisions of Section 110 of the Companies Act, 2013 read with Companies (Management and Administration) Rules, 2014, Hindustan Petroleum Corporation Limited (“the Company”) is seeking consent of shareholders by passing of Ordinary Resolution through the process of Postal Ballot (which includes Electronic Voting), under Section 63 of the Companies Act, 2013 & rules made thereunder, for Capitalization of Reserves of Rs.507,94,08,750 standing to the credit of Security Premium/Free Reserves as on 31/03/2017 and to issue Bonus Shares to the eligible shareholders in the ratio of 1 (One) Bonus Equity Shares of Rs.10/- each for every 2 (Two) Equity Share held.

The Record Date for determining the eligibility of the shareholders to receive the Bonus Shares and also Final Dividend of Rs.1.10 per share of Rs.10/- each, is fixed as July 12, 2017 as approved by the Board at its meeting held on 26.05.2017.

In compliance with the provisions under the Companies Act and the SEBI (Listing Obligations & Disclosure Requirements) Regulations, 2015 the company is offering e-Voting facility to its members, for which it has availed the services of M/s. Central Depository Services (India) Limited (“CDSL”). The detailed procedure for e-Voting is given in Notice of Postal Ballot and also on the Postal Ballot Form and is also hosted on the Investors Section of our website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

The Corporation has completed dispatch /e-mailing of Notice of Postal Ballot on 01.06.2017 to all the shareholders whose names appear on the register of members / beneficiary position furnished by National Securities Depository Limited (NSDL) / Central Depository Services Limited (CDSL) as on 26.05.2017.

The Corporation has appointed Shri Upendra Shukla, Practising Company Secretary, as the Scrutinizer for conducting the Postal Ballot Process in a fair and transparent manner.

Members are requested to note that:

1. The Voting has commenced from 02.06.2017
2. The Postal Ballot Form duly completed and signed should reach the Scrutinizer not later than 5.00 p.m. upto 01.07.2017. All postal ballot forms received after the said date will be treated as if the reply from such member(s) has/have not been received.
3. Similarly, the e-Voting, can be exercised till 01.07.2017 upto 5.00 p.m. Please note that e-Voting Module will be disabled by CDSL for e-Voting after the said date/time.
4. Shareholders who have not received the Postal Ballot Forms and would like to obtain Duplicate Form or any shareholder having any grievances pertaining to the Postal Ballot Process, may send an e-mail at hpclinvestors@hpcl.co.in or write to the Shri B.B. Shirodkar, Sr. Manager – Shares, Hindustan Petroleum Corporation Limited, Shares Department, Petroleum House, 2nd Floor, Churchgate, Mumbai – 400 020. The Form can also be downloaded from the link Investor Section weblink of [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)
5. In case you have any queries or issue regarding e-Voting, you may refer the Frequently Asked Questions (“FAQs”) and e-voting manual available at wwe.evotingindia.com under help section or write an e-mail to helpdesk.evoting@cdslindia.com or call on Toll Free No. 18002005533**.**

The results of the Postal Ballot will be announced on Tuesday, July 04, 2017 at 16.00 hrs. at the Registered Office of the Company and shall be informed to NSE & BSE and will also be posted on the Investors Section of our website www.hindustanpetroleum.com

 By the order of the Board,

Date: 01.06.2017 **Shrikant M. Bhosekar**

Place: Mumbai **Company Secretary**