

Template of Individual Communication sent to Shareholders

Subject: Updation of KYC details - Appeal to Physical Shareholders

Folio No./DP Client ID No. _____

No. of shares held as on September 05, 2025 _____



**HINDUSTAN PETROLEUM CORPORATION LIMITED
(A Maharatna Company)**

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Website: www.hindustanpetroleum.com

CIN: L23201MH1952GOI008858

September 11, 2025

Dear (Name of the shareholder),

SEBI vide its various communications has made it mandatory for the shareholders to update their KYC details such as PAN, Address, Mobile Number, Bank account details etc. under the aforementioned folio. SEBI has further mandated that dividend shall be paid only through electronic mode effective from April 01, 2024.

Further, Ministry of Corporate Affairs (MCA) vide its circular dated July 16, 2025 has recently launched a 100 days campaign "Saksham Niveshak" targeting shareholders whose dividends have remained unclaimed. One of the focus area of the campaign is to alert the shareholders to update their KYC details so as to avoid transfer of dividend/shares to Investor Education and Protection Fund Authority.

The current status of KYC updation in respect of the aforementioned folio is provided below at Table I. Shareholders are therefore requested, as reiterated in the past, to update their KYC details (including linking of PAN with AADHAR) with the RTA, at the earliest.

Upon successful updation of KYC details and submission of required documents, Bonus Shares lying in HPCL Escrow Account as per SEBI mandate as detailed in Table II will be credited to the Shareholders.

Table I: KYC Updation Status:

Name of the Security holder(s)	PAN (A)	Specimen Signature (B)	Mobile No. (C)	Nominee Details (D)	Email ID (E)
Aaa	Registered (masking)	Required	Required	Required	Required
Bbb	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable
Ccc	Registered (masking)	Required	Not Applicable	Not Applicable	Not Applicable

Bank Details:

Name of the Bank	
Branch Address	
Bank Account Number	*** Mask all digits (except last 4) if Registered, Else Required
IFSC Code	

We request you to update all the fields marked as "Required" or "Not Registered" on top priority to enable us to process your requests.



Table II: - Bonus Shares lying in HPCL Escrow A/c: (No. of Bonus Shares)

Shareholders are required to submit Form ISR-4 duly filled and signed along with a copy of Client Master List (CML) duly verified by Depository Participant either with digital signature OR with stamp and signature in order to claim the Bonus shares issued and allotted in the year 2024 directly in their Demat account.

Contact details of our RTA:

Particulars	Details
Name of our Registrar and Share Transfer Agent:	M/s. MUFG Intime India Private Limited (Formerly M/s Link Intime India Private Limited)
Address:	Unit: HPCL, C-101, 247 Park, LBS Marg, Vikhroli (W), Mumbai - 400083
Contact No.:	+91 8108116767
Email Id.:	rnt.helpdesk@in.mpms.mufig.com

Web-link(s), including exact path(s), where KYC/ISR-4 forms are available are given below:

HPCL Website (QR Code) 	HPCL Website Path: www.hindustanpetroleum.com → Investors → Shareholders Information → Forms for KYC Updation & Other Service Requests HPCL Website Web-Link: https://www.hindustanpetroleum.com/forms-for-kyc-updation-&-other-service-requests
RTA Website (QR Code) 	RTA Website Path: https://www.in.mpms.mufig.com → Resources → Downloads → KYC → Formats for KYC RTA Website Path: https://web.in.mpms.mufig.com/KYC-downloads.html

For more clarifications, Shareholders may also write to hpclinvestors@mail.hpcl.co.in OR call on 022-22863201

Very truly yours,

FOR HINDUSTAN PETROLEUM CORPORATION LIMITED

Rakesh Kumar Singh
Company Secretary