



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

(भारत सरकार उपक्रम) रजिस्टर्ड ऑफिस : 17, जमशेदजी टाटा रोड, मुंबई - 400 020.

HINDUSTAN PETROLEUM CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE) REGISTERED OFFICE : 17, JAMSHEDJI TATA ROAD, MUMBAI - 400 020.

17, जमशेदजी टाटा रोड, पोस्ट बॉक्स नं. - 11041, मुंबई - 400 020. दूरभाष - 2286 3900 • फॅक्स - 2287 2992 • ई-मेल : corphqo@hpcl.co.in
17, Jamshedji Tata Road, P. O. Box No. - 11041, Mumbai - 400 020. Tel. : 2286 3900 • Fax : 2287 2992 • e-mail : corphqo@hpcl.co.in
CIN No.: L23201MH1952GOI008858

Ref.: Co. Secy./RKS/361/2025

September 29, 2025

Director - Investor Services & Listing,
BSE Limited,
Phiroze Jeejeebhoy Towers,
Dalal Street,
Mumbai - 400001 **Scrip Code: 500104**

National Stock Exchange of India Limited
Exchange Plaza, 5th Floor,
Plot No. C/1, G-Block,
Bandra-Kurla Complex,
Bandra East,
Mumbai - 400051 **Scrip Name: HINDPETRO**

Sub.: Intimation under 100 days
Saksham Niveshak
Campaign

Dear Sirs,

We write to forward herewith a copy of the communication sent to shareholders as a part of "100 days Saksham Niveshak Campaign" to facilitate the shareholders to claim their unclaimed dividend(s).

This is for your information and records.

Thanking you,

Very truly yours,

Rakesh Kumar Singh
Company Secretary

Encl: a/a



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

(एक महारत्न कंपनी)

पंजीकृत कार्यालय: पेट्रोलियम हाउस, १७, जमशेदजी टाटा रोड, चर्चगेट, मुंबई - ४०००२०

HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Maharatna Company)

REGISTERED OFFICE: PETROLEUM HOUSE, 17, JAMSHEDJI TATA ROAD, CHURCHGATE, MUMBAI - 400020

(Tel: 022- 22863201; Fax:22874552, Email: hpclinvestors@mail.hpcl.co.in)

Website: www.hindustanpetroleum.com CIN: L23201MH1952GOI008858

September 29, 2025

Dear Shareholder, (Folio No. / Client ID - DP ID No: - xxxxxxxx)

Sub: Notice to claim the Unclaimed Dividend(s) under “100 days Saksham Niveshak campaign”

Ministry of Corporate Affairs (MCA) vide its circular dated July 16, 2025 has launched a 100 days campaign “Saksham Niveshak” targeting shareholders whose dividends have remained unclaimed so as to avoid transfer of dividend/shares to Investor Education and Protection Fund Authority.

A. KYC Updation:

One of the focus area of the campaign is to alert the shareholders to update their KYC details under the folio(s) so that the unclaimed dividends can be claimed/processed thereafter.

Holders of Demat Shares are requested to approach their respective Depository Participant (DP) for KYC updation and submit the following documents to the RTA along with the claim request letter mentioned above:-

- Copy of Client Master List (CML) of the Active Demat account bearing the name of the shareholder(s) duly verified by their respective Depository Participant either with digital signature (OR) with stamp and signature
- Original Cancelled Cheque Leaf bearing the name of the shareholder(s) of the Bank Account which is linked to the Demat Account (OR) Copy of the Passbook pages showing the Shareholder's name, address and bank account details, duly attested by the bank with seal and signature.

Holders of Physical Shares are requested to submit the following documents to the RTA for KYC updation along with the claim request letter mentioned above: -

- [ISR-1](#) - For Updation of Mobile number, PAN, Email ID,Bank Details, Address etc.
- [ISR-2](#) - Signature verification from Banker
- [Nomination related forms \(As applicable\) - Optional](#)
 - ❖ [SH-13](#) - For updation of Nomination for the first time, then this form is to be filled up
 - ❖ [SH-14](#) - For changes in Nomination already registered
 - ❖ [ISR-3](#) - If Nomination is not required, then this form is to be filled up

Above KYC forms can also be downloaded from the HPCL and RTA websites (Path given below)

<https://www.hindustanpetroleum.com/> → Investors → Shareholders Information→ Forms for KYC updation and other service requests

<https://in.mpms.mufg.com/> → Resources → Downloads →KYC

B. Details of Unclaimed Dividend(s)

Following are the dividend amounts remaining unclaimed under the folio as of August 31, 2025.

No. of Shares due for IEPF Transfer: xxx

Financial Year वित्तीय वर्ष	Warrant No. वॉरेंट क्र.	Amount (Rs.) राशि (Rs.)
xxx	xxx	xxx
xxx	xxx	xxx
xxx	xxx	xxx
xxx	xxx	xxx
xxx	xxx	xxx
xxx	xxx	xxx
xxx	xxx	xxx

Note: Unclaimed Dividend of FY 2017-18 (Final) is due for transfer to IEPFA in Sept' 2025

The above details are also hosted at the website of the Company at <https://www.hindustanpetroleum.com/>

Process for Claiming Unclaimed Dividend(s)

- A claim request letter duly signed by the Shareholder(s) (Primary and Joint holders, if any) providing the details of Folio number and unclaimed dividend(s) stated above is to be submitted to HPCL's RTA M/s. MUFG Intime India Private Limited (Formerly M/s Link Intime India Private Limited) for processing the claim.
- Shareholder(s) having unclaimed dividend(s) but holding NIL shares under the folio mentioned above are required to submit the following additional documents: -
 - Indemnity letter as per Annexure on a plain paper. If the claim amount exceeds Rs.10,000/- the Indemnity should be submitted on Rs.500 non-judicial stamp paper, duly notarized.
 - Self-attested copy of PAN of the Shareholder(s).
 - Copy of Client Master List (CML) of the Active Demat account bearing the name of the shareholder(s) duly verified by their respective Depository Participant either with digital signature (OR) with stamp and signature
 - Original Cancelled Cheque Leaf of the Bank Account which is linked to the Demat Account (OR) Copy of the Passbook pages showing the Shareholder's name, address and bank account details, duly attested by the bank with seal and signature.
 - Form ISR-2 - Signature verification from Banker.
- The aforesaid claim letter and the supporting documents shall be submitted to the RTA at the address given below:

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.mufg.com

- Shareholder(s) are requested to lodge their claim request letter and other documents mentioned above to the RTA as early as possible **but in any case, not later than November 06, 2025.**

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.

Thanking you,

Very truly yours,

For Hindustan Petroleum Corporation Ltd.
Rakesh Kumar Singh
Company Secretary

Annexure

(To be used by claimant having NIL holding only)

(To be printed on a Rs. 500/- Non-judicial Stamp Paper, if the value of the claim exceeds Rs.10,000/-)

INDEMNITY LETTER FOR UNCLAIMED DIVIDEND(S)

To:

M/s MUFG Intime India Private Limited (Formerly M/s Link Intime India Private Limited)

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/SakshamNiveshak dated September 29, 2025**, 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.

☐ The warrant is not received by me / received but lost, 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.

Supporting documents for updation of bank details are enclosed for arranging payment of unclaimed dividend through NEFT at the earliest.

Thanking you,

Yours faithfully,

Date:

(Name & Signature of the Shareholder(s))