



# हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

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

## HINDUSTAN PETROLEUM CORPORATION LIMITED

REGISTERED OFFICE: PETROLEUM HOUSE, 17, JAMSHEDJI TATA ROAD, CHURCHGATE, MUMBAI – 400020  
(Tel:22863900 Extn. 3201/3204 Fax:22874552, Email: hpclinvestors@mail.hpcl.co.in)  
Website : www.hindustanpetroleum.com CIN:L23201MH1952GOI008858



Ref: Co.Secy./Shares/IEPF/2023-24

Date: 11/01/2024

Dear Shareholder,

### Sub: Unclaimed Dividend(s) for the Financial Year 2016-17 (1<sup>st</sup> & 2<sup>nd</sup> Interim) to Financial Year 2022-23

While reviewing the Unclaimed Dividend details for the subject Financial year(s), it has been observed that some or all of the Dividend payments have remained unclaimed as of **January 05, 2024. The Statutory Provisions under Companies Act, 2013 in respect of transfer of Unclaimed Dividend(s) and Share(s) to IEPF Authority (IEPF) reads as under:-**

- 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 financial year 2016-17 (1<sup>st</sup> & 2<sup>nd</sup> Interim) is remaining unclaimed, then such dividend amount will be transferred to the IEPF Authority.
- As per section 124(6) of the Companies Act, 2013 and IEPF Authority 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 Authority. Therefore, if all the dividends of a shareholder for the financial year 2016-17 (1<sup>st</sup> & 2<sup>nd</sup> Interim) to financial year 2022-23 have remained unclaimed, then the shares of such shareholder would also be transferred to IEPF Authority.

Accordingly, **the transfer of unclaimed dividend of the financial year 2016-17(1<sup>st</sup> & 2<sup>nd</sup> Interim) and shares** as applicable, as per above provisions will be effected by the Company which is **due in March 2024 and April 2024** respectively.

The details of all unclaimed dividends including the unpaid dividends of the financial year 2016-17 (1<sup>st</sup> & 2<sup>nd</sup> Interim) are uploaded on the HPCL Website at <https://www.hindustanpetroleum.com/pages/Unclaimed-Dividend> (Path: Investor tab /Shareholders Information/Unclaimed Dividend) and also given in the table overleaf.

View above, the shareholders are requested to lodge their following claims **on or before February 29, 2024** by writing to the R&T Agent whose address is **M/s. Link Intime India Pvt. Ltd, C-101, 247 Park, LBS Marg, Vikhroli (W), Mumbai – 400 083** (Telephone: 022 49186270, Email: [mt.helpdesk@linkintime.co.in](mailto:mt.helpdesk@linkintime.co.in)). Where shares are held in Demat form, shareholders are also requested to submit a copy of Client Master List (CML) after KYC updation along with the claim.

- Claim for the financial year 2016-17 (1<sup>st</sup> Interim and 2<sup>nd</sup> Interim) (Due for transfer to IEPF in March 2024 / April 2024)
- Claim for all other financial year(s) as applicable.

HPCL shall without any further notice, transfer unpaid dividend of financial year 2016-17(1<sup>st</sup> & 2<sup>nd</sup> Interim) and shares, if applicable, to IEPF Authority by the due date(s) as per the procedure set out in the IEPF Authority Rules, 2016, and no claim shall lie against the Company in respect of such dividend and shares so transferred to IEPF Authority pursuant to IEPF Authority Rules. Once the transfer is effected to IEPF Authority, the dividend(s) so transferred shall be claimed by the shareholders only from the IEPF Authority directly after completing the laid down procedures given on the website of the IEPF Authority i.e. <http://www.iepf.gov.in/IEPF/refund.html>

### KYC /Nomination Status :- "Not Updated"

#### Process for KYC /Nomination updation:

SEBI vide its circulars have made it mandatory for all the shareholders to update the KYC details such as; updation of PAN, Address with PIN code, Email Address, Mobile number, Bank Account details, Specimen Signature, Nomination of shares and as per SEBI advisory, RTA can process any service request only after updation of these details. In this regard, following process is to be followed:

- Shareholders holding shares in physical form are requested to approach the RTA while shareholders holding shares in Demat Form are requested to approach the respective Depository Participants (DP) for KYC updation.
- Following are the forms prescribed by SEBI for carrying out KYC updation in respect of Physical shares:
  - 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)**
  - 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
- The Forms are available on HPCL Website:<https://www.hindustanpetroleum.com/forms-for-kyc-updation-&-other-service-requests> (Path : HPCL Website -> Investors tab -> Shareholders Information -> Forms KYC Updation & Other Service Requests) and RTA Website at : <https://www.linkintime.co.in> (Path :Resources ->Downloads ->General ->Formats for KYC->KYC-Forms.
- Shareholders with NIL shares (Physical/Demat) as of date but having unclaimed dividends, have to submit their claim with Indemnity Letter as per format enclosed along with a copy of CML & cancelled cheque/ passbook for processing the claim. It may be noted that in case the total claim amount lodged exceeds Rs.10,000/- (Rupees Ten Thousand Only), the Indemnity Letter needs to be provided on a Non-Judicial Stamp Paper of Rs.500/- duly signed along with a witness. Wherever the claim amount is upto Rs.10,000/-, the Indemnity Letter can be given on a plain paper duly signed along with a witness.

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

Thanking you,

Very truly yours,

Sd/-  
For Hindustan Petroleum Corporation Ltd.  
Authorised Signatory

#### Annexure

(To be used by claimant having NIL holding)

(To be printed on Rs.500/- Non-judicial Stamp Paper, if the value of the claim exceeds Rs.10,000/-)  
INDEMNITY LETTER FOR UNPAID DIVIDEND(S)

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/2023-24 dated \_\_\_\_\_, 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:

- the dividend amount of the aforesaid warrant(s) is already paid / encashed by me;
- if I am not the beneficiary of the dividend amount.

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

Thanking you,

Yours faithfully,

Date:

(Signature of Shareholder)

अन्तर्देशीय पत्र कार्ड  
INLAND LETTER CARD

Tear along perforated line



Tear along perforated line



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

**LINK** Intime

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

LINK INTIME (INDIA) PRIVATE LIMITED  
Unit: HINDUSTAN PETROLEUM CORPORATION LTD.  
C - 101, 247, Park, L.B.S. Marg,  
Vikhroli (West), Mumbai - 400 083