

**Subject : : Issue of Bonus Shares by HPCL – Appeal to Physical Shareholders (Folio No./DP Client ID No. \_\_\_\_\_)**



**HINDUSTAN PETROLEUM CORPORATION LIMITED**

Regd. Office: Petroleum House, 17, Jamshedji Tata Road,  
Churchgate, Mumbai – 400 020

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Website : [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)



May 17, 2024

Dear Shareholder

As you are aware, the Board of the Company has recommended issue of bonus shares in the ratio 1:2 i.e., one bonus equity share of ₹ 10 each for every two existing equity shares of ₹ 10 each fully paid up to the Members of the Company as on the Record Date i.e. Friday, 21<sup>st</sup> June 2024, subject to the approval of the shareholders through the process of Postal Ballot (e-Voting) administered by CDSL which commenced from 9.00 AM on Monday May 13, 2024 and expires at 5.00 PM on Tuesday, June 11, 2024.

**Appeal to Physical Shareholders:**

Pursuant to Regulation 294(6) of SEBI (Issue of Capital and Disclosure Requirements) Regulations, 2018, SEBI has mandated allotment of shares in a bonus issue only in the dematerialized form with effect from May 23, 2023. In view of the same, all the eligible Members of the Company holding Equity Shares in physical mode are requested to comply with the following to receive the allotment of shares in dematerialised form from the Company.

**A. Details of Demat Account opened to be shared with the Company/RTA :**

1. Shareholders are immediately requested to share the details of Demat account opened with their respective Depository Participant (DP) to the RTA at the address mentioned in the letter. It should be ensured that the Demat account should be in the same name(s) / order of names as in the physical holding.
2. A request letter along with duly filled ISR-4 Form and Client Master List/Report (CML/CMR) duly attested by DP should be provided to the RTA well in time to get the bonus shares directly credited to their Demat account.

**B. Updation of KYC Formalities in respect of existing Physical Folio(s):**

1. Existing Folio(s) is to be updated with KYC, PAN and choice of nomination by submitting the required forms / documents to RTA.
2. Request for credit of Bonus Shares to the Demat Account will be considered and processed only after complying with the KYC requirements along with verification of other documents referred to in A above.
3. Shareholders may at their discretion can also dematerialise their existing physical share certificates to the Demat Account by contacting their DP

In case of Members who continue to hold the shares of the Company in physical form as on the Record Date i.e. **Friday, June 21, 2024**, the Bonus Equity Shares so entitled, shall be transferred to a separate Escrow Demat account opened by the Company in this regard. Thereafter, upon confirmation of completion of updation of KYC formalities in respect of existing folio(s) and submission of Demat Account details by the Shareholders, Company will arrange for the credit of Bonus Shares to the Demat account of the respective Members.

At this juncture, we also wish to bring to the notice that pursuant to SEBI circulars, it is also mandated that Dividend / Interest etc shall be paid only through electronic mode with effect from April 01,2024 after

completion of KYC requirements. In view of the same, we once again appeal to the Members to update the KYC requirements in their existing folio(s) and may, at their discretion, dematerialise their existing physical share certificates to the Demat Account opened for the purpose of getting the Bonus Shares credited.

In this regard, a communication from the Company's RTA, M/s. Link Intime, providing the status of updation of KYC requirements is enclosed. Members are requested to submit the required documents to RTA and complete the formalities so as to make the physical folio(s) KYC compliant so that the benefits viz. Bonus Shares and the Final Dividend declared @ Rs.16.50 (Pre-Bonus) per share for FY 2023-24, subject to approval of the Members of the Company, are received promptly.

For ready reference of the Members, this circular along with templates of forms required to be submitted for KYC updation are made available on the website of the Company at <https://www.hindustanpetroleum.com/forms-for-kyc-updation-&-other-service-requests>

Members whose email address are not updated will be communicated through speed post at the registered address available as per the records of the Company.

**Address of RTA:**

M/s. Link Intime India Pvt. Ltd.  
Unit: Hindustan Petroleum Corporation Ltd.  
C-101, 247 Park  
LBS Marg, Vikhroli (W)  
Mumbai – 400 083.  
MAHARASHTRA (INDIA)

For clarifications if any required, Members may also write to [hpclinvestors@mail.hpcl.co.in](mailto:hpclinvestors@mail.hpcl.co.in)

Yours Sincerely,

**HINDUSTAN PETROLEUM CORPORATION LIMITED**

**Sd/-  
V. Murali  
Company Secretary**