



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 • फॉक्स - 2287 2992 • तार : हिन्दपेटकॉर, • टेलेक्स - 82414, 85096
17, Jamshedji Tata Road, P. O. Box No. - 11041, Mumbai - 400 020. Tel. : 2286 3900 • Fax : 2287 2992 • Telegram : Hindpetcor • Telex : 82414, 85096
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Ref.: Co.Secy./VM/158 /2023

May 30, 2023

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

**Sub.: Intimation to Physical Shareholder(s)
pursuant to SEBI Circular No.
SEBI/HO/MIRSD/MIRSD-PoD-
1/P/CIR/2023/37 dated March 16, 2023**

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

Dear Sir/Madam,

Pursuant to the SEBI Circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March 2023 issued in supersession of SEBI Circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/687 dated 3rd November, 2021 & 14th December, 2021, our Registrar and Share Transfer Agent - M/s Link Intime India Private Limited has disseminated the requirements to be complied with by the holders of the physical securities of the Company. A specimen of the letter(s) sent to the holders of the physical securities of the Company is attached as **Annexure-A**. The circular can be accessed on our website at the following section:

Investors ⇨ Shareholders Information ⇨ Forms for KYC Updation & Other Service Requests

This is for your information and records please.

Thanking you,

Very truly yours,

V. Murali
Company Secretary

Dear Investor,

Subject: - Reminder to update KYC details pursuant to SEBI Circular bearing reference no SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023 in supersession of earlier circulars issued by SEBI bearing reference no's SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 & SEBI/HO/MIRSD/MIRSD_RTAMB/ P/CIR/2021/687 dated 3rd November, 2021 & 14th December, 2021

We refer to the above circulars issued by SEBI that mandates all the listed companies to record **PAN, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination by holders of physical securities. Email ID is optional, however the security holders are requested to register email id also to avail online services.** This is applicable for all security holders, holding shares in physical mode.

The salient features and requirements of the circular are as follows:

- A) **Non – updation of KYC : Folios** wherein any **ONE** of the cited details/documents, (i.e. PAN, Bank Details, Address with PIN code, Mobile Number, Bank Account details, Specimen Signature and Nomination) **are not available on or after October 01, 2023, shall be frozen as per SEBI circular.**

Notes:

- 1) The securities in the frozen folios shall BE ELIGIBLE:

- To lodge any grievance or avail of any service from us, only after furnishing the complete documents / details as mentioned above.
- To receive any payment including dividend, interest or redemption amount (which would be only through electronic mode) only after they comply with the above stated requirements.

2) a) The formats for Nomination and Updation of KYC details viz; Forms ISR-1, ISR-2, ISR-3, SH-13, SH-14 and SEBI circular are available on our website as mentioned below:

<https://www.linkintime.co.in> → Resources → Downloads → KYC → Formats for KYC.

b) For registering new bank details or where there is a change in such details, mandatory submission of **Original cancelled cheque leaf** bearing the name of the security holder or alternatively, submission of copy of bank passbook / statement attested by the bank along with Form ISR-2 is required. In case of joint holding, updation of bank details will be done based on the documents provided by the first holder only..

- B) **Mandatory Linkage of PAN with Aadhaar – It is mandatory to link PAN with Aadhaar number by June 30,2023**, as per the Central Board of Direct Taxes (CBDT). Security holders who are yet to link the PAN with Aadhaar number are requested to get the same done before June 30, 2023. Post June 30, 2023 or any other date as may be specified by the CBDT, we will accept for registration only valid PANs which have been linked to their corresponding Aadhaar number. **The securities held in folios which have no PAN registered against the same/or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.**

Note: - Security holders from Sikkim can provide self-attested copy of Aadhaar Card/Voter's Card/Driving License/Passport or any other identity proof as issued by the Govt.

In view of the above, we request you to submit the Investor Service Request Form ISR-1 printed overleaf, along with the required supporting documents as stated in Form ISR-1 at the earliest.

You may use any ONE of the following modes for submission:

1. **In Person Verification (IPV):** by producing the originals to the authorised person of the RTA, who will retain copy(ies) of the document(s). Please note the registered shareholder(s) have to visit the office of the RTA for IPV and not their representatives.
2. **In hard copy:** by furnishing self-attested photocopy(ies) of the relevant document, with date.
3. **With e-sign:**
 - (a) In case your email id is already registered with us, you may send the scanned copies of your KYC documents with additionally **e-sign** affixed on the documents at our dedicated email-id: kyc@linkintime.co.in. Kindly mention the email subject line as **"KYC Updation - (Company Name) - Folio No : _____"**
 - (b) Investors can also upload KYC documents with additionally **e-sign affixed on the documents** on our website <https://www.linkintime.co.in> → Investor Services → KYC Compliance.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empanelled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.

Yours faithfully,
For Link Intime India Pvt. Ltd
Investor Relation Cell (IRC)

This is a computer generated letter and hence no signature is required. If you have already submitted the documents for updating KYC or have dematerialised your physical securities, please do not submit the documents again.

KYC FORM

To, Date: / /
Link Intime India Private Limited. Folio No: _____
 C 101, 247 Park, L.B.S.Marg, Vikhroli (West), Mumbai - 400083. No. of Shares: _____
 Unit : ___[COMPANY NAME]_____ Serial No: _____
Status: _____

Dear Sir/Madam,

I/We, refer to the current status of the above-mentioned folio as provided by you in the following table:

Name of the Security holder(s)	PAN (Mandatory) (A)	Specimen Signature (Mandatory) (B)	Email ID (Optional)* (C)	Mobile No. (Mandatory) (D)	Nominee Details (Mandatory) (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

*Email ID even though Optional, security holders are requested to register email ID also to avail online services.

Bank Details :

Name of the Bank	Branch
Bank Account Number	*** Mask if Present Else Required
IFSC	MICR No :

I/We, are enclosing herewith Investor Service Request Form ISR-1 along with the required supporting KYC documents for updation.

Signature(s) :

First Holder	Joint Holder -1	Joint Holder -2	Joint Holder -3
Aaa	Bbb	Ccc	-----

Barcode (Normal/Speed)	Postal No :	Serial No :	
TTL + Name of the Holder			
_____ (Address 1)			
_____ (Address 2)			
_____ (Address 3)			
_____ (Address 4)			
City _____ PIN _____			
Unit Name :		Print Date :	