

# हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

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

### **Hindustan Petroleum Corporation Limited**

(A Govt. of India Enterprise) Regd. Office: 17, Jamshedji Tata Road, Churchgate, Mumbai - 400 020



Ref.: Co.Secy./VM/435/2024

**December 10, 2024** 

Director – Investor Services & Listing, BSE Limited, Phiroze Jeejeebhoy Towers, Dalal Street, Mumbai – 400 001 **Scrip Code: 500104** 

National Stock Exchange of India Limited Exchange Plaza, 5<sup>th</sup> Floor, Plot No. C/1, G-Block, Bandra-Kurla Complex, Bandra East,

Mumbai – 400 051 Scrip Name: HINDPETRO

Sub.: Communication to Shareholders for claiming Unclaimed Dividend(s) before transfer to Investor Education and Protection Fund Authority

(IEPFA).

Dear Sirs,

We write to forward herewith a copy of the communication dated December 10, 2024 sent to shareholders requesting them to claim the Unclaimed Dividend(s) before the due date for transfer of dividend(s)/shares to IEPFA in compliance with the requirements of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Copy of the communication is also hosted on the website of the Company at www.hindustanpetroleum.com

This is for your information and records.

Thanking you,

Very truly yours,

V Murali Company Secretary

Encl: a/a

#### हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड



#### पंजीकृत कार्यालयः 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



Date: December 10,2024

Dear Shareholder,

## Sub: Unclaimed Dividend(s) for the Financial Year(s) 2017-18 (Interim) to Financial Year 2023-24 (Final)

While reviewing the Unclaimed Dividend details for the subject Financial year(s), it has been observed that some or all of the Dividend payments as shown in the table below have remained unclaimed as of October 31, 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: -

- a) As per Section 124 (5) of the Companies Act, 2013 and IEPF (Accounting, Audit, Transfer and Refund) Rules, 2016, 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 2017-18 (Interim) is remaining unclaimed, then such dividend amount will be transferred to the IEPF Authority.
- b) As per section 124(6) of the Companies Act, 2013 and IEPF(Accounting, Audit, Transfer and Refund) 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 2017-18 (Interim) to financial year 2023-24(Final) 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 2017-18(Interim) and shares as per above provisions will be effected by the Company which is due in the month of March 2025.

The details of all unclaimed dividends including the unpaid dividends of the financial year 2017-18(Interim) are uploaded on the HPCL Website at : <a href="https://www.hindustanpetroleum.com/pages/Unclaimed-Dividend">https://www.hindustanpetroleum.com/pages/Unclaimed-Dividend</a> (Path: Investors tab /Shareholders Information/Unclaimed Dividend) and also given in the table below :

Folio No. / Client ID – DP ID No:- xxxxxxx No. of Shares due for IEPF Transfer: xxx

Sr. No. क्रमांक	Financial Year वित्तीय वर्ष	MICR No. MICR क्र.	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	xxx	XXX	XXX	XXX
XXX	xxx	XXX	XXX	XXX
XXX	xxx	XXX	XXX	XXX

View above, the shareholder(s) are requested to lodge their following claims on or before February 28, 2025 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 – 400083* (Telephone:022-49186270, Email: rnt.helpdesk@linkintime.co.in). Where shares are held in Demat form, shareholder(s) are also requested to submit a duly signed request letter addressed to M/s Link Intime India Pvt Ltd along with a copy of Client Master List (CML) of their Active Demat account duly verified by their respective Depository Participant and an Original Cancelled Cheque Leaf bearing the name of the shareholder(s). The request letter shall bear the request to:

- 1. Claim the Unclaimed Dividend(s) for the financial year 2017-18 (Interim) (Due for transfer to IEPF in March 2025)
- 2. Claim the Unclaimed Dividend(s) for all other financial year(s) as applicable.

# General Information relating to KYC / Nomination updation in respect of submission of the claim by Physical Shareholder(s):

SEBI vide its circulars have made it mandatory for all the shareholder(s) to update the KYC details such as; updation of PAN, Address with PIN code, Email Address, Mobile number, Bank Account details, Specimen Signature and as per SEBI advisory, RTA can process any service request only after updation of these details.

In this regard, for KYC updation, shareholder(s) are requested to approach the RTA (Demat Shares)/Depository Participant (Demat Shares). Following are the forms prescribed by SEBI for carrying out KYC updation in respect of Physical shares:

- i. ISR-1 For Updation of Mobile number, PAN, Email ID, Bank Details, Address etc
- ii. ISR-2 Signature verification from Banker

#### Nomination related forms (As applicable) - Optional

- iii. SH-13 For updation of Nomination for the first time, then this form is to be filled up
- iv. SH-14 For changes in Nomination already registered
- v. ISR-3 If Nomination is not required, then this form is to be filled up

The Forms are available on HPCL Website: <a href="https://www.hindustanpetroleum.com/forms-for-kyc-updation-&-other-service-requests">https://www.hindustanpetroleum.com/forms-for-kyc-updation-&-other-service-requests</a> (Path: HPCL Website -> Investors tab -> Shareholders Information -> Forms KYC Updation & Other Service Requests) and RTA Website at: <a href="https://www.linkintime.co.in">https://www.linkintime.co.in</a> (Path: Resources -> Downloads -> General -> Formats for KYC-> KYC-Forms. The Link to download the forms is also given below.

Shareholder(s) 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 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 in a plain paper duly signed along with a witness.

HPCL shall without any further notice, transfer unpaid dividend of financial year 2017-18(Interim) and shares, if applicable, to IEPF Authority by the due date(s) as per the procedure set out in the IEPF (Accounting, Audit, Transfer and Refund), 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 (Accounting, Audit, Transfer and Refund), Rules, 2016. Once the transfer is effected to IEPF Authority, the dividend(s) so transferred shall be claimed by the shareholder(s) only from the IEPF Authority directly after completing procedures website **IEPF** laid down given on the of the Authority http://www.iepf.gov.in/IEPF/refund.html

In case of any further queries/clarifications, you may write to <a href="mailto:hpcl.co.in">hpclinvestors@mail.hpcl.co.in</a> or contact the Shares Department of HPCL at 022 22863201.

### **Link to download the KYC Forms:**

To view / download Form ISR – 1 <u>click here.</u> To view / download Form ISR – 2 <u>click here.</u>					
To view / download Form No. SH-14 <u>click here</u> .  To view / download Form No. SH-13 <u>click here</u> and Form ISR – 3 <u>click here</u> .					
Thanking you,					
	Vory truly yours				
	Very truly yours, Sd/-				
	For Hindustan Petroleum Corporation Ltd. Authorised Signatory				
Annexure  (To be used by claimant having NIL holding)  (To be printed in 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/2024-25 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:  (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 through NEFT at the earliest.	osed for arranging payment of unpaid dividend				
Thanking you,	Yours faithfully,				
Date:	(Signature of Shareholder)				