



GULF OIL CORPORATION LIMITED

REGD. OFFICE : KUKATPALLY, SANATHNAGAR (IE), PO, HYDERABAD - 500 018.

Tel. : 040 - 2381 0671 - 9, Fax : 040 - 2381 3860

Website : www.gulfoilcorp.com; E-mail : secretarial@gulfoilcorp.com

CIN : 24292AP1961PLC000876

Dear Shareholder,

OPTION FOR DEMATERIALIZED SHARES

As you are aware, the Lubricants Business of our Company is being demerged into Gulf Oil Lubricants India Limited (GOLIL), whose shares will be issued to all the shareholders of Gulf Oil Corporation Limited (GOCL) as on the Record Date / Book Closure date to be announced. The shares to be issued by GOLIL are also proposed to be listed on the Stock Exchanges.

It is observed that you are holding shares of our Company in physical mode. As you may be aware, the shares of our Company can be held in the electronic mode by getting them dematerialized through any of the SEBI registered Depository Participant (DP) anywhere in India. Most of the banks and share brokers also have separate DP services / facilities, where you can open a demat account and get your existing physical shares dematted and deal in the new shares directly in demat mode. Holding of shares in demat mode has the following advantages:

- a) A safe and convenient way of holding shares, securities, mutual funds, bonds, etc.
- b) Immediate transfer of shares, securities, mutual funds, bonds, etc.
- c) No stamp duty on transfer of shares which are in demat form.
- d) No risk of counterfeit / fake share certificates, forgery, signature mismatch, etc.
- e) No risk of loss, mutilation or theft of share certificates.
- f) Online trading of shares possible.
- g) Change in address or any other particulars of a holder in respect of all the companies, can be made at one place. The shareholders need not approach each and every company separately.
- h) Regular account status updates available from the DP at any point of time.
- i) Faster disbursement of cash and non-cash benefits like, dividends, bonus shares, rights shares, new shares, etc.

The shares of our Company are compulsorily traded in demat mode and more than 97% of our shares have been already dematerialized by the shareholders.

In view of the aforementioned advantages of demat shares, we encourage the shareholders of the Company, holding physical shares to get their existing share certificates dematted by opening a demat account with any DP of their choice. **Please DO NOT send any ORIGINAL SHARE CERTIFICATES to the Company / Registrar & Transfer Agent (RTA) as the Company / RTA can not / does not demat the shares received directly.**

We also request the shareholders to opt for having the new shares of Gulf Oil Corporation Limited and Gulf Oil Lubricants India Limited issued directly in demat mode. For this purpose, the shareholders having physical share certificates are requested to send the following documents containing the particulars such as Folio Number, Client ID, DP ID and DP Name to Karvy Computershare Private Limited, the RTA of the Company whose address and contact details are mentioned hereunder:

- a) Copy of Client Master List issued by the Depository Participant, or copy of the latest Demat Account Statement, or cancelled leaf of Debit Instruction Slip; and
- b) Copy of Share Certificates.

Receipt of the aforesaid document(s) from you by the Company/RTA, will be treated as your request / consent for issue of new shares directly in demat mode, by Gulf Oil Corporation Limited and Gulf Oil Lubricants India Limited, pursuant to the Scheme of Arrangement.

Direct Remittance of Dividend and other Cash benefits to the bank account of the Shareholders.

In order to facilitate the electronic credit of dividend and other cash benefits to your bank account, we request you

to opt for direct credit by completing the mandate form appended herewith and sending it to Karvy Computershare Private Limited, our Registrar & Transfer Agent at the address mentioned in the mandate form. Electronic transfer would result in immediate credit of the dividend and would also eliminate constraints inherent to physical dividend warrants such as non-receipt, loss, revalidation & issue of duplicate etc. Moreover, SEBI has also mandated electronic transfer/ remittance of dividend by listed companies.

You are requested to send the following documents for updating bank mandate:

1. Duly Completed mandate form
2. Cancelled cheque leaf
3. Signature proof such as driving licence, specimen signature attested by bank.
4. Self attested copy of PAN card

Sending of Annual Reports and other Communications by email.

As you are aware, the Ministry of Corporate Affairs (MCA), Government of India has introduced 'Green Initiative in Corporate Governance' by allowing paperless compliances by companies for service of documents to its Members through electronic mode/e-mail.

Please go through the appended notice and register your email address / email ID accordingly, for the purpose of receiving all the documents/communication by email.

Consents received from the shareholders as aforesaid will be treated both for the purpose of Gulf Oil Corporation Limited and Gulf Oil Lubricants India Limited.

Requirements under the Companies Act 2013

As required under the Companies (Management and Administration) Rules, 2014, you are requested to intimate your particulars as under to the Company / RTA:

- a) Your current address (registered office address in case the member is a body corporate);
- b) e-mail address;
- c) Permanent Account Number or CIN (in case the member is a body corporate);
- d) Unique Identification Number (Aadhaar), if any;
- e) Father's/Mother's/Spouse's name;
- f) Occupation;
- g) Status;
- h) Nationality;
- i) In case member is a minor, name of the guardian and the date of birth of the member;
- j) Name and address of nominee

For your convenience, we are herewith sending a business reply envelope which can be used by you for sending the aforesaid documents without incurring any postage expenses. For any assistance please feel free to contact our Registrar & Share Transfer Agent. Alternatively, you can also email us at secretarial@gulfoilcorp.com

Thanking you,

Yours faithfully,

For **Gulf Oil Corporation Limited**

Sd/-

A. Satyanarayana
Company Secretary

April 1, 2014

<p>Karvy Computershare Private Ltd. (Unit: Gulf Oil Corporation Limited) Plot No.17 to 24, Vithal Rao Nagar, Madhapur, Hyderabad – 500081. Tel No.: 040-44655208, Fax No.: 040-23420814 Email: einward.ris@karvy.com, gulfoil@karvy.com</p>



NATIONAL ELECTRONIC CLEARING SERVICES (NECS) MANDATE FORM
(For Shares held in physical form)

From :

Date :

To:

Karvy Computershare Pvt. Ltd.
(Unit : Gulf Oil Corporation Limited)
Plot No. 17 to 24 Vithal Rao Nagar
Madhapur, Hyderabad – 500 081

Dear Sir,

Please fill-in the information in CAPITAL LETTERS in ENGLISH ONLY. Please TICK wherever is applicable.

Folio No.										
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I/we _____ do hereby authorise you/ Gulf Oil Corporation Limited to

- * Print the following details on my/our Dividend Warrant
- *Credit my dividend amount directly to my Bank Account by NECS
- (*strike out whichever is not applicable)

Name of First Holder

Bank Name

Branch Name

(Address with pincode)

Bank & Branch Code : (9 Digits Code Number appearing on the MICR Band of the Cheque supplied by the Bank.
Please attach a Xerox copy of a cheque of your bank duly cancelled for ensuring accuracy of the Bank name, branch name and code number)

I hereby declare that the particulars given above are correct and complete. If any transaction is delayed or not effected at all for reasons of incompleteness or incorrectness of information supplied as above, the Company/ Registrar will not be held responsible.

I agree to avail NECS facility provided by Reserve Bank of India as and when implemented by the Company.

I further undertake to inform the Company / Registrar any changes in Bank/Branch and Account number.

Signature of the first holder



In case your are holding Shares in demat form, please advise your DP to take note of your Bank Account particulars / NECS mandate.

IMPORTANT NOTICE

As you are aware, the Ministry of Corporate Affairs (MCA), Government of India, vide Circular No.17/2011 dated April 21, 2011 and Circular No.18/2011 dated April 29, 2011 has introduced a 'Green Initiative in the Corporate Governance' by allowing paperless compliances by companies for service of documents to its Members through electronic mode, which will be in compliance with Section 53 of the Companies Act 1956.

Your Company, encourages this Green Initiative of the MCA and proposes to send all documents and communication as required to be sent to its Members, e.g., notices, postal ballots, annual reports, abstracts under Section 302 of the Companies Act, 1956 etc. in electronic mode to your registered email address. Accordingly, we would request you to register your email ID as under:

If you are holding equity shares in the Company in physical form:

Register your email address with the Company at its Registered Office or with its Registrar and Share Transfer Agents, **Karvy Computershare Pvt. Ltd.** by either of the following means:

- Returning the below mentioned registration form duly filled in and signed, to the RTA by hand delivery/by post/through courier, or
- Returning a scanned copy of the said form duly filled and signed through email to the Company at secretarial@gulfoilcorp.com or to the RTA at gulfoil@karvy.com / einward.ris@karvy.com

If you are holding equity shares in the Company in electronic form:

Register your email address with your Depository Participant, with a request to intimate the same to the Company and /or the RTA.

We would also request you to intimate change(s), if any, in your email address in future, to enable us to communicate to your new email ID.

We would like to inform you that the document(s) and/or communication(s) to be sent to the Members of the Company in electronic mode, would also be available on the Company's website, www.gulfoilcorp.com, as and when issued. We will also provide a hard copy of the said document(s) and/or communication(s) free of cost, upon receipt of requisition from you for the same.

We look forward to your cooperation in the endeavour of the Company to support the 'Green Initiative in Corporate Governance' undertaken by MCA

(Please fill in, sign, tear the following intimation and forward to the RTA of the Company)

Karvy Computershare Pvt. Ltd.

(Unit : Gulf Oil Corporation Limited)
Plot No. 17 to 24 Vithal Rao Nagar
Madhapur, Hyderabad – 500 081

In view of the "**Green Initiatives in the Corporate Governance**", introduced by the Ministry of Corporate Affairs (MCA) vide Circular No.17/2011 dated April 21, 2011 and Circular No.18/2011 dated April 29, 2011:

I/We.....son/daughter/wife of
Mr. holding equity shares of Gulf Oil Corporation Limited under Folio No./Client ID & DP ID do hereby agree to receive the documents/communication required to be sent to me/us, in electronic mode at my/our following email address:

My / our Email address is

and my contact telephone number:

Thanking you,
Yours faithfully

Signature (1st/sole holder)

Signature (2nd holder)

Signature (3rd holder)

Name (in block letters)

Name (in block letters)

Name (in block letters)

Place:

Date: