



**HINDUSTAN PETROLEUM CORPORATION LIMITED**  
**REGISTERED OFFICE : 17, JAMSHEDJI TATA ROAD, MUMBAI - 400 020**  
**Website : www.hindustanpetroleum.com ; E-mail : corphqo@hpcl.in Tel.: 022-22863900 Fax: 022-22872992**  
**CIN : L23201MH1952GOI008858**  
**ADMISSION SLIP (To be presented at the Venue of the AGM)**

Sr.No.:

Name of the Member(s)	
Address	
Joint Holder 1 Joint Holder 2	
Folio No./ DP ID & Client ID	

I hereby record my presence at the **67th ANNUAL GENERAL MEETING** of the Corporation on Wednesday, August 21, 2019 at 11.00 a.m. at Y.B. Chavan Auditorium, Yashwantrao Chavan Pratishthan, General Jagannathrao Bhosale Marg, Mumbai – 400 021.

Signature of the Attending Member / Proxy

**Electronic Voting Particulars**

No. of Shares held as on 19.07.2019	EVEN (Electronic Voting Event Number)	User ID	Password
	111107		

**Note: Please read the e-Voting instructions attached herewith.**

**Form No. MGT-11  
Proxy form**

[Pursuant to section 105(6) of the Companies Act, 2013 and rule 19(3) of the Companies (Management and Administration) Rules, 2014]



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Name of the 1<sup>st</sup> Member  
Registered Address  
E-mail ID  
Folio No./ DP ID & Client ID  
No. of Shares Held

I/We, being the member(s) of Hindustan Petroleum Corporation Limited, hereby appoint:

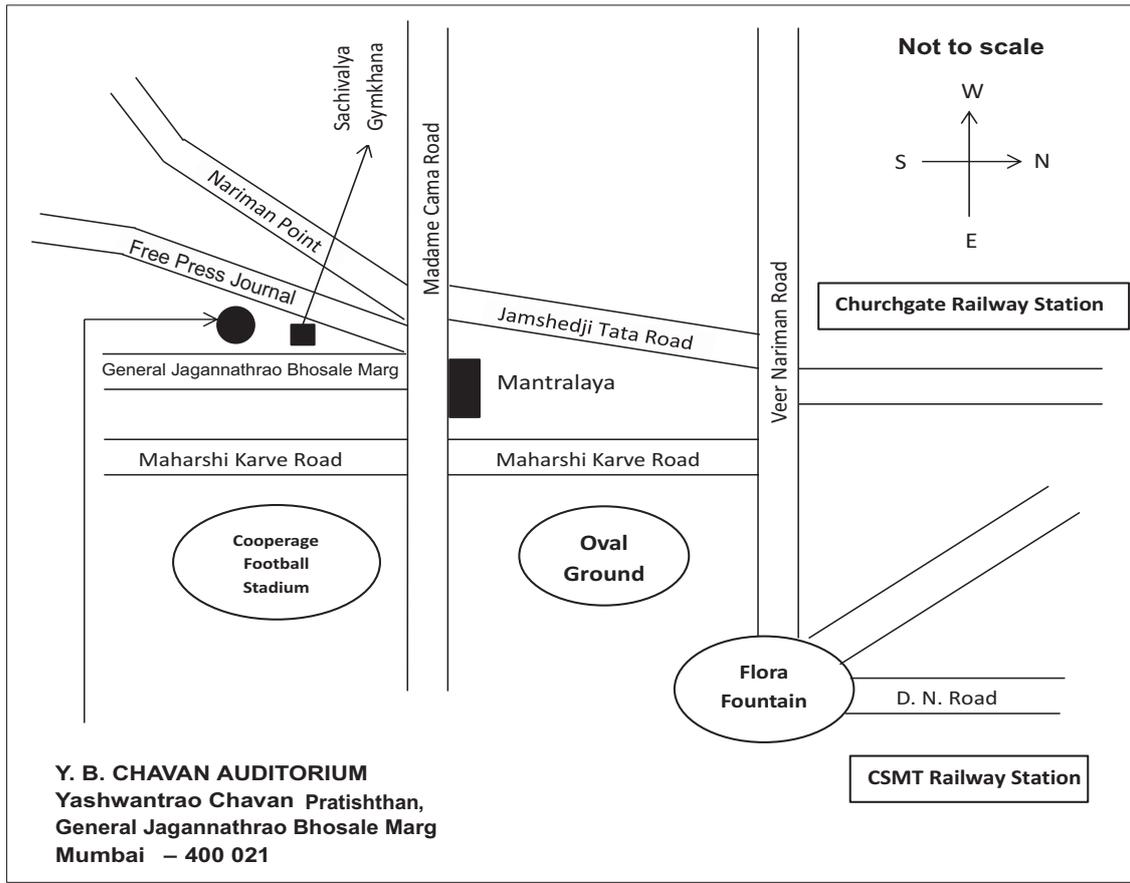
Name	Address	E-mail ID
1) _____	_____	_____ or failing him/her
2) _____	_____	_____ or failing him/her
3) _____	_____	_____ or failing him/her

as my/our proxy to attend and vote (on a poll) for me/us and on my/our behalf at the **67th Annual General Meeting** of the Corporation, to be held on Wednesday, August 21, 2019 at 11.00 a.m. at Mumbai and at any adjournment thereof in respect of such resolutions are indicated on the reverse:

**NOTES:**

- Members/Proxy holders wishing to attend the meeting must bring the Admission Slip given above, duly signed to the meeting and hand over the same at the entrance. Duplicate admission slip will not be issued at the venue of the meeting and will be only issued by Registrars & Transfer Agents M/s. Link Intime India Pvt. Ltd. from their office at Vikhroli (W), Mumbai upto a day preceding the day of the meeting.
- Members/Proxy holders should bring their copy of the Annual Report for reference at the meeting.

**ROUTE MAP TO THE VENUE OF THE 67<sup>TH</sup> ANNUAL GENERAL MEETING  
ON WEDNESDAY, AUGUST 21, 2019 AT 11.00 A.M.**



Item No.	Resolutions
<b>ORDINARY BUSINESS:</b>	
1.	To receive, consider and adopt the Audited Financial Statements of the Company for the Financial Year ended March 31, 2019 and Reports of the Board of Directors and Auditors thereon.
2.	To confirm Interim Equity Dividend declared for Financial Year 2018-2019 and to approve Final Equity Dividend for the Financial Year 2018-2019.
3.	To appoint a Director in place of Shri Vinod S. Shenoy (DIN 07632981), who retires by rotation and being eligible, offer himself for re-appointment.
4.	To appoint a Director in place of Shri Subhash Kumar (DIN 07905656), who retires by rotation and being eligible, offer himself for re-appointment.
<b>SPECIAL BUSINESS:</b>	
5.	Appointment of Shri Sunil Kumar (DIN 08467559) as Government Nominee Director of the Company.
6.	Appointment of Shri G. Rajendran Pillai (DIN 08510332) as an Independent Director of the Company.
7.	Payment of Remuneration to Cost Auditors for Financial Year 2019-2020.
8.	Approval of Material Related Party Transactions to be entered during Financial Year 2020-21 & revision in amount of Material Related Party Transactions for Financial Year 2019-20.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2019

Affix  
Revenue Stamp  
of Re.1/-

Signature of Shareholder(s)

\_\_\_\_\_  
Signature of first proxy holder

\_\_\_\_\_  
Signature of second proxy holder

\_\_\_\_\_  
Signature of third proxy holder

**Notes:**

- This form of proxy in order to be valid & effective should be duly stamped, completed and signed and must be deposited at the Corporation's Registered Office, not less than 48 hours before the time of the meeting.
- A proxy need not be a member of the Company.
- A Member/Proxy may vote either For or Against each of the above Resolutions.
- For details with reference to appointment of Proxy, kindly refer Notes to Notice of AGM.

## E- VOTING INSTRUCTIONS

In compliance with the provisions of Section 108 of the Companies Act, 2013, the Companies (Management and Administration) Amendment Rules, 2015 made thereunder, regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, Members are provided with the facility to cast their vote electronically, through the remote e-Voting platform provided by National Securities Depository Limited (NSDL) on all the resolutions set forth in this notice. The e-Voting shall commence on August 16, 2019 at 4.00 p.m. (IST) and shall end on August 20, 2019 at 5.00 p.m. (IST). The e-Voting module shall be disabled by M/s. NSDL for e-Voting thereafter. During this period, all the Members of the Company holding shares either in physical form or in dematerialized form as on August 14, 2019 may cast their vote electronically.

The voting results along with Scrutinizer Report shall be placed on the Company's website [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) and also on the website of NSDL within 48 hours of conclusion of the Meeting and will also be communicated to National Stock Exchange of India Limited (NSE) and BSE Limited (BSE) where the shares of the company are listed.

### e-Voting Procedure:

#### Step 1: Login to website

##### A. Members whose email IDs are registered:

1. Open the e-Voting website of NSDL by typing the following URL:  
<https://www.evoting.nsdl.com> on their computers/mobiles.
2. Click on the icon "Login" which is available under 'Shareholders' section.
3. A new screen will open. You will have to enter your User ID, your Password and a Verification Code as shown on the screen.
4. Your User ID details are given below:

Manner of holding shares i.e. Demat (NSDL or CDSL) or Physical	Your User ID is:
For Members who hold shares in demat account with NSDL.	8 Character DP ID followed by 8 Digit Client ID For example if your DP ID is IN300*** and Client ID is 12***** then your user ID is IN300***12*****.
For Members who hold shares in demat account with CDSL.	16 Digit Beneficiary ID For example if your Beneficiary ID is 12***** then your user ID is 12*****.
For Members holding shares in Physical Form.	EVEN Number followed by Folio Number registered with the company For example if EVEN is 101456 and folio number is 001*** and then user ID is 101456001***

5. Your password details are given below:
  - a) If you are already registered for e-Voting, then you can use your existing password to login and cast your vote.
  - b) If you are using NSDL e-Voting system for the first time, you will need to retrieve the 'initial password' which was communicated to you. Once you retrieve your 'initial password', you need to enter the 'initial password' and the system will force you to change your password.
  - c) How to retrieve your 'initial password'?
    - (i) If your email ID is registered in your demat account or with the company, your 'initial password' is communicated to you on your email ID. Trace the email sent to you from NSDL from your mailbox. Open the email and open the attachment i.e. pdf file. The password to open the pdf file is your 8-digit client ID for NSDL account, last 8 digits of client ID for CDSL account or folio number for shares held in physical form. The pdf file contains your 'User ID' and your 'initial password'.
    - (ii) If your email ID is not registered, your 'initial password' is communicated to you on your postal address.
6. If you are unable to retrieve or have not received the "Initial password" or have forgotten your password:
  - a) Click on "Forgot User Details/Password?" (If you are holding shares in your demat account with NSDL or CDSL) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com)
  - b) "Physical User Reset Password?" (If you are holding shares in physical mode) option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com)
  - c) If you are still unable to get the password by aforesaid two options, you can send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) mentioning your demat account number/folio number, your PAN, your name and your registered address.
  - d) Members can also use the OTP (One Time Password) based login for casting the votes on the e-Voting system of NSDL.
7. After entering your password, tick on Agree to "Terms and Conditions" by selecting on the check box.
8. Now, you will have to click on "Login" button.
9. After you click on the "Login" button, Home page of e-Voting will open.

##### B. Members whose email IDs are not registered:

In such cases, physical copy of the Notice of AGM will be forwarded including the Admission-cum-Proxy Form which provides the E-Voting Event Number (EVEN), User ID and Password.

##### C. Members registered with NSDL eservices:

Alternatively, if you are registered for NSDL eservices i.e. IDEAS, you can log-in at <https://eservices.nsdl.com> with your existing IDEAS login.

#### Step 2: Casting the evote

1. After successful login, you will be able to see the Home page of e-Voting. Click on e-Voting. Then, click on Active Voting Cycles.
2. After click on Active Voting Cycles, you will be able to see all the companies "EVEN" in which you are holding shares and whose voting cycle is in active status.
3. Select "EVEN" of company for which you wish to cast your vote.
4. Now you are ready for e-Voting as the Voting page opens.
5. Cast your vote by selecting appropriate options i.e. assent or dissent, verify/modify the number of shares for which you wish to cast your vote and click on "Submit" and also "Confirm" when prompted.
6. Upon confirmation, the message "Vote cast successfully" will be displayed.
7. You can also take the printout of the votes cast by you by clicking on the print option on the confirmation page.
8. Once you confirm your vote on the resolution, you will not be allowed to modify your vote.

#### General Guidelines for Members:

1. Institutional Members (i.e. other than individuals, HUF, NRI etc.) are required to send a scanned copy (PDF/JPG format) of the relevant Board Resolution / Authority Letter etc. with attested specimen signatures of the duly authorized signatory(ies) who are authorized to vote, to the Scrutinizer by email to [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in)
2. It is strongly recommended that you do not share your password with any other person and take utmost care to keep your password confidential. Login to the e-Voting website will be disabled upon five unsuccessful attempts to key in the correct password. In such an event, you will need to go through the 'Forgot User Details/Password?' or the 'Physical User Reset Password?' option available on [www.evoting.nsdl.com](http://www.evoting.nsdl.com) to reset the password.
3. In case of any query, you may refer to the Frequently Asked Questions (FAQs) for Members and e-Voting user manual for Shareholders available in the download section of [www.evoting.nsdl.com](http://www.evoting.nsdl.com) or call on the toll free number 1800-222-990, or send a request at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or contact Ms. Pallavi Mhatre, Manager, National Securities Depository Limited, Trade World, A Wing, 4th Floor, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai – 400 013, at the designated email address: [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or at telephone No. (022) 24994600, who will also address grievances connected with voting by electronic means.