



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड  
(भारत सरकार उपक्रम) पंजीकृत कार्यालय: 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  
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CIN:L23201MH1952GOI008858

**Important information:**

Dear HPCL Shareholders,

**Sub: SEBI Notification – Transfer of Securities only in Dematerialization Form**

SEBI vide Notification dated June 08, 2018 have notified amendment to Regulations 7 and 40 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 which shall come into force from December 05, 2018.

Accordingly, effective December 5, 2018, except in cases of transmission or transposition, transfer of securities of the company cannot be processed unless the securities are held in dematerialized form with a depository.

The implication of this amendment is, post December 05, 2018 securities of the company which are held in physical form cannot be transferred by the company or its R&T Agent except in case of transmission & transposition matters.

View above, we request all the shareholders holding shares in physical form to kindly demat your shareholding in HPCL to any Demat A/c held by you. In case you are not holding any Demat A/c., kindly refer the following guidance:-

Guidance for Dematerialisation of shares held by you:-

1. Kindly approach Depository Participant (DP) as registered with any depository (NSDL/CDSL) for opening a Demat Account.
2. Kindly complete the required procedure of opening a Demat A/c with DP. The DP shall provide you a Demat Account Number, after all formalities are successfully completed. Obtain a copy of "Client Master Advice" from DP and check details given therein.
3. After a demat A/c is opened, you can submit your Physical Share Certificates along with duly filled in Demat Request Form (DRF) (to be provided by your DP) to your DP for Dematerialisation of your physical shares.
4. The DP shall enter the details of your shares on the online depository platform (either NSDL or CDSL, as the case may be) and then will send your Physical share certificates along with Demat Request Form (DRF) to our R&T Agent/Company for Dematerialisation.
5. R&T Agent/Company after verifying documents shall approve your dematerilisation in the system and shares submitted for demat by you will be reflected in your Demat A/c. and can be transferred as per SEBI requirement.

Our R&T Agent has already sent a separate letter in this regard at your registered address.

In case of any clarification, may send an e-mail at [hpclinvestors@mail.hpcl.co.in](mailto:hpclinvestors@mail.hpcl.co.in) or call on 022-22863208 OR you can contact to our R&T Agent M/s Link Intime India Pvt. Ltd. (Unit: Hindustan Petroleum Corporation Limited) C-101, 247 Park, L.B.S Marg, Vikhroli (West), Mumbai- 400083, or call on 022-49186000.

**Shrikant M. Bhosekar**  
Company Secretary

Date : 03-08-2018  
Place : Mumbai