



HINDUSTAN PETROLEUM CORPORATION LIMITED

(A Government of India Enterprise)

Regd. Office: 17, Jamshedji Tata Road, Mumbai – 400 020

Tel.: +91 – 22 - 22863900 Fax: + 91 – 22 – 22872992

Website : www.hindustanpetroleum.com

CIN: L23201MH1952GOI008858

NOTICE

ANNUAL GENERAL MEETING - FRIDAY, SEPTEMBER 05, 2014

Notice is hereby given that the 62nd Annual General Meeting of Hindustan Petroleum Corporation Limited will be held on Friday, September 05, 2014, at 11.00 A.M. at Y.B. Chavan Auditorium, Yashwantrao Chavan Pratishthan, General Jagannathrao Bhonsle Marg, Mumbai – 400 021. The Notice setting out the Business to be transacted at the meeting together with a copy of the Annual Report of the company for the Financial Year 2013-14 had been sent to the Members at their registered address. The aforesaid documents have been sent by e-mail to those members who have registered their e-mail addresses. Sending/e-mailing of documents have been completed on August 13, 2014.

Members may kindly note that pursuant to Section 91 of the Companies Act, 2013 and the rules made thereunder and also in compliance with clause 16 of the Listing Agreement, the Register of Members and Share Transfer Books of the Company remain closed from August 14, 2014 to September 05, 2014 (both days inclusive) for facilitating the payment of dividend.

Date : 20.08.2014

Place : Mumbai

By Order of the Board,

Shrikant M. Bhosekar

Company Secretary

Notes:

- Members who have not registered their e-mail addresses and have not updated their bank details are requested to update the same:
 - In respect of holding of shares in electronic form, thru their Depository Participants.
 - In respect of holding in Physical form, thru Registrar & Transfer Agents, of the Company at M/s. Link Intime India Pvt.Ltd., Unit: HPCL, C-13, Pannalal Silk Mills Compound, L.B.S.Marg, Bhandup West, Mumbai – 400 074.
- Members are hereby informed that the Notice of Meeting and the Annual Report for Financial Year 2013-14 are available on the company website www.hindustanpetroleum.com and are also available for inspection at the registered office of the company during office hours.
- A MEMBER ENTITLED TO ATTEND AND VOTE IS ENTITLED TO APPOINT A PROXY TO ATTEND AND VOTE INSTEAD OF HIMSELF AND THE PROXY NEED NOT BE A MEMBER OF THE COMPANY. PROXIES IN ORDER TO BE EFFECTIVE, SHOULD BE DULY STAMPED, COMPLETED, SIGNED AND DEPOSITED AT THE REGISTERED OFFICE OF THE COMPANY NOT LESS THAN 48 HOURS BEFORE THE MEETING.
- In compliance of Section 108 of the Companies Act, 2013 read with the relevant Rules made thereunder & also pursuant to Clause 35B of the Listing Agreement, the Company is pleased to provide to its shareholders (including shareholders who have sent physical documents) the facility to cast their votes by electronic means. The business to be transacted at the AGM may also be transacted by electronic means. For E-voting, the Company has entered into an arrangement with M/s. National Securities Depository Limited (NSDL). Kindly refer to the Notice of Annual General Meeting & also "Admission Slip cum Proxy Form" with regard to instructions for e-Voting. The e-Voting on the Resolutions to be passed at the said Annual General Meeting of the Company shall begin on **August 26, 2014** and end on **August 28, 2014**. During this period, Shareholders/Beneficial Owners may cast their vote electronically. The e-Voting shall not be allowed beyond the said date. The Company has appointed Shri Upendra Shukla, Practising Company Secretary to act as a Scrutinizer for conducting the electronic voting process in a fair and transparent manner.
- Shareholders/Beneficial Owners facing any problem in connection with e-Voting, may refer the Frequently Asked Questions (FAQ) or e-Voting user manual for Shareholders available at the 'download' sections of www.evoting.nsd.com or call NSDL on 022-24994600.
- Any person who becomes a member after posting/e-mailing the Annual Report but before the meeting, can attend the meeting in person or through proxy and send a requisition quoting their Folio No/DP-ID-Client ID for obtaining copy of the Notice and Annual Report to "Shares Department, Hindustan Petroleum Corporation Limited, 2nd Floor, Petroleum House, 17, Jamshedji Tata Road, Churchgate, Mumbai -400 020.

SHAREHOLDERS TO AVAIL ECS ● DEMAT ● NOMINATION FACILITIES