



HINDUSTAN PETROLEUM CORPORATION LTD.

(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 - THURSDAY, SEPTEMBER 10, 2015

Notice is hereby given that the 63rd Annual General Meeting of Hindustan Petroleum Corporation Limited will be held on Thursday, September 10, 2015, at 11.00 A.M. at Y.B. Chavan Auditorium, Yashwantrao Chavan Pratishthan, Chavan Centre, General Jagannathrao Bhonsle Marg, Mumbai – 400 021 to transact the business as set in the Notice of AGM. The Notice convening the said AGM together with a copy of the Annual Report of the company for the Financial Year 2014-15 are sent separately to Members at their registered address by post. The aforesaid documents have been sent by e-mail to those members who have registered their e-mail addresses. Further notice is also given that pursuant to Section 91 of the Companies Act, 2013 read with clause 16 of the Listing Agreement with Stock Exchange(s) that the Register of Members and Share Transfer Books of the Company will remain closed from **September 04, 2015 to September 10, 2015** (both days inclusive) for facilitating the payment of dividend.

Date : 24.08.2015

Place : Mumbai

Notes:

By Order of the Board,
Shrikant M. Bhosekar
Company Secretary

1. 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.

A person can act as proxy on behalf of members not exceeding fifty (50) and holding in the aggregate not more than ten percent of the total share capital of the company. A member holding more than ten percent of the total share capital of the company carrying voting rights may appoint a single person as proxy and such person shall not act as proxy for any other shareholder.

2. Members are hereby informed that the Notice of Meeting and the Annual Report for Financial Year 2014-15 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.

3. Members who have not registered their e-mail addresses and have not updated their bank details are requested to update their details:

- In respect of holding of shares in electronic form, thru their Depository Participants (DPs).
- In respect of holding in Physical form, thru Registrar & Transfer Agents (R&T Agents) of the Company at the address given in note given below.

4. Transfer Deeds, if any, in respect of shares in Physical Form complete in all respects should be lodged on or before September 03, 2015 with the R & T Agents, M/s Link Intime India Pvt. Ltd., Unit : HPCL, C-13, Pannalal Silk Mills Compound, L.B.S. Marg, Bhandup West, Mumbai - 400078 along with copy of PAN Card of the transferee.

5. In terms of section 108 of the Companies Act, 2013, and Rules 20 of the Companies (Management and Administration) Rules, 2014, the company has made arrangement for its members to exercise their right to vote at Annual General Meeting by electronic means and the business as set out in the Notice of the Annual General Meeting may be transacted through e-voting services provided by National Securities Depository Limited (NSDL). The members may cast their vote using an electronic voting system from a place other than the venue of the meeting ("remote e-voting"). The remote e-voting facility shall commence on **September 04, 2015 from 4.00 p.m.(IST) and shall end on September 09, 2015 at 5.00 p.m.(IST)**. The remote e-voting shall not be allowed beyond the said date and time.

6. A person whose name appears in the Register of Members/Beneficial Owners as on the cut-off date i.e. **September 03, 2015** shall be entitled to avail the facility of remote e-voting as well as voting at the General Meeting.

7. Any person who becomes a member of the Company after dispatch of Annual Report of the meeting and holding shares as on the cut-off date for remote e-voting i.e. **September 03, 2015** 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 - 400020. These shareholders are requested to follow the instructions given in the Notice of AGM to obtain login ID & password for remote e-voting.

8. If the member is already registered with NSDL, then he is requested to use his existing user ID & password for casting the vote through remote e-voting.

9. The members who have casted their vote through remote e-voting can attend the meeting but shall not be entitled to cast their vote again at the meeting.

10. A Member can opt for one mode of voting i.e. remote e-voting or ballot form at the venue of the General Meeting. In case members cast their vote by both the modes, then vote casted through remote e-voting shall prevail.

11. Any grievances in respect of remote e-voting shall be addressed to shri B. B. Shirodkar, Sr. manager Shares, Shares Department, 2nd Floor, Petroleum House, Churchgate, Mumbai - 400020 Tel. No. (022) 22863208 email ID : bbshirodkar@hpcl.in

12. We appeal to all shareholders to opt for Electronic Credit of Dividend Payment & ensure updation of Postal address & bank details with DPs for dematerialized shares and with R&T Agents for Physical Shares.

SHAREHOLDERS TO AVAIL ECS ● DEMAT ● NOMINATION FACILITIES