



Ref.: Co.Secy./VM/209/2025

June 23, 2025

Director – Investor Services & Listing,  
BSE Limited,  
Phiroze Jeejeebhoy Towers,  
Dalal Street,  
Mumbai – 400 001 **Scrip Code: 500104**

**Communication to Shareholders  
for claiming Unclaimed  
Dividend(s) before transfer to  
Investor Education and  
Protection Fund Authority  
(IEPFA).**

National Stock Exchange of India Limited  
Exchange Plaza, 5<sup>th</sup> Floor,  
Plot No. C/1, G-Block,  
Bandra-Kurla Complex,  
Bandra East,  
Mumbai – 400 051 **Scrip Name: HINDPETRO**

Dear Sirs,

We write to forward herewith a copy of the communication dated June 23, 2025 sent to shareholders requesting them to claim the Unclaimed Dividend(s) before the due date for transfer of dividend(s)/shares to IEPFA in compliance with the requirements of Regulation 30 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.

Copy of the communication is also hosted on the website of the Company at [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com)

This is for your information and records.

Thanking you,

Very truly yours,

**V Murali**  
**Company Secretary**

Encl: a/a



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड  
पंजीकृत कार्यालय: पेट्रोलियम हाउस, १७, जमशेदजी टाटा रोड, चर्चगेट, मुंबई - ४०००२०  
HINDUSTAN PETROLEUM CORPORATION LIMITED  
REGISTERED OFFICE: PETROLEUM HOUSE, 17, JAMSHEDJI TATA ROAD, CHURCHGATE, MUMBAI - 400020  
(Tel: 22863900 Extn. 3201/3204 Fax: 22874552, Email: [hpclinvestors@mail.hpcl.co.in](mailto:hpclinvestors@mail.hpcl.co.in))  
Website: [www.hindustanpetroleum.com](http://www.hindustanpetroleum.com) CIN: L23201MH1952GOI008858



June 23, 2025

Dear Shareholder,

**Sub: Notice about the Transfer of Unclaimed Dividend(s) for FY 2017-18(Final) to FY 2023-24(Final)**

**A) Statutory Provisions relating to transfer of Unclaimed Dividend(s) / Shares to IEPF**

- a) As per section 124(5) of the Companies Act, 2013 and IEPF (Accounting, Audit, Transfer and Refund) Rules, 2016, the dividend amount remaining unclaimed for a period of seven years is required to be transferred to "Investor Education And Protection Fund Authority (IEPFA)" constituted by Government of India. Therefore, if the dividend of a shareholder for the Financial Year 2017-18 (Final) is remaining unclaimed as of date, then such dividend amount will be transferred to the IEPFA.
- b) As per section 124(6) of the Companies Act, 2013 and IEPF (Accounting, Audit, Transfer and Refund) Rules, 2016, the shares on which dividend has not been encashed / claimed for 7 consecutive years or more are also liable to be transferred to IEPFA. Therefore, if all the dividends of a shareholder for the FY 2017-18 (Final) to FY 2023-24 (Final) have remained unclaimed, then the shares of such shareholder would also be transferred to IEPFA.

**Accordingly, unclaimed dividend for the FY 2017-18 (Final) and the shares as per above provisions will become due for transfer to IEPFA in the month of September 2025.**

**B) Details of Unclaimed Dividend(s)**

Please note the following details of dividends remaining unclaimed as of May 31, 2025.

**Folio No. / Client ID - DP ID No: - xxxxxxxx**  
**No. of Shares due for IEPF Transfer: xxx**

Sr. No. क्रमांक	Financial Year वित्तीय वर्ष	MICR No. MICR क्र.	Warrant No. वॉरेंट क्र.	Amount (Rs.) राशि (Rs.)
XXX	XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX	XXX
XXX	XXX	XXX	XXX	XXX

**Note: Unclaimed Dividend of FY 2017-18 (Final) is due for transfer to IEPFA in Sept'2025**

The above details are also available at <https://www.hindustanpetroleum.com/pages/Unclaimed-Dividend>  
(Path - <https://www.hindustanpetroleum.com/> → Investors → Shareholders Information → Unclaimed Dividend)

### C) Process for Claiming Unclaimed Dividend(s)

- a) A claim request letter duly signed by the Shareholder(s) (Primary and Joint holders, if any) providing the details of Folio number and unclaimed dividend(s) stated above is to be submitted to HPCL's RTA M/s. MUFG Intime India Private Limited (Formerly M/s Link Intime India Private Limited) for processing the claim.
- b) Since KYC compliance is a pre-requisite, shareholders are requested to comply with the following:-

**Holders of Demat Shares** are requested to approach their respective Depository Participant (DP) for KYC updation and submit the following documents to the RTA along with the claim request letter mentioned above: -

- Copy of Client Master List (CML) of the Active Demat account bearing the name of the shareholder(s) duly verified by their respective Depository Participant either with digital signature (OR) with stamp and signature
- Original Cancelled Cheque Leaf bearing the name of the shareholder(s) of the Bank Account which is linked to the Demat Account (OR) Copy of the Passbook pages showing the Shareholder's name, address and bank account details, duly attested by the bank with seal and signature.

**Holders of Physical Shares** are requested to submit the following documents to the RTA for KYC updation along with the claim request letter mentioned above:-

- [ISR-1](#) - For Updation of Mobile number, PAN, Email ID, Bank Details, Address etc.
- [ISR-2](#) - Signature verification from Banker
- Nomination related forms (As applicable) - Optional
  - ❖ [SH-13](#) - For updation of Nomination for the first time, then this form is to be filled up
  - ❖ [SH-14](#) - For changes in Nomination already registered
  - ❖ [ISR-3](#) - If Nomination is not required, then this form is to be filled up

Above KYC forms can also be downloaded from the HPCL and RTA websites (Path given below)

<a href="https://www.hindustanpetroleum.com/">https://www.hindustanpetroleum.com/</a> → Investors → Shareholders Information → Forms for KYC updation and other service requests
<a href="https://in.mpms.mufg.com/">https://in.mpms.mufg.com/</a> → Resources → Downloads → KYC

- c) Shareholder(s) having unclaimed dividend(s) but holding NIL shares under the folio mentioned above are required to submit their request claim letter along with the following documents:-
- Indemnity letter as per Annexure on a plain paper. If the claim amount exceeds Rs.10,000/- the Indemnity should be submitted on Rs.500 non-judicial stamp paper, duly notarized.
  - Self-attested copy of PAN of the Shareholder(s).
  - Copy of Client Master List (CML) of the Active Demat account bearing the name of the shareholder(s) duly verified by their respective Depository Participant either with digital signature (OR) with stamp and signature
  - Original Cancelled Cheque Leaf of the Bank Account which is linked to the Demat Account (OR) Copy of the Passbook pages showing the Shareholder's name, address and bank account details, duly attested by the bank with seal and signature.
  - Form ISR-2 - Signature verification from Banker.

- d) The details of HPCL's RTA is given below:

Particulars	Details
Name of our Registrar and Share Transfer Agent:	M/s. MUFG Intime India Private Limited (Formerly M/s Link Intime India Private Limited)
Address:	Unit: HPCL, C-101, 247 Park, LBS Marg, Vikhroli (W), Mumbai - 400083
Contact No.:	+91 8108116767
Email Id.:	<a href="mailto:rnt.helpdesk@in.mpms.mufg.com">rnt.helpdesk@in.mpms.mufg.com</a>

- e) Shareholder(s) are requested to lodge their claim request letter and other documents mentioned above to the RTA as early as possible **but in any case not later than September 15, 2025.**
- f) If the claim request complete in all respects is not received before the aforesaid date, HPCL shall without any further notice, transfer unclaimed dividend of FY 2017-18(Final) and shares, if applicable, to IEPFA by the due date(s) as per the procedure set out in the IEPF (Accounting, Audit, Transfer and Refund), Rules, 2016, and no claim shall lie against the Company in respect of such dividend and shares so transferred to IEPFA pursuant to IEPF (Accounting, Audit, Transfer and Refund), Rules, 2016. Once the transfer is effected to IEPFA, the dividend(s) so transferred shall be claimed by the shareholder(s) only from the IEPFA directly after completing the laid down procedures given on the website of the IEPFA i.e., <http://www.iepf.gov.in/IEPF/refund.html>

In case of any further queries/clarifications, you may write to [hpclinvestors@mail.hpcl.co.in](mailto:hpclinvestors@mail.hpcl.co.in) or contact the Shares Department of HPCL at 022-22863201 / 022-22863204.

Thanking you,

Very truly yours,

For Hindustan Petroleum Corporation Ltd.  
Authorised Signatory

---

**Annexure**

**(To be used by claimant having NIL holding)**

**(To be printed on a Rs. 500/- Non-judicial Stamp Paper, if the value of the claim exceeds Rs.10,000/-)**

**INDEMNITY LETTER FOR UNCLAIMED DIVIDEND(S)**

**To:**

**M/s MUFG Intime India Private Limited (Formerly M/s Link Intime India Private Limited)**  
**Unit: HPCL, C-101, 247 Park, LBS Marg,**  
**Vikhroli (West), Mumbai 400 083.**

**Sub. : HPCL Unclaimed Dividend**

**Ref. : Folio No./ Client ID - DP ID No.: \_\_\_\_\_**

In response to your letter **Ref.: Co. Secy./Shares/IEPF/2025-26 dated June 23, 2025**, mentioning a sum of Rs. \_\_\_\_\_ as dividend unclaimed by me, I wish to submit my claim for the same.

Please Tick (Whichever is applicable)

☐ The warrant is returned herewith for revalidation / cancellation.

☐ The warrant is not received by me / received but lost, I undertake to return the original dividend warrant available / traced by me.

I agree to indemnify the company, i.e., Hindustan Petroleum Corporation Limited against the loss that may be incurred by the company in the event if it is subsequently found that:-

(a) the dividend amount of the aforesaid warrant(s) is already paid / encashed by me;

(b) if I am not the beneficiary of the dividend amount.

Supporting documents for updation of bank details are enclosed for arranging payment of unclaimed dividend through NEFT at the earliest.

Thanking you,

Yours faithfully,

Date:

(Name & Signature of the Shareholder(s))