

चेन्नै पेट्रोलियम कॉर्पोरेशन लिमिटेड

(इंडियन ऑयल की ग्रुप कम्पनी)

Chennai Petroleum Corporation Limited

(A group company of IndianOil)



CS: 01:065

Date: 16.12.2021

Dear Shareholders,

Sub.: Furnishing of PAN, KYC details and Nomination by holders of Physical Securities

Ref.: SEBI Circular dated November 3, 2021

Season's greetings from Chennai Petroleum Corporation Limited and we hope this communication finds you and your family in safe and good health.

You are aware that SEBI vide the captioned circular dated November 3, 2021, mandated:

- furnishing of PAN, email address, mobile number, bank account details and nomination by holders of physical securities,
- any service request shall be entertained only upon registration of the PAN, Bank details and the nomination,
- to ensure that your PAN linked to Aadhaar by March 31, 2022 or any other date as may be specified by the Central Board of Direct Taxes to avoid freezing of your folio.

We observe from our records that some of the Shareholders have not furnished some of the mandatory documents/details against their holding. We request those shareholders to furnish the documents/details, as per the table below, to the Registrars & Transfer Agents M/s.KFin Technologies Private Limited immediately on reading this letter by sending the duly signed and scanned documents through your registered email to sriramas@cpcl.co.in / mohsin.mohd@kfintech.com

#	Particulars	Please furnish details in
1	PAN*	Form No. ISR-1
2	Address	https://cpcl.co.in/investors/share-holder-information/investor-relations/
3	Email address	
4	Mobile Number	
5	Demat account details	
6	Bank account details	
7	Nomination details	Form:SH-13 https://cpcl.co.in/investors/share-holder-information/investor-relations/
8	Declaration to opt out nomination	Form :ISR-3 https://cpcl.co.in/investors/share-holder-information/investor-relations/

P. Shankar

The aforesaid forms can be downloaded from the website of the Company in the link as given above and RTA at www.kfintech.com.

Freezing of Folios without PAN, KYC details and Nomination:

- a. Folios wherein any one of the said document / details are not available **on or after April 01, 2023**, shall be frozen and you will not be eligible to lodge grievance or avail service request from the RTA and not eligible for receipt of dividend in physical mode.
- b. **After December 31, 2025**, the frozen folios shall be referred by RTA/Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002.

Shareholders are requested to forward the duly filled in documents along with the related proofs as mentioned in the respective forms in an envelope to the following address:

KFin Technologies Private Limited,
Unit: Chennai Petroleum Corporation Limited
Selenium Tower B, Plot 31-32, Gachibowli, Financial District, Nanakramguda,
Hyderabad – 500 032
E-mail: mohsin.mohd@kfintech.com

Thanking you,

Yours faithfully,
For **Chennai Petroleum Corporation Limited**


P.SHANKAR

Company Secretary and Compliance Officer


16/12/21