



# Petronet LNG Limited

Regd. Office: World Trade Centre, Babar Road, Barakhamba Lane, New Delhi – 110001

Phone: 011-23411411, Fax: 011- 23472550, CIN: L74899DL1998PLC093073

Email: [investors@petronetlng.in](mailto:investors@petronetlng.in), Company's website: [www.petronetlng.in](http://www.petronetlng.in)

PAN: AAACP8148D GST: 07AAACP8148D1ZI

REF: FOLIO/DPID/CLIENT ID:

March 18, 2024

Name of the Sole / First Holder :

Address :

Second holder :

Third holder :

Folio No. :

Dear Shareholder,

**Sub.: Request for claiming unpaid/unclaimed dividends for the financial year 2016-17 & onwards and intimation regarding compulsory transfer of unclaimed/unpaid dividend for the Financial year 2016-17 and Equity Shares of the Company relating to unclaimed dividends to Investor Education and Protection Fund**

1. Pursuant to Section 124(5) of the Companies Act, 2013, the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 (IEPF Rules, 2016), a Company is required to transfer the amounts of Unpaid Dividend remaining unpaid or unclaimed for a period of seven years from the date of such transfer to Unpaid Dividend Account to the credit of the Investor Education and Protection Fund (Fund) set up by the Central Government.
2. Further, pursuant to Section 124(6) of the Companies Act, 2013 read with IEPF Rules, 2016, all shares in respect of which dividend has not been paid or claimed for seven consecutive years or more, shall also be transferred to Investor Education and Protection Fund Account (IEPF Account).
3. Details of shareholders whose unclaimed Dividend and the unclaimed shares liable to be transferred to IEPF Authority is available on the website of the Company at <https://petronetlng.in> and reminder letters have also been sent from time to time to the shareholders to claim their unclaimed dividends/unclaimed shares.
4. The dividend for the Financial Year 2016-17 was declared on 15<sup>th</sup> September, 2017. As per provisions of Companies Act, 2013 read with IEPF Rules, 2016, the unpaid and unclaimed amounts of aforesaid dividend would be due for transfer to Fund within the statutory time limit. The corresponding shares of the holders who have not encashed / claimed their dividend for seven consecutive years are also liable to be transferred to IEPF Authority's Demat Account. The details of the unclaimed/unpaid dividends and shares of concerned shareholders is uploaded on the website of the Company at <https://www.petronetlng.in>.
5. The amount(s) of dividends as mentioned in the enclosed Letter of Undertaking are unclaimed **as on 31.12.2023** against your name. **We request you to claim the unpaid / unclaimed dividends due to you from the Financial Year 2016-17 onwards. Unclaimed dividends upto the Financial Year 2015-16 have already been transferred to IEPF Authority.** To claim the outstanding dividend, kindly first ensure registration of correct bank details including your core banking account no. and IFSC/ MICR of your bank against your demat A/c with your Depository Participant or with Registrar and Share Transfer Agent (RTA) – Bigshare Services Private Limited, in case holding the shares in physical mode. The duly filled and signed Letter of Undertaking should thereafter be sent along with the following document(s) so as to reach the RTA at their address mentioned at point no. 7 on or before **October 20, 2024**:

**For shares held in Demat form - By way of letter**

- Copy of the Demat Account Statement (Client Master List) showing your name, address, email, Contact No., demat details and updated bank account details registered against the demat account.

**For shares held in physical form - By way of letter**

- Investor Service Request Form ISR-1, Form ISR-2 and Form SH-13 (Nomination Form) duly filled and signed as per the instructions stated therein along with the supporting documents.
- Original Cancelled cheque leaf bearing the name of the first shareholder. or,
- Bank attested copy of first page of the Bank Passbook/Statement of Account in original and an original cancelled cheque leaf.

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**Dahej LNG Terminal:**

GIDC Industrial Estate, Plot No. 7/A, Dahej  
Taluka Vagra, Distt. Bharuch - 392130 (Gujarat)  
Tel.: 02641-257249 Fax: 02641-257252

**Kochi LNG Terminal:**

Survey No. 347, Puthuvypu  
P.O. 682508, Kochi  
Tel.: 0484-2502268

As per the SEBI circulars 3.11.2021 and 14.12.2021, outstanding payments will be credited directly to the bank account if the folio / demat Account is KYC compliant. Please note that no payment can be made in the absence of complete bank details registered against your account. Further, as per SEBI circular dated 16.03.2023, It shall be mandatory for all holders of physical securities in listed companies to furnish PAN, Nomination, Contact details, Bank A/c details and Specimen signature for their corresponding folio numbers.

In case we do not receive your claim for the dividends as aforesaid by **October 20, 2024**, your unclaimed dividends for the financial year 2016-17 will be transferred by the Company to IEPF as per the statutory requirements as stated above without any further notice. The corresponding shares shall be transferred to IEPF in the following manner:

In case the shares are held:

- **In physical form** - new share certificate(s) will be issued and transferred in favour of IEPF on completion of necessary formalities. Hence, the original share certificate(s) which stand registered in shareholders' name will be deemed cancelled and non-negotiable.
  - **In demat form** - the Company shall transfer the shares by way of corporate action through the Depositories to the IEPF Authority.
6. You may also take note that in terms of Section 124(6) of the Companies Act, 2013 and Rule 7 of the IEPF Rules 2016; in the event of transfer of unclaimed dividends or shares, if any, to IEPF, you are entitled to claim the same from IEPF by submitting an online application in the prescribed Form IEPF-5 available on the website [www.iepf.gov.in](http://www.iepf.gov.in) and send the same duly signed along with requisite documents to the Company at its registered office for verification of the claim.
  7. In case you have any query or to avoid the inconvenience of claiming the refund/shares from 'Investor Education and Protection Fund Authority', shareholders who have not received/claimed/encashed warrant(s) relating to the dividend for the Financial Year 2016-17 may lodge their claims with our Registrar and Transfer Agent (RTA) i.e., Shri Rajesh Mishra, **M/s Bigshare Services Private Limited, Office No. S6-2 6th Floor, Pinnacle Business Park, Next to Ahura Centre, Mahakali Caves Road, Andheri (E), Mumbai – 400093, Tel: 022-62638200, 011-42425004, 011-47565852, Fax: 022-62638280 or with the Company at its registered office address.**
  8. For ready reference, the procedure and statutory provisions of claiming shares/dividend from IEPF Authority is available under the Investor section of Company's website: [www.petronetlng.in](http://www.petronetlng.in).

Thanking you,

Yours faithfully,  
For Petronet LNG Limited

Sd/-  
(Rajan Kapur)  
CGM & Vice President - Company Secretary

Encl: as above

#### Note

1. We solicit your valuable cooperation and support in our endeavour to contribute our bit to the environment. For sending various communications to the Members, it is earnestly requested that the Members who have yet not registered/updated their e-mail ids to notify the same to your concerned depository if the shares are held in dematerialized form and, in case the shares are held in physical form, to notify the same to the Registrar and Share Transfer Agent of the Company or to the Company at their registered office address.
2. Shareholders may use the following link to register their details or raise their queries –

<https://www.bigshareonline.com/InvestorLogin.aspx> ; or <https://iconnect.bigshareonline.com/Account/Login>

**LETTER OF UNEDRTAKING**

FOR ISSUE OF UNCLAIMED DIVIDEND THROUGH DIRECT CREDIT

M/s Bigshare Services Private Limited,  
**(Unit: Petronet LNG Limited)**  
 Office No. S6-2 6th Floor,  
 Pinnacle Business Park, Next to Ahura Centre,  
 Mahakali Caves Road, Andheri (E) Mumbai – 400093

**REF: FOLIO/DP ID/CLIENT ID:**

I/We hereby confirm that I/we have not encashed, negotiated or otherwise dealt in the following dividend paid by the Company, so as to create any adverse claim upon the amount of the dividend warrant(s):

Financial year	Type of Dividend	Dividend Amount (Rs.)
2016-17	FINAL DIVIDEND	
2017-18	FINAL DIVIDEND	
2018-19	SPECIAL INTERIM DIVIDEND	
2018-19	FINAL DIVIDEND	
2019-20	SPECIAL INTERIM DIVIDEND	
2019-20	FINAL DIVIDEND	
2020-21	SPECIAL INTERIM DIVIDEND	
2020-21	FINAL DIVIDEND	
2021-22	SPECIAL INTERIM DIVIDEND	
2021-22	FINAL DIVIDEND	
2022-23	SPECIAL INTERIM DIVIDEND	
2022-23	FINAL DIVIDEND	
2023-24	INTERIM DIVIDEND	

I/we am/ are enclosing the following (tick ✓ whichever is applicable)

**For shares held in demat form:**

- Copy of the Client master list (KYC Compliant) featuring updated bank details registered against the demat account.

**For shares held in physical form:**

- Investor Service Request Form ISR-1, Form ISR-2 and Form SH-13 (Nomination Form) duly filled and signed as per the instructions stated therein along with the supporting documents.
- Original Cancelled cheque leaf bearing the name of the first shareholder. or,
- Bank attested copy of first page of the Bank Passbook/Statement of Account in original and an original cancelled cheque leaf.

Further, I/we hereby agree and undertake to hold the Company, its Directors and officers harmless and to keep them protected from / against all losses, costs or damages which you may sustain or incur by reason of the Company issuing Demand Draft(s)/ Pay Order(s) or by the original Dividend Warrant(s) being, at any time, found and presented for payment by any person or persons claiming to be the holder(s) of the Dividend Warrant(s) or in any way interested there in. I/We further agree and undertake to return to you the original Dividend Warrants, should it be found by me/us or again come into my/our possession at any time hereafter.

Particulars	Name	Signature
First Holder		
Second holder		
Third holder		
Address of first holder:		
Email ID of First Shareholder:		
Mobile No. of First Shareholder:		

<u>Witness 1</u>	<u>Witness 2</u>
Name:	Name:
Address:	Address:
Signature:	Signature:

**Dated:**

**Note 1:** For the undertaking to be considered complete, please ensure details are filled correctly and it is duly signed by all the holders and two witnesses. Please also attached updated Client Master List, if shares are in demat mode, otherwise, Original Cancelled cheque leaf bearing the name of the first shareholder, if shares are held in physical mode.

**Note 2:** Please return this Annexure duly filled in and signed to Bigshare Services Private Limited, Registrar and Share Transfer Agent of the Company on or before October 20, 2024.