



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

Date: 1<sup>st</sup> June, 2020

REF: FOLIO/DPID/CLIENT ID:

Dear Shareholder(s),

**Sub.: Compulsory transfer of Equity Shares alongwith unclaimed dividend on such shares of the Company relating to unclaimed dividends for the financial year 2012-13 to Investor Education and Protection Fund**

1. As per Section 124(5) and Section 124(6) of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("hereinafter referred to as IEPF Rules, 2016"); the Company is required to transfer (i) all dividends remaining unpaid or unclaimed for a period of seven years from the date of transfer to unpaid dividend account and (ii) Equity shares in respect of which dividends have not been paid or claimed for seven consecutive years or more; to the 'Investor Education and Protection Fund' (IEPF) established by the Central Government.
2. Details of such unclaimed dividends are regularly updated on the website of the Company and reminder letters have also been sent from time to time to the shareholders to claim their unclaimed dividends.
3. As per our records, the amount(s) of dividends as mentioned in the enclosed Letter of Undertaking are unclaimed against your name. **We request you to claim the unclaimed dividends due to you from the financial year 2012-13 onwards. Unclaimed dividends upto the financial year 2011-12 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 / Registrar and Share Transfer Agent – KFin Technologies Private Limited. The duly filled and signed Letter of Undertaking should thereafter be sent alongwith the following document(s) from your registered email address or by way of a letter so as to reach the RTA at their address mentioned below or email at [raju.sv@kfintech.com](mailto:raju.sv@kfintech.com) on or before **August 31, 2020**:

For shares held in demat form:

- o Copy of the Demat Account Statement (Client master list) showing your name, address, demat and bank account details registered against the demat account.

For shares held in physical form:

- o Original Cancelled cheque leaf bearing the name of the first shareholder. or,
- o Bank attested copy of first page of the Bank Passbook/Statement of Account in original and a cancelled cheque.

**Please note that no payment can be made in absence of complete bank details registered against your account.**

In case we do not receive your claim for the dividends as aforesaid by August 31, 2020, all your relevant shares alongwith unclaimed dividend on such shares (whether held in physical or electronic form) will be transferred by the Company to IEPF as per the statutory requirements as stated above, without any further notice in the following manner:

In case the shares are held by you:

- 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 your name will be deemed cancelled and non-negotiable.
- In demat form - the Company shall inform the depository by way of corporate action for transfer of shares lying in your demat account in favour of IEPF.

**Please note that no claim shall lie against the Company in respect of the shares so transferred to IEPF and all future benefits which may accrue thereunder, including future dividend(s), will be credited to IEPF.**

4. 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 shares held by you and the unclaimed dividends 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.
5. For your ready reference, the provisions of IEPF Authority (Accounting, Audit, Transfer and Refund) Rules, 2016, have been made available under the 'Investor' section of company website: [www.petronetlng.com](http://www.petronetlng.com).
6. In case you have any queries, please contact Shri S. V. Raju, DGM, KFin Technologies Private Limited, Registrars and Share Transfer Agent of the Company, Selenium Building, Tower-B, Plot No 31 & 32, Financial District, Nanakramguda, Serilingampally, Hyderabad, Rangareddi, Telangana – 500032, Email ID: [raju.sv@kfintech.com](mailto:raju.sv@kfintech.com), Tel: 040-6716 2222 / 1800-345-4001.

Thanking you,

Yours faithfully,

For Petronet LNG Limited

Sd/-

(Rajan Kapur)

CGM & VP - Company Secretary

Encl: as above

Attention Members	Appeal to Members
<p><b>(1) Non acceptance of request for transfer of shares in physical form with effect from April 1, 2019</b></p> <p>Pursuant to NSE circular no. NSE/CML/2018/38 dated December 03, 2018 and BSE vide Circular No. LIST/COMP/31/2018-19 dated December 03, 2018, Registrar and Share Transfer Agent (RTA) and the Company will not accept any request for transfer of shares in physical form with effect from April 1, 2019. This restriction shall not be applicable to the request received for transmission or transposition of physical shares.</p>	<p><b>(2) Mandatory updation of PAN and Bank details against your Shareholding</b></p> <p>Pursuant to SEBI circular dated 20<sup>th</sup> April, 2018, shareholders, whose ledger folios do not have or having incomplete details with regard to PAN and Bank particulars, are required to compulsorily furnish the PAN and Bank details to the RTA at <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> / the Company at <a href="mailto:investors@petronetng.com">investors@petronetng.com</a> for registration in the folio so that the investments held by you will be fully protected with proper KYC compliance. Please note that no payment can be made in absence of complete bank details registered against your account.</p>
<p><b>Green Initiative in Corporate Governance</b></p> <p>We solicit your valuable cooperation and support in our endeavour to contribute our bit to the environment and also keeping in view of continuing Covid-19 pandemic, the Ministry of Corporate Affairs (MCA) vide its circular dated May 5, 2020 read with circulars dated April 8, 2020 and April 13, 2020 (collectively referred to as 'MCA circulars') permitted holding of Annual General Meeting (AGM) through VC or OVAM, without the physical presence of the Members at a common venue. Further, SEBI vide its circular dated May 12, 2020, dispensed the requirement of sending hard copy of Annual Report. In view of the above mentioned circulars, the AGM of the members of the Company will be held through VC/OVAM and the Annual Report will be sent to the registered email ids of members, therefore it is earnestly requested again that from the Members who have yet not registered/updated their e-mail ids to notify the same to the Company at <a href="mailto:investors@petronetng.com">investors@petronetng.com</a> or to the Registrar and Share Transfer Agent of the Company at <a href="mailto:einward.ris@kfintech.com">einward.ris@kfintech.com</a> or to the concerned depository.</p>	

**LETTER OF UNDERTAKING**  
FOR ISSUE OF DUPLICATE DEMAND DRAFT/PAY ORDER/DIRECT CREDIT

**M/s KFin Technologies Private Limited**  
(Unit: **Petronet LNG Limited**)  
Selenium Building, Tower-B,  
Plot No 31 & 32, Financial District,  
Nanakramguda, Serilingampally,  
Hyderabad, Rangareddi, Telangana – 500 032

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

Kindly arrange for payment of unclaimed dividend as mentioned below based on your letter dated 1<sup>st</sup> June, 2020.

I/We hereby confirm that I/we have not encashed, negotiated or otherwise dealt in any of the dividend paid by the Company in previous financial years, so as to create any adverse claim upon the amount of the dividend warrant(s). The following are the details of the unclaimed dividends for the respective financial years:

Financial year	Dividend Amount (Rs.)
Final Dividend 2012-13	
Final Dividend 2013-14	
Final Dividend 2014-15	
Final Dividend 2015-16	
Final Dividend 2016-17	
Final Dividend 2017-18	
Special Interim Dividend 2018-19	
Final Dividend 2018-19	
Special Interim Dividend 2019-20	

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

For shares held in demat form:

- Copy of the Client master list featuring bank details registered against the demat account.

For shares held in physical form:

- 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 a cancelled cheque.

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.

**Note 2:** Please note that if the dividend amount is in excess of Rs. 500/- then the 'Letter of Undertaking' shall be executed on Rs.20/- Non-Judicial Stamp Paper or franking of Rs. 20/- would suffice.

**Note 3:** Please return this Annexure duly filled in and signed to KFin Technologies Private Limited, Registrars and Share Transfer Agent of the Company on or before August 31, 2020.