



PETRONET LNG LIMITED

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

Tel: 011-23411411, **Fax:** 011-23472550,

Email: investors@petronetlng.com

website: www.petronetlng.com, **CIN:** L74899DL1998PLC093073

REF: FOLIO/DPID/CLIENT ID:

Dear Shareholder(s),

Sub.: Request for claiming unpaid/unclaimed dividends for the financial year 2012-13 and intimation regarding compulsory transfer of unclaimed/unpaid dividend (FY 2012-13) to Investor Education and Protection Fund

1. As per Section 124(5) 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 all dividends remaining unpaid or unclaimed for a period of seven years from the date of transfer to unpaid dividend account 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, various dividend(s) is/are unclaimed/unpaid against your name and the details of the same is available on the website of the company at <https://www.petronetlng.com/cg.php>. **We request you to claim the unpaid/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 **on or before August 20, 2020:**

For shares held in demat form :

- 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:

- 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.

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 20, 2020, your unclaimed dividends for the financial year 2012-13 will be transferred by the Company to IEPF as per the statutory requirements as stated above, without any further notice.

4. You may also take note that in terms of Section 124(6) of the Companies Act, 2013, all shares in respect of which dividend remains unclaimed for seven consecutive years or more shall be transferred by the Company to IEPF.
5. 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 and send the same duly signed along with requisite documents to the Company at its registered office for verification of the claim.
6. 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.

7. 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, 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 [LETTER OF UNDERTAKING](#)

Attention Members		Appeal to Members
<p>(1) Non acceptance of request for transfer of shares in physical form with effect from April 1, 2019</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</p>	<p>(2) Mandatory updation of PAN and Bank details against your Shareholding</p> <p>Pursuant to SEBI circular dated 20th 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 einward.ris@kfintech.com/ the Company at investors@petronetlng.com 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>Green Initiative in Corporate Governance</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.</p>

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physical shares.

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In view of the above mentioned circulars, the AGM of the members of the Company may 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 investors@petronetlng.com or to the Registrar and Share Transfer Agent of the Company at einward.ris@kfintech.com or to the concerned depository.

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