



BHARAT PETROLEUM CORPORATION LIMITED

CIN No. L23220MH1952GOI008931

Registered Office: Bharat Bhavan, 4&6 Currimbhoy Road, Ballard Estate, Mumbai 400 001

E-mail: ssc@bharatpetroleum.in Website : www.bharatpetroleum.in | Tel. No: 2271 3000 / 4000

Dear Shareholder,

Subject: Mandatory furnishing of PAN, KYC Details and Nomination by Holders of Physical Securities

Pursuant to Securities and Exchange Board of India circular No. SEBI/HO/MIRSD/MIRSD-PoD-1/P/CIR/2023/37 dated 16th March, 2023, it shall be mandatory for all holders of physical securities to furnish PAN, Nomination, address with PIN Code, Mobile Number, Bank Account details and specimen signature. As per the above circular, the folio wherein any one of the above details are not available on or after 1st October, 2023, the said folios shall be frozen by the RTA.

1. To facilitate the submission of PAN, contact, Bank and specimen signatures, the shareholder shall use Form ISR-1, which is made available on the website of Company and RTA.
2. To facilitate the submission of nomination, Form SH13, SH-14 and ISR-3 are to be used by shareholders.
3. For registering new bank details or where there is a change in such details, mandatory submission **of Original cancelled cheque leaf** bearing the name of the first named security holder or alternatively, submission of copy of bank passbook/ statement attested by the bank along with Form ISR-2 is required. In case of joint holding, updation of bank details will be done based on the documents provided by the first holder only.
4. **It is mandatory to link PAN with Aadhaar number by June 30, 2023, as per the Central Board of Direct Taxes (CBDT). The securities held in folios which have no PAN registered against the same or have invalid PAN registered on our records, as on notified cut-off date of June, 30, 2023 or any other date as may be specified by the CBDT, shall also be frozen.**
5. To download the above forms, shareholders can access through the following link:
<https://www.bharatpetroleum.in> ➡ Bharat Petroleum For ➡ Investors ➡ KYC Updation ➡ Formats for KYC
6. The above details can also be submitted either through in person verification, through post or through electronic mode with e-sign to RTA by way of email to bpcl@dsrc-cid.in or through service portal of RTA at <https://dsrc.com/bpm/> provided the documents furnished shall have e-sign of the holder.

E-Sign is an integrated service which facilitates issuing a Digital Signature Certificate and performing signing of requested data by e-sign user. You may approach any of the empanelled e-sign service providers available on <https://cca.gov.in/> for the purpose of obtaining e-sign.
7. To link the PAN with Aadhaar, the online PAN bulk verification (PBV) facility of RTA can be used.
8. The Shareholders whose folios have been frozen shall be eligible-
 - (i) To lodge grievance or avail any service request from the RTA only after furnishing the complete documents / details as stated above.
 - (ii) For the payment of dividend only through electronic mode, only upon complying with the requirements as stated above.

The frozen folios shall be reverted to normal status only upon submission of the above details.

In view of the above, we request you to submit the above details at the earliest.

Thanking you,

**Yours faithfully,
for Bharat Petroleum Corporation Limited**

SD/

**V.KALA
Company Secretary**