

Claiming of Bonus Shares issued in 2024 from Escrow Account

Pursuant to the approval of the members of the Company received through Postal Ballot Notice dated 10th May 2024, all the shareholders have been allotted fully paid Bonus Equity Share(s) of the Company in the ratio of one fully paid Bonus Equity Share for every one fully paid Equity Share of Rs. 10/- each held in the Company as on 22.06.2024. ("Book Closure Date").

In this regard, Securities and Exchange Board of India (SEBI) vide its circular no. SEBI/LAD- NRO/GN/2023/1302023, dated May 23, 2023 has mandated that the allotment of shares in a Bonus issue shall be made only in dematerialised form.

In compliance with the above provisions, the Company has allotted the Bonus Shares by credit to beneficiary account of the shareholders who hold their shares in dematerialised form with National Securities Depository Limited/ Central Depository Services (India) Limited, as the case may be.

Bonus Shares allotted to the shareholders who are holding shares in physical mode, have been parked in Suspense Escrow Demat Account.

The methodology for claiming these shares back from the Suspense Escrow Demat Account is given below:

Documents required:

1. Request letter in Form ISR-4 (*Tick Claim from Unclaimed Suspense Account*);
2. Form ISR-1 (*In case of registration of PAN, KYC Details or changes/updation thereof*);
3. Latest Client Master List ("CML") of the demat account, not older than two months and duly attested by the Depository Participant ("DP") and
4. Duly Filled demat conversion request form

The above Documents to be sent to RTA on the below mentioned address:

KFin Technologies Limited
Unit: Bharat Petroleum Corporation Limited Selenium Tower B,
Plot 31 & 32, Financial District, Nanakramguda,
Hyderabad - 500 032
Toll free: 1800 309 4001
Email: einward.ris@kfintech.com

Procedure:

1. The shareholder/claimant must have a demat account before submitting the aforesaid service request.
2. After opening the demat account the shareholder/claimant must submit request letter in Form ISR-4 along with the documents mentioned therein to the RTA together with the abovementioned documents.
3. RTA shall verify and process the documents submitted for the aforesaid investor service request, and thereafter initiate the demat conversion request in the depository system for direct credit of securities in the demat account of the security holder/claimant.