

Procedure for Name deletion / Name change / Name correction in case of physical holding of shares

Documents required:

1. Request letter in Form ISR-4 (**Annexure -1**) duly signed by the shareholder(s) along with the Original Share Certificates and other documents mentioned therein including self - attested copy of Pan Card.
2. Attested copy of the death certificate of the deceased joint shareholder. (in case of Name Deletion) (**see note below**).
3. Attested copy of the Gazette Notification (in case of name correction / name change) (**see note below**).
4. Attested copy of the Marriage Certificate issued by the competent authority (in case of name change due to Marriage) (**see note below**).
5. Latest Client Master List ("CML") of the demat account, not older than two months and duly attested by the Depository Participant ("DP")
6. Duly filled demat conversion request form

Note:

- Attestation of photocopies/xerox copies should be done by a Magistrate/Notary Public/ Special Executive Magistrate or a similar authority holding a public office and authorised to use the seal of this office.
- Notarised documents should also contain Notary Serial no. / Register no. etc. as per the provisions of the Notaries Rules, 1956.

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 shall have a demat account before submitting the aforesaid service request.
2. After opening the demat account the shareholder has to submit request letter in ISR-4 along with the documents mentioned therein to the RTA together with the above-mentioned documents.
3. After certain internal processes and approvals from the Appropriate Authorities(s) and as per the applicable provisions issued by Securities and Exchange Board of India ("SEBI") and other applicable laws and regulations (including any statutory modification(s) or re-enactment(s) thereof for the time being in force), RTA shall verify and process the documents submitted for issuance of duplicate securities, 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.
4. Post confirmation of the demat conversion request, the depositories/RTAs/listed companies shall send an intimation to the security holder/claimant regarding successful dematerialisation of the securities.

NOTE:

In case the shares are held in dematerialized form, shareholders are requested to contact their respective Depository Participant (DP) with whom they maintain their demat account.