



Petronet LNG Limited

Regd. Office: World Trade Centre, First Floor, Babar Road, Barakhamba Lane, New Delhi – 110001

Phone: 011-23411411, Fax: 011- 23472550, CIN: L74899DL1998PLC093073

Email: investors@petronetlng.com website: www.petronetlng.com

Date: 8th October, 2018



RX025991955IN

B S REEN

WZ-10A STREET-1 SHIV NAGAR

JAIL ROAD JANAK PURI

NEW DELHI

Pin 110058

REF: FOLIO/DPID/CLIENT ID: PLL721555

Dear Shareholder(s),

Sub.: Compulsory transfer of Equity Shares of the Company relating to unclaimed dividends to Investor Education and Protection Fund Suspense Account

- Pursuant to the provisions of the Companies Act, 2013 read with the Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016 ("the Rules") notified by the Ministry of Corporate Affairs and amendments thereto and in continuation of our various communications regarding request for claiming unclaimed/unpaid dividends, this is to remind the shareholders once again to claim their unclaimed/unpaid dividends. As you are aware, dividend declared by the Company is remitted either electronically or by sending dividend warrants/demand drafts to the registered address of the eligible shareholders.
- As per Section 124(5) of the Companies Act, 2013, all dividends remaining unpaid or unclaimed for a period of seven years are required to be transferred by the Company to the 'Investor Education and Protection Fund' (IEPF) established by the Central Government.
- Further, as per the IEPF Rules and amendments thereto, we regularly upload on website of the Company and that of the Ministry of Corporate Affairs, Government of India, full details of all unpaid or unclaimed dividends.
- Section 124(6) of the Companies Act, 2013, requires that all shares, in respect of which dividends have not been paid or claimed for seven consecutive years or more, shall also be transferred by the Company in the name of IEPF.** Ministry of Corporate Affairs has issued notifications regarding transfer of shares to IEPF and also notified 'Investor Education and Protection Fund Authority (Accounting, Audit, Transfer and Refund) Rules, 2016' ('the Rules'), which have come into force w.e.f. from 7th September 2016 and amended from time to time. The Rules, inter alia, contain provisions for transfer of all shares referred above to the 'IEPF Suspense Account'.
- Unpaid or unclaimed dividends in respect of Dividend for the financial year 2010-2011 have already been transferred to IEPF, which may be claimed by the shareholders from IEPF Authority as per IEPF Rules.
- We request you to claim the unclaimed dividends due to you, from the financial year 2011-12 onwards, by making an application immediately in the attached form and send it to the Registrar and Share Transfer Agent i.e. **M/s Karvy Computershare Private Limited** at their address mentioned below or email at raju.sv@karvy.com. In case, we do not receive your claim as aforesaid, all your relevant shares (whether held in physical or electronic form) will be transferred by the Company to the IEPF Suspense Account as per the statutory requirement as stated above.
- You may kindly note that subsequent to such transfer of shares to 'IEPF Suspense Account', all future benefits which may accrue there under, including future dividend, will be credited to IEPF.
- You may note that, after the above-referred transfer is made, refunds **from the IEPF** can be claimed only by complying with the provisions of aforesaid Rules.
- 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.
- In case we do not receive your claim for the dividends as aforesaid by **10th January, 2019**, we shall, with a view to comply with the requirements of the said Rules, transfer the shares to 'IEPF Suspense Account' by the due date as per the procedure stipulated in the Rules in this regard, without any further notice.

The matter may, therefore, be treated as Most Urgent and Important, in your own interest.

For further clarifications or assistance, you may write to us at:

<p>(i) Shri S. V. Raju, DGM Unit: Petronet LNG Limited Karvy Computershare Private Limited Karvy Selenium Tower B, Plot 31-32, Gachibowli Financial District, Nanakramguda, Hyderabad – 500 032. Email ID: raju.sv@karvy.com Tel: 040-6716 2222 / 1800-345-4001</p>	<p>(ii) Mr. Rajan Kapur Vice President - Company Secretary Petronet LNG Limited World Trade Centre, First Floor, Babar Road, Barakhamba Lane, New Delhi – 110001 Email ID: investors@petronetlng.com Tel: 011-23411411</p>
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Thanking you,

Yours faithfully,
For Petronet LNG Limited

Sd/-
(Rajan Kapur)
Vice President - Company Secretary

Encl: as above

Attention Members	Appeal to Members
<p>(1) Non acceptance of request for transfer of shares in physical form with effect from December 5, 2018</p> <p>Pursuant to SEBI Gazette notification dated June 8, 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 December 5, 2018. This restriction shall not be applicable to the request received for transmission or transposition of physical shares.</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@karvy.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.</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 it is earnestly requested again that 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@karvy.com or to the concerned depository.</p>	

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

Karvy Computershare Private Limited

(Unit: **Petronet LNG Limited**)

Karvy Selenium Tower B,
Plot 31-32, Gachibowli Financial
District, Nanakramguda, Hyderabad –
500 032.

REF: FOLIO/DP ID/CLIENT ID: PLL721555

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 (₹)
2010-11*	2.00
2011-12	3.00
2012-13	3.00
2013-14	2.00
2014-15	2.00
2015-16	3.00
2016-17	5.00
Total	20.00

* Please refer Para 5 of our letter dated 8th October, 2018.

In view of the fact that the Dividend Warrant(s) in respect of the above amounts are lying unclaimed/unpaid in my/our name(s) and/or which are irretrievable/lost or misplaced, you are requested to issue Demand Draft(s)/Pay Order(s) in lieu of the above Dividend Warrant(s) or credit the amounts directly to my bank account as per details mentioned below.

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.

Name		Signature	
First Holder:			
Second holder:			
Third holder:			
Address of first holder:			
Bank Account Details : (for electronic credit of unpaid dividends and all future dividends and any other due amounts)			
Name of the Bank & Branch			
Account Number (as appearing in your cheque book)			
Account Type (Saving / Current / Cash Credit)			
9 Digit MICR Number (Please enclose a photocopy of the cheque for verification)			
11 Digit IFSC Code			
Witness1:		Witness2:	
Name :		Name :	
Address :		Address :	
Signature :		Signature :	

Dated:

Note 1: For the undertaking to be considered complete, please ensure the name, address and bank details of first holder and joint holder(s), as applicable, 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.