



# OIL AND NATURAL GAS CORPORATION LIMITED

## COMPANY SECRETARIAT

Regd. Office: 'Deendayal Urja Bhawan' 5, Nelson Mandela Marg, Vasant Kunj, New Delhi - 110070  
CIN: L74899DL1993GOI054155, Website: www.ongcindia.com, email: secretariat@ongc.co.in

DATE : 25/07/2018

UNIT: Oil and Natural Gas Corporation Limited	Folio No. :	Share (s) :
---	-------------	-------------

**Subject: A. Updation of PAN Card and Bank Details, and  
B. Intimation for dematerialization of Shares**

Dear Member,

As per our records, you are an equity shareholder of the Company holding shares in physical form. We would like to draw your kind attention to circulars issued by the Securities Exchange Board of India (SEBI) requiring your immediate attention / action as under.

### A. UPDATION OF PAN & BANK DETAILS

The SEBI vide its circular No. SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated April 20, 2018 has mandated that companies shall update the PAN and Bank Details of the shareholders in its record to credit the dividend directly in their bank accounts.

You are therefore, requested to submit the following documents immediately upon receipt of this letter to enable us update the records:

1. Enclosed format duly filled in and signed by the Shareholder(s).
2. Self-attested copy of PAN Card of the Shareholder(s).
3. Cancelled Cheque with name (if name is not printed, bank attested copy of the first page of pass book showing name of account holder) of the first holder.
4. Address proof (self-attested copy of Aadhaar-card / Electricity bill / Telephone bill / Passport) of the first holder.

### B. DEMATERIALISATION OF SHARES

The SEBI vide its circular No. SEBI/LAD-NRO/GN/2018/24 dated June 8, 2018 has mandated that w.e.f. December 5, 2018 all transfer of shares shall be permitted only in demat form except in case of transmission or transposition of Shares. In view of the same, you are requested to **kindly convert your physical shares in Demat form** for transferring the shares on or after **05.12.2018**.

You are requested to send the above details under (A) above within 21 days from the date of this letter to the office of the Registrar & Transfer Agent of the Company as mentioned below.

Registrar & Transfer Agent  
Alankit Assignments Limited  
Alankit Heights, 1E/13, Jhandewalan Extension  
New Delhi – 110055  
Email : [rta@alankit.com](mailto:rta@alankit.com);  
Telephones: +91 - 11 - 23541234, 42541234

In case if you have already taken the necessary action in terms of the said circulars of SEBI, you may kindly ignore this communication.

Thanking you,

Yours faithfully,

for **Oil and Natural Gas Corporation Limited**

M E V Selvamm  
**Company Secretary**

This being a computer generated letter, does not require any signature

**Encl.:** As above.

To  
**ALANKIT ASSIGNMENTS LIMITED**  
Unit : Oil and Natural Gas Corporation Limited  
Alankit Heights, 1E/13, Jhandewalan Extension  
New Delhi - 110055

Update of Shareholders Information as mandated by SEBI

I/We request you to record the following information against my/our Folio No:

General Information:			
Folio No.:			
First Holder Name :			
Second Holder Name :			
Third Holder Name :			
PAN : <i>Enclose self attested copy all holders/ joint holders</i>	Ist Holder PAN	IInd Holder PAN	IIIrd Holder PAN
E-mail id of First Holder :			
Mobile No. of First Holder :			
Bank details of First Holder			
Bank Name :			
Bank Branch Address :			
Account Number (as appearing in cheque) : #			
Bank A/c Type (Savings/Current/NRE/NRO) :			
IFSC (11 digit) :			
MICR (9 digit) (as appearing in cheque) :			

#A blank cancelled cheque with name of the first holder is enclosed to enable verification of bank details.  
(Note: all enclosures are mandatory)

I/We hereby declare that the particulars given above are correct and complete

Signatures :

First Holder	Second Holder	Third Holder

Date :

Place :