

**Dear Shareholder,**

**Sub:** Service of documents through electronic mode

**Unit:** Hindustan Oil Exploration Company Limited

The Companies Act, 2013 and rules made thereunder ('the act') authorize Companies to send notices and other documents through electronic mode. The act also requires the Company to provide an advance opportunity to shareholders to register their email ids for receiving the documents in electronic form or to change email ids already registered.

As per the records of the Company, your email id is not registered with the Company and therefore, you are requested to provide your email id, as under, to receive documents in electronic form.

Your company is committed to act in an environmentally responsible manner and promote green initiatives. Last year we have printed over 50,000 copies of Annual Report in hard paper that must have used wood pulp from several trees. This year we wish to reduce it and save more trees with your co-operation.

We request you to say yes and provide your consent by sharing your email id, so that we can send you Annual Report and other documents / correspondence in electronic form and save trees.

**Email id Details**

**Folio Number / DPID and Client id :** \_\_\_\_\_

**Email id :** \_\_\_\_\_

**Signature of the First Holder :** \_\_\_\_\_

For Hindustan Oil Exploration Company Limited

Company Secretary

Hindustan Oil Exploration Company Limited  
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