



# मंगलूर रिफाइनरी एण्ड पेट्रोकेमिकल्स लिमिटेड

## MANGALORE REFINERY AND PETROCHEMICALS LIMITED

अनुसूची 'अ' के अंतर्गत भारत सरकार का उद्यम SCHEDULE 'A' GOVT. OF INDIA ENTERPRISE.  
(ऑयल एण्ड नेचुरल गैस कॉर्पोरेशन लिमिटेड की सहायक कंपनी A SUBSIDIARY OF OIL AND NATURAL GAS CORPORATION LIMITED)  
सीआईएन/सिन : L23209KA1988GOI008959

पंजीकृत कार्यालय : कुचेतूर पोस्ट, वाया काटीपल्ला मंगलूर - 575 030 (भारत) दूरभाष: 0824-2270400, फैक्स: 0824-2271404, E-mail:mrplmrlr@mrpl.co.in  
Regd. Office : Kuthethoor P.O. Via Katipalla, Mangaluru - 575 030 (India) Tel. : 0824-2270400 Fax : 0824-2271404 Website : www.mrpl.co.in  
आई.एस.ओ. 9001, 14001 एवं 50001 प्रमाणित कंपनी AN ISO 9001, 14001 AND 50001 CERTIFIED COMPANY

### REQUEST TO SHAREHOLDERS OF MANGALORE REFINERY AND PETROCHEMICALS LIMITED FOR CONVERSION OF PHYSICAL SHARE HOLDING TO DEMAT FORM AND UPDATION OF DETAILS

#### 1. DEMATERIALIZE (DEMAT) YOUR PHYSICAL SHARES TO AVOID RISK

We request shareholders of Mangalore Refinery and Petrochemicals Limited holding shares in physical form to convert their physical shares into dematerialized (demat) form immediately to avoid risk of loss / damage /misplacement. Most importantly, the investment cannot be monetized by physical shareholders since SEBI has stipulated that request for effecting transfer/sale of shares shall not be processed unless the shares are held in demat form with a Depository (NSDL / CDSL). Please convert your physical shares to demat form immediately, by submitting your share certificate(s) to your DP for converting the shares into demat form. In case you don't have a demat account, you may open a demat account with any Depository Participant (DP).

#### 2. UPDATE YOUR KYC DATA TO RECEIVE ALL COMMUNICATIONS

Please update KYC data, email id, postal address, mobile number, self attested copy of PAN and Aadhar, bank account details along with a cancelled cheque by submitting these informations with our Registrar & Share Transfer Agent (RTA) whose address is given below. Shareholders holding shares in demat mode are requested to update the same with their respective Depository Participant to ensure ease of communication.

#### 3. HELPLINE FOR SENDING QUERIES AND DOCUMENTS

For any query, please contact our RTA at the address mentioned below.

M/s. LINK INTIME INDIA PVT.LTD

C-101, 247 Park, L.B.S. Marg, Vikhroli (West), Mumbai-400083

Tel.:022-49186270 Fax No.:022-49186060

E-mail: mrplirc@linkintime.co.in

DINESH MISHRA  
COMPANY SECRETARY

बेंगलूर कार्यालय : प्लॉट नं. A-1, - के .एस.एस.आई.डी.सी. प्रशासनिक कार्यालय भवन के सामने, इंडस्ट्रीयल एस्टेट, राजाजीनगर, बेंगलूर -560 010  
Bengaluru Office: Plot A-1, Opp. KSSIDC A. O. Building, Industrial Estate, Rajajinagar, Bengaluru - 560 010.  
दूरभाष : Tel: (का.) (O) 080-22642200, फैक्स Fax : 080 - 23505501  
दिल्ली कार्यालय : कोर-8,7<sup>th</sup> मंजिल, स्कोप कॉम्प्लेक्स, लोधी रोड, नई दिल्ली- 110003 दूरभाष: 011-24306400, फैक्स: 011-24361744  
Delhi Office : Core-8,7<sup>th</sup>, Floor SCOPE Complex, Lodhi Road, New Delhi - 110003. Tel.: 011-24306400, Fax: 011-24361744  
मुंबई कार्यालय : मेकर टॉवर 'ई' विंग 15वां तल, कफ परेड, मुंबई - 400 005. दूरभाष: 022-22173000, फैक्स: 22173233  
Mumbai Office : Maker Tower, 'E' Wing, 15th Floor, Cuffe Parade, Mumbai-400 005. Tel.: 022-22173000, Fax : 22173233