



PUBLIC NOTICE

**FOR KIND ATTENTION OF THE SHAREHOLDERS**

**Ministry of Corporate Affairs** (vide Circular dt. 05.05.2020) and **SEBI** (vide Circular dt. 12.05.2020) have granted exemption from dispatching physical copies Notices and annual report to shareholders and also allowed conducting Annual General Meetings (AGM) through electronic mode during the year 2020 in view of COVID-19 pandemic .

2. We hereby request all the shareholders to update their **Email IDs** for supply of Annual Reports, Notice of AGM and other communications from the Company. Further, up-dated **Bank details** will enable electronic credit of dividends paid by the Company from time to time without any delay and banking hassles for shareholders.
3. Kindly note that no physical copy of Annual Report 2019-20 will be sent the members either before or after the AGM.
4. Shareholdings holding shares in **dematerialized form** are requested to approach their respective Depository Participants for updating the Email address, Bank Mandates, and Mobile No.
5. Shareholders holding shares in **physical form** are requested to convert their holdings in demat form as transfer of shares in physical form has been prohibited by the SEBI.

Further, they are also requested to register/ update their (i) Email IDs and (ii) Bank mandate with the Registrar and Share Transfer Agent – Alankit Assignments Ltd/ the Company by furnishing following information:

S. No.	Particulars	Details
i.	Name	
ii.	Folio No.	
iii.	Email ID	
iv.	Original /scanned copy of cancelled Cheque or Passbook signed by Bank Manager with IFSC & MICR No.	

Above details along with requisite documents can be sent to Shri J. K. Singla, Alankit Assignments Ltd. – RTA at email ID: [jsingla@alankit.com](mailto:jsingla@alankit.com) or Shri Shashi Bhushan Singh, Deputy Company Secretary at email ID: [singh2\\_shashi@ongc.co.in](mailto:singh2_shashi@ongc.co.in)

For further details, please contact Shri J. K. Singla (Ph. 91-11-42541234) or Shri Shashi Bhushan Singh (91-11-2675 4073/4085).

For Oil and Natural Gas Corporation Ltd

M E V Selvamm  
Compliance Officer,  
Company Secretary & Executive Director