

**OIL AND NATURAL GAS CORPORATION LIMITED**

CIN: L74899DL1993GOI054155

Regd. Office: Pandit Deendayal Upadhyaya Urja Bhawan 5,
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

Phone: 011-26754002 FAX: 011-26129091 Website: www.ongcindia.com Email: secretariat@ongc.co.in

POSTAL BALLOT FORM

(Please read the instructions printed overleaf carefully before completing this form)

1. Name and Registered Address of the Sole / First Named Shareholder :
2. Name(s) of the Joint Holder(s), if any :
3. Registered Folio No. / DP ID No. & Client ID No* :
4. Number of Shares held as on **16. 02. 2018** :

I/We hereby exercise my/our vote in respect of the Ordinary Resolution to be passed through postal ballot for the business as stated in the Notice of the Company dated 09th February, 2018 by conveying my/our assent/dissent/abstain to the said resolution by placing the tick (√) mark at the appropriate box below.

Description	No. of Shares	I / We assent to the Resolution (FOR)	I / We dissent to the Resolution AGAINST)	I / We abstain to vote to the Resolution (ABSTAIN)
Ordinary Resolution - Related Party Transaction- Acquisition of 51.11% of equity shares in the capital of HPCL by the Company from Govt. of India.				

Place:

Date:

Signature of the Member

NOTE: Last Date for **receipt** of Postal Ballot Form by the scrutinizer is **27th March, 2018**.**E-VOTING AS AN ALTERNATE TO POSTAL BALLOT**

The Company has arranged the services of National Securities Depositories Ltd. Your e-voting particulars are set out below:

Electronic Voting Particulars

EVS (Electronic Voting Sequence Number)	USER ID	PASSWORD/PIN

Instructions:

1. A member desiring to exercise vote by postal ballot may complete this postal ballot form in all respects and send it to the scrutinizer using the attached self-addressed postage prepaid envelope. However, envelopes containing postal ballot forms, if deposited in person or sent by courier at the expense of the members, will also be accepted. Voting through any other form or photocopy of the postal ballot form will not be considered valid.
2. The Company is also offering e-voting facility as an alternative for the members to enable them to cast their vote electronically. The detailed procedure of e-voting is enumerated in the postal ballot notice. However, Shareholders can opt for only one mode of voting i.e. either e-voting or postal ballot
3. The self-addressed envelope bears the address of the scrutinizer i.e. M/s P. P. Agarwal & Co, Practicing Company Secretaries, Scrutinizer, Unit : ONGC Ltd. C/o Alankit Assignments Limited, Alankit Heights, 1E/13 Jhandewalan Extension, New Delhi - 110055
4. This form should be completed and signed by the member. In case of joint holding, the Form should be completed and signed by the first named member and in his absence by the next named member. The signature of the member on this Postal Ballot Form should be as per the specimen signature registered with the Company or furnished by National Securities Depository Limited / CDSL (India) Limited to the Company, in respect of shares held in the physical form or dematerialized form, respectively.
5. In case shares are held by companies, trusts, societies, etc. the duly completed Postal Ballot Form should be accompanied by certified copy of the Board Resolution / Authority. Postal Ballot Form signed by the holder of power of attorney for and on behalf of a member of the company must be accompanied by the attested true copy of Power of Attorney. If the same is already registered with the Company or the Registrar, please quote the Registration No. beneath the signature.
6. Members are requested not to send any other paper alongwith the Postal Ballot Form in the enclosed self-addressed postage prepaid envelopes as all such envelopes will be sent to the Scrutinizer and if any extraneous paper is found in such envelope, the same would not be considered and would be destroyed by the Scrutinizer.
7. A tick (✓) mark should be placed in the relevant box signifying For /Against/ Abstain for the resolution, as the case may be, before mailing the Postal Ballot Form.
8. There will be only one Postal Ballot Form for each folio irrespective of the number of joint Member(s).
9. Shareholders are entitled to cast their votes differently i.e. all the votes either in 'For', 'Against' or 'Abstain' or partly in one and balance in other option(s).
10. **Duly completed postal ballot form should reach the Scrutinizer not later than the close of working hours on Tuesday, the 27th March, 2018. Postal Ballot Form received after this date will be strictly treated as if the reply from the member has not been received.**
11. Voting rights shall be reckoned on the paid-up value of the shares registered in the name of the members as on 16th February, 2018.
12. Votes will be considered invalid on the following grounds:
 - I. If the members' signature does not tally.
 - II. If the member has marked all his shares both in favour and also against the resolutions.
 - III. If the ballot paper is unsigned.
 - IV. If the ballot paper is filled in pencil or signed in pencil.
 - V. If the ballot paper is received torn or defaced or mutilated to an extent that it is difficult for the scrutinizer to identify either the member or the number of votes or as to whether the votes are in favour or against or if the signature could not be checked or on one or more of the above grounds.
 - VI. If the sum total of the votes casts For, Against & Abstain exceeds the total shareholding as on cut-off date.
13. The Scrutinizer's decision on the validity of the postal ballot will be final.