



OIL AND NATURAL GAS CORPORATION LTD.

Regd. Office: Plot No. 5A-5B, Nelson Mandela Marg, Vasant Kunj, New Delhi- 110070
CIN No L74899DL1993GOI054155

Website: www.ongcindia.com Email: secretariat@ongc.co.in

REQUEST TO THE SHAREHOLDERS FOR REGISTRATION/UPDATION OF EMAIL ADDRESS

Pursuant to General Circular nos. 14/2020 dated April 8, 2020, 17/2020 dated April 13, 2020, 10/2021 dated June 23, 2021 and 20/2021 dated December 8, 2021, issued by the Ministry of Corporate Affairs ("MCA Circulars"), (including any statutory amendment(s), modification(s), variation(s) or re-enactment(s) thereof for the time being in force, and as amended from time to time), the Company is required to provide a process of registration of e-mail addresses of members and state so in its public notice.

Accordingly, the Company is providing the facility to its Members for registration/ updation of their email addresses in the following manner and urge them to register/ update their email addresses, so as to timely receive the Notice of Postal Ballot/ Shareholder's Meeting and other future communications:

- A. Members holding shares in **dematerialised mode**, who have not registered/ updated their email addresses with their Depository Participants, are requested to register/ update their email addresses with the Depository Participants with whom they maintain their demat account.
- B. Members holding shares in **physical mode**, who have not registered/ updated their email addresses are requested through this advertisement to register/ update the same by writing to Registrar and Share Transfer Agent (RTA) - Alankit Assignments Ltd./ the Company by furnishing following information:

S.no	Particulars	Details
1.	Name	
2.	Folio No.	
3.	Email ID	
4.	Self-attested copy of PAN Card	

Above details along with requisite documents can be sent to Shri J.K. Singla, Senior Manager, Alankit Assignments Limited, RTA at email ID jsingla@alankit.com or to the Company at email ID secretariat@ongc.co.in

For further details, please contact Shri J.K. Singla, Senior Manager, Alankit Assignments Limited, RTA at Tel.: 91-11-42541234/ 42541960.

For Oil and Natural Gas Corporation Limited

Sd/-
Rajni Kant
Company Secretary
Dated: 17.03.2022